

Courses

# MAXIMIZE your marketing REACH

# **Exhibit**

# at ACG'S **REGIONAL POSTGRADUATE COURSES**

Exhibit Days: Friday, Saturday, Sunday
2024 ACG ENDOSCOPY SCHOOL & WESTERN
REGIONAL POSTRGRADUATE COURSE

January 26-28, 2024 | Aria Resort, Las Vegas, NV

Payment Due: December 1, 2023

Exhibit Fee: \$3,000

2024 ACG IBD SCHOOL & EASTERN REGIONAL POSTGRADUATE COURSE

June 7-9, 2024 | Capital Hilton, Washington, D.C.

Payment Due: April 1, 2024

Exhibit Fee: \$3,000

2024 ACG HEPATOLOGY & MIDWEST REGIONAL POSTGRADUATE COURSE

August 23-25, 2024 | Radisson Blu Mall of America, Minneapolis,

MN

Payment Due: July 1, 2024

Exhibit Fee: \$3,000

2024 ACG FUNCTIONAL GI AND MOTILITY DISORDERS SCHOOL & SOUTHERN REGIONAL POSTGRADUATE COURSE

December 6-8, 2024 | The Renaissance Nashville Hotel,

Nashville, TN

Payment Due: November 1, 2024

Exhibit Fee: \$3,000

Register to exhibit at all 4 of ACG's Regional Postgraduate Courses and receive a  $\underline{10\%}$  discount on exhibit space (this does not include the state society courses)

ACG will continue to accept applications after the payment due date on a space available basis, however full payment must accompany the application.

For more information or questions please contact Katie Thorne at <u>kthorne@gi.org</u>

# **ACG BRINGS EDUCATION CLOSER** to where members work and live.

Our programs feature leading experts in GI and hepatology and focus on the common and not-so-common GI disorders a clinician sees in practice. Attendees will learn the latest clinical updates and what is on the horizon that may impact their practices.

#### ACG's Regional Postgraduate Courses offer an opportunity

for your sales representatives to meet and greet with physicians in their area. It's getting tougher and tougher to meet with physicians in their offices; let ACG's Regional Postgraduate Courses help facilitate this process. Our meeting locations draw attendees from the region as well as from across the U.S. In addition, our regional courses provide the opportunity to continue your outreach developed at ACG's Annual Scientific Meeting. Review the Exhibitor Rules on page 4 and see the Exhibitor Application on page 8.

## **ACG/STATE SOCIETY COURSES**

For exhibit opportunities at these meetings, please contact the state society.

#### 2024 ACG/LGS REGIONAL POSTGRADUATE COURSE

March 1-3, 2024

Doubletree New Orleans | New Orleans, LA

Contact: Laura Bell

Louisiana Gastroenterologic Society

Email: laura@lagisoc.org

### 2024 ACG/FGS ANNUAL SPRING SYMPOSIUM

March 8-10, 2024

Naples Grande | Naples, FL

Contact: Beverly Orr

Florida Gastroenterologic Society

Phone: (305) 687-1367 | Fax: (305) 687-2490

Email: beverly.orr@bouckmgmt.com

# 2024 ACG/VGS/ODSGNA REGIONAL POSTGRADUATE COURSE & ACG'S FUNCTIONAL SCHOOL

September 6-8, 2024

Williamsburg Lodge | Williamsburg, VA

Contact: Susan Foster or David Balaban

Virginia Gastroenterologic Society

www.vagastro.org Phone: (434) 817-8484 Email: sfoster@cvillegi.com Email: dhb3k@comcast.net

ACG is proud to jointly provide the courses listed above with the related state society. For exhibit opportunities at these meetings, please contact the state society.

### **BUILD AWARENESS YEAR-ROUND at ACG's**

**Regional Postgraduate Courses** by supporting one or more of these sponsorship opportunities in 2024. Unless otherwise noted, these sponsorships include all ACG courses. Sponsors must exhibit at each course where the sponsorship is being offered.

#### Lanyards — SOLD

All attendees will be wearing your logo when you sponsor the lanyards. In addition to the standard sponsor recognition, the lanyards may include your company logo. ACG will need to approve any design before distribution. Approximately 800 will be distributed in total at the Western, Eastern, Midwest, and Southern Courses.

#### **Meeting App** — \$1,500 per meeting (*maximum of 3 rotating banner ads*)

Display your banner ad or logo on the home page of the meeting app at one or all of the ACG 2024 Regional Courses. The meeting app is the ONLY place where attendees can access meeting materials including presentation slides, the virtual registration bag and the meeting schedule of events. Your banner ad may link attendees directly to your website.

#### **Registration Confirmation Banner Ad** — SOLD

Each registrant will receive two confirmation emails when they register to attend. The first will be emailed upon sign up and the second will be sent approximately two weeks prior to the conference re-confirming their registration and providing additional details about the meeting. Your banner ad will be included on every confirmation email.

#### Meeting App Push Notification — \$800 per course

Design your own notification promoting your company, product, or satellite symposium. Notifications are limited to 230 characters.

#### Virtual Registration Bag Insert — \$500 per course

The meeting app is the ONLY place where attendees can access the meeting schedule, presentation slides and additional information about the course. Within the app, attendees have access to the Virtual Registration Bag where they can view additional information about exhibitors and ACG offerings.

### $\textbf{Satellite Symposium} - \$7,\!500 \text{ per course}$

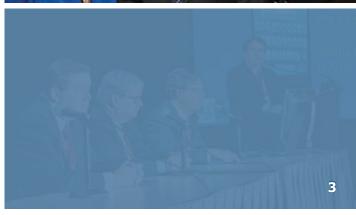
Industry-sponsored satellite symposia provide additional educational opportunities for attendees. These programs are independent of the ACG educational programs. Satellite symposia held in conjunction with ACG Regional Courses are typically scheduled for Friday and Saturday evenings. For more information see the Satellite Symposium Rules and Regulations beginning on page 6.

\* Sponsorship opportunities do not include state society sponsored courses unless noted.









### **ACG REGIONAL COURSES**

# **EXHIBIT OR RULES**

#### **Assignment of Table-top Space**

Space will be assigned on a priority point basis with first priority given to sponsors and/or grantors. The College reserves the right to make variations and/or relocate previously assigned space. The Management of the American College of Gastroenterology also reserves the right to alter the exhibit layout at any time.

#### **Subletting Space**

The subletting, assignment or apportionment of the whole or of any part of space by any exhibitor is prohibited. No exhibitor may permit any other party to exhibit in his or her space any goods other than those manufactured or handled by the contract exhibitor, nor permit the solicitation of business by others within the space.

#### **Payment and Restrictions**

Exhibit space is \$3,000 per course or register to exhibit at all 4 of ACG's Regional Postgraduate Courses and receive a 10% discount on exhibit space (does not include state society courses). Full payment must be received by the date listed on the application. ACG will continue to accept applications on a space available basis after the deadline, however full payment must accompany the application.

A service fee of 25% of the total booth cost will apply to any cancellation. No refunds will be issued to firms canceling if space cannot be resold. There will be no refunds whatsoever for space canceled after the final payment deadline. All cancellations must be received in writing. Checks should be made payable to the American College of Gastroenterology and sent to:

Attn: Exhibit Manager

American College of Gastroenterology 11333 Woodglen Drive, Suite 100, North Bethesda, MD 20852-3071

#### **Services**

Electrical, phone and internet service will be provided, approximately one month prior to the course. Information and order forms will be sent to each exhibitor. Each exhibitor is responsible for ordering and paying for services directly with the hotel.

#### Security

Security services are not furnished by ACG Management. Exhibitors should not leave valuable materials or equipment in the exhibit room outside the hours when exhibits are open. The American College of Gastroenterology can assume no responsibility for any losses sustained by exhibitors.

#### **Set-up and Dismantle**

Set-up and dismantle times will be forwarded to each exhibitor, approximately one month prior to the course. All exhibits must be set prior to the official opening of the exhibit area. Assembly of exhibits during the regularly scheduled exhibit hours will not be permitted. All exhibits must remain intact until the official closing time and may not be dismantled or removed, in whole or in part, before that time.

#### **Conduct of Exhibits**

Interviews, demonstrations and the distribution of literature or samples must be made within the table area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor's own booth will not be permitted.

Character of the exhibits is subject to approval of the College. The right is reserved to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc. The Management of the American College of Gastroenterology reserves the right to restrict at any time any exhibit deemed undesirable. The Management's decision must be accepted as final in any disagreement between exhibitors.

#### **Sales and Order Taking**

The purpose of the exhibits is to further the education of meetings attendees through product and service displays and demonstrations. Sales and order taking are permitted if transactions are conducted in a manner consistent with the professional nature of the meeting. The exhibitor is responsible for any permits, occupational licenses and city/state sales taxes, if applicable. The ACG reserves the right to restrict sales activities that it deems inappropriate, unprofessional, or unrelated to the field of gastroenterology.

# INDEPENDENCE OF ACG CME EDUCATION IN ACCORDANCE WITH ACCME REQUIREMENTS

Accredited continuing education must protect learners from commercial bias and marketing. ACG and the exhibiting company agree to the following conditions, as well as all requirements of ACCME's Standards for Integrity and Independence in Accredited Continuing Education:

- > ACG must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.
- > ACG is responsible for ensuring that education is separate from marketing by ineligible companies\*—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education
- > Arrangements to allow ineligible companies to market or exhibit in association with accredited education must not:
  - a. Influence any decisions related to the planning, delivery, and evaluation of the education.
  - b. Interfere with the presentation of the education.
  - Be a condition of the provision of financial or in-kind support from ineligible companies for the education.
- > ACG must ensure that learners can easily distinguish between accredited education and other activities
  - a. Live continuing education activities: Marketing, exhibits, and nonaccredited education developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.
  - b. Print, online, or digital continuing education activities: Learners must not be presented with marketing while engaged in the accredited education activity. Learners must be able to engage with the accredited education without having to click through, watch, listen to, or be presented with product promotion or productspecific advertisement.
  - Information distributed about accredited education that does not include educational content, such as schedules and logistical information, may include marketing by or for an ineligible company.
- > Ineligible companies may not provide access to, or distribute, accredited education to learners.
- \*Ineligible companies (formerly, "commercial interests") are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

#### **Exhibitor's Representatives**

Each exhibit must be fully operational and staffed during the open exhibit hours. Badges are not to be issued to representatives of leasing companies, financial institutions, publishers, suppliers, vendors, or others who wish to gain admittance for the purpose of making contact other than in the exhibit area. An exhibitor may not register any other person eligible for paid registration.

#### **Non-Exhibitors**

No firm or organization without assigned space in the exhibit area will be permitted to solicit business within the exhibit area. Exhibitors are requested to inform the College of their knowledge of any such occurrence.

#### **Hotel Accommodations**

Hotel accommodations for exhibit personnel should be made directly with the hotel(s).

#### **Hospitality Suites**

Only those companies participating in the commercial exhibit program will be allowed to conduct hospitality suites. Suites are limited to hospitality and may not be used to display products or services. These hospitality suites may not be open or advertised to be open at times that conflict with official functions of the College such as scientific sessions or College sponsored social functions (including exhibits).

#### Protection of the Hotel(s)

Exhibitors will be held liable for any damage caused to the hotel property and no material or matter of any kind shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the facilities or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at the expense of the exhibitor. If any controversy arises as to the need or propriety, the Hotel Management will be the final judge thereof and this decision shall be binding on all parties concerned.

#### **Liability and Insurance**

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the American College of Gastroenterology, and their employees and agents harmless against all claims or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the hotel premises or a part thereof, excluding any such liability caused by the sole negligence of the American College of Gastroenterology, the Hotel, their employees and agents. In addition, Exhibitor acknowledges that the American College of Gastroenterology and the Hotel do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property loss/ damage insurance covering such losses by Exhibitor.



### **ACG REGIONAL COURSES**

# SATELLITE SYMPOSIA RULES

#### ACG Policy on Industry-Sponsored Satellite Symposia

The American College of Gastroenterology recognizes that satellite events are often arranged in conjunction with its scheduled CME activities as a convenience to the target audience in attendance. The College remains sensitive to assuring that these programs are appropriately used for educational purposes. ACG retains the right to limit a company's right to priority or participation in future years if a particular satellite symposium program were to deviate markedly from the professional, educational atmosphere and decorum of the meeting.

#### **General Rules**

- Symposium sponsors must purchase exhibit space at the ACG conference where the symposium will be presented.
- Educational symposia activities designed by or on behalf of industry for attendance by ACG meeting attendees are considered satellite events. There can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored or endorsed by ACG.
- ACG does not provide AMA PRA
   Category 1 Credit<sup>™</sup> for satellite activities.
   Those wishing to offer credit for their symposia must obtain credit from another accredited CME provider.
- Preference will be given to satellite symposia that are certified for CME credit.
- Any satellite CME activities must be planned and executed in accordance with ACCME Essentials and Standards.
- Satellite activities developed by industry must be offered during times allotted by ACG. ACG has sole discretion to schedule all activities at its meetings. Time slots offered will not interfere with any ACG scheduled programming.
- Promotional materials for satellite activities must receive prior approval from ACG.
- All satellite activities must be in compliance with the AMA's Ethical Opinion on Gifts to Physicians from Industry.

- Once the satellite activity has been approved by ACG, the CME provider, commercial supporter(s), event title, content, date, and time as proposed to ACG for the event may not change without ACG approval.
- All symposia material must contain the following statement: "This event is neither sponsored by nor endorsed by ACG."
- 11. Organizers of satellite events are solely responsible for making all appropriate financial arrangements for their activity. Representatives from ACG may attend the satellite activity without cost to audit compliance with this policy.
- 12. The use of the ACG name on any announcement, sign, publication or other material before, during or after the meeting requires prior written approval by ACG. Any organization providing meeting highlights of the event (to report clinical updates) or other educational initiatives (CME and non-CME), via print or online, may not use the ACG name without prior written approval by ACG. A detailed description must be provided at the time the request is made.
- 13. Videotaping the satellite activities within the assigned meeting room is permitted; however videotaping outside of the designated area is strictly prohibited.

#### Logistics

- Satellite time slots will be scheduled by ACG.
- Sponsors of satellite events may use the full time allotted or a reduced amount of time but may not exceed the scheduled time.
- Sessions must be contained within the room assigned. Depending on availability at the hotel, ACG may assign space in meeting rooms already set for official ACG events in which case the meeting room set cannot be changed without authorization from ACG.
- Audiovisual requirements are the responsibility of the sponsor of the satellite event.
- 5. Food functions must occur within the assigned event schedule.
- All expenses associated with the event, including room set-up, clean up, food & beverage, A/V, electrical, internet, shipping, etc. are the sole responsibility of the sponsor of the satellite event.

#### **Promotion**

 ACG must review and approve all promotional materials produced in conjunction with the satellite activity (e.g. invitations, announcements, signs, flyers, website information) prior to their dissemination. ACG will not assume responsibility to cover any costs associated with these materials if they have been pre-printed and not approved.

- Satellite activities are allowed one (1)
  professionally-made 22"x28" promotional
  sign (produced by the sponsor of the
  event) in the designated sign area to
  advertise the event. This sign must be
  removed immediately following the
  scheduled event.
- Satellite activities are allowed one (1) 22"x28" promotional sign (produced by the sponsor of the event) outside the room in which the event will take place. The sign should be put in place immediately prior to the event and must be removed immediately following the event.
- Exhibit booth representatives may distribute invitations and other promotional material for the event at their booth. Canvassing outside of a sponsor's exhibit booth is strictly prohibited.
- The use of the ACG name on any announcement, sign, publication, or other material requires prior written approval by ACG. Use of the ACG or ACG meeting logos is prohibited.
- 6. With approval from ACG, promotional material for industry-sponsored satellite symposia taking place during ACG's Regional Courses may include the following statement: "This activity will be held during the ACG Course. It is not considered part of the official scientific program of ACG. This event is neither sponsored by nor endorsed by ACG."

#### **Benefit**

- This satellite activity option offers a limited opportunity to provide a customized event to reach out to GI physicians and other health professionals in the GI field by providing educational opportunities as an adjunct program to the ACG educational program.
- As an approved satellite activity taking place at an ACG Regional Course, the event will be listed on the College's website with a link directly to the education provider.

#### **Cancellation Policy**

ACG must be notified promptly, in writing, of the cancellation of any scheduled satellite event. No refunds will be issued for cancelled events.

#### **Violations and Sanctions**

ACG, at its sole discretion, reserves the right to revoke privileges for future programs of any sponsoring organization, supporting organization, or activity organizer involved in planning a satellite activity that does not comply with the rules and requirements set forth in this policy, including complying with the ACCME Essentials and Standards as appropriate.

#### **Application Process**

Applications for the Regional Course Symposia will be accepted on a first come, first served basis. Full payment must accompany the application. Please be as thorough and detailed as possible in completing the accompanying application. Once the application is accepted, the ACG will contact each company with a room assignment. Information on approved satellite activities will be forwarded to the hotel. After notification of meeting room assignment, the sponsor of the satellite activity will work directly with the hotel to manage all meeting needs. In the event of cancellation, ACG will not be responsible for canceling any arrangements that may have been made by the applicant in connection with the proposed event. In addition, ACG will not be responsible for any costs incurred for the proposed event.

Requests for industry sponsored satellite activities should be submitted to:

Katie Thorne
Senior Coordinator, Meetings, Exhibits & Sponsorships
American College of Gastroenterology
11333 Woodglen Drive, Suite 100,
North Bethesda, MD 20852-3071
P 301-263-9000 • F 301-263-9025

kthorne@gi.org

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## **ACG REGIONAL POSTGRADUATE COURSES**

American College of Gastroenterology • 11333 Woodglen Drive, Suite 100, North Bethesda, MD 20852-3071 www.gi.org • P 301-263-9000 • F 301-263-9025 • Attn: Katie Thorne kthorne@gi.org

# **APPLICATION FOR EXHIBIT SPACE**

Exhibit Days: Friday, Saturday, Sunday

	LAS VEGAS, NV – January 2024  Please reserve a table-top exhibit for the 2024 ACG  Endoscopy School & Western Regional Postgraduate  Course, to be held at Aria Resort, January 26-28, 2024.  Exhibit Fee: \$3,000		MINNEAPOLIS, MN – August 2024 Please reserve a table-top exhibit for the 2024 ACG Hepatology & Midwest Regional Postgraduate Course, to be held at Radisson Blu Mall of America, August 23-25, 2024. Exhibit Fee: \$3,000
	WASHINGTON, DC – June 2024  Please reserve a table-top exhibit for the 2024 ACG IBD  School & Eastern Regional Postgraduate Course, to be held at the Capital Hilton, June 7-9, 2024.  Exhibit Fee: \$3,000		NASHVILLE, TN – December 2024  Please reserve a table-top exhibit for the 2024 ACG  Functional Gl and Motility Disorders School & Southern Regional  Postgraduate Course, to be held at The Renaissance Nashville  Hotel, December 6-8, 2024.  Exhibit Fee: \$3,000
	Would like to exhibit at all four ACG Regional Post Exhibit Fee: \$2,700 per course	tgra	duate Courses (this does not include the state society courses)
We	do not wish to be in close proximity to the following firms		
We	do wish to be in close proximity to the following firms		
JNT East the exhi to th can to: A	eposit of 50% of the contracted space price must be included will THE DEPOSIT HAS BEEN RECEIVED. The balance must be paid nern Regional Course, July 1, 2024 for Midwest Regional Course and loost of exhibit space is \$3,000 per course or register to exhibit for all 4 of point space (this does not include the state society courses). A servicine cancellation dates listed above. There will be no refunds whatsoe cellation notices must be given in writing. All exhibitors agree to about merican College of Gastroenterology. If you wish to pay by creditice fee will be assessed to all credit card payments. American Expressions.	o late Nove ACG's e fee ever fo ide b card	er December 1, 2023 for Western Regional Course, April 1, 2024 for imber 1, 2024 for Southern Regional Course. We understand that is Regional Postgraduate Courses and receive a 10% discount on of 25% of the total booth cost will apply to any cancellation prior or space canceled after the final payment deadline. All by the Official Rules and Regulations. Please make checks payable please fill in the necessary information below. Please note a 4%
COI	MPANY NAME ON-S	SITE C	ONTACT NAME & EMAIL
CO	MPANY ADDRESS		
CIT	7 / STATE / ZIP		
PHC	DNE E-MA	AIL .	
CRE	EDIT CARD NUMBER EXP.	DATE	3 or 4 DIGIT SECURITY CODE
SIGI	NATURE CARI	DHOL	DER'S NAME (PRINT)

ALL CORRESPONDENCE WILL BE CONDUCTED WITH THE PERSON LISTED ABOVE.

Please email the completed application to Katie Thorne <a href="mailto:kthorne@gi.org">kthorne@gi.org</a>



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## **APPLICATION FOR SPONSORSHIPS**

**We would like to reserve the following** sponsorship and advertising opportunities for ACG's Regional Postgraduate Courses.

- Lanyards \$8,000 must exhibit at all four ACG regional courses
- Meeting App \$1,500 per course (maximum of 3 rotating banner ads)
- Registration Confirmation Banner Ad \$8,000 must exhibit at all four ACG regional courses
- Meeting App Push Notification \$800 per course
- Virtual Registration Bag Insert \$500 per course

Sponsorship descriptions are listed on page 3. Sponsorship opportunities do not include state society sponsored courses.

Payment for any sponsorship must be made within 30 days after application has been accepted and an invoice has been mailed. No cancellations will be accepted. Please make checks payable to: American College of Gastroenterology. If you wish to pay by credit card, please fill in the necessary information below. Please note a 4% service fee will be assessed to all credit card payments. American Express, VISA, and MasterCard accepted.

COMPANY	ON-SITE CONTACT NAME & EMAIL		
COMPANY ADDRESS			
CITY / STATE / ZIP			
PHONE	E-MAIL		
CREDIT CARD NUMBER	EXP. DATE	3 or 4 DIGIT SECURITY CODE	
SIGNATURE	Cardholder's name (	PRINI)	

ALL CORRESPONDENCE WILL BE CONDUCTED WITH THE PERSON LISTED ABOVE.

Please email the completed application to Katie Thorne kthorne@gi.org



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## **APPLICATION FOR SATELLITE SYMPOSIA**

Please indicate the meeting(s) where you are interested in offering a Satellite Symposium.

LAS VEGAS, NV – January 2024 The 2024 ACG Endoscopy School & Western Regional	MINNEAPOLIS, MN – August 2024 The 2024 ACG Hepatology & Midwest Regional
Postgraduate Course, to be held at Aria Resort, January 26-28, 2024. Friday Dinner: \$7,500 Saturday Dinner: \$7,500	Postgraduate Course, to be held at Radisson Blu Mall of America, August 23-25, 2024. Friday Dinner: \$7,500 Saturday Dinner: \$7,500
WASHINGTON, DC – June 2024  The 2024 ACG IBD School & Eastern Regional Postgraduate Course, to be held at the Capital Hilton  June 7-9, 2024  Friday Dinner: \$7,500  Saturday Dinner: \$7,500	NASHVILLE, TN – December 2024 The 2024 ACG Functional Gl and Motility Disorders School & Southern Regional Postgraduate Course, to be held at The Renaissance Nashville Hotel, Nashville, TN, December 6-8, 2024. Friday Dinner: \$7,500 Saturday Dinner: \$7,500
Payment for any symposia must be made within 30 days after applicancellations will be accepted. Please make checks payable to: Amerplease fill in the necessary information below. Please note a 4% service Express, VISA, and MasterCard accepted.	ican College of Gastroenterology. <u>If you wish to pay by credit card,</u>
Express, Visty, and Mastercard accepted.	
MEDICAL EDUCATION PROVIDER	
GRANT PROVIDER	
COMPANY ON-	SITE CONTACT NAME & EMAIL
COMPANY ADDRESS	
CITY / STATE / ZIP	
PHONE E-M.	AIL
CREDIT CARD NUMBER EXP.	DATE 3 or 4 DIGIT SECURITY CODE
SIGNATURE CAR	DHOLDER'S NAME (PRINT)

ALL CORRESPONDENCE WILL BE CONDUCTED WITH THE PERSON LISTED ABOVE.

Please email the completed application to Katie Thorne <a href="kthorne@gi.org">kthorne@gi.org</a>



