**FORM B Satellite Requirements Form**

**Please return by 11 October 2019 To:** Natalie Dass: SfEBESconference@endocrinology.org

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| **Company:** |  |
| **Satellite Location:** |  |
| **Day and date:** |  |
| **Satellite Session Time:** |  |
| **Rehearsal Session Time:** |  |
| **Contacts:** |  |
| **Signature and Date:** |  |

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| **Details** |
| **PLEASE REFER TO MANUAL FOR ORDER DEADLINES** |
| **Technical Rehearsal:** |  |
| Requested date/time |  |
| Additional AV tech required? (one will be part of the package) |  |
| **Satellite Session:** |  |
| Top table for how many people? (set for minimum 3 people) |  |
| Is a lectern required? |  |
| Microphones: *over and above standard set up as detailed* | Standard set up: 1 x lectern microphone, 2 x top table microphones, 2 x roving microphones (for Q&A) |
| Top table branded front required? *Standard SfE BES branding will be in place unless otherwise arranged* | NB. It is the responsibility of the sponsor to cover the costs of any additional branding related to their symposium |
| Lectern branded front required? *Standards SfE BES branding will be in place unless otherwise arranged* | NB. It is the responsibility of the sponsor to cover the costs of any additional branding related to their symposium |
| Will anything be handed out or put on chairs?  |  |
| Number of **additional** hostesses required (one included in package) | NB. Additional hostesses can be ordered for extra cost. |
| Table/s outside main doors required for distribution out of materials/voting pads etc?*One standard (5ft) table is provided as part of the package. Please state whether additional tables will be required. Subject to availability/space* |  |

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| **Additional comments/requests:** |

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