



Great Lakes International Imaging and Flow Cytometry Association

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www.gliifca.org

GLIIFCA 19

August 9, 2010

Dear Exhibitors:

Welcome to the 19th Annual Meeting of the Great Lakes International Imaging and Flow Cytometry Association (GLIIFCA)! This letter contains additional meeting information.

Please pick up your name badge and meeting materials at the GLIIFCA registration table on Friday. Your meeting registration entitles you to all “meals” and beverage tickets are included with your name badge.

This year, the **exhibit/poster area** will be the **Mackinac Ballroom**, on the fifth floor of the Marriott. Skirted tables and chairs will be provided. If you require extension cords or surge protectors, please bring them with you as the hotel will charge for providing this equipment. Please note that table locations are available on a first-come, first-serve basis. You may begin setting up your displays any time after 11am Friday morning, Sept.24. The Friday evening reception, Saturday wine & cheese reception, as well as the refreshment breaks will take place in this area. You will probably wish to be available at your tables during these times. We encourage you to keep the displays up until after the break Sunday morning Sept.26 (approx. 11:00 AM); however, we understand that some exhibitors may need to breakdown earlier.

When shipping your materials, please see the **shipping guidelines** (additional document). Be sure to use the attached **shipping label** (additional document). You may direct any questions regarding shipping and storage to:

Mr. Paul Theofanus
Senior Event Manager
c/o Detroit Marriott at the Renaissance Center
400 Renaissance Dr
Detroit, MI 48243
Tel: (313) 568-8226
Fax: (313) 447-2187
Email: Paul.Theofanous@marriott.com

When phoning for your room reservations, please mention GLIIFCA (the Great Lakes International Imaging and Flow Cytometry Association).

Thank you for all of the abstracts that have been submitted. Unfortunately time does not allow for us to accommodate everyone. We will be contacting those individuals selected for presentation at the Industrial Symposium on Friday evening. We ask that you please provide a copy of your 20 minute presentation to our audio visual manager in the format requested below.

1. Name, affiliation, phone, fax and email address of the presenter
2. Title and abstract of the presentation
3. Please arrange the presentation in Powerpoint format. We are currently using Office 2003 for PC's (non-Mac's) but will also have Office 2007.
4. By September 10, 2010, please have the presenter email or mail the presentation as a CD to our AV manager below. It is much easier for us to load your presentation on our organization's computer.

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Please contact me if you have any additional questions:

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I look forward to seeing you soon!

Karen