

National Conferences on Medicare, Medicaid & Dual Eligibles



Medicare: Sept 23-24 | Dual Eligibles: Sept 24 | Medicaid: Sept 25-26 | Washington, D.C.

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 and JPEG format to aavendano@ahip.org.
Friday, May 10	Please add your draft session description to the sponsored speaking session template for your Medicare/Medicaid session and send aavendano@ahip.org.
Thursday, August 15	Deadline to make final edits to completed Medicare and Medicaid session information – session title, description, and speakers - for onsite materials
Friday, August 16	Deadline to submit your logo in eps file format to be included in on-site materials at Medicare/Medicaid.
Friday, August 23	Deadline to make your hotel reservations for the Medicare/Medicaid conference.
Monday, August 26	Deadline to cancel a registration for Medicare/Medicaid for a refund. Substitutions can be made onsite. Registration policies and procedures can be found here .
Wednesday, August 28	All A/V, electrical and Internet orders for Medicare and Medicaid tablespots due to the hotel.
Wednesday, September 4	Deadline to send your Medicare and Medicaid pre-conference mailer to AHIP for review – this is the last day to submit a new mailer.
Friday, September 6	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 13	Deadline to submit A/V requests for presentation rooms to aavendano@ahip.org.

*All dates are tentative and subject to change.

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Tuesday, September 17	Shipping deadline for exhibiting materials for Medicare and Medicaid conferences; materials must arrive at the JW Marriott no earlier than 5 days prior to the conference date. Any package that is stored longer than 5 days will result in a storage fee.
Friday, September 20	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, September 16	All Medicare or Medicaid presentations that will be made available online after the conference are due to aavendano@ahip.org and pelliott@ahip.org .
Sunday, September 22	Exhibitor move-in.
September 23-26	AHIP's 2019 National Conferences on Medicare and Medicaid
Wednesday, September 25	Exhibitor tear-down after then evening reception.

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