

**Subject:** Confirmation for ID Fair on September 29  
**From:** Sally Susnowitz <susnowit@MIT.EDU>  
**Date:** Fri, 22 Sep 2006 08:47:40 -0400  
**To:** e\_basha@mit.edu

Thanks for signing up as an exhibitor at the fifth annual International Development Fair! The event is always exciting, with lots of people coming by to see what's available. There will be over 30 exhibits, international snacks, and a table for general information.

The message below contains some details that you will need. Please let me know if you have any additional questions.

**WHERE and WHEN:**

Lobby 13

Friday, September 29, 2006

12 - 12:30 pm: set up your materials

12:45-3 pm: have someone at your table to talk to visitors

3:15 pm: clean up your area

**WHAT:**

We have arranged for you to have the following:

--half a rectangular table with tablecloth

--one easel

Unfortunately, we cannot arrange for access to electricity. Please bring everything you need to create your display (poster board, tape, scissors, markers, extra easel, etc.)

Please let me know BEFORE WEDS, 9/27 at NOON:

--if you want to be placed next to a specific group. We will try to arrange logical clusters, but we may not be able to accommodate all requests.

--if you need more than half a table (please explain why)

--if you need to have floor space near your table (e.g. for a large object or prototype)

--if you need wall space

We will do our best to accommodate you, but we cannot guarantee that we can arrange for all requests to be met.

**WHAT ELSE:**

--We need your help publicizing the event. I'll send an email out to you soon; please send it around to your constituents to make sure that the event is successful. I can also send you poster pdf's, so let me know what's needed.

We'd also love to have help setting up and cleaning up the whole area, so if you can spare a bit of extra time, please let me know or just pitch in!

Again, I'm happy to answer any questions. You can reach me, Sally, at [susnowit@mit.edu](mailto:susnowit@mit.edu) or 617-258-7344.

Thanks for participating, on behalf of the whole ID Network planning team!

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Stephanie Dalquist  
Sunita Darbes  
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