AMERICAN ACADEMY OF FAMILY PHYSICIANS

Center for Global Health Initiatives

2016 Family Medicine Global Health Workshop

September 8–10, 2016 *Hyatt Regency ~ Atlanta, GA*

EXHIBITOR GUIDELINES

The 2016 AAFP Family Medicine Global Health Workshop is projected to attract more than 350 health care professionals who are keenly interested in improving health care in undeveloped regions and underserved communities throughout the world. Attendees will include practicing family physicians, family medicine department chairs and faculty, family medicine residents, residency program faculty, medical students, health care professionals from other medical specialties, and allied health professionals. Exhibitors will have concentrated exposure to individuals who have a profound interest in all aspects of global health. The focus of the exhibit area will be displays that highlight the following:

- Global health volunteering opportunities (e.g., from nongovernmental organizations [NGOs], nonprofit organizations, and medical schools)
- International health experiences and opportunities (e.g., offered by residency programs)
- International educational resources
- Biomedical literature (e.g., from medical schools, residency programs, and publishers of biomedical science books and journals)

An exhibitor list that includes contact information will be provided on the mobile app and in each attendee's registration packet. During the workshop, every general session in the morning and afternoon will be preceded by a PowerPoint presentation that includes information about exhibits, which will prompt workshop attendees to visit your booth.

You should exhibit if you:

- Offer volunteer international health opportunities
- Work in undeveloped regions and underserved communities abroad
- Collect and donate medical equipment and supplies
- Offer any financial aid (e.g., student loan repayment) for health care professionals who intend to work in underserved communities abroad
- Promote global health through community initiatives and global service learning
- Offer continuing medical education (CME) for local physicians in underserved communities abroad
- Offer cultural and language training for U.S. health care professionals
- Administer international health programs (e.g., rotation, area of concentration, fellowship) via a medical school or family medicine residency program
- Provide staffing services for health care professionals
- Offer international travel, insurance, and medical evacuation services

EXHIBIT HOURS*

Wednesday, September 7, 2016		Thursday, September 8, 2016		Friday, September 9, 2016	
2–6 p.m.	Set up exhibit	8 a.m.–5 p.m.	Exhibit open hours	8 a.m.–5 p.m.	Exhibit open hours
		9:45–10:10 a.m.	Attendee refreshment break	9:45–10:10 a.m.	Attendee refreshment break
		12–1 p.m.	Lunch	12–1 p.m.	Lunch
		3:10–4:10 p.m.	Attendee refreshment break	3:15–4:15 p.m.	Attendee refreshment break
				5:30–7 p.m.	Networking reception
				After 7 p.m.	Exhibits close; Dismantle exhibit

** All times listed are Eastern.*

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EXHIBIT DISPLAY

- Exhibits will be on display in the refreshment break area, ensuring maximum exposure to attendees.
- Each display will consist of one 6 ft by 2 ft draped table, a wastebasket, and two chairs. Exhibitors are responsible for their own identification signs and any extras. Security is not provided. Do not leave items of value in the booth when your staff is not present.
- Space is limited, so booths will be reserved when full payment is received. Specific booth spaces will be assigned in the order in which full payment is received.

WORKSHOP ACTIVITIES FOR EXHIBITORS

In addition to the exhibit area, you will have access to the following:

- Educational activities during the workshop
- A networking reception
- Refreshments and lunch on Thursday and Friday
- A list of registered participants

EXHIBITOR FEE

- If the booth is staffed with one exhibitor, the fee is $600. It includes exhibit space, a networking reception, and refreshments and lunch on Thursday and Friday.
  - If the booth is staffed with two exhibitors, the fee is $800. It includes exhibit space, a networking reception, and refreshments and lunch on Thursday and Friday for both exhibitors.
- Exhibitors are entitled to attend educational activities (i.e., general and breakout sessions).

PAYMENT OPTIONS

To pay by check:

- Make check payable to AAFP, attach to the application form, and mail to:

  American Academy of Family Physicians
  Attn: AAFP Center for Global Health Initiatives
  11400 Tomahawk Creek Parkway
  Leawood, KS 66211-2672

To pay by credit card:

- Complete the application form and:
  - ~ Mail to the above address
  - ~ Fax to (913) 906-6076, Attn: Alex Ivanov or Ashley Poole
  - ~ Email (as an attached Word document or PDF file with an electronic signature) to Alex Ivanov at aivanov@aafp.org

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EXHIBITOR APPLICATION

This application must be accompanied by a check or credit card payment. Space will not be reserved without full payment.

Name _____

Street address _____

City/State/ZIP _____

Contact person _____ Title _____

Phone _____ Fax _____

Email _____

Names of booth staff _____

_____

Exhibit announcement: In 50 words or less, describe the products and services that will be exhibited. This description will be included on the mobile app and in the registration packet distributed to workshop attendees.

Method of Payment

Booth with 1 exhibitor: $600
Booth with 2 exhibitors: $800

TOTAL DUE $ _____

☐ Enclosed a check made payable to AAFP.
Checks submitted for payment should be attached to the application form and mailed to:
American Academy of Family Physicians
Attn: AAFP Center for Global Health Initiatives
11400 Tomahawk Creek Parkway
Leawood, KS 66211-2672

If paying by credit card, fax to (913) 906-6076.

☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Card number _____

Exp. _____

Cardholder name _____

Signature _____

Questions?
Please contact Alex Ivanov at (800) 274-2237, ext. 5123 or alvanov@aafp.org.