

AHIP
2019

**AHIP Institute
& Expo**

JUNE 19-21 | NASHVILLE



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 .
Monday, March 18	Please add your Institute draft session description to the sponsored speaking session template and send to aavendano@ahip.org .
Monday, March 25	The Expo Group (TEG) launches the exhibitor service manual .
Friday, April 5	If your sponsorship includes a digital ad , this is the deadline to submit your artwork.
Monday, April 22	Deadline to submit a housing sub-block request if you require more than 5 rooms.
Tuesday, April 23	Deadline to make final edits to completed Institute session information – session title, description, and speakers - for onsite agenda and signage.
Monday, April 30	Deadline to submit your logo in eps file format to be included in on-site signage and other materials for Institute.
Monday, May 6	Deadline to make your hotel reservations for Institute.
Wednesday, May 8	AHIP will send the first attendee list update to sponsors.
*Monday, May 13	If your agreement includes a door drop or seat drop , please send the PDF to aavendano@ahip.org for review.
*Tuesday, May 14	Deadline to submit A/V requests for presentation rooms to aavendano@ahip.org .

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Thursday, May 16	Deadline to cancel an Institute registration for a refund. Substitutions can be made on-site.
Monday, May 20	Deadline to receive advance pricing from The Expo Group (TEG) on booth services.
*Wednesday, May 23	Deadline to cancel housing reservations to avoid forfeit of deposits.
Wednesday, May 29	Deadline to send your Institute pre-conference mailer to AHIP for review – this is the last day to submit a new mailer.
Monday, June 11	Lead scanner app download information will be sent to the exhibitor contact for your organization. This email will come from iLeads/LeadsLightning directly. Please contact aavendano@ahip.org if you'd like to order additional licenses.
Monday, June 11	All Institute presentations that will be made available in the archive online after the conference are due to aavendano@ahip.org and pelliott@ahip.org .
Wednesday, June 19- Friday, June 21	AHIP's Institute & Expo 2019

*All deadlines are tentative and subject to change.