



**Leipzig - Dallas International Heart 2011- 7th International Live Case Meeting
Latest Techniques in Cardiac Surgery – „Hands Across The Ocean“
1st - 3rd Dezember, 2011 - Heart Center Leipzig**



Dear Sponsor and Exhibitor,

First of all thank you for being part of the Leipzig - Dallas International Heart 2011 - 7th International Live Case Meeting from December 1st-3rd in Leipzig.

Please visit www.ltcs-leipzig.com for the detailed program.

With regard to proper arrangements, we have several annotations and requests for you.

GENERAL INFORMATION

- **CONGRESS VENUE**

Heart Center Leipzig
Auditorium
Struempellstrasse 39
04289 Leipzig
Germany

- **PARKING**

There is a huge parking lot in front of the clinic - free of charge.

- **CONGRESS AND EXHIBITION HOURS**

Scientific Session	1 st of December	from 08.00 am	until 06.00 pm
Scientific Session	2 nd of December	from 08.00 am	until 06.00 pm
Scientific Session	3 rd of December	from 08.00 am	until 03.00 pm

- **REGISTRATION HOURS**

	1 st of December	from 07.00 am	until 06.00 pm
	2 nd of December	from 07.00 am	until 06.00 pm
	3 rd of December	from 07.00 am	until 03.00 pm

- **EXHIBITION SETUP AND TEAR DOWN**

Setup	30 th of November	from 10.00 am	until 06.00 pm
Tear Down	3 rd of December	from end of congress,	approx. 03.00 pm

Kindly reconfirm your booth set up date/time at the attached exhibitor form.

- **COFFEE BREAKS AND LUNCH**

Coffee breaks and lunch will take place within the exhibition area; no extra catering shall be required.

- **SHIPMENT**

For every shipment related to the congress, the following address shall be used ONLY:

**Heart Center Leipzig
Mandy Kraft
Struempellstrasse 39
04289 Leipzig
Germany
Tel.: + 49 341 865-1485**

Shipments can be delivered starting November 28th, 2011
Pick-up latest on December 5th, 2011



**Leipzig - Dallas International Heart 2011- 7th International Live Case Meeting
Latest Techniques in Cardiac Surgery – „Hands Across The Ocean“
1st - 3rd Dezember, 2011 - Heart Center Leipzig**



REGISTRATION & HOTEL ACCOMMODATION

- **CONGRESS REGISTRATION & SOCIAL REGISTRATION (SOCIAL EVENING)**
Your final registration list is due 2 weeks prior to the congress (**17th of November, 2011**).
It is necessary that you mark each guest who is attending the individual events and also mark if he/she will be granted free access (depending on how many free badges have been allotted to you as per your pre-booked package).

Please use the attached registration template.

- **ROOM RESERVATION**
Your first rooming list is due 2 weeks prior to the congress (**17th of November, 2011**).

Please use the attached registration template.

FINAL PROGRAM

- **COMPANY PROFILE**
Please provide us with your company profile (as per attached form) to be printed in the final program (max. 500 characters) until **30th of October, 2011**.
- **ADVERTISEMENT**
All major sponsors (silver, gold, platinum) are asked to send their ad for the final program until **30th of October, 2011 latest**. Attached please find the overview of the basic measurements.
Your package does not include ad's but you take an interest in it? Please feel free to contact us.

FLYER

As major sponsors (silver, gold, platinum) have the possibility to pass on flyers to be inserted in the congress bags (700), please forward them to the following address ONLY:

**Heart Center Leipzig
Mandy Kraft
Struempellstrasse 39
04289 Leipzig
Germany
Tel.: + 49 341 865-1485**

ONSITE CONTACT

**Chiara Altmann
Dana Schlameuß**

**Tel.: +49 151 171 468 45
Tel.: +49 151 171 468 42**

**WE ARE LOOKING FORWARD TO WELCOMING YOU ALL IN LEIPZIG
TO A SUCCESSFUL EVENT**

Attachments:	1. Exhibitor form	to be sent back
	2. Registration template	to be sent back
	3. Company profile template	to be sent back
	4. Measurements for advertisements	for your information