

## Requirements Check List

Item	Deadline	Tick when completed
50 word company profile, logo and onsite contact information: email to <a href="mailto:amanda.burg@ashm.org.au">amanda.burg@ashm.org.au</a>	Friday 30 September	
<a href="#">Indemnity form</a> or public liability cover: email to <a href="mailto:amanda.burg@ashm.org.au">amanda.burg@ashm.org.au</a>		
<a href="#">Signed conference Terms and conditions:</a> email to <a href="mailto:amanda.burg@ashm.org.au">amanda.burg@ashm.org.au</a>		
<a href="#">Register Staff online</a> For conference/accommodation/social functions	Tuesday 11 October	
Promote your participation at the conference Logo / Web banner: add to email signature, website and newsletters to advise contacts you will be at the conferences	Tuesday 1 November	
<a href="#">Fascia order form</a>	Tuesday 1 November	
<a href="#">Furniture hire order form</a> (if applicable)		
<a href="#">Electrical order form</a> (if applicable)		
<a href="#">Walling order form</a> (if applicable)		
<a href="#">Carpet order form</a> (if applicable)		
Ship Goods to venue Label all boxes with the <a href="#">Delivery Label</a>	<i>Delivery arrives: Sunday 13 November 2016</i>	