

EXHIBIT & ADVERTISING GUIDE FOR AMEC 2019

The Call for Excellence: Improving the Future of Medicine through Leadership, Service, and Activism

The Student National Medical Association is excited to celebrate its 55th anniversary at our Annual Medical Education Conference in Philadelphia, Pennsylvania. As we celebrate 55 years of *Diversifying the Face of Medicine*, this conference will consist of interactive workshops and sessions that will not only prepare premed and medical students in their journey to become socially competent and clinically excellent physicians, but will also provide the opportunity to network with students and physicians from all over the country. We will have dynamic speakers and panels that will provide insight and will inspire attendees to **Lead, Serve**, and become **Active** in the communities that need excellent health care providers and advocates.

Come and be a part of this fulfilling experience! The SNMA meeting is the only one of its kind in the nation, at any time of year. Your participation as an Exhibitor or Advertiser will enable us to continue to support current and future underrepresented minority medical students, address the needs of our underserved communities, and open new avenues for training socially conscious physicians. The dates for this AMEC are April 17-21, 2019 and the conference returns to the west coast, to the Philadelphia Marriott Downtown hotel.

Who Will Attend? We anticipate that 1,700-1,800 medical students, premedical students, and physicians will attend the Annual Medical Education Conference in Philadelphia. Past sponsorship and exhibitor involvement has included medical schools and residency programs from around the nation, biomedical technology companies, book publishers, financial institutions, national and local community associations, Federal and local government agencies, non-health professional schools, such as Law, private health care practices, and retailers.

EXHIBITING WITH SNMA

SNMA conducts two exhibit halls, one for medical students and professionals, called Professional Exhibits (Group A), and one referred to as the Premedical Forum Recruitment Fair (PmF-Group B), the latter designed for premedical and postbacc students attending the conference. The Professional Exhibits are intended for organizations that wish to present program or services that are of particular interest to medical students, residents, interns and physicians and others at a higher level of education or achievement, while the PmF Recruitment Fair is intended for programs admitting undergraduates and postbacc students to medical and healthcare programs.

Each exhibition component a separate component of the Annual Medical Education Conference, requiring separate registration and fees; although, depending on the venue, the two exhibit fairs often share the same space/room, but at different times. However, you are advised that registration for one exhibit component does not automatically register you for participation in the other. For those wishing a presence during both schedules, we do have a means for registering for both components, called our "Combo" exhibit arrangement, a plan for exhibiting during both schedules. Please refer to the fee structure outlined on the Fact Sheet, which is posted, and look for "Combo" fees.

EXHIBIT HALL FLOOR PLAN AND BOOTH ASSIGNMENTS

The exhibit floor plan will be posted separately and/or can be furnished upon request. SNMA will make booth assignments following the Early Bird period. We will assign booth spaces in each hall from front to back of the hall, and from outside to inside from the aisles. Priority will be given to organizations needing multiple booth spaces, to sponsors, and then on a first come, first served basis.

The Professional Exhibits

The exhibit hall will be a focal point of the conference and several activities are planned there, including an opening reception. Professional Exhibits Fair exhibits will be in Franklin Hall, on the hotel's 4th Level. A few exhibit booth spaces may be located outside of Franklin Hall, in public space. Encompassing almost 32,000 square feet of space, the Professional Exhibits will occupy the majority of the space (which at times is shared with the premedical component).

Booth Provisions

The Professional Exhibits will be comprised of at least 90 booth spaces that are 8' x 10' in size (or approximately 80 square feet). The booth spaces will consist of exhibition "pipe-and-drape". "Islands" and "Doubles" will be comprised of clusters of three, four, or six booth spaces placed together. To reserve side-by-side booths or several booths together, be sure to register your participation as early as possible, while there is still flexibility to design the desired space. If you have a special request of this kind that is not easily reserved in our registration module, please call us or send an e-mail to conferences@snma.org. We will do our best to accommodate your request.

Each booth is furnished with a 6' skirted table, two chairs, and an overhead sign to identify the exhibitor. Additional furnishings, if desired, can be obtained from the Official Decorator. The hall is carpeted. Neither electrical nor Internet services, nor audiovisual equipment are provided by SNMA, but this support can be obtained for a fee through SNMA's Official Decorator and/or directly from the hotel. Information about these services will be furnished in the decorator's Service Kit.

Schedule—Professional Exhibits

We expect to schedule the Professional Exhibits as follows: Open to attendees on Thursday, at 1:00 PM. About nineteen (19) hours of exhibit time have been scheduled for the duration of the conference, some of which time is dedicated, unopposed by major program events for the medical student attendees. The *tentative* schedule follows and *is subject to modest changes*, as our program develops and depending of Fire Marshal approval. A final schedule will be furnished in follow-up communications sent to our registered exhibitors, with as much notice as possible.

Thursday, April 18, 2019

9:30 AM - 1:00 PM Registration (move in and set-up)
1:00 PM - 6:00 PM Hall Open/Welcome Reception

Friday, April 19, 2019

9:00 AM - 12:00 PM Hall Open
(Break for President's Luncheon)
2:00 PM - 4:30 PM Hall Open

Saturday, April 20, 2019

8:30 AM - 3:00 PM Hall Open
3:00 PM - 5:00 PM Dismantle and move out

All exhibits should be fully set up and manned by 1:00 PM on Thursday. Exhibitors may move out after 3:00 PM on Saturday. Dismantling and packing shall not begin prior to 3:00 PM on Saturday.

Fees and Inclusions Fees for the Professional Exhibits are posted within the registration module itself and also on the Fact Sheet in "Latest News". Fees have already been discounted for the many institutions that participate and they apply to all participating groups. No other discounts have been established. Exhibitors who choose the "Combo" option will exhibit all three days and—to the extent possible—will be placed in booth spaces in proximity to both exhibit components. The registration fee includes the following:

- Booth furnishings stated above.
- A complimentary listing and description posted on the conference app.
- A complimentary listing printed in the Exhibit Index and Directory in the conference program booklet.

Registration Deadlines

The deadline date for receiving *Early Bird* registrations is **November 3, 2018**. Regular registration begins on November 4, 2018. We will continue to accept exhibit registrations at the Regular rate until **March 15, 2019**, the deadline for Regular registrations. Although the SNMA Headquarters can often accept and accommodate last-minute registrations, a listing in the conference program booklet cannot be assured after March 15. Pending the availability of space, Late registrations begin on March 16, 2019 and can be accepted until March 30th, but at a higher fee, and there will be no listing in the conference program book, since it will already have gone to print.

The Premedical Forum Recruitment Fair (PmF)

SNMA has conducted a separate premedical component of the AMEC for nearly four decades. Each year, the PmF program attracts more and more premedical and postbacc students from the local region, as well as from around the country. Previously one-day only, the Recruitment Fair component has more recently been expanded to a day-and-a-half, due to students' interest and participation.

Organizations registering for the PmF Recruitment Fair are *not* automatically also registered to participate in the Professional Exhibits! The Premedical Forum (PmF) Recruitment Fair is a separate component of the Annual Medical Education Conference, with a separate schedule and requiring separate registration and fees. You will find fees for the PmF posted on the AMEC Fact Sheet, located under "Latest News" within the registration module.

The Premedical Forum Recruitment Fair will be conducted in a portion of Franklin Hall, sharing the large space with the Professional exhibits, but on a different schedule. We anticipate that there will be about 55 schools and career organizations participating in the 2019 PmF Recruitment. All participating organizations must register in advance; no walk-in booth assignments will be made under any circumstances.

We especially invite medical school offices of admissions, offices of diversity or multicultural affairs and administrators of other pre-health programs to participate in the PmF Recruitment Fair. Presentations of services and information should be relevant to undergraduate level students and be in accordance with the stated mission and goals of the SNMA. Materials are encouraged that are generally accepted as informing students about training and educational opportunities. Typically, this includes information about allopathic and osteopathic medical school admissions, test preparation study courses and academic enhancement products. This is a popular AMEC component and spaces go quickly, so we urge you to register early!

PmF Schedule

The hours for the PmF Recruitment Fair, tentatively, are:

Friday, April 19, 2019

9:00 AM - 12:00 PM Exhibitors move in and set-up
12:00 PM - 5:00 PM Hall Open

Saturday, April 20, 2019

8:00 AM - 11:30 PM Hall Open
12:00 PM - 2:00 PM (break for Pre-medical Forum luncheon)
3:00 PM - 5:00 PM Dismantle and move out

The exhibit hall is open in the morning on Saturday, but closes for two hours at 12:00 PM, for the annual PmF Luncheon. Exhibitors may attend this luncheon, but are not required to do so. Tickets to the Premedical Luncheon on Saturday, March 31st, are not complimentary, but may be pre-ordered with registration. Exhibitors are asked not to

dismantle before the designated time on Saturday afternoon. A final schedule will be furnished in follow-up communications sent to all registered exhibitors.

PmF Recruitment Fair Provisions

The PmF Recruitment Fair in Philadelphia will be located in Franklin Hall, on the hotel's 4th Level. The Recruitment Fair will be furnished in the same manner as the Professional exhibits, with about 60 furnished booths. We are not able to provide electrical service or audiovisual equipment. This equipment can be obtained for a fee, if needed, through SNMA's Official Decorator. Lite refreshment breaks may be furnished.

Exhibit Personnel

The posted exhibit fee covers the free representation at the booth of three (3) individuals in the exhibit space. This policy is applicable to both the Professional Exhibit and the Premedical Forum Recruitment Fair. An *additional fee of \$75* is charged for each additional person manning a single booth, up to a limit of eight (8) persons per single booth. We recommend that a company send at least two representatives per booth, since this will permit one or the other person to take breaks, but assures that the booth will be attended throughout the program. But, *please*, if it is likely ... if your company has previously sent several reps. to our program ... please *anticipate* that you will need to pay for any additional people over the count of three who show up and pay for them in advance. You will be refunded for any unaccounted for individuals, but will greatly expedite our administration and yours if they are handled beforehand!

Important! Only individuals holding badges or event tickets may be admitted to the exhibit area or other events featured as part of the PmF program or the rest of the conference. SNMA interprets that PmF exhibitors register to come for the two-day recruitment activity only. Therefore, name badges for Premedical Forum recruiters may not be given out prior to setting-up on Friday morning, from **9:00 AM – 12:00 PM** unless they are registered for COMBO space. Therefore, PmF recruiters arriving on Wednesday or Thursday expecting to participate in other conference activities on those earlier days may find their access prohibited or limited, unless they have also registered as an Attendee, paying a separate Attendee fee or they have purchased a ticket in advance to a specific event. If you have questions, do not hesitate to contact our Headquarters by telephone or e-mail and we will be happy to help you register appropriately.

Official Decorator Services

Every year, SNMA chooses a convention services contractor, referred to as the *Official Decorator*. The designated Official Decorator meets local property and jurisdictional requirements, and is given total charge of exhibit area production for both the Professional Exhibits and the PmF Recruitment Fair. The company will set-up the booths and display tables and will be responsible for assisting the exhibiting companies and organizations with their shipping

and other services. SNMA only provides the furnishings listed above. Other services, such as on-site handling, rental of additional furnishings, audiovisual equipment and/or other display items must be procured through the official decorator. Contact information for the Official Decorator will be furnished in advance to all registered exhibitors.

EXHIBITOR OPTIONS

Advertising: The Conference App

In 2019, we will again feature a conference application (app) for hand-held devices, which in addition to including the conference program, will featured conference highlights, speaker information, and attendee social net-working links. It will include the exhibit hours and will feature the complete up-to-date listing of all exhibitors. Some company "spot" logos and moving "banners" will be displayed (paid options). An improved lead retrieval option is being sought, but not confirmed as of this posting, so exhibitors should consider alternate methods for tracking visitors who come to their booth. You will be advised if alternate systems have been engaged.

Advertising: The Conference Program Booklet

Full-, half-, and quarter-page formal advertisement space is available for purchase in the 36-44 page conference program booklet. Program book ads will draw further attention to your exhibit or featured activity and can be referenced by the attendees long after they have returned to their homes. Any organization may purchase advertising space. You may compose an advertisement specifically for the SNMA conference program in Philadelphia, citing your booth location, for instance, or use an advertisement that is commonly seen in other formats. All advertisements are to be rendered in color, including cover art.

Placing Advertisements

Companies/organizations intending to place an advertisement in the conference program booklet should reserve the space immediately. The actual advertisement material can be sent later, as long as the material is received at SNMA Headquarters prior to the established deadline. Fees for advertisements placed in the conference program book are detailed in the on-line form and range from \$495 to \$2,255, for exhibitors' cover advertisements and from \$606 to \$3,080 for companies that are not exhibiting.

All advertisements must be received at SNMA as soon as possible, but no later than **March 15, 2019**, since advance time is needed to prepare the advertisement media for placement in the publication. We may not be able to send a reminder prior to the deadline, so please mark appropriate calendars now. Although every reasonable effort will be made to accommodate late ad submissions, SNMA cannot assure that the material will appear in the program booklet if our office receives it after March 15, 2019. This includes all forms of art, whether sent electronically or via the U.S. Postal Service.

Before sending ad material as an e-mail attachment, please be sure that the ad is saved in a manner that will make it easily identifiable, once it is separated from the transmitted message; save the file as AMEC2019 or SNMAPhilly, so that the ad is easily distinguished as intended for the AMEC publication. Please do not send the ad more than one time, unless requested. We will acknowledge receipt of all ad files by e-mail.

Advertisement Composition

Advertisers must compose their own advertisements. SNMA will not provide typesetting services, reformat your ad, or make modifications to advertisements that may have appeared elsewhere. If you prepare your ad yourself, we recommend using Microsoft Publisher or Adobe Creative Suite to compose and format your ad. Advertisements should be oriented to fit an 8-1/2" x 11" vertical page, sized to permit a 1/2" margin on all sides of the ad. An 85-line pixel screen is the standard rendering (300 dpi or higher). We will accept color or black and white ads. We will not reproduce bleeds. Film or computer-generated pdfs are acceptable transfer mediums and may be sent via e-mail to conferences@snma.org. Ads sent by fax will not be accepted. Detailed specifications for print ads are posted under "Latest News," within the on-line registration module.

Advertisement Fulfillment

In choosing inside or outside cover placement for a full-page ad, apply as early as possible, since these high-visibility placements are limited and are often selected early. Refunds will not be given for advertising space that has been reserved, but for which the advertisement copy has not been received in the office by the deadline. To fill the vacant space, SNMA will compose a simple substitute advertisement composed from the information provided on the application form. If we receive an advertisement that is different in size from the one that was ordered on the application, we will place the advertisement you have sent, but reserve the right to adjust the invoicing consistent with the ad that is received or the space contracted, whichever is higher in cost.

Advertisement Cancellations

No refunds are made for advertising that is ordered, but the exhibitor fails to send the advertisement copy by the deadline of **March 15, 2019**. SNMA reserves the right to compose an advertisement of the required size, including the name of the organization that has reserved the advertising space and/or a company's website as fulfillment of the advertisement order.

Program Book Description

Exhibitors may provide a brief description of their organization or program to list in the AMEC app. The app description does not constitute an advertisement, nor should it be prepared like one. The description should be prepared as a simple text statement and should be included with a registration form, but may be e-mailed to our Headquarters. Limit the description to no more than two or three sentences or 150 words, since the descriptions must fit within

parameters set for the conference app. SNMA reserves the right to edit all exhibit descriptions to conform to our print and/or digital limitations. If no description is provided, only the organization's name and booth number will appear. If sent by e-mail, send the description to conferences@snma.org. Please use as the subject title "Exhibit Description for AMEC."

To ensure a listing and description in the conference app and/or the program booklet, the description must be received by our office no later than March 15, 2019. An exhibit description in the program book is complimentary and will also be posted on the conference app. SNMA reserves the right to edit descriptions for brevity or to eliminate them altogether, if space becomes limited.

ADDITIONAL EXHIBIT EXPOSURE OPTIONS

Please contact our Headquarters to learn more about these exhibitor options:

- AMEC sponsorship
- Hosted networking or informational events (i.e., Breakfast programs, Receptions, etc.)
- Agenda participation (speaker requests)
- SNMA Website advertising
- Linked banners on the conference app
- Raffles
- Conducting focus groups

Requests to do workshops should be directed to convention@snma.org. Such requests will be accommodated, as current programming permits. A member of the Convention Planning Team (CPT) will respond to your request.

Vending

SNMA does not stage a large marketplace, but we are able to accommodate just a few commercial vendors at AMEC each year. "Vendors" are *not* "Exhibitors." A Vendor, as SNMA defines one, is a seller of personal commodities, crafts and collectables. *Vending* includes sales of souvenir t-shirts, scarfs, neckties, and other wearing apparel, casual reading, unique jewelry, ethnic and fraternal products, entertainment CDs, and arts and crafts that are original or unique in character. A Vendor's display at the AMEC should consist mainly of small cash-and-carry items of a personal nature. This provision **EXcludes** sellers of medical and educational text books, test prep and other study programs, and hand-held electronics. Sellers of educational or profession-related products or tools are expected to purchase Professional or PmF Recruitment Fair exhibit space.

A Vendor's rental space will consist of one 6' skirted table and a chair, set in an area that is approximately 8' x 10'. SNMA will furnish only one draped table and a chair, but Vendors may use their own display racks or portable tables (limit of two items), as long as a set-up does not overlap the space of

AMEC EXHIBIT POLICIES AND CONTRACT TERMS

a neighboring Vendor. We ask that you be prepared to set up between 10:00 AM and 1:00 PM on Thursday, April 18, 2019. Due to local ordinances, Vendor tables are to be set-up in only a few approved areas on the meeting room floors and may only be accessible during certain hours, if “closed” space is assigned (i.e., in the Exhibit Hall); or, they may be located in

public space. SNMA employs limited, roaming security and does not guarantee security for set-ups in the hotel’s public spaces, so displays may need to be self-monitored and/or removed or secured at the end of each day.

The cost for each Vendor display table is \$480 for Regular registration only, beginning on Sunday, November 4, 2018 through Friday, March 15, 2019, paid on-line by March 15, 2019. All licenses or permits, local taxes, and on-site expenses, such as lodging and parking, are the sole responsibility of the Vendor. Space is extremely limited at this property, so plan to register early.

APPLICATION PROCESSING

Submitting an Exhibit Application

All exhibit applications must be made on-line. If for some reason, you are not able to complete the on-line form, contact the SNMA National Headquarters by e-mail at conferences@snma.org or call (202) 882-2881, Ext. 103, and someone will assist you.

In completing the on-line form, please be sure that the person you name as the contact is the individual who is able to receive and act upon follow-up messages. It is understood that the person completing the form may not be the person who will actually represent your organization in the exhibit. Upon receipt of the application form by SNMA, a notice will be sent indicating that the application is “Approved,” meaning that the electronic transfer was completed. If there is a problem with your form or the related payment, we will contact you directly. Once confirmed, a booth number will be assigned and the Official Decorator will send the exhibitor instructions and forms for ordering the various materials and/or logistical services available through the company, usually about 90 days prior to the start of the conference.

Meeting the Deadlines

Submissions posted by Saturday, November 3, 2018 are considered *Early Bird* registrations and qualify for any complimentary provisions that may be provided, including fee discounts. All applications must be sent to SNMA by the deadline of March 15, 2019, in order for the organization to be assured of a listing or advertisement placement in the conference program booklet, and by March 30, 2019, to be accommodated in the exhibits at all, space permitting. SNMA reserves the right to extend posted deadlines, if necessary, to conform to other service scheduling. Should this occur, any new or revised deadlines will be circulated and/or posted on the SNMA website.

Which Exhibit?

The Professional Exhibits and the annual Premedical Forum (PmF) Recruitment Fair are separate components of the AMEC, each with its own separate programming, schedule, management and fee administration. Persons registered to participate in one are *not* automatically registered for participation in the other. Participation in both must be clearly distinguished on the application form and will be invoiced accordingly.

Booth Utilization

Exhibit space is for the exclusive use of the registered organization and is to be used by that entity. In the Professional Exhibits, an exhibitor representing one large organization may bring literature that describes different departments within that organization. However, only the organization’s primary name will be displayed at the booth. For example, Howard University Hospital (HUH) may reserve one booth and their representatives may bring materials describing HUH’s Surgery, Internal Medicine and Emergency Medicine departments, but only one sign, “Howard University Hospital”, will be displayed at the booth. If a common name for all of HUH units cannot be achieved or is unsuitable for the booth, then each department should reserve its own unique booth.

Similarly, large educational systems, with multiple branches or operating unit should register separately. For example, UC-Davis and UCSF should each register separately; Massachusetts General Hospital and Beth Israel Deaconess Medical Center should register separately, even though they are both a part of Harvard Medical School’s affiliate system. Separate agencies within NIH would each reserve their own booth.

Registering Exhibit Personnel

For the convenience of your organization’s representatives, we urge you to provide the names of all individuals who will occupy your organization’s booth space prior to March 18, 2019, so that name badges can be generated in a timely manner. If three (3) people have been registered—whether they are named or not—and four (4) representatives show up on-site, the exhibiting company will be invoiced afterward for the additional person who has come. Additions or substitutions of booth personnel cannot be processed expeditiously on site in Philadelphia and generic "Exhibitor" name badges may be issued. There will be a fee of \$20 imposed to remake a lost name badge.

Booth Allowances and Limitations

Certain arrangements for the physical handling of exhibits are dictated by the hotel, the Official Decorator, and local ordinances. These include booth furnishings, shipping and handling, storage, safety, and other requirements. Power and Internet services, and audiovisual equipment are to be procured through the hotel. The Official Decorator will

advise exhibitors of all the appropriate guidelines for the AMEC location.

Official Decorator Coordination

After SNMA has received your completed exhibit registration, SNMA will give the Official Decorator your contact information. They, in turn, will contact you directly, providing you with you exclusive access to an on-line Service Manual, and will assist as necessary with the shipment and delivery of your materials to your booth or other display area. The Service Manual will contain forms for ordering labor, additional furniture (beyond those that SNMA provides), drayage, plants, carpeting and other booth decorations, insurance, and other support services. The Official Decorator will also staff and operate a service center on-site to ensure overall coordination of exhibit installations and to provide assistance during and after the conference. For specific assistance, you can call the company's Customer Service desk, which shall be posted.

Payment of Fees

Fees for conference exhibit participation are as stated on this registration form and are also posted on the SNMA website, www.snma.org. Fees are to be paid to SNMA within 60 days after invoicing, unless some other payment term is agreed upon by SNMA. Later payments that are not prearranged are subject to the assessment of additional fees, up to \$2,630 (the single-booth Late Fee) and proportionate with the booth reservation made. Payment can be made by check or money order made payable to the *Student National Medical Association* or by using a VISA, Discover, American Express, or a MasterCard charge card on-line. Payment can also be made via PayPal. The SNMA cannot accept Diners Club or any other charge or debit card.

Payment on or before March 15, 2019, is expected, the end of Regular fee period) those not sending payment (or evidence of intent to pay, such as a purchase order) to SNMA National Headquarters by that date without explanation and/or approval will incur additional charges (Late fees).

Set-up and dismantling of exhibits, as well as other parameters for participation will be followed as prescribed in this "Exhibit and Advertising Guide" and/or as posted in "Terms and Conditions" in the Exhibit registration module.

Exhibit Cancellations

Conference exhibit booth cancellations must be made in writing by the deadline of March 18, 2019, to entitle the registrant to a refund. No refunds will be granted for cancellations received after this deadline, since certain costs will already have been expended for the applicant's participation. If an exhibitor has also applied for additional services or accommodations, such as participating in a Specialty Breakfast, arrangements to conduct these services

will be cancelled. If the fee has not yet been paid, but the engagement is cancelled after March 19th, SNMA reserves the right to invoice for full payment, in an amount consistent with the unrealized revenue.

Cancellation or Reduction of Sponsorship

SNMA depends on sponsorship commitments made and frequently must place orders in advance of the event for products or services for which sponsorship has been committed. For this reason, we require that commitments for sponsorship be made in writing. SNMA reserves the right to invoice the organization or company for any actual or committed expense that may have been arranged, should it become necessary, as of March 16, 2019 or later, for the sponsor to withdraw or reduce the amount (size or quantity) of the commitment.

Conference Program Participation

Persons manning booths or tables in either of the exhibitor halls are not permitted free access to certain program events, including workshops, banquets, Specialty networking receptions, plenary and most House of Delegates sessions or Premedical Forum component activities for which fees are generally charged. Exhibit personnel wishing to experience the full conference program must pay an Attendee registration fee--in addition to the exhibit registration fee--and/or they must purchase selected Event tickets, in advance.

COMPLIANCE AND RESPONSIBILITY

Program Management

SNMA makes every effort to assure the enjoyment and safety of all program participants and to maintain the integrity of this special program. To a greater or lesser degree, our program and management structure is bound by certain contractual obligations or local ordinance, which are enumerated here and elsewhere on our website. Any exceptions or exclusions from these guidelines shall be at the discretion of the SNMA Chairperson. You may direct any questions, considerations or concerns to conferences@snma.org or call our main telephone line, (202) 882-2881.

Non-discrimination

The SNMA is committed to providing an environment that is conducive to sharing information and open communications. Organizations with declared restrictions in recruitment, training and employment, based on the race, gender, religion, sexual orientation, national origin or handicap will be viewed as non-compliant. Similarly, SNMA does not restrict or limit participation by anyone who has met the participation criteria, including payment of the required fees.

Applicants with Disabilities or Other Specific Requirements

The Philadelphia Marriott Downtown hotel and the SNMA provide such arrangements as are required under Title III of the Americans with Disabilities Act (ADA). In helping SNMA to meet these requirements, applicants are asked to provide to

the SNMA Headquarters detailed instructions in writing concerning any needs for auxiliary aids that a registered individual may require in any sleeping room, meeting room or function space, in order to assure that person's full participation at the meeting. Send a letter or e-mail to conferences@snma.org by March 30, 2019, which is also the hotel's cut-off date. An appropriate accommodation cannot be guaranteed unless we have received timely notification and specific instructions in writing.

Indemnification and Insurance

The on-line registration form is considered a binding contract, within terms specified here (including Cancellation). In submitting the agreement, each exhibitor, vendor, advertiser or sponsor is agreeing to and assumes entire responsibility for following the instructions contained in this guide and in follow-up communications; that they will cooperate fully with SNMA, hotel personnel, and/or the Official Decorator in the conduct of the program. Exhibiting companies are presumed to carry their own insurance coverage protecting their personnel and equipment.

Security

As a provision for conference management, the SNMA and the Philadelphia Marriott Downtown hotel provide for the security and safety of its meeting attendees. The provision of this service is in no case to be presumed to be a guarantee against loss, damages, injury or theft of any kind, nor interruption due to civil unrest or acts of God. Exhibitors and others attending the Annual Medical Education Conference are urged to take proper precautions to protect both personal and business possessions by checking with the hotel's Front Desk about securing valuable belongings, and obtaining ancillary insurance, if prudent to do so.

CONTACT US

If you have questions about AMEC participation that are unanswered here and or you need additional assistance, please direct your questions to the following:

Topic	Office	E-mail	Telephone
<u>Program involvement</u> as speaker/works hop presenter	Assoc. Director for Programs and Conference Services	conferences@snma.org – <i>All requests to speak will be forwarded to an appropriate office or working committee.</i>	
<u>Exhibiting</u> and exhibit provisions	Assoc. Director for Programs and Conference Services	conferences@snma.org	(202) 882-2881, Ext. 103
<u>Advertising</u> — Conference Program Book	Assoc. Director for Programs and Conference Services	conferences@snma.org	(202) 882-2881, Ext. 103
<u>Advertising, website and General Marketing</u>	Marketing Consultant	marketing@snma.org	Or call (202) 882-2881, Ext. 101
Payments by credit card	Administrative Assistant	mmcneil@snma.org	(202) 882-2881, Ext. 103
Attendee Registration, including group registrations	Assoc. Director for Member and Chapter Services	memberinfo@snma.org	(202) 882-2881, Ext. 104
Sponsorship	Executive Director	execdir@snma.org	(202) 882-2881, Ext. 101