**ACHA 2025 Annual Meeting
Industry Presentation Application**

Submit by email to exhibits@acha.org.
Be sure to review and sign page 2.

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| Presenting Company Name\*:  |  |
| Contact Person |  |
| Phone/Email: | Phone: Email: |
| Address: |  |
| City, State, ZIP: |  |
| **Industry Presentation Content Summary** (REQUIRED):Please provide a brief working title and description of the content of your proposed presentation and proposed speakers. You will be contacted for final details and verbiage. |  |

*\* The presenting company must also be the company making payment.*

**Meeting Space and Time**

Up to three sessions will run concurrently each day. **Time slots will be assigned first-come, first-served in the order applications are received.** ACHA may also consider scheduling sessions with similar or competing topic areas on separate days.

**Meeting Room Capacity:** 70-150 depending on your choice of room set

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| **Select Your Preferred Time Slot** |
| Indicate “1” next to your first preference and “2” next to your second preference. Please see the [prospectus](https://www.acha.org/wp-content/uploads/ACHA-2025-Exhibit-Sponsor-Prospectus-1.pdf) and take note of how the presentation time may overlap with the Exhibit Hall Schedule if you are participating in both.\_\_\_\_\_ Wednesday, May 28, 2025, 12:15 pm-1:15 pm ET\_\_\_\_\_ Thursday, May 29, 2025, 12:15 pm-1:15 pm ET |

**Payment Method**

[ ]  **Credit Card** [ ]  **Request Invoice**

**To pay by credit card or to request an invoice:** Complete and attach the [Payment Authorization Form](https://www.acha.org/wp-content/uploads/2025_Payment_Authorization.docx) and submit with this order form by email to exhibits@acha.org. (Do not mail credit card payments to the P.O. Box below.)

[ ]  Pay by **ACH/Electronic Funds Transfer.** ACHA will send you wire instructions.

[ ]  Pay by **Check.** Make payable to American College Health Association and mail with this form to: American College Health Association, P.O. Box 419224, Boston, MA 02241-9224

**ACHA 2025 Industry Presentations
Terms and Conditions**

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| **What’s Included in the $15,000 Fee** | **What’s Not Included** |
| * Seating in theater, classroom, or round set (your choice), head table with podium
* 6 ft table at session room entrance for handouts
* Standard a/v which includes laptop (we will preload your slides), projector/screen, speakers, microphones.
* Information about the session publicized on the meeting website and mobile app.
* Pre-meeting mailing list of registered attendees. NO EMAIL ADDRESSES ARE PROVIDED. See
* Attendee List Note on page 4.
* ACHA-designed standard meeting signage (22x28) in registration area, directional signs as needed, and for outside the meeting room door. (Optionally, you may bring your own branded signage for the meeting room entrance or for inside the room.)
 | **REQUIRED**Each company representative, speaker, moderator, or other staff that will be in attendance or conducting the presentation **must register to attend the annual meeting**.**OPTIONAL** (at Company’s expense; please contact ACHA to discuss in advance)* Food and Beverage
* Lead Retrieval (ACHA will offer an optional smartphone-based service.)
* Advanced Registration
* Lodging or Travel Expenses
* Supplying or copying handouts
* Shipping/receiving of presentation materials
* Additional a/v equipment or services
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*Acceptance of companies, presentation topics, speakers, and assignment of time slots is at the sole discretion of ACHA.*

**Speaker and Staff Registration**: All company representatives, speakers, moderators, or other staff that will be in attendance at or conducting the Industry Presentation **MUST** be registered attendees of the annual meeting and pay applicable registration fees. If you are exhibiting, these staff/speakers may be registered under your booth staff.

**Payor:** Purchase of an industry presentation timeslot must be made by the presenting company. A company may not purchase a presentation slot for a 3rd party or a partnering organization.

**Cancellation:**  Industry presentation reservations may be cancelled (via notice in writing to ACHA) through April 10, 2025, for a refund of fees paid less a $350 cancellation fee. No refunds will be given after April 10, 2025. ACHA reserves the right to cancel a reservation if payment is not received with the application or by the due date on the invoice.

**Continuing Education Credit:** There will be no CE credit of any kind offered by ACHA and CE may not be offered by the presenting company. See “Promotion” for required disclosure.

**Promotion**

* The use of ACHA’s name, acronym, logo or reference to the ACHA Annual Meeting is prohibited in promotional materials and communications by the Presenting Company, except in the form of the required disclaimer below.

There can be no implication in any promotional materials, handouts, slides, solicitations, or enduring materials that the Industry Presentations are planned, sponsored by, or endorsed by ACHA, or that the program is an official activity of ACHA or the ACHA Annual Meeting. No promotional materials for an Industry Presentation may use language or terms such as “presented during,” “presented in conjunction with,” “preceding,” “prior to,” “following,” “live from,” or statements similar in nature that reference the ACHA Annual Meeting.
* All promotional materials and communications that refer to the Industry Presentation must contain the following disclaimer:

*This Industry Presentation is not part of the ACHA 2025 Annual Meeting accredited educational activity nor eligible for CE credit. Session may contain promotion. The content and opinions expressed during the presentation are those of the presenting company or speakers and not of ACHA.*

* Promotion of a commercial product or service outside the Industry Presentation’s meeting room or the company’s exhibit booth is prohibited.

**Use of ACHA Brand or Content:** The use of ACHA’s name, acronym, logo, event name(s) or content, programs or project names or content, documents, images, graphics, videos, or webpages (or links to any of these items) in presentation materials or handouts is prohibited.

**Copyrighted Material**: Presenters must ensure the content, images, videos, logos or other graphics used in their presentation or handouts are either of their own creation or are being used with proper written permission and are properly cited.

**Access to Meeting Room:** Presenters and company staff will be given access to the meeting room 30 minutes prior to the industry presentation start time. Please plan to use this time for any setup or practice you require.

**Session Content:** Topic to be presented is the choice of the Presenting Company. It is permitted for the content of the session to contain or imply promotion of the company or its products or services. It is not permitted for the presentation to contain or to imply connection to ACHA or its events, projects, programs, publications, or other content.

**Attendee List:** ACHA will provide a pre-meeting mailing list of all registered annual meeting attendees approximately 6 weeks out. The list will contain physical mailing addresses only, no emails. *For those presenting companies that meet the definition of an ACCME “ineligible” company, attendee lists will exclude those attendees that have opted-out of having their information shared.* An ACCME-defined "ineligible company" is a company who produces, markets, re-sells, or distributes health care goods or services consumed by, or used on, patients. This includes companies with products/services related to pharmaceuticals, medical supplies, diagnostic/testing equipment and supplies, contraceptive devices, etc.

*The individual electronically signing this document represents and warrants that he/she is duly authorized to execute this contract on behalf of named Company and agrees to all Terms and Conditions listed herein.*

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| **Company Representative Signature** | Name:  | Date: |