



SMOOTH TRANSITIONS: GET PREPARED FOR RESIDENCY

EXHIBITOR REGISTRATION INFORMATION

Make plans NOW to participate in this student recruitment event scheduled for Saturday, October 16, 2010. Using feedback from family medicine residency programs, medical students, and FMIG leaders we have restructured our main student event.

When & Where

Date: Saturday, October 16, 2010

Event time: 9:00 am - 3:00 pm

(Exhibitor registration and set-up begins at 9:30 a.m.)

Exhibit Hours: 11 am - 3 pm

Location: Oak Brook Marriott Hotel

1401 W 22nd Street

Oak Brook, IL 60523

Phone: 630-573-8555

Objectives

- Encourage and support students interested in family medicine
- Provide recruiting opportunities for family medicine residency programs
- Provide information on the Match process, targeting third year medical students
- Give basic instruction in procedures commonly used by family physicians
- Allow networking opportunities for resident physicians

Format

This program is designed to offer ample time for interaction between students and residency programs. The event will consist of exhibit booths, plenary sessions, and demonstrations.

As an exhibitor, you may also choose to host a demonstration station right in the exhibit hall. This demonstration station can cover a clinical topic or something specific to the Match process. Students will be asked to bring draft copies of their CVs and personal statements to the event. Suggested demonstration topics include: Writing a CV, Writing a Personal Statement, and

Interviewing Skills. In addition to these topics which are important to third year students, you can instead select a clinical experience for a demonstration.

Demonstration station space and topics will be assigned on a first-come/ first-served basis. **Space is limited for exhibits and demonstrations, so submit your requests early!** If you would like to host a demonstration station, we encourage you to rank-order two or three topics of interest. That way, if another program has already signed up for your preferred topic, you can still participate. You will receive a confirmation of your topic assignment.

Residency Program Participation Options

Residency programs may choose from the following options:

1. **Exhibit Only:** each exhibit area will be provided with one six-foot table and two chairs. (\$500)
2. **Exhibit and Demonstration Station:** an additional six-foot table will be provided next to your exhibit booth for setting up a demonstration. (\$700)

Additional Sponsorship Opportunity

- **Raffle Drawing:** At the end of the event, we will be holding a raffle drawing. If you would like to contribute a prize or donate funds toward purchasing prizes, please indicate on your registration form. All students in attendance will receive two raffle tickets; however they can earn additional tickets by visiting the programs that are exhibiting. All contributions will be recognized both in the program book and verbally during the raffle drawing.

Programs choosing to host a demonstration station must provide the necessary supplies, models, and equipment, if applicable. IAFP will make on-site arrangements for STANDARD electrical hook-ups, provided such requests are made in advance. IAFP is unable to provide any medical-related supplies and equipment. Please note you are also responsible for the proper disposal of all materials at the completion of your workshop.

A luncheon will be provided at the event. Each residency program will be allowed **three** participants. Should you have more than three program representatives, please submit an additional \$25.00 for each person to cover lunch costs.

Registration

Please return your exhibitor registration form and fee to the Family Health Foundation office. The deadline for pre-registration is Friday, September 10th. Checks should be made payable to the Family Health Foundation. **Exhibit space and demonstration topics will be assigned on a first-come, first-served basis by fax or postmark date.** Exhibit space is limited, so send your requests in early!

Cancellations

Cancellations made prior to Friday, September 10, 2010 will be honored and full refunds will be issued, less a \$50 processing fee. Cancellations made after September 10, 2010 are non-refundable. All cancellation requests must be received in writing at the Family Health Foundation office. "No-shows," programs who sign up to participate but do not attend the function, will forfeit 100% of the total registration fee.

Hotel Reservations

Should you require overnight accommodations, please contact the hotel directly. A block of rooms has been reserved for the Family Health Foundation at the rate of \$89 single/double. You must make your reservation by **Thursday, September 30th** to secure this special meeting room rate:

Oak Brook Marriott Hotel
1401 W 22nd Street
Oak Brook, IL 60523
Phone: 630-573-8555

Questions???

If you have questions or need additional information, please contact Crishelle O'Rourke (corourke@iafp.com) via e-mail or directly at the Family Health Foundation at 630-427-8006. We look forward to seeing you in October!