

Date	Deliverable
After signing contract	AHIP will reach out to you via email with deadlines, deliverables, and session information. If your logo has changed or if this is your first time sponsoring an AHIP conference, please send the logo in an eps format to lmartinez@ahip.org .
Friday, May 26	Please add your draft session description to the sponsored speaking session template for your Medicare/Medicaid session and send to lmartinez@ahip.org .
Friday, July 14	Please make your hotel reservations for the Medicare/Medicaid conference.
Wednesday, August 9	Deadline to make final edits to completed Medicare and Medicaid session information – session title, description, and speakers - for onsite materials
Monday, August 28	Deadline to cancel a registration for Medicare/Medicaid for a refund. Substitutions can be made onsite.
Tuesday, August 29	Deadline to submit your logo in eps file format to be included in on-site materials at Medicare/Medicaid.
Wednesday, August 30	Deadline to submit A/V requests for presentation rooms to lmartinez@ahip.org . All A/V, electrical and Internet orders for Medicare and Medicaid tabletops due to the hotel.
Tuesday, September 5	If your agreement includes a seat or door drop for Medicare or Medicaid, this is the deadline to submit the drop pdf to AHIP for review.
Friday, September 8	Deadline to send your Medicare and Medicaid pre-conference mailer to AHIP for review – this is the last day to submit a new mailer.
Tuesday, September 19	Shipping deadline for exhibiting materials for Medicare and Medicaid conferences; materials must arrive at the JW Marriott no later than September 22.
Friday, September 22	All Medicare or Medicaid presentations that will be made available online after the conference are due to lmartinez@ahip.org .
Sunday, September 24	AHIP's 2017 National Conferences on Medicare and Medicaid
Day of your session	Arrive 15-30 minutes before with PowerPoint presentation on a flash drive. Please provide AHIP with the following:

- Your presentation before arriving at the event. (see dates above)
- Information about technical needs (e.g., Internet, wireless mics).
Additional charges may apply.
- If you will be using your own laptop. Please bring your adapters if you are using a mac computer.