

Chief Data & Analytics Officer

APEX East May 22-23, 2023

SPONSOR GUIDE & UPCOMING DEADLINES

UPCOMING DEADLINES & DELIVERABLES

| DATE | ACTION ITEM |
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| APRIL 10TH | COMPANY OVERVIEW INFORMATION DUE PLEASE HAVE YOUR COMPANY OVERVIEW INFORMATION DOCUMENT COMPLETED AND SENT TO BECCA. THIS INFORMATION WILL BE WHAT THE ATTENDEES SEE WHEN THEY BEGIN TO SELECT WHO THEY WOULD LIKE TO MEET WITH (JUST LIKE YOU GET TO SELECT WHO YOU'D LIKE TO MEET WITH!) |
| APRIL 24TH | MEETING SELECTIONS PROCESS BEGIN YOU WILL RECEIVE AN EMAIL DIRECTLY FROM BECCA WITH THE DELEGATE LIST AND WILL SELECT YOUR PREFERENCES FOR YOUR ONE-ON-ONE BUSINESS MEETINGS. |
| MAY 1ST | HOTEL RESERVATION CUT-OFF DATE PLEASE MAKE YOUR TEAM'S HOTEL RESERVATION AT THE ATLANTA EVERGREEN LAKESIDE RESORT BY EOB ON MONDAY, MAY 1. THE GROUP RATE WILL NOT BE AVAILABLE AFTERWARDS AND RESERVATIONS WILL BE AT THE HOTEL'S DISCREPANCY AND AVAILABILITY. RESERVATION LINK IS IN SPONSOR PORTAL. |
| APRIL 28TH | MEETING SELECTIONS DEADLINE YOUR SELECTIONS FOR YOUR BUSINESS MEETINGS MUST BE SUBMITTED TO BECCA BY 5 PM ET. |
| MAY 8TH | PRELIMINARY ITINERARY AVAILABLE YOU WILL RECEIVE AN EMAIL FROM BECCA WITH YOUR PRELIMINARY ITINERARY |
| MAY 10TH | EDITS TO ITINERARY DUE/FINAL MEETING ITINERARY IF YOU HAVE ANY CHANGES YOU'D LIKE MADE TO YOUR PRELIMINARY ITINERARY, PLEASE SEND THEM TO BECCA NO LATER THAN 5 PM ET. |
| MAY 12TH | SPONSOR PASSES REGISTRATION DEADLINE YOUR PASSES MUST BE REGISTERED IN OUR SYSTEM, PLEASE USE THE FOLLOWING LINK: HTTPS://CDAO-APEX-EAST.CORINIUMINTELLIGENCE.COM/SPONSORATTENDEE |
| MAY 16TH | SPONSOR PRE-EVENT WEBINAR BECCA WILL SEND A CALENDAR INVITE WITH THE LINK AND TIME. THIS IS A CHANCE FOR US TO REVIEW ANY OUTSTANDING ITEMS AND FOR YOU TO ASK ANY QUESTIONS YOU HAVE AHEAD OF YOUR TEAM GOING ONSITE |
| MAY 18TH | TRACKING NUMBERS DUE IF YOU ARE SHIPPING ANY MATERIALS OR GIVEAWAYS FOR YOUR BUSINESS MEETINGS PLEASE SEND THE TRACKING NUMBERS TO BECCA SO SHE CAN HELP EXPEDITE PLACEMENT OF THEM AT YOUR BUSINESS MEETING SPACE |
| MAY 22ND | CDAO APEX EAST KICKS OFF! YOUR TEAM WILL HAVE THEIR BADGES AND A PRINTED ITINERARY WAITING FOR THEM AT THE REGISTRATION DESK. CORINIUM STAFF WILL BE ON HAND TO HELP WITH ANYTHING THEY NEED! |
| MAY 26TH | FINAL ATTENDEE LIST LIST TO BE SENT FROM BECCA BY EOD |

*These dates are subject to change. If they do, you will be notified via email by Becca Britt and a new updated version of this document will be supplied.