

Office of Continuing Medical Education

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Website: <https://hopkinscme.cloud-cme.com>



December 2019

Dear Exhibit Vendor:

The Johns Hopkins Division of Gastroenterology and Hepatology will be hosting an outstanding three day CME-accredited course April 1 - 3, 2020, on the Johns Hopkins Medical Campus in Baltimore, Maryland, USA.

The fourth annual **Johns Hopkins International Therapeutic Endoscopy Course (HITEC)** is an intense 2-3 day course dedicated to providing the practicing endoscopist state-of-the-art updates in luminal, pancreaticobiliary and bariatric endoscopy.

In addition to extensive live endoscopy demonstrations and keynote lectures by superstar national and international faculty, our unique format will include faculty led lunch time symposia focusing on the various aspects of therapeutic endoscopy as well as video sessions that encourage opportunities to demonstrate rare cases not typically performed during live courses in the U.S. The pancreaticobiliary endoscopy sessions will illustrate basic and advanced principles and techniques of EUS/ERCP, cholangiopancreatography and interventional EUS. The luminal endoscopy sessions will focus on techniques such as Barrett's endoscopic therapy, therapies for GERD, EMR, ESD, POEM and EUS-guided anastomosis creation. The bariatric endoscopy sessions will demonstrate primary endoscopic therapies, as well as novel techniques to manage the complications of bariatric surgery. The therapeutic endoscopy hands-on training lab offers training performed by worldrenowned experts. The nursing track will enable its learners to develop and maintain competency of emerging therapeutic procedures.

In short, this unique course featuring global endoscopists will ensure detailed and comprehensive illustration of optimal techniques to enhance endoscopic skills, while simultaneously introducing advanced and novel procedures/techniques to endoscopists.

This activity is intended for endoscopists, gastroenterologists, surgeons, gastroenterology/surgical fellows, endoscopy nurses and endoscopy technicians. The Johns Hopkins University School of Medicine and takes responsibility for the content, quality and scientific integrity of this CME activity. We anticipate 500 attendees.

Registrants will be eligible to receive over 24 hours of *AMA PRA Category 1 Credits*[™]. In addition to lectures given by **25 outstanding faculty from around the world**. A detailed listing is provided in the attached documents.

We would like to invite your company to be an exhibitor for this important educational event. Exhibit level opportunities are available. Please see attached prospectus outlining the levels available for \$7,500, which includes a table top display or \$15,000 for a large booth display. Exhibit space is limited. The fee helps defray the costs associated with conference management and facility fees.

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Preferred exhibit space will be located in the foyer area outside the ballroom where educational lectures will be held. There is also an exhibit hall for table top displays only. An exhibit agreement has been attached for completion and should be sent along with payment **prior to the activity start date**. Payment instructions and an invoice are provided on the agreement.

Our tax ID# is 52-0595110. All checks should be made payable to *Hopkins/HITEC 80049119*. **The signed agreement and PAYMENT are REQUIRED by March 25, 2020.**

We look forward to hearing from you and welcome the opportunity to work with you on this unique educational activity. If you need any further information, please contact me via email at lfriend1@jhmi.edu or phone: (410) 614-0149. Thank you for your consideration of this request.

Sincerely,

Laura Friend
CME Coordinator, Lead
Office of Continuing Medical Education
Johns Hopkins School of Medicine

Fourth Annual HITEC: Hopkins International Therapeutic Endoscopy Course

Johns Hopkins Medical Campus, Baltimore, Maryland USA

April 1-3, 2020



Exhibitor Fees and Policies

A complete and signed exhibitor agreement AND full payment must be received and acknowledged by the CME office no later than the week prior to the course.

If payment is not received by **3/25/2020**, the exhibiting company has the potential to forfeit their booth and accompanying accommodations at the event and will be subject to the cancellation policy of 100% of the sponsorship package. No refunds will be given.

Gold Level: \$15,000

- 10 x 20 booth
- Preferred location outside General Session
- 2 draped tables with signage
- Electric outlet
- Seating for four
- Complimentary staff badges for four company representatives
- Dinner invitation to social function
- Use of company tablecloth on exhibit table
- Access to set up/exhibit space day prior
- Acknowledgement: Company name listed on exhibitor poster, visual announcement and handout materials.
- Verbal announcement during welcome and closing

Silver Level: \$7,500

- Table top display
- Location in exhibit hall
- 1 draped table with signage
- Seating for two
- Complimentary staff badges for two company representatives
- Dinner invitation to social function
- Acknowledgement: Company name listed on exhibitor poster, visual announcement and handout materials.
- Verbal announcement during welcome and closing

Exhibit Times:

April 1: 7:00 a.m. - 6:30 p.m.; peak times 7-8 a.m., 10-10:30 a.m., 12-1 p.m., 4-4:30 p.m. and 5:30 - 6:30 p.m.

April 2: 7:00 a.m. - 6:50 p.m.; peak times 7-8 a.m., 9-10:00 a.m., 12-1 p.m. and 3:20 - 3:40 p.m.

April 3: 7:00 a.m. - 5:30 p.m.; peak times 7-8 a.m., 9-10:00 a.m., 12-1 p.m. and 3:00 - 3:30 p.m.

INTERNAL USE ONLY
COORDINATOR TO COMPLETE
 CC Receipt Sent
 Check Wire Payment Received

Exhibit Agreement Form

Activity Name: Fourth Annual HITEC: Hopkins International Therapeutic Endoscopy Course
Activity Dates: April 1 – 3, 2020
ION: 80049119

Exhibit fee includes one table, two chairs and registration for two company representatives. If more than two personnel wish to attend, they must register separately and pay the full registration fee. Please email the two page, completed form, with payment information to **Laura Friend, lfriend1@jhmi.edu**

COMPANY NAME (this is how it will appear in our activity materials): [COMPANY NAME]		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT:		PHONE:
EMAIL:	EXHIBIT FEE: <input type="checkbox"/> Gold \$15,000 or <input type="checkbox"/> Silver \$7,500 (payment must be received prior to start of activity)	
NAME AND EMAIL OF REPRESENTATIVES TO BE PRESENT AT CONFERENCE:		
REP 1:	REP 1 EMAIL:	
REP 2:	REP 2 EMAIL:	

Exhibit Address: JHUSOM, Turner 20, 720 Rutland Avenue, Baltimore, MD 21205
Set-up Date and Time: Gold Level: 3/31/20 @ 12:00 p.m. / Silver Level: 4/1/20 @ 6:00 a.m.
Registration Begins: 4/1/20 7:00 a.m., Ground Level
Ship Exhibit Materials to: Receiving Dock, JHUSOM, 1721 East Madison Street, Baltimore, MD 21205-2195
 ATTN: **Laura Friend**
 PLEASE HOLD FOR THE **Fourth Annual HITEC: Hopkins International Therapeutic Endoscopy Course**, held April 1 – 3, 2020

Due to lack of storage space, please do not ship exhibit materials prior to: [3/27/2020]

PLEASE NOTE: IT IS YOUR COMPANY'S RESPONSIBILITY TO ARRANGE RETURN SHIPPING IMMEDIATELY FOLLOWING THE ACTIVITY. WE DO NOT PROVIDE EXTENSION CORDS NOR PROMISE ACCESS TO ELECTRICAL OUTLETS.

PLEASE READ, SIGN AND DATE THE BOTTOM OF THIS FORM BEFORE RETURNING.

I agree to abide by the ACCME Standards for Commercial Support:

Specifically 4.2 states: "Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME." **"For live, face-to-face CME**, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity." (Refer to ACCME standards at www.accme.org)

It is the Johns Hopkins Medicine policy that faculty and staff, employees, students, trainees, and volunteers may not accept gifts or entertainment, regardless of value, from pharmaceutical companies or medical device manufacturers or suppliers with respect to any activity at any JHM member organization site and any activity conducted under the auspices of or using the name of any JHM member organization. This policy extends to all exhibitors of this activity. To adhere to this policy no pens, pads, candy, etc. may be offered at your exhibit table.

By signing below the above company acknowledges and agrees to the following (1) The required exhibit fee is for the sole purchase of exhibit space and two complimentary registrations for exhibiting personnel. These personnel must complete and submit a registration form prior to the activity. (2) If more than two personnel wish to attend they must register separately and pay the full registration fee. (3) Payment is required by the company 5 business days prior to the start of the activity. (4) Each of the costs subsidized by the fee is incremental to the exhibit space and not standard institutional or organizational overhead, and (5) any payment to exhibit is not intended to influence planning of any CE/CME activity or interfere with presentations at any associated CE/CME activity

PRINT OR TYPE NAME **[SELECT DATE]**
AUTHORIZED SIGNATURE **DATE**



Exhibit Invoice

Invoice Date: [12/12/2019] Activity Name: Fourth Annual HITEC: Hopkins International Therapeutic Endoscopy Course Activity Dates: APRIL 1 – 3, 2020 Invoice Number: 80049119	Johns Hopkins School of Medicine Office of Continuing Medical Education Turner 20, 720 Rutland Avenue Baltimore, MD 21205-2195 Federal Tax ID: 52 0595110
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TO: [COMPANY NAME]

FOR: Exhibit Fee

AMOUNT: [] Gold \$15,000 or [] Silver \$7,500

DUE: Payment is due **5 business days prior** to start of activity. If paying by **check**, please attach and send a copy via email to the coordinator for tracking purposes/proof of payment.

CHECK PAYABLE TO:

Johns Hopkins School of Medicine
 Office of Continuing Medical Education
 Central Lockbox - Bank of America
 12529 Collections Center Drive
 Chicago, IL 60693
Reference: 80049119

WIRE TRANSFER:

BANK NAME: Bank of America
ACCOUNT NAME: Johns Hopkins University Central Lockbox
ACCOUNT NUMBER: 003936830516
ABA NUMBER: 052001633
REFERENCE: **Continuing Medical Education; 80049119; [COMPANY NAME]**

CREDIT CARD:

VISA MASTERCARD DISCOVER AMEX

Card # _____ Exp. Date _____

Billing Zip Code *Security Code*

Name on Card *Signature and Date*

Email address for payment receipt (required)

IF PAYMENT IS NOT RECEIVED 5 BUSINESS DAYS PRIOR TO START OF ACTIVITY, NO GUARANTEE FOR EXHIBIT SPACE CAN BE MADE. A CREDIT CARD WILL BE REQUIRED ONSITE.