

# Promotional Mailing Order Form



3rd Annual Clinical Forum Nice 2009 - Improving Clinical Development Together

Acropolis Nice, France

October 19-21, 2009

Meeting ID # 09103

## Additional information:

- Exhibitors should provide **300** copies of literature inserted in sealed envelopes, letters or postcards to the D.I.A., European office.
- All literature or envelopes must not be larger than DIN C5 (162x229mm) or DIN C4 (324x229mm) or equivalent.
- The mailing and postage full payment must be paid upon delivery of the literature, any extra shipping or custom charges must be borne by the exhibiting company upon receipt. The mailing will be done from the D.I.A. mailing house, any remaining material will not be returned to the exhibiting company after mailing has been completed.

\* Please note that a sample of the mailing must be sent in advance to the D.I.A. office for approval by email to: [phyllis.suter@diaeurope.org](mailto:phyllis.suter@diaeurope.org).

## Deadlines

- 10.09.2009**      **Promotional mailing booking deadline**  
**24.09.2009**      **Promotional material arrive at DIA**  
**25.09.2009**      **Material dispatched to lettershop/Mailing house**

## Costs

Standard fee for the mailing and postage is EUR **700.00**, payable by cheque to D.I.A. or by VISA, MasterCard or AMEX upon delivery of literature. Please note that a sample of the mailing must be sent to the DIA office for approval in advance. You can send it by fax to +41 61 225 51 52, by email to [phyllis.suter@diaeurope.org](mailto:phyllis.suter@diaeurope.org), by mail to the below address. **Please do not associate DIA with** • your company name • use the DIA logo • advertise sessions or speakers.

If you have any additional question about the promotional mailing, please do not hesitate to contact me.

Kindest regards,

Phyllis Suter  
Exhibits Manager Europe  
DIA European Branch Office  
Elisabethenanlage 25  
4002 Basel  
Switzerland

## Booking & Payment of Mailing Standard Cost

- Cheques** should be made payable to D.I.A., Elisabethenanlage 25, Postfach, 4002 Basel, Switzerland
- Bank transfers** should be made in EUR to the following bank:  
UBS, Postfach, 4002 Basel, Switzerland - D.I.A Account Number: 233-635384.60C - SWIFT: UBSWCHZH80A - IBAN: CH96 0023 3233 6353 8460 C  
Your name and company must be included on the transfer document to ensure payment to your account
- Credit card** - Credit card payments by VISA, Mastercard or AMEX can be made by completing the relevant details hereunder. Please note that other types of credit card cannot be accepted

Visa     MC     AMEX

Card Number                      Exp.date   /

Company Name  Cardholder's Name

Date:  Cardholder's Signature: