

Dear Sponsor,

Re: Association of Surgeons in Training Annual Conference 2008

The ASiT conference in 2008 will be held at the Wolfson Centre for Medical Education, University of Birmingham, on Saturday 8th March and Sunday 9th March 2008. Please find attached some generic information relating to the facilities for exhibitors at the Wolfson Centre for Medical Education, a note to be attached to any deliveries required to be made to the Wolfson Centre prior to the event, and a copy of the programme outlining the running order for the event and opportunities for delegates to visit the Trade exhibits.

The event setup will be available from 4pm to 6.30pm on Friday 7th March and equipment may be delivered to the Wolfson Centre **BEFORE** Friday 7th March 2008 at **3pm**. Further setup will also be available from 7.30am on Saturday 8th March 2008. Delegates will have the opportunity to visit the trade exhibits at various times throughout the two days as outlined in the attached outline programme.

We are advised by the Wolfson Centre that valuable items should not be left on exhibition stands overnight if can be possibly avoided.

The standard exhibition space will be 3 metres x 2 metres, whilst the enlarged exhibition space will be 6 metres x 2 metres. An outline plan indicating approximate stand placement is also attached for your information. A detailed list of the stand allocation will be circulated in due course.

All Catering during the conference is available to the exhibitors and included within the sponsorship package, including attendance at the Gala Dinner with the number of tickets as outlined within the sponsorship package taken. For gala dinner purposes we would be grateful if you could advise the names of the representatives who will be attending as we require to inform the names of all attendees to Botanical Gardens. Furthermore it would be useful to know whether representatives would prefer to be seated at the same table or different tables at the dinner, and whether any require vegetarian meals?

We hope that this information fulfills your needs but are happy to provide additional details and answer further queries that you may have.

Yours Sincerely,



Conor Marron
Past-President & Honorary Treasurer ASiT