



## ICNC7: Exhibitor Badge Information



Dear Exhibitor,

You will have noticed we have a new badge order form that looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	name	firstname													
2															
3															
4															
5															
6															
7															
8															
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25															
26															
27															
28															
29															
30															
31															

The spreadsheet is in csv. format as it has to be compatible with our system (EMS). There are only two columns as the system knows exactly by default how many free badges each company is allocated and which company name to place on the badge. Please do not alter any of the columns or insert any images, commas and comments.

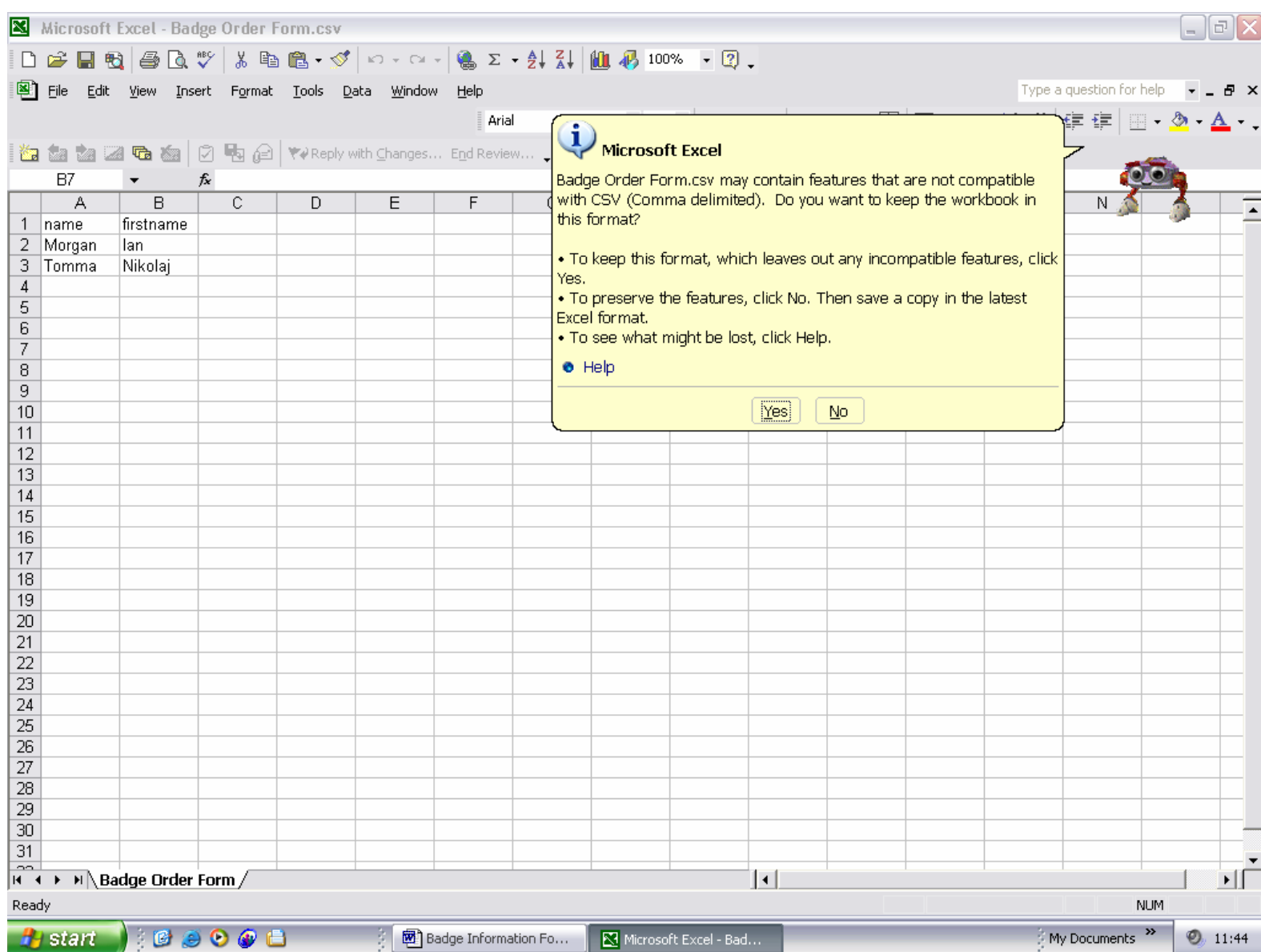
Below is an example of how the order form should be filled in:

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Badge Order Form.csv". The spreadsheet has two columns: "name" in column A and "firstname" in column B. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	name	firstname													
2	Morgan	Ian													
3	Tomma	Nikolaj													
4															
5															
6															
7															
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The status bar at the bottom shows "Ready" and "NUM". The taskbar includes the Start button, several application icons, and the system clock showing 11:25.

When you finished filling in the order form, remember to save the file as a csv.  
The following screen will appear when saving in this format:



Just click “yes” and the badge order form will be valid.

The completed order form can then be sent to:

[icncexhibition@escardio.org](mailto:icncexhibition@escardio.org)

If you would like only your company name to appear on your badges just send an email to the same address.

Thank you in advance for your cooperation and feel free to contact us if you have any further queries.

Regards,

The ESC Exhibition Team

Badge allocation and important deadlines:

Stand size between:

9 and 49 m<sup>2</sup>

50 and 99 m<sup>2</sup>

More than 100m<sup>2</sup>

Free Badges:

8

16

24

Badge Fees + VAT (19%)

- extra badge fee = €32.77 (+VAT)

- on-site fee = €32.77 (+VAT)

DEADLINE FOR FREE BADGES IS 1 April 2005