2015 Assembly on Education Symposium/
Faculty Development Institute

HIM Educators: Planting Seeds of Change, Cultivating Future Leaders.

July 18–22, 2015
JW Marriott Hotel
Austin, TX

ahima.org/events
Dear Prospective Exhibitor,

On behalf of the AHIMA Foundation and AHIMA, I would like to extend an invitation to you and your company to join us at the 2015 Assembly on Education Symposium/Faculty Development Institute, July 18–22, in Austin, TX. The exhibits will be open July 20–21 with dedicated exhibit hall hours each day.

The conference attracts more than 400 educators and leaders in health information, providing a tremendous opportunity for exhibitors to reach decision makers. For educators, the conference takes place at a critical time in planning as they make decisions about the future of their programs. For educators seeking new products and services to incorporate into their programs and classrooms, this is the only conference they attend this year.

The Third Annual Grad Day brings together schools with graduate health informatics or health information management (HIM) programs with those who are considering a graduate program. The content and delivery needs of these programs differ from the traditional associate and baccalaureate level programs. At AOE 2015, we encourage corporate partners to highlight their organization’s higher level resources to develop a focused relationship with these schools.

AOE exhibitors benefit by leveraging product visibility and connecting with prospective and existing clients who have the power to influence products and services to this generation and the next.

We look forward to seeing you in Austin!

Sincerely,

Bill Rudman, PhD, RHIA
Executive Director, AHIMA Foundation
Vice President. Education Visioning, AHIMA

ahima.org/events
The AOE Symposium is the premier health information education event, bringing together educators and leaders from all academic levels and offering exhibitors a unique opportunity to:

- Engage with more than 400 faculty and staff members
- Promote educational offerings to key educators with buying power
- Collaborate and explore solutions in critical education areas:
  - ICD-10 transition
  - Informatics and Research
  - Privacy and security
  - Electronic health records (EHRs)
- Meet with key educators to discover future trends:
  - Curricula design
  - Online distance education
  - Accreditation
  - Leadership skills

Come to the AOE Symposium in Austin to connect with clients, network with new prospects, and increase your product visibility.
GROU P R AT E AVA ILABLE

JW MARRIOTT

The special room rate is $159 per night for a single/double room if reserved by June 19, 2015. After that date, rooms are subject to availability and special rates may not apply.

For reservations, use this special passkey site https://aws.passkey.com/event/12511428/owner/11072440/home and use the special discount code “AHIMA”.

Discount rates are offered to AHIMA exhibitors based on availability prior to the cut-off date.

Exhibitor and Conference Information

JW Marriott
110 E. Second Street, Austin, TX, 78701
Phone: (512) 474-4777

Timeline*

Sunday, July 19
5:30–7:30 p.m. ..................................... Exhibitor Installation

Monday, July 20
8:30–10:30 a.m. ................................. Exhibitor Installation
10:30–11:15 a.m. ................................. Break/Exhibits
12:15–1:15 p.m. ................................. Lunch/Exhibits
2:15–4:15 p.m. ................................. Break/Exhibits
5:15–7:00 p.m. ................................. Reception/Exhibits

Tuesday, July 21
7:30–8 a.m. ................................. Breakfast/Exhibits
10:00 a.m. ................................. Break/Exhibits
11:30–12:30 ................................. Lunch/Exhibits
2:30–4:30 p.m. ................................. Break/Exhibits
4:30–7:00 p.m. ................................. Dismantle

*Times are tentative and subject to change.

All Booths Include:

- Company listing on AHIMA’s AoE Event Site.
- One six-foot skirted table and two chairs
- Exhibitor personnel badges (does not include access to educational sessions or meals). Exhibitors can register as full or daily attendees for a $75 discount off the member price.
- Tabletop ID sign
- Mailing list of attendees for one-time post-meeting use

Please note the booth fee does not include meals. If you are interested in purchasing meals (at an additional fee), contact Kelli Wondra at kelli.wondra@ahima.org.

SPONSORSHIPS AVAILABLE!

Sponsorships available! Maximize your visibility among this key group of educators by taking advantage of several sponsorship opportunities.

Contact: Patricia Guerra at patricia.guerra@ahima.org
(312) 233-1153 ahima.org/corporate/sponsorship.aspx

ahima.org/events
**BOOTH APPLICATION**

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<thead>
<tr>
<th>Company:</th>
<th>Company Name (as you wish it to appear on floor plan):</th>
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<tbody>
<tr>
<td>Are you an HIM provider? YES NO</td>
<td>Please describe your product or service in one brief sentence:</td>
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<tr>
<th>Sales and Marketing Contact Information</th>
<th>Logistics Contact Information</th>
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<td>Name:</td>
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<tr>
<th>Table Request</th>
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<td>Indicate Preferred Table Number</td>
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<td>1st Choice Table Number:</td>
<td>Date Received:</td>
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<td>2nd Choice Table Number:</td>
<td>Order ID:</td>
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<td>3rd Choice Table Number:</td>
<td>Table #:</td>
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- Each booth includes:
  - One 6 ft skirted table, wastebasket
  - Two chairs
- Internet and other electrical/AV needs are available directly through the hotel.

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<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price Extended</th>
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<tr>
<td>Space Rental $1,350 per 6 ft Table</td>
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<th>Cancellation and Refund Policy:</th>
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<td>• Full payment is due upon submission of the application and receipt of the payment voucher from AHIMA Staff.</td>
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<td>• Cancellations received prior to May 31, 2015, will be charged $500</td>
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<td>• No refunds, credits or transfers will be provided after May 31, 2015</td>
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<td>• All refunds will be processed within 30 days of receipt of notification.</td>
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**Initial here to indicate you have read and understood the payment and cancellation and refund policy:**

**JW Marriott Hotel Indemnity Agreement:**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor’s activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.

**AHIMA Exhibit Rules and Regulations**

Enclosed is our payment to AHIMA. Acceptance of this application binds me/us to the payments as stated above. I/We acknowledge receipt of a copy of the Rules and Regulations for the Assembly on Education, which shall become part of the contract created upon Show Management's acceptance of this application as if they were set forth herein. I/We agree to abide by the Rules of the Show. I/We understand that Show Management reserves the right to reject any and all applications at any time for any reason or no reason at all; to reclaim any space; to have any of your representatives removed from the property for failure to conform to the Rules; to re-allot the space; and to offer requested space when available.

Print Name: Adobe Digital or Ink Signature: 

Submit this application by e-mail or fax to Kelli Wondra, kelli.wondra@ahima.org | Fax: (312) 233-1401. Your order will be created and a payment voucher with your confirmation information will be returned to you. Payment is due upon receipt of the payment voucher.