



SWTEST
2020 CONFERENCE
PROBE TODAY,
FOR TOMORROW



SWTest 2020 Deadlines

Date	Applies to	Detail
30 days from registered date	Exhibitors & Sponsors	Exhibitor & Sponsorship Payments due no later than this date – Direct questions to Alice Jones
ASAP	Sponsors	Email your company website link and company logo to expo@swtest.org (See Exhibitor Links page for specifications)
January 15 th	All	Attendee registration opens
February 3 rd	Platinum Sponsors	Lottery for large hospitality suites completed
February 7 th	All	Extended Abstract Submissions Deadline - submitted online (See Abstracts web page)
February 10 th	Platinum Sponsors	Assignment of Parlor Suites completed
February 10 th	Sponsors	Golf Tournament Registrations for First Team begins
February 14 th	All	Author selection notifications
March 9 th	Sponsors	Golf Tournament Registrations Deadline for First Team, Sponsor can register for second Team on a waitlist – Direct questions to Tracy Broz
March 9 th	Exhibitors	Golf Tournament Registrations for First Team begins
April 1 st	Sponsors	RBI Guaranteed Reservations form submitted to Tracy Broz
April 24 th	Sponsors	Full-Color Ad for Conference Guide & EXPO Directory – Submitted to Maddie Harwood & Brittni Favorite (See Directory Ad Specifications on Sponsorship web page)
April 24 th	Sponsors	Deadline to submit logo to be included in EXPO Directory
May 1 st	Platinum Sponsors	Mobile App Push Ad – Submitted to Tracy Broz (See Push Ad specifications on Sponsorship web page)
May 1 st	Exhibitors & Sponsors	Scavenger Hunt Prize notification (See details on Scavenger Hunt web page)



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May 1 st	All	Last day for early attendee registration discount – There will be no On-Site Registrations
May 5 th	Exhibitors & Sponsors	Advance shipments may begin arriving at warehouse
May 8 th	Exhibitors & Sponsors	All Golf Tournament Registrations and team information completed – Direct questions to Tracy Broz
May 9 th	Exhibitors & Sponsors	Exhibit Booth A/V Order Form & Payment is due – (See AV Order Form link on Exhibitor Links web page)
May 18 th	Exhibitors & Sponsors	GES Discount Deadline for Booth Orders (see Exhibitor Kit link on Exhibitor Links web page)
May 22 nd	All	Deadline to submit FINAL podium presentation (see Abstracts web page)
June 3 rd	Exhibitors & Sponsors	Last day for Advance Shipments to arrive at Warehouse
June 7 th	Sponsors	Marketing Materials for Sponsor Table – Bring marketing materials to on-site registration desk.

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