

New England Health Information Management Associations & AHIMA Long Term Care Practice Council 2012 Annual Conference

c/o MaHIMA PO Box 681 Tyngsboro, MA 01879 (978) 649-7517 www.mahima.org

January 10, 2012

Dear Exhibitor:

The Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont Health Information Management Associations are pleased to invite you to participate as an exhibitor at our upcoming 15th Annual New England State HIMA Meeting planned for Sunday, Monday & Tuesday, May 6th - 8th, 2012 at Mohegan Sun, Uncasville, CT.

Joining our event this year is the AHIMA Long Term Care Practice Council, a national group of LTC practitioners who will hold a two day educational conference concurrently with our event. We will welcome this group to all our social events, meals, and vendor activities. This will increase our overall attendance making this 2012 event our largest gathering in 15 years.

Mohegan Sun has so much to offer both exhibitors and attendees. Entertainment, world-class gaming, various dining options, shopping, luxurious hotel accommodations, and a spa are all onsite. The convention center offers over 100,000 square feet of meeting space which will allow us to locate our trade show adjacent to the meeting rooms. The location is minutes from Interstates 95 and 395, and easy driving distance from Bradley International Airport (CT), TF Green Airport (RI), and Logan International Airport (MA). For more information, visit www.mohegansun.com.

Our event will offer three days of education for attendees, beginning on Sunday, May 6th. Our trade show hours will span two days, May 7th & 8th with move in the evening of Sunday, May 6th. We anticipate 450+ attendees and 75 exhibiting companies and organizations. You won't want to miss this opportunity to connect with health information management professionals from all over New England!

The planned exhibitor schedule for both days includes **designated exhibit hall time**, as well as breaks, lunch, and evening social time (Monday) with attendees. Our Annual Silent Auction featuring donated items by exhibitors and HIM state associations will take place during exhibit hours on Monday and conclude during our **evening social** planned for exhibitors and attendees following the Monday's program. Exhibitors will set up on Sunday evening, May 6th after 7 pm, and break down after 1 pm on the afternoon of Tuesday, May 8th. **Exhibit hours run Monday, May 7th from 8 am – 4 pm and Tuesday, May 8th from 8:00 am – 1:00 pm.**

If you plan to join us, we suggest you make your reservations with Mohegan Sun as soon as possible. Make your reservations online by visiting the following link: <https://resweb.passkey.com/go/MHIMA12>. If you prefer to make reservations by phone, please dial toll free 1-866-708-1340 and use group code **"MHIMA12"**. This will allow you to obtain the group room rate of \$205 per night. Reservations must be made by Thursday, **March 29, 2012** to receive this special rate.

Exhibitor Registration includes:

- * Piped & draped 10' by 8' booth
- * 6' draped table
- * Two folding chairs/wastebasket
- * Name badges & ribbons for representatives listed on registration form
- * Listing in the Exhibitor Booklet
- * Exhibitor ID sign at booth
- * Special room rates at Mohegan Sun
- * Meals for **two** representatives per day (covers breakfast, lunch, receptions & breaks)
- * List of meeting attendees by state

Space is limited and registrations are accepted on a first-come, first-served basis.
TO RESERVE YOUR BOOTH, REGISTRATIONS MUST BE ACCOMPANIED BY PAYMENT.

We have **various booth packages available**. Companies choosing a sponsor booth package will receive recognition during the meeting, signage at the event, and mention in the exhibitor program book. Companies who sponsor a speaker can have a representative to introduce the speaker and say a few words about their product. See the attached exhibitor registration form for details.

We are also providing **advertising space** in the exhibitor booklet. You may place an ad even if you are unable to join us as an exhibitor. Camera-ready ads must be received at the MaHIMA Central Office by **March 1, 2012**, and prepayment is required. See attached registration form for details on booth pricing and advertising.

Our Arrangements Committee is organizing a **Silent Auction** event designed to give exhibiting companies more exposure and improve traffic flow in the Exhibit Hall. The event has been very successful at our past meetings. Each participating exhibiting company and HIM association donates an item (\$50 suggested value) and displays the item at their booth. The item and bidding sheet will be displayed at the booth of the donating company and bidders must pay a visit to see your item. Companies donating items will be clearly identified by our “decorating” committee. Winning bids will be announced during an evening social on Monday, May 7th. **Please consider donating an item** for our auction and increase the traffic at your exhibit booth. All proceeds of the auction will benefit the educational programs and scholarships offered on behalf of the New England HIM Associations.

For those unable to attend the meeting, you may sponsor or co-sponsor portions of our program and/or place an ad in the exhibitor booklet (see page 3 of the registration form).

Lastly, we are **offering presentation timeslots during breakfast on Tuesday, May 8th** entitled “Best Practices in Technology”. We are soliciting presentations from vendors by January 23rd. If your company has an interest in presenting, please see the last page of this document for details.

On behalf of the Health Information Management Associations of CT, MA, ME, NH, RI, and VT, I thank you for your generous support in the past and look forward to seeing you in Connecticut this May. Should you have any questions, please feel free to contact me at 978/649-7517, fax: 978/649-2730, or email: karen@mahima.org. You may also visit us on the web at http://mahima.org/new_england_state_hima_annual_conference

Deadline for registration is March 1, 2012. Please remember that booth space fills fast! Registration form and exhibitor layout begin on page 3 of this document. Thank you!

Sincerely,

Karen L. O'Donnell, RHIA
Meeting Planner/Exhibitor Coordinator
New England HIMA Annual Conference

Forms attached to this document:
Exhibitor Registration Forms (pages 3-5)
Exhibit Hall Layout at Mohegan Sun (page 6)
Speaker Proposal Submission Form (page 7)

*New England HIMA & AHIMA Long Term Care Practice Council
Annual Conference 2012 "HIM Across the Continuum"*

EXHIBITOR REGISTRATION FORM

FOR: **NE HIMA Annual Conference – HIM Associations of CT, ME, MA, NH, RI, and VT & AHIMA Long Term Care Practice Council**

TRADE SHOW DATES: **Monday, May 7, 2012 and Tuesday, May 8, 2012**

LOCATION: **Mohegan Sun
One Mohegan Sun Boulevard
Uncasville, CT 06382
(888) 226-7711 www.mohegansun.com**

SET UP DATE & TIME: **Sunday, May 6, 2012 6:00 PM – 10:00 PM**

SHOW HOURS: **Monday, May 7, 2012 8:00 AM – 4:00 PM
Tuesday, May 8, 2012 8:00 AM – 1:00 PM**

BREAK DOWN DATE & TIME: **Tuesday, May 8, 2012 After 1:00 PM**

EXHIBIT COORDINATOR: **Karen L. O'Donnell (978) 649-7517 Fax: (978) 649-2730
address: MaHIMA, P.O. Box 681, 14 Morgan Way, Tyngsboro, MA 01879
email: karen@mahima.org
website: http://mahima.org/new_england_state_hima_annual_conference**

EXHIBITOR COMPANY NAME: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Website: _____

Contact: _____ Title: _____

On-site Representative(s):
Please provide name and title and email address. **Registration includes meal tickets for two (2) representatives for two days. Additional meal tickets can be purchased (see below).**

	Name	Title	Email Address
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Description of Product(s) exhibiting: Please be specific. Information will be printed as is in exhibitor booklet distributed at meeting. Limit to 100 words or less. IF POSSIBLE, PLEASE EMAIL DESCRIPTION (100 WORDS OR LESS) TO karen@mahima.org Thank you!

EXHIBITOR BOOTH PACKAGES*:

_____	Package #1	“Classic Booth”	\$800
		<i>includes:</i>	
		* Piped draped 8' x 10' booth	
		* 6' draped table	
		* Two folding chairs/wastebasket	
		* Meals for two representatives per day (covers breakfast, lunch, & breaks)	
		* Name badges & ribbons for representatives registered	
		* Listing in the Exhibitor Booklet	
		* Exhibitor ID sign at booth	
		* Special room rates at Mohegan Sun	
		* Listing of meeting attendees	
_____	Package #2	“Rise & Shine Booth”	\$1,200
		<i>includes:</i>	
		* “Classic Booth” amenities, plus	
		* Sponsorship of Morning Coffee Breaks on Day 1 or Day 2 (Co-Sponsorship)	
		* Two additional meal tickets for both days (for a total of 4 representatives)	
		* Signage during Coffee Break and mention of sponsorship in morning announcements and meeting literature.	
		* Registration for 2 representatives to attend education sessions for both days	
		* Half page advertisement in Exhibitor Booklet	
_____	Package #3	“Get Acquainted Booth”	\$1,500
		<i>includes:</i>	
		* “Classic Booth” amenities, plus	
		* Sponsorship of General Session Speaker on Day 1 or Day 2 OR Sponsorship of Continental Breakfast on Day 1 or Day 2 (Co-Sponsorship)	
		* General Session sponsor representative may introduce speaker, if desired.	
		* Two additional meal tickets for both days (for a total of 4 representatives)	
		* Signage during Speaker presentation or Continental Breakfast and mention of sponsorship in morning announcements and meeting literature.	
		* Registration for 2 representatives to attend education sessions for both days	
		* Half page advertisement in Exhibitor Booklet	
		* Link to company website from Annual Meeting page on MaHIMA website	
_____	Package #4	“Lasting Impression Booth”	\$2,500
		<i>includes:</i>	
		* “Classic Booth” amenities, plus	
		* Sponsorship of Registration Attendee Giveaway with company Logo and show logo imprinted on item (Exclusive)	
		* Option for a double booth, if desired, at no additional cost.	
		* Two additional meal tickets for both days (for a total of 4 representatives)	
		* Signage at registration and mention of sponsorship in morning announcements and meeting literature.	
		* Registration for 2 representatives to attend education sessions for both days	
		* Half page advertisement in Exhibitor Booklet	
		* Link to company website from Annual Meeting page on MaHIMA website	
_____	Package #5	“President’s Booth”	\$5,000
		<i>includes:</i>	
		* “Classic Booth” amenities, plus	
		* Sponsorship of Evening Dinner Social (Presidents’ Reception) (Exclusive)	
		* Option for a double booth, if desired, at no additional cost.	
		* Two additional meal tickets for both days (for a total of 4 representatives)	
		* Signage during Evening Event and mention of sponsorship in morning announcements and meeting literature.	
		* Registration for 2 representatives to attend education sessions for both days	
		* Full page advertisement in Exhibitor Booklet	
		* Link to company website from Annual Meeting page on MaHIMA website	

***corporate partners of any New England HIMA receive a 10% discount on classic booth price**

BOOTH CHOICE - Please list booth numbers in order of preference. Exhibit Hall layout is on last page. All booths are 8' x 10' and will be assigned on a first-come, first-served basis. **PAYMENT MUST ACCOMPANY REGISTRATION TO LOCK IN BOOTH SELECTION. WE DO NOT ACCEPT CREDIT CARDS.**

1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____
5th choice _____ 6th choice _____ 7th choice _____ 8th choice _____

Optional: Answer the following for location of booth:

Would prefer to be located near the following companies: _____

Would prefer NOT to be located near the following companies: _____

Please note: Electricity, internet/phone access or audiovisual equipment is available for an additional cost and must be ordered in advance. Appropriate forms will be forwarded by our exposition company, SER, with confirmation of your booth assignment.

ADDITIONAL MEAL TICKETS

Please note: Classic booth price includes meals for only 2 representatives, per day – sponsorships include meals for 4 representatives per day

\$50 per person per day (includes breakfast, lunch & breaks)

\$ _____ (# tickets _____ x \$40)

ADVERTISING IN EXHIBITOR BOOKLET

Please note: Sponsorship booth pricing includes advertising in Exhibitor Booklet

\$ _____ \$200 for full page ad (no larger than 8" x 10")

\$ _____ \$150 for half page ad (no larger than 4" x 5")

(Please attach camera-ready ad (.pdf file preferred) via email to karen@mahima.org or via mail: MaHIMA, PO Box 681, 14 Morgan Way, Tyngsboro, MA 01879 by March 1, 2012.

WILL YOU DONATE AN ITEM FOR OUR 10th ANNUAL SILENT AUCTION? (\$50 suggested value)

_____ YES _____ NO (before you say "no", please read below)

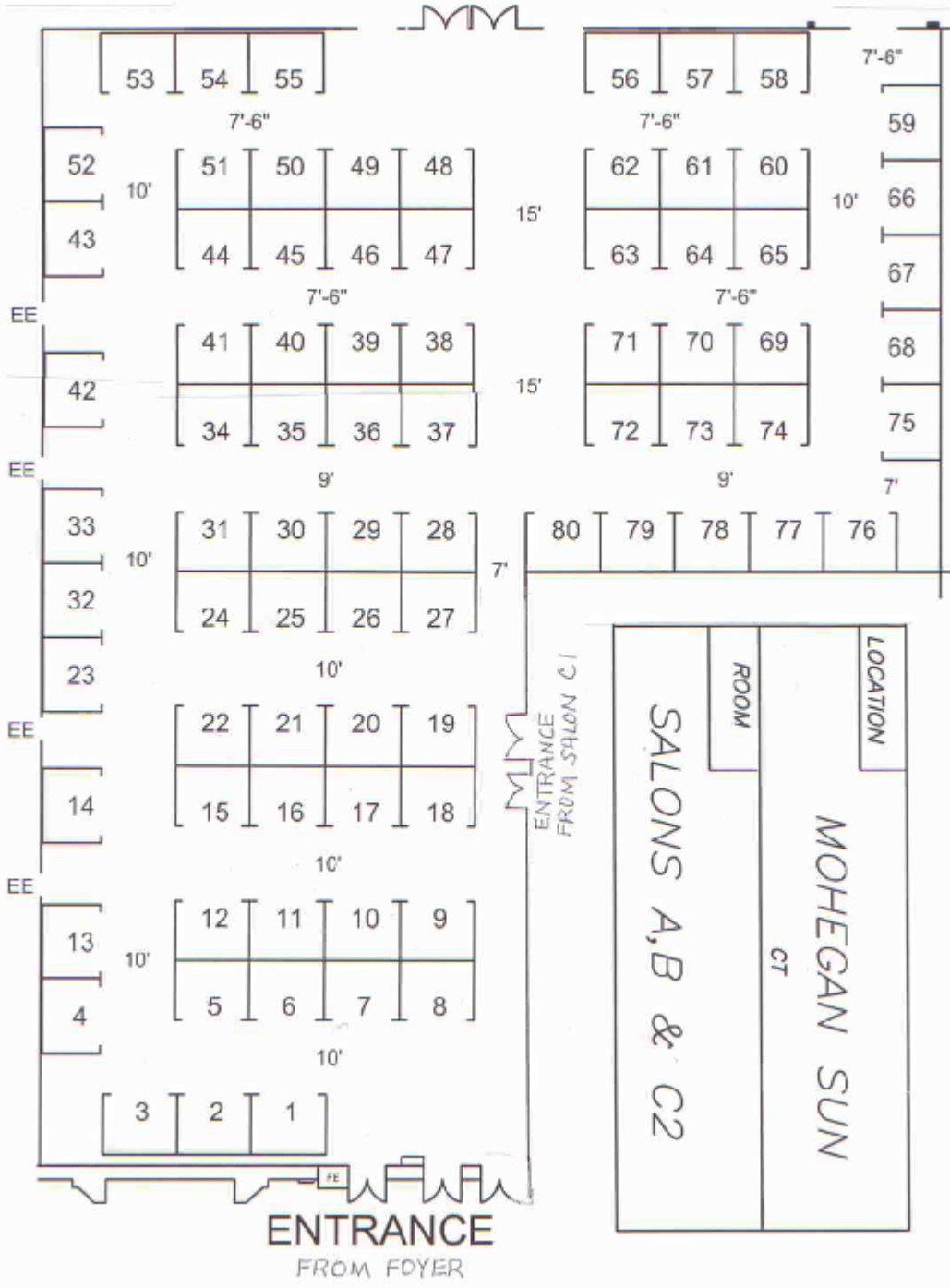
What is the Silent Auction? This event is designed to give exhibiting companies more exposure and improve traffic flow in the Exhibit Hall. The event has been very successful at our past meetings. Participating exhibiting companies and each HIM association donate an item (\$50 suggested value) and display the item at their booth. The item and bidding sheet will be displayed at the booth of the donating company and bidders must pay you a visit to see your item. Winning bids will be announced at the evening social on Monday, May 7th. **Please consider donating an item for our auction and increase the traffic at your exhibit booth.** All proceeds of the auction will benefit the educational programs and scholarships offered on behalf of the New England HIM Associations.

WILL YOU BRING A DOOR PRIZE? _____ YES _____ NO

PLEASE SEND THE REGISTRATION AND PAYMENT BY CHECK MADE PAYABLE TO "MaHIMA" BY March 1, 2012 to:
Karen L. O'Donnell, RHIA, Event Planner
New England HIMA Annual Conference
c/o Massachusetts HIMA
PO Box 681 14 Morgan Way
Tyngsboro, MA 01879

Total Enclosed: \$ _____
(total booth package, additional meal tickets, & advertising)

**NE HIMA Annual Conference
May 6-8, 2012
Mohegan Sun, Uncasville, CT**



Speaker Proposal Submission Form

*New England HIMA & AHIMA Long Term Care Practice Council
2012 Annual Conference
"HIM Across the Continuum"
Mohegan Sun, Uncasville, CT
May 6-8, 2012*

Session Title: Breakfast session: Best Practices in Technology
Date & Time: Tuesday, May 8, 2012 7:30 am – 8:30 am

The Program Committee wishes to offer 4 educational sessions in the morning of May 8th, during the New England HIMA Annual Conference, featuring best practices in technology. We are soliciting topics and speakers from our vendor group to present during these sessions. The topic can be a case study or an educational session. CEU's will be offered to attendees and they must register for the session. Breakfast will be served and the sessions will end in time for the full day's programs.

If your company has an interest in participating, please complete this form and submit via email to Karen O'Donnell, Event Planner at karen@mahima.org no later than January 23, 2012. The Program Committee will evaluate each submission and confirm the selected topics by January 30th.

Company Name:
Speaker Name:
Address/City/State/Zip:
Phone:
Email:
Website:

Topic:

Learning Objectives: Learning Objectives are what you believe the attendee will gain from the session.

Session Outline: The Session Outline should present sufficient detail to enable the Program Committee to clearly understand the content and sequence of the information to be provided during the session.

References: Please list other HIM conferences where you have presented, along with contact information.