

Exhibitor Prospectus

UT Southwestern Epilepsy Symposium

Saturday
April 27, 2019

UT Southwestern Medical Center
T. Boone Pickens Biomedical Building
6001 Forest Park Road
Dallas, TX 75390

Sponsored by UT Southwestern Department of Neurology and Neurotherapeutics, and the Office of Continuing Medical Education at UT Southwestern Medical Center.

Dear Representative,

UT Southwestern Epilepsy Symposium will be held on **April 27, 2019**. This one-day CME live activity will take place at the **UT Southwestern Medical Center, Dallas, Texas** and is sponsored by UT Southwestern Department of Neurology and Neurotherapeutics, and the Office of Continuing Medical Education at UT Southwestern Medical Center.

This program will provide a review and update in key areas of epilepsy management. Emphasis will be placed on updates in diagnosis, management, and the most current treatment modalities that have practical applications for neurologists, other clinicians, and health care professionals.

This activity is designed for Physicians, Advanced Practice Nurses, Physician Assistants, Registered Nurses, Physical Therapists, Allied Health Professionals, and other healthcare professionals who are interested in learning about the most current treatment modalities and best management practices, in order to improve patient care and health outcomes.

Topics include:

- Surgical Evaluation in Epilepsy
- The Role of MEG in the Surgical Evaluation
- Innovations in Epilepsy Surgery
- New Antiepileptic Medications
- Cannabinoids in Epilepsy
- Risk Management and Ethics in Epilepsy
- EEG Workshop

**For a detailed agenda go to <https://cme.utsouthwestern.edu/rp1904a>

We are asking for your support of this program with an exhibit fee in the amount of **\$1500**.

Benefits of Exhibiting

Meet one-on-one to discuss your products and services with medical professionals who will attend this meeting. Further benefits of exhibiting at the **Update in Internal Medicine 2019** includes:

- Exposure to approximately 50-75 attendees.
- Ample intermissions between morning and afternoon sessions allow time for attendees to visit your exhibit
- Breakfast and coffee breaks are held in the exhibit area during session intermissions to help increase traffic flow
- Build visibility for your company in a competitive marketplace
- Expand your prospective place and strengthen existing customer relationships

We look forward to your support and participation.

Exhibitor Levels and Benefits:

Your company can support this program with an exhibit fee in the following amounts:

Exhibitor level: \$1500.00

All support as an exhibitor will be fully acknowledged at the course and you will receive recognition in announcements from the course directors at the meeting, signage and course handouts.

Attendee Lists:

Attendee lists will be provided upon request at the program only. As a health care provider, we must respect the privacy of our attendees. Therefore only limited attendee contact information will be provided to exhibiting companies (name, affiliation, city and state). Telephone, fax, email and street addresses will not be distributed.

Conference and Exhibit Details:

Exhibit Location:	<i>T. Boone Pickens Biomedical Building Auditorium Foyer</i>
Exhibit Space:	One 6' foot table & 2 chairs
Exhibit Dates/Times:	Set up on Saturday, 4/27/19 at 6:00am Exhibits during registration, breakfast, breaks and lunch, starting 7:00am to 4:30pm.

Exhibit Space:

Assigned exhibit space consists of one 6 foot table and two (2) chairs. Power outlets are limited and are first come first serve.

Required Form:

Included in this package is the Exhibitor Agreement form required. Please complete the 2 page form and return to Laura Hall at laura.hall@utsouthwestern.edu or fax to 214-648-2317 by **April 12, 2019**.

Confirmation & Payment

Exhibit space is not confirmed until an Exhibitor Agreement form is completed and signed by both parties. A counter-signed copy of the agreement will be sent back as confirmation of your exhibit space along with a receipt if paid by credit card. **Please send the payment prior to the start of the course.**

Please make checks payable to UT Southwestern/Continuing Education, and reference to program **RP1904A**.

Mail checks to: UT Southwestern Medical Center
Office of Continuing Education
5323 Harry Hines Blvd., Mail Code 9059
Dallas, TX 75390-9059

An invoice may be provided upon request. Please send requests/payments to:

Attn: Laura Hall
UT Southwestern Medical Center
Continuing Medical Education
5323 Harry Hines Blvd. Mail code 9059
Dallas, TX 75390-9059.
Tax ID # 75-6002868

Exhibit Space Cancellations:

Cancellations must be received in writing at least ten business days prior to the start of the course. If a cancellation is received after this time, no refund will be provided.

Parking:



Location

UT Southwestern Medical Center
 T. Boone Pickens Biomedical Building
 6001 Forest Park Road
 Dallas, TX 75390

PARKING

Visitor parking is available in the parking garage entered from 6001 Forest Park, located adjacent to the T. Boone Pickens Biomedical Building. The garage entrance is to the right of the front building entrance. The garage elevators will take you to the third floor. Follow the directional signs to the conference room.

Monday - Friday: There is a daily \$3 parking fee (no re-entry) unless specified covered by event.

Saturday-Sunday: Parking is complimentary

Shipping Instructions:

Incoming Shipping Instructions:	UT Southwest Medical Center Receiving Dock NG01.301 Attn: Laura Hall Phone: 214-648-9280 5901 Forest Park Dallas, TX 75235	<ul style="list-style-type: none"> • Email me with number of packages you are shipping and tracking numbers prior to program. • Be sure to monitor your shipment and bring your tracking number(s) with you.
Shipping Department Hours	Monday-Friday: 8 am - 4 pm Saturday-Sunday: Closed	
Outgoing Shipping Instructions:	Representatives will be responsible for preparing and taking all outgoing shipments to the nearest FedEx or UPS store.	

EXHIBITOR REGISTRATION AND PAYMENT FORM

Activity Name	UT Southwestern Epilepsy Symposium	Activity #	RP1904A
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Exhibit Space Information			
	Level	Amount	Description
<input type="checkbox"/>	Exhibitor	\$1500	one 6 foot table and two (2) chairs

Payment Information							
<input type="checkbox"/>	Check enclosed	<input type="checkbox"/>	Check will be mailed				
<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Visa	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	AMEX
	Credit Card Number	_____		Exp.	_____		
	Name on Card	_____		Sec.	_____		
	Billing Address	_____					
	City	ST	Zip				

Remittance Information	
Mail	UT Southwestern Medical Center Office of Continuing Medical & Public Education 5323 Harry Hines Blvd., Mail code 9059 Dallas, TX 75390-9059
Fax	214-648-2317
Email	laura.hall@utsouthwestern.edu

Agreement must be received by April 12, 2019.

****Before sending, please double check the following to avoid any delay in getting your request processed:**

- Exhibitor agreement form is completed and signed
- If paying by credit card, make sure you include the expiration date and security code
- Include program number "RP1904AD" on all correspondence and payments