

AAHCM 2024 ANNUAL MEETING

Exhibit & Sponsorship Prospectus

Sheraton Phoenix Downtown
Phoenix, Arizona

October 17-19, 2024

*Shaping the Future of
Home-based Medical Care*

About the Conference

AAHCM is the professional home for providers serving the Home-based Medical Care Community. Don't miss this opportunity to connect and get connected!

The American Academy of Home Care Medicine (AAHCM) serves nearly 1,000 physicians, advanced practice professionals, social workers, related professionals and agencies across the country committed to improving the care of patients in the home. AAHCM operates on the vision of providing high-quality care in the home with dignity to all those in need and works tirelessly to make this goal a reality.

The 2024 AAHCM Annual Conference, will be held in Phoenix, AZ, October 18-19, with pre-conference sessions October 17. More than 500 interdisciplinary leaders in Home-Based Medical Care are expected to attend, providing you an unmatched opportunity to demonstrate how your products and services will help them better care for their patients. This event will be even bigger and more immersive than ever, with ample opportunities for attendee engagement and networking.

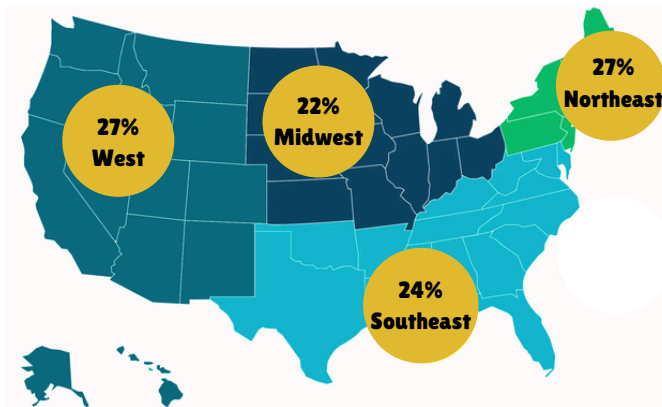


About Our Attendees

GEOGRAPHIC REACH

Reach a nationwide audience.

AAHCM 2023 Attendee Data



ATTENDEES ACROSS THE SPECTRUM

Decision makers, influencers, and clinical users come together.

40.5%

Physicians

33%

APP / Allied Health

25%

Business Professionals

1.5%

Students



**Over 500
HBMC-Focused
Attendees Expected**

Become a Sponsor

As a valued member of our industry, we believe that your presence at the AAHCM Annual Meeting will greatly benefit both you and the attendees. Our event attracts a diverse range of professionals and decision-makers, providing you with a unique platform to increase brand visibility, forge new partnerships and generate leads.

Here are some key benefits of becoming an exhibitor or sponsor at our event:

- 1. Increased Exposure:** Showcase your products and services to a highly targeted audience of industry professionals.
- 2. Networking Opportunities:** Connect with key decision-makers, industry experts, and potential customers to build lasting relationships.
- 3. Brand Recognition:** Enhance your brand image and increase brand awareness among a wide range of industry stakeholders.



- 4. Lead Generation:** Engage with potential customers, generate high-quality leads, and drive sales for your business.

We have a variety of exhibitor and sponsorship packages available to suit your specific needs and budget. Whether you are looking to secure a prime booth location or maximize your brand exposure through sponsorship opportunities, we have options that will meet your goals!



Don't miss out on this opportunity to gain a competitive edge in the industry. Secure your spot as an exhibitor or sponsor today to take advantage of early bird discounts and secure your preferred booth location.

Sponsorship Opportunities

Maximize your exposure to potential customers by choosing a high visibility sponsorship



Diamond Level \$38,500

This sponsorship offers maximum exposure and involvement with AAHCM. Offered on a first come, first served basis.

- 2024 IRC Membership
- Two 30-minute consultations with AAHCM Leaders.
- Invitation to VIP Reception with AAHCM Leadership
- Priority exhibit location
- Two (2) exhibit spaces (10 x 10)
- Two (2) complimentary Annual Meeting registrations, including access to all sessions and networking events
- Two (2) complimentary exhibitor registrations, with access to networking events
- Company logo with link and 100-word description on Annual Meeting sponsors webpage and conference app
- Premier logo placement on event signage in lobby
- Pre- and post-attendee contact list (name, credentials, title, and company)
- Opportunity to send two (2) emails to attendees, one

(1) before the event and one (1) following the event—Email content is subject to



AAHCM approval. Email dates must be reserved no less than two (2) weeks prior to the send date. Email content must be provided no less than one (1) week prior to the send date.

- Insertion of one (1) sustainable swag promotional item in attendee registration bag
- Meet-and-greet with AAHCM board members before President's Reception



Platinum Level \$22,000

- Two 30-minute consultations with AAHCM Leaders.
- Invitation to VIP Reception with AAHCM Leadership
- One (1) exhibit space (10 x 10)
- One (1) complimentary Annual Meeting registrations, including access to all sessions and networking events
- Two (2) complimentary exhibitor registrations, including access to networking events
- Company logo with link and 75-word description on Annual Meeting sponsors webpage
- Name and logo on event signage in lobby
- Pre- and post-attendee contact list
- Opportunity to send two (2) emails to attendees, one (1) before the event and one (1) following the event – Email content is subject to AAHCM approval and dates must be reserved no less than two

(2) weeks prior to the send date. Email content must be provided no less than one (1) week prior to the send date.

- Insertion of one (1) sustainable swag promotional item in attendee registration bag.



Sponsorship Opportunities



Gold Level \$16,500

- One (1) exhibit space (10 x 10)
- Two (2) complimentary exhibitor registrations, including access to networking events
- Invitation to VIP Reception with AAHCM Leadership
- Company logo with link and 75-word description on Annual Meeting sponsors webpage
- Name and logo on event signage in lobby
- Pre- and post-attendee contact list
- Opportunity to send two (2) emails to attendees, one (1) before the event and one (1) following the event – Email content is subject to AAHCM approval and dates must be reserved no less than two (2) weeks prior to the send date. Email content must be provided no less than one (1) week prior to the send date.
- Insertion of one (1) sustainable swag promotional item in attendee registration bag.



Silver Level \$11,000

- One (1) exhibit space (10 x 10)
- Two (2) complimentary exhibitor registrations, including access to networking events
- Invitation to VIP Reception with AAHCM Leadership
- Company logo with link and 75-word description on Annual Meeting sponsors webpage
- Name and logo on event signage in lobby
- Pre- and post-attendee contact list
- Opportunity to send two (2) emails to attendees, one (1) before the event and one (1) following the event – Email content is subject to AAHCM approval and dates must be reserved no less than two (2) weeks prior to the send date. Email content must be provided no less than one (1) week prior to the send date.



Bronze Level \$5,500

- One (1) exhibit space (10 x 10)
- Two (2) complimentary exhibitor registrations, including access to networking events
- Company logo with link and 50-word description on Annual Meeting sponsors webpage
- Name and logo on event signage in lobby
- Pre- and post-attendee contact list
- Opportunity to send one (1) emails to attendees, following the event – Email content is subject to AAHCM approval and dates must be reserved no less than two (2) weeks prior to the send date. Email content must be provided no less than one (1) week prior to the send date.



Exhibitor \$3,300

- One (1) exhibit space (10 x 10)
- Two (2) complimentary exhibitor registrations, including access to networking events
- Pre- and post-attendee contact list



When you exhibit with us at the AAHCM Annual Meeting, we bring the attendees directly to you for dedicated exhibit hours and special events:

- Meet face-to-face with leaders in home care medicine.
- Connect with attendees during networking time and welcome reception in the exhibit hall.
- Gain insight into home-centered care from special-interest discussions during breakfast and lunch hours.

Additional Sponsorship Opportunities

Receptions and Meals



Welcome Reception \$20,000

This premier event sponsorship will include multiple announcements and signage opportunities. We are also willing to customize this package, so contact us if you are interested.



President's Reception \$15,000

This event is by invitation only as will be an opportunity to get your company in front of the decision-makers. Multiple announcements and signage opportunities are offered with this sponsorship. We are also willing to customize this package, so contact us if you are interested.



Lunch (2 available) \$15,000

Sponsor the most attended meal of the conference! Your sponsorship includes announcements, signage and recognition throughout the meeting.



Breakfast (2 available) \$12,000

Sponsor the most important meal of the day! Your sponsorship includes announcements, signage and recognition throughout the meeting.



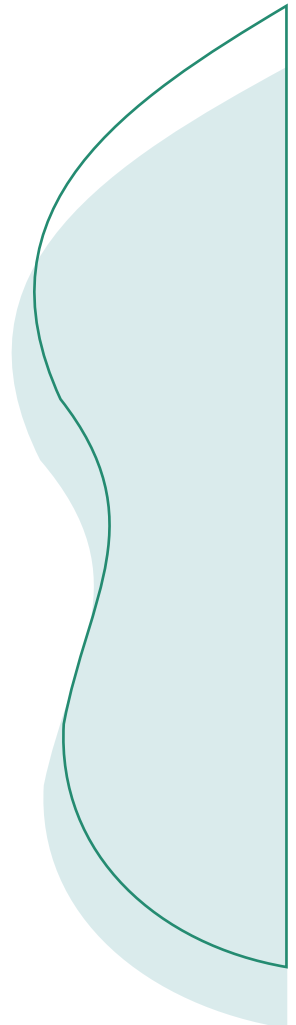
Off-site Networking \$10,000

This networking opportunity will offer a venue for attendees to connect in a casual social environment.



Coffee Breaks \$7,000

Sponsor a coffee break for your colleagues! Everyone wants coffee and snacks to re-charge during the conference.



Branded Items (Exclusive)



Branded Tote Bag \$6,000

Features sponsor logo and AAHCM logo on the official meeting bag. Price includes cost of bag.



Branded Swag \$5,000

Features sponsor logo and AAHCM logo. Price includes cost of swag.



Photo Booth \$3,750

Make your brand synonymous with the fun and education of the Annual Meeting by sponsoring the attendee photo booth! Your logo will appear in attendee's keepsakes –and their social media feeds.



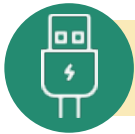
Lanyard \$5,000

The conference lanyard will be co-branded for the conference and your company!



Hotel Key Card \$5,000

Have your logo, booth location and any other message you want to share with attendees on their hotel key card. This sponsorship includes two cards per hotel room at the Conference Hotel



Charging Station \$3,500

Power-up with the branded cell phone charging stations. These stations will be positioned throughout the convention center and will feature your logo and message.

Interested in a Custom Package or Supporting AAHCM in Another Way? We can create a sponsorship package for you!

Exhibitor and Sponsor Terms and Conditions

1. APPLICATION AND ELIGIBILITY. Application for exhibit booth space and/or sponsorship provided by AAHCM (hereinafter "the Academy"), must contain the information as requested, and be executed by an individual who has authority to act for the applicant. This exhibition is designed for the display and demonstration of products and services relating to home care medicine and those individuals attending the Academy's 2024 Annual Meeting. The Academy shall determine the eligibility of any company, product, or service. The Academy may reject the application of any company whose display of goods or services is not compatible, in the sole opinion of the Academy, with the educational character and objectives of the exhibition. In the event an application is not accepted, any paid space rental fees or deposits will be returned. This contract is binding upon receipt and acknowledgment by the Academy. Acknowledgment constitutes one or more of the following: Academy confirmation letter or e-mail message, shared conference information to exhibitor, receipt of exhibit kit or information.

2. PAYMENT DATES. No booths or sponsorship will be guaranteed until the Academy receives full payment of the total booth/sponsorship fee, along with a signed contract. If full payment is not received **within 30 days**, the Academy will have the right to resell the assigned booth and/or sponsorship space. The exhibitor/sponsor expressly understands and agrees that all amounts paid hereunder will be applied first to any outstanding obligations due the Academy by the exhibitor/sponsor, and then to the amounts due in accordance with this paragraph hereof, that any resulting arrearages must be paid within the time limits specified herein, and that the Academy will have the right to cancel this agreement if the exhibitor/sponsor is or becomes in arrears with respect to any outstanding obligation due the Academy.

3. CANCELLATION OF EXHIBIT SPACE OR SPONSORSHIP. Cancellation Policy: If the exhibitor/sponsor notifies the Academy in writing of their intent to cancel the contract after acceptance but prior to June 1, 2024, a full refund of monies, minus a \$500 administrative fee, will be made. If the Academy receives a written request for cancellation of contract after June 1, 2024, the exhibitor/sponsor will be liable for fifty percent (50%) of the full price of said exhibitor's booth space or sponsorship. No refunds will be made after August 1, 2024. In the event of cancellation by an exhibitor/sponsor at no time can the cancellation fee be considered a donation or be recognized as support of AAHCM.

If for any cause beyond the control of the Academy—such as, but not limited to, the destruction of the event venue by an act of God, the public enemy, authority of the law, or other force majeure—the Academy is unable to comply with the terms of this contract and deliver space allotted hereunder, this contract shall be considered terminated and any payments made hereunder by the exhibitor/sponsor shall be refunded, less expenses incurred by the Academy to the date of the termination allocable to the exhibitor/sponsor after proration thereof among all exhibitors/ sponsors.

4. ASSIGNMENT OF BOOTH SPACE. Space will be assigned according to the date contract and payment are received, the availability of the requested area, amount of space requested, special needs, and compatibility of the exhibitor's products with the Academy's aims and purposes. Highest level sponsors will have priority when space is assigned. The Academy reserves the right to assign space other than the choice requested, if necessary, and the right to rearrange the floor plan and/or relocate any exhibit.

5. CONDUCT OF EXHIBITS. The advertisement or display of goods or services other than those manufactured, distributed, or sold by the exhibitor in the regular course of business and identified in this contract is prohibited. An exhibitor may not assign, sublet, or apportion all or any part of the contracted booth space, nor may an exhibitor permit the display, promotion, sales, or marketing of non-exhibitor products or services. Interviews, demonstrations, and distribution of literature or samples must be made within the booth area assigned to the exhibitor. **All sales activities must be compliant with the FDA and OIG.** Canvassing or distributing of advertising outside the exhibitor's own booth will not be permitted. There is no restriction on selling in common networking spaces provided that sales transactions may be conducted only within the exhibitor's own booth.

Exhibitors are responsible to the Internal Revenue Service for the collection and submission of the applicable state and local sales taxes for sales which occur on the exhibit platform.

The Academy reserves the right to restrict the operation of, or evict completely, any exhibit which, in the sole opinion of the Academy, detracts from the general character of the exhibition as a whole. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc.

6. BOOTH SETUP. All exhibits must be set up by 7:00 pm Thursday, October 17, 2024, without exception.

7. ADDITIONAL EXHIBITOR SERVICES. There will be an official convention decorator for exhibitor services at this event. The Academy will send out information of these services at least 90 days prior to the conference. The decorator will provide additional decorating, furniture, signs, cleaning, electrical, audiovisual service, drayage, and labor. Exhibitors will contract directly with the decorator for these additional services.

8. HOSPITALITY AND ENTERTAINMENT. Hospitality suites or events sponsored by the exhibitors must be approved by the Academy in writing. No entertainment may be scheduled to conflict with the Academy's program hours, activity hours, or exhibit hours. The Academy has blocked suites at the hotel that will be available on a first-come, first-served basis. Please complete the Ancillary Room Request Form available on the AAHCM website.

9. EXHIBIT STAFF REGISTRATION. Prior to September 15, 2024 registration of two (2) per paid booth will be complimentary, provided that registrations are received by the Academy before September 15, 2024. There will be a \$150 charge for the registration of each additional booth representative who exceeds the 2-per-booth allotment. After September 15, 2024, an additional \$50 service fee will be incurred for the following:

- A. Registration of each representative
- B. Each name change
- C. Each lost badge or name substitution.

Each exhibitor who registered in advance will have a printed exhibitor badge available at the exhibitor registration area at the hotel. This badge will entitle registered exhibitors admission to the exhibit area, networking activities and Keynote Speaker Sessions only. Exhibitors must wear badges at all times—including during setup times, exhibit hours, and dismantling—in order to enter the exhibit area. Exhibitor staff, temporary help, and setup personnel must wear exhibitor badges or other badges designated by the Academy or the Official Contractor. Exhibitor badges do not give admission to other conference functions, nor are they transferable.

10. UNACCEPTABLE EXHIBITS. The exhibitor agrees not to use any displays that the Academy determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit or subject the Academy to criticism or legal liability, are inconsistent with the stated purposes of the Academy and the interest and welfare of its members, are inimical to the property rights of the Academy, or violate the booth regulations or any other provision of this contract. In the event the Academy determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the Academy may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Academy.

11. AMERICANS WITH DISABILITIES ACT. The exhibitor shall ensure that its booth and its promotional materials and activities comply with the Americans with Disabilities Act so as to allow persons with disabilities equal access to goods and services.

12. INDEMNIFICATION. The exhibitor agrees that it is responsible for the defense and payment of any and all claims, demands and suits on account of any alleged injuries, death or other loss by individuals, or damage to property or other loss, to any party occurring in the exhibit facility or elsewhere because of the acts or omissions of the exhibitor, its employees or agents, licensees, guests or contractors. The exhibitor agrees to defend, indemnify and hold harmless the Academy, the exhibit platform, and their respective owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries and affiliates (collectively "Indemnitees"), from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which any Indemnitee, its officers, directors, employees, and agents, and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the exhibitor, its officers, directors, employees, agents, contractors, or any other person or organization hired by the exhibitor. The term of this section shall survive the termination or expiration of this contract.

13. FAILURE TO HAVE EXHIBIT BOOTH SET-UP. Any exhibit space not completed by 7:00 pm Thursday, October 17, 2024 shall be forfeited by the exhibitor, and space may be resold, reassigned, or used by the Academy without refund, unless a request for delayed occupancy has received prior approval by the Academy in writing.

14. ADVERTISING MATERIAL. The use or distribution of any souvenirs during the convention shall be subject to prior written approval by the Academy. Such material shall be submitted to the Academy for approval 60 days prior to the convention. Except as otherwise provided, the Academy will not endorse, support, or be liable for the claims made by the exhibitors as to the qualities or merits of their products or services, and no advertising or mention will indicate, claim, or suggest such endorsement or support. All handouts must be distributed within the exhibit booths.

15. PHOTOGRAPHY. The Academy occasionally has photographs of exhibitors and their booth personnel taken during the exhibition and uses such photographs in its promotional materials. By virtue of the exhibitor's participation in the exhibition, the exhibitor, on behalf of its booth personnel, automatically agrees to usage of its booth personnel's likeness in such materials with no remuneration to exhibitor or to its booth personnel.

16. MISCELLANEOUS. The Academy shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors/sponsors and this exhibition. Any and all matters not specifically covered herein are subject to decision by the Academy. These terms and conditions may be amended at any time by the Academy upon written notice to all exhibitors/sponsors. The exhibitor/sponsor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by the Academy from time to time. This contract shall be interpreted under the laws of the United States and of the State of Illinois.

17. LIMITATION OF LIABILITY. IN NO EVENT SHALL ACADEMY, EXHIBIT PLATFORM, AND THEIR RESPECTIVE OWNERS, MANAGERS, OFFICERS OR DIRECTORS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY "EXHIBITION PARTIES") BE LIABLE TO THE EXHIBITOR/SPONSOR OR ANY THIRD PARTY HIRED BY OR OTHERWISE ENGAGED BY THE EXHIBITOR/SPONSOR FOR ANY LOST PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEYS' FEES AND COSTS, ARISING OUT OF THIS APPLICATION AND CONTRACT OR CONNECTED IN ANY WAY WITH USE OF OR INABILITY TO USE THE SERVICES OUTLINED IN THIS APPLICATION OR FOR ANY CLAIM BY THE EXHIBITOR/SPONSOR, EVEN IF ANY OF THE EXHIBITION PARTIES HAVE BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR/SPONSOR AGREES THAT EXHIBITION PARTIES' SOLE AND MAXIMUM LIABILITY TO THE EXHIBITOR/SPONSOR REGARDLESS OF THE CIRCUMSTANCES SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. THE EXHIBITOR/SPONSOR AGREES TO INDEMNIFY AND DEFEND THE EXHIBITION PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED BY OR ENGAGED BY THE EXHIBITOR/SPONSOR FOR ANY AMOUNT BEYOND THE EXHIBIT BOOTH FEE. FURTHER, EXHIBITOR/SPONSOR AGREES TO PAY ALL ATTORNEYS' FEES AND COSTS INCURRED BY EXHIBITION PARTIES ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT. EXHIBITOR/SPONSOR SHALL BE SOLELY RESPONSIBLE FOR ITS ATTORNEYS' FEES AND COSTS.

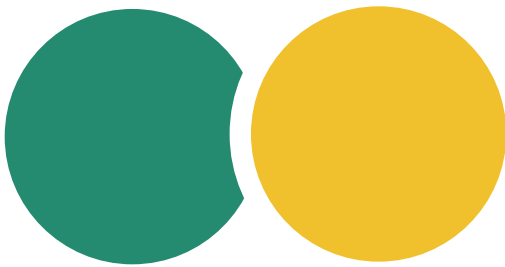
Dedicated Exhibit Hours
(subject to change)

Exhibitor Move-In
Thursday, October 17
2:00 PM – 8:00 PM

Exhibit Hours
Friday, October 18
7:00 AM – 7:00 PM

Saturday, October 19
7:00 AM – 1:30 PM

Exhibit Move-Out
Saturday, October 19
1:30 PM – 3:30 PM



Questions about
sponsorship or exhibit
space?

Contact Shada Biabani
shada@aaahcm.org
or 703.884.0170

Complete the contract online.






Scan Me

www.aaahcm.org/2024-annual-meeting



Get In Touch

 855.576.8482
 www.aaahcm.org

 6728 Old McLean Village Drive
McLean, VA 22101

AAHCM 2024 ANNUAL MEETING

Phoenix, Arizona

October 17-19, 2024



Industry-Supported Symposia Policies and Guidelines

GENERAL INFORMATION

Industry-Supported Symposia (ISS) are unique forums for presenting educational information to Annual Meeting participants and are scheduled during breakfast slots each day during the Meeting. Approximately 500 physicians and other health care providers are expected to attend AAHCM's 2024 Annual Meeting in Phoenix, AZ. Actual attendance at individual Industry-Supported Symposia ranges from 50-100 individuals depending on the topic, reputation and quality of speakers, and innovation of educational presentation.

The following policies and guidelines are provided to ensure both the highest quality programming for meeting participants and compliance with the ACCME Standards for Commercial Support. Companies providing educational grants to support ISS agree that their company and its representatives will follow these policies.

All ISS must follow the guidelines for commercial support from the ACCME, the U.S. Food and Drug Administration (FDA), the American Medical Association (AMA), and other agencies and appropriate professional organizations.

Cost for the ISS is \$20,000. Payment to AAHCM within 30 days of contracting for the event. Food and beverage will be billed after the event.

AAHCM Responsibilities

Room Set	The room will be set as follows: <ul style="list-style-type: none">• Head table and podium as appropriate for presentation (unless otherwise specified)• Room set for 100 people
Audiovisual	AAHCM, through its contracted third-party A/V will provide and pay for the following: Equipment (1) screen (1) laser pointer (1) LED projector (1) podium microphone (1) lavalier (1) floor microphones for audience Q&A (Additional equipment may be ordered through the third party. Any additional cost is the responsibility of the satellite symposia sponsors company).
Lead Retrieval	AAHCM will provide each Satellite Symposium with lead retrieval through the meeting app.
Evaluation	AAHCM is not responsible for the management and/or administration of Satellite Symposium evaluations.
Promotion	<ul style="list-style-type: none">• All symposia will be listed in the official meeting schedule and on the Meeting website.• Each symposium will be promoted through the meeting app.• AAHCM will market electronically to all pre-registered attendees all Satellite Symposium Sponsor's preferred registration method.
Speaker Review	AAHCM will work to schedule a 1-hour time slot (based on availability) for slide review.

Satellite Symposia Sponsor's Responsibility

Program Content	All Satellite Symposium Sponsors are responsible in entirety to all program content, management of content, speakers, and any registration.
CME	All symposia are scheduled for 60 minutes, including meal service. Each Satellite Symposium Sponsor is responsible for arranging, organizing and paying any fees associated with offering CME for their session.
Registration	Sponsor is responsible for any online registration system and/or RSVP process. AAHCM will promote the sessions and registration instructions the sponsor shares. Pre-registration for Satellite Symposium are not required and can be "first come, first served" onsite, if the sponsor wishes. Sponsor must provide information to AAHCM for distribution.
Faculty Honoraria	Any faculty honoraria are the sole responsibility of the Satellite Symposium Sponsor.
Faculty Travel	Faculty will be responsible for making all of their own travel and hotel arrangements/reservations. However, AAHCM requests that all faculty stay at the AAHCM host hotel.

Food/Beverage It is the responsibility of the Satellite Symposium Sponsor to pay for any food and beverage associated with the Satellite Symposium. All F&B must be ordered through the AAHCM meeting staff. It is also the responsibility of the sponsor to be aware of and understand any possible limitations of attendees accepting food and beverage at a CME activity. F&B will go towards AAHCM's F&B minimum.

Deadlines for Submission

Proposals for ISS must be submitted to AAHCM for approval by June 1, 2024. AAHCM will review and provide a response within 10 days of submission.

Evaluations

Sponsor will be responsible to provide their own evaluations and are solely responsible for any logistics of preparing, collecting and compiling the results.

Signs

Signage to promote a program must be approved no later than, September 15, 2024

Outside of the room: Two signs, not to exceed 26 x 33 inches, or two pop-up banners, will be permitted onsite and may include a box to hold brochures. These two signs may be displayed no more than 24 hours before the start of the Satellite Symposium.

Directional Signage: A maximum of 3 pieces of directional signage may be placed in the public areas of the hotel. Placement of signs to be approved by hotel.

Stage signage: a maximum of 2 pop-up banners, one podium sign and a table cloth/banner for the head table will be permitted on the stage.

Door drops or distribution of symposium invitations at onsite locations other than those specified are not permissible.

Deadlines

Logistics:

- Room set- Confirm number of speakers needed for head table by September 15, 2024
- Audio Visual- Confirm AV needs (communicate needs outside of standard equipment) by September 15, 2024
- Signage- Provide AAHCM with your signage copy for approval by September 15, 2024

Promotion:

- Provide AAHCM with the final symposium title and description as it should appear in meeting materials by September 1, 2024
- Provide AAHCM your logo for use in signage, meeting app, etc., by September 1, 2024
- Provide AAHCM with instructions to register for sharing with attendees, by September 1, 2024

Please Note: Promotion of the symposium is specifically forbidden in other areas of AAHCM designated convention center or hotel. Materials found will be discarded. Giveaways or incentives to meeting attendees to attend a symposium, including inappropriate onsite promotional tactics, are prohibited.