



Exhibitor Reference Guide
Medical & Scientific Communications 2013 Annual Forum
March 19-21, 2013 | Sheraton Wild Horse Pass Resort

Location:

[Sheraton Wild Horse Pass Resort & Spa](#)

5594 West Wild Horse Pass Boulevard
Chandler, AZ 85226, USA

The exhibit tables will be set-up around the perimeter of the [Akimel Ballroom](#) (3 & 4), where all breaks, lunches and the reception will be held. Registration will be set-up in the Akimel foyer.

Exhibit Hall Schedule:

Monday, March 18th:

Exhibitor registration and tabletop set-up – NOON-5:00PM

Tuesday, March 19th:

6:00-7:00 AM – completion of tabletop set-up (all exhibit tables must be set up and ready-to-go by 7 AM)

7:00-8:00 AM – Akimel Ballroom opens during registration for continental breakfast

9:45-10:00 AM - morning refreshment break in Akimel Ballroom

11:30AM-1:30 PM – Lunch in Akimel Ballroom (*includes the [2013 Medical Communications Workshop](#) [Networking Lunch Discussions](#)*)

3:00-3:30 PM – afternoon break in the Akimel Ballroom

5:00-6:00 PM – reception in the Akimel Ballroom

Wednesday, March 20th:

7:00 AM – Akimel Ballroom opens

7:00-8:00 AM - continental breakfast served in Akimel Ballroom

9:30-10:00 AM - morning break in the Akimel Ballroom

11:30AM-1:30 PM – Lunch in Akimel Ballroom (*includes [Professional Poster Presentations](#) and [Networking Lunch Discussions](#)*)

3:00-3:30PM – afternoon break in the Akimel Ballroom

5:00-6:00PM – Resident Poster Session in the Akimel Ballroom

Thursday, March 21st:

7:00 AM – Akimel Ballroom opens

7:00-8:00 AM - continental breakfast served in Akimel Ballroom

9:30-10:00 AM - morning break in the Akimel Ballroom

10:00 AM – exhibit tables may be broken down once all attendees have exited the ballroom (*session resumes until 11:30AM, with closing remarks from 11:30AM-12:00pm*).

12:00 PM – meeting adjourns



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[Exhibitor Company Summary Form](#) – if you have not done so already, please complete and submit this information to be included in the print materials which will be provided to attendees when they check-in. This information will also be posted on the mobile app, and can be viewed now on the [Browse Exhibitors](#) page of the website.

Deadline for submission: March 1, 2013 for print materials

Exhibitor Literature Table - This year we will also have a table in the foyer/registration area where you may also place a stack of brochures. Signage on the table will remind attendees to visit you all in the Akimel Ballroom. We ask that you limit this to a small stack of a single brochure in order to accommodate all participating companies.

[Meeting Program](#) – use the Search Program function to view the day-to-day session schedule and overviews. The Medical and Scientific Communications 2013 Annual Forum is a meeting developed by three DIA SIAC's (Special Interest Area Communities): [Medical Communications](#), [Medical Science Liaisons](#), and [Medical Writing](#). At this forum, attendees will gain further expertise in their own area and/or learn about different functional areas. Attendees have the flexibility to attend sessions from any of the three tracks.

Mobile App - A mobile app will be made available in conjunction with the conference beginning 1-2 weeks before the meeting, and will be available to all registrants through the duration of the conference. Information on accessing the mobile app will be posted on this [webpage](#) once available.

Shipping Information / Electrical & Internet - [Exhibitor Order Form](#)

- The [Exhibitor Order Form](#) houses all forms related to ordering an internet line or additional electric at your table, as well as shipping instructions.
- Electrical – each company receives access to one electrical plug as part of your exhibit package. Please use the order form for any additional requirements
- Internet – complimentary wifi access is available in the main lobby area only; there is not access in the Akimel Ballroom or the session rooms. Please use the order form if you'll require an internet line at your table.