

TOXINS 2021 – Gothia Towers - Meeting Space Request Form

Contact Name:	
Agency:	Date of Request:
Contact Phone:	Contact Email:
Pharmaceutical Company:	

Email this meeting space request form back to: groups@neurotoxins.org

Monday, 11 January – No time restrictions				
Time	Space (# of attendees and/or room setup)	Event Description/ Use	Catering	AV
From:			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
To:			<input type="checkbox"/> No	<input type="checkbox"/> No

Tuesday, 12 January – No time restrictions				
Time	Space (# of attendees and/or room setup)	Event Description/ Use	Catering	AV
From:			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
To:			<input type="checkbox"/> No	<input type="checkbox"/> No

Wednesday, 13 January - No ancillary events involving TOXINS 2021 attendees are allowed during the following times:				
12:00 – 16:00	2021 Toxins 101 Preconference Workshop			
18:00 – 19:30	Opening Session			
19:30 – 22:00	Welcome Reception - Exhibit Hall/Posters Open			
Time	Space (# of attendees and/or room setup)	Event Description/ Use	Catering	AV
From:			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
To:			<input type="checkbox"/> No	<input type="checkbox"/> No

Thursday, 14 January – No ancillary events involving TOXINS 2021 attendees are allowed during the following times:				
08:30 – 18:30	Plenary, Parallel Tracks, and Workshops			
10:30 - 11:00	Exhibit Hall/Poster Session/Break			
12:00 – 14:30	Exhibit Hall/Poster Session			
12:00 – 13:30	Satellite Symposium			
18:30 – 20:30	Dinner Satellite Symposium			
19:30 – 21:30	Faculty Dinner (Only the faculty cannot participate in any ancillary events)			
Time	Space (# of attendees and/or room setup)	Event Description/ Use	Catering	AV
From:			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
To:			<input type="checkbox"/> No	<input type="checkbox"/> No

Friday, 15 January – No ancillary events involving TOXINS 2021 attendees are allowed during the following times:				
08:30 – 18:30	Plenary, Parallel Tracks, and Workshops			
10:30 - 11:00	Exhibit Hall/Poster Session/Break			
12:00 – 14:30	Exhibit Hall/Poster Session			
12:00 – 13:30	Satellite Symposium			
18:30 – 20:30	International Forum: Exploring the national, regional and local clinical experience with BoNT			
Time	Space (# of attendees and/or room setup)	Event Description/ Use	Catering	AV
From:			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
To:			<input type="checkbox"/> No	<input type="checkbox"/> No

Saturday, 16 January No ancillary events involving TOXINS 2021 attendees are allowed during the following times:				
08:00 – 12:15	INA Members' Meeting & Plenary Session			
Time	Space (# of attendees and/or room setup)	Event Description/ Use	Catering	AV
From:			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
To:			<input type="checkbox"/> No	<input type="checkbox"/> No

INA policy allows exhibiting companies and nonprofit organizations to host events during TOXINS 2021, but places limits on the times and venues of these events. Entertainment, meetings or similar activities will not be permitted without prior INA approval.

The INA must review and approve ANY event affecting TOXINS 2021 meeting attendees and faculty during the inclusive dates of the conference before promotion and implementation of the event can occur, whether it is being held at INA-contracted facilities or otherwise.

Once your request has been approved by the International Neurotoxin Association, Gothia Towers will contact you for further details to confirm your request and provide a contract.

Sponsors must comply with all applicable European, national, and local laws and guidances.

Email this meeting space request form back to: groups@neurotoxins.org

INA Secretariat Approval

Lisa Gottlieb

Date: _____