

Dear Representative,

The **2020 UT Southwestern Epilepsy Symposium** will be held on **February 22, 2020**. 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 psychosocial issues surrounding epilepsy. It will also address unique challenges/needs for specific populations with epilepsy. Emphasis will be placed on diagnosis, management, innovative as well as ethical dilemmas that have practical applications for neurologists, other clinicians, psychologists, social workers, and health care professionals.

This one-day live CME activity is designed for Physicians, Advanced Practice Nurses, Physician Assistants, Registered Nurses, Physical Therapists, Allied Health Professionals, Psychologists, Social Workers, 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:

- Psychogenic Non-epileptic Seizures
- Managing mood disorders in epilepsy
- Transition of Care from pediatrics to adult world
- Seizure Detection Wearable Devices
- Risk Management/ethics
- Women with epilepsy: special considerations

\*\*For a detailed agenda go to <https://cme.utsouthwestern.edu/rp2002f>

We are asking for your support of this program with an exhibit fee in the amount of **\$1500.00**.

### **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 **2020 UT Southwestern Epilepsy Symposium** includes:

- Exposure to approximately 75-100 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 <b>Saturday, 02/22/20 at 6:00 am</b> Exhibits during registration, breakfast, breaks and lunch, starting <b>7:00 am to 3:00 pm.</b>

**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 Kelsey Smith at [kelsey.smith@utsouthwestern.edu](mailto:kelsey.smith@utsouthwestern.edu) or fax to 214-648-2317 by **February 7, 2020**.

**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 **RP2002F**.

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: Kelsey Smith  
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: Kelsey Smith Phone: 214-648-9280 5901 Forest Park Dallas, TX 75235	<ul style="list-style-type: none"> <li>• <b>Email me with number of packages you are shipping and tracking numbers prior to program.</b></li> <li>• <b>Be sure to monitor your shipment and bring your tracking number(s) with you.</b></li> </ul>
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**

<b>Activity Name</b>	<b>2020 UT Southwestern Epilepsy Symposium</b>	<b>Activity #</b>	<b>RP2002F</b>
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<b>Exhibit Space Information</b>		
<b>Level</b>	<b>Amount</b>	<b>Description</b>
<input type="checkbox"/> Exhibitor	\$1500	one 6 foot table and two (2) chairs

<b>Payment Information</b>			
<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. Sec. Code _____
Name on Card	_____		
Billing Address	_____		
City	ST	Zip	

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

Agreement must be received by February 7, 2020.

**\*\*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 "RP2002F" on all correspondence and payments