

## Satellite Requirements Form

Please fill in all details & return by 16 October 2022 to:

Amber Nutt: SfEBESconference@endocrinology.org

<b>Company:</b>	
<b>Satellite Location:</b>	
<b>Day and date:</b>	
<b>Satellite Session Time:</b>	
<b>Rehearsal Session Time:</b>	
<b>Contacts:</b>	
<b>Signature and Date:</b>	

Details	
PLEASE REFER TO MANUAL FOR ORDER DEADLINES	
<b>Technical Rehearsal:</b>	
Requested date/time	
Additional AV tech required? (one will be part of the package)	
<b>Satellite Session:</b>	
Top table for how many people? (set for minimum 2 people)	
Is a lectern required?	
Microphones: <i>over and above standard set up as detailed</i> Standard set up: 1 x lectern microphone, top table microphones, 2 x roving microphones (for Q&A)	

<p>Top table branded front required? <i>Standard SfE BES branding will be in place unless otherwise arranged for an extra cost</i></p>	
<p>Lectern branded front required? <i>Standards SfE BES branding will be in place unless otherwise arranged for an extra cost</i></p>	
<p>Will anything be handed out or put on chairs?</p>	
<p>Number of <b>additional</b> hostesses required (one included in package) <i>Additional hostesses can be ordered for extra cost</i></p>	
<p>Table/s adjacent to main doors required for distribution out of materials/voting pads etc? <i>One standard table is provided as part of the package. Please state whether additional tables will be required. Subject to availability/space</i></p>	

**Additional comments/requests:**

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