

Dates are tentative and subject to change

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 aavendano@ahip.org .
Wednesday, July 25	Please add your initial draft description to the sponsored speaking session template for your Consumer Experience & Digital Health Forum session and send to aavendano@ahip.org .
Friday, September 7	Deadline to make final edits to completed Consumer Experience & Digital Health session information – session title, description, and speakers - for onsite agenda and onsite signage. Deadline for early registration.
Monday, October 15	Please make your hotel reservations for the Consumer Experience & Digital Health Forum.
Tuesday, November 6	Deadline to cancel a registration for Consumer Experience & Digital Health for a refund. Substitutions can be made onsite. Contact AHIPregistration@conferencedirect.com .
Wednesday, November 7	Deadline to submit your logo in eps file format to be included in on-site materials at the Consumer Experience & Digital Health Forum. Registration cancellation fee incurred after today.
Monday, November 12	If your agreement includes a seat or door drop for Consumer Experience & Digital Health Forum, this is the deadline to submit your drop proof to AHIP for review.
Friday, November 16	Deadline to submit AV requests for presentation rooms for Consumer Experience & Digital Health Forum to aavendano@ahip.org . All AV, electrical and Internet orders for Consumer Experience & Digital Health tabletops are due to the Music City Center.
Sunday, November 18	Deadline to cancel housing reservations to avoid forfeit of deposits.
Monday, November 19	Deadline to make hotel reservations.
Tuesday, November 27	

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	Deadline to send your Consumer Experience & Digital Health Forum pre-conference mailer to AHIP for review – this is the last day to submit a new mailer.
Friday, November 30	Shipping deadline for exhibiting materials for the Consumer Experience & Digital Health Forum; materials should arrive at the Music City Center no earlier than December 10.
Monday, December 3	All Consumer Experience & Digital Health Forum presentations that will be made available online after the conference are due to aavendano@ahip.org and Precious Elliott pelliott@ahip.org .
Tuesday, December 11-Thursday, December 13	AHIP's 2018 Consumer Experience & Digital Health Forum
Day of your session	Arrive 15-30 minutes before with PowerPoint presentation on a flash drive. Please provide AHIP with the following: <ul style="list-style-type: none">• Your presentation before arriving at the event. (see dates above)• Information about technical needs (e.g., Internet, wireless mics). <i>Additional charges may apply.</i>• If you will be using your own laptop. Please bring your adapters if you are using a mac computer.