

RSNA MARKETING CHECKLIST

Your decision to exhibit at RSNA 2019 positions your company as a leader within the field of imaging. Follow this marketing checklist to ensure your success and maximize potential new sales.

6–12 Months Prior

- ☐ Establish a list of measurable exhibiting goals.
 - ☐ Learn about the promotional opportunities available to help drive attendees to your booth.
» [RSNA.org/Promote](https://www.rsna.org/Promote)
 - ☐ Hold internal meetings to review your tradeshow goals, discuss sales approaches and best practices, review new products/services and assign meeting roles.
 - ☐ Review the **RSNA Exhibitor Checklist** to set your company up for success at RSNA 2019.
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3–6 Months Prior

- ☐ Complete (and upgrade) your online exhibitor listing (available in July).
» [RSNA.org/Exhibitor-Service-Kit](https://www.rsna.org/Exhibitor-Service-Kit)
 - ☐ Reach out to your current customers and prospects to set appointments at RSNA.
 - ▶ Invite them with complimentary Technical Exhibits passes.
 - ▶ Include booth number and RSNA logo in all communications. (20189 Logos and Promotional Tools are available in the Exhibitor Service Kit)
 - ▶ Send exhibiting information with outgoing mail.
 - ▶ Send an incentive email to visit your booth for a special offer.
 - ▶ Promote new products/services being shown at meeting.
 - ▶ Rent the RSNA annual meeting registration list and get your company's information in the hands of meeting registrants. (List Request Form available in the Exhibitor Service Kit)
 - ☐ Set your ROI. Develop measurable meeting objectives.
 - ☐ Identify giveaways and raffle prizes. Consider various booth promotions that fit within your budget. Set aside premium items for VIP customers.
 - ☐ Produce booth handouts. Create marketing collateral to support your products and services. Be meeting-specific with your marketing message.
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2 Months Prior

- ☐ Review and finalize appointments by reaching out to prospects one final time.
- ☐ Create booth presentations. Consider video or in-person booth demonstrations.
- ☐ Submit your product information and photo for a free announcement in the Technical Exhibits Focus section in *The Daily Bulletin*, the official daily newspaper of the annual meeting.

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1 Month Prior

- ☐ Create a master calendar of confirmed appointments with contact information.
- ☐ Utilize social media outreach.    

Upon Arrival

- ☐ Use social media and the #RSNA19 hashtag to promote your presence.
- ☐ Conduct a pre-show meeting to remind everyone of the show objectives, meeting logistics, best practice trade show sales behaviors and scheduled booth activities.

During RSNA

- ☐ Continue to promote booth visits and product launches on social media using #RSNA19.
- ☐ Attend educational sessions to learn about the latest industry trends and developments.
- ☐ Use a Lead Management System to help track all conversations and customers with whom you speak.
- ☐ Network with other exhibitors.
- ☐ Reserve your booth for RSNA 2020 by participating in the Onsite Space Selection process.

After RSNA

- ☐ Tie back into ROI and exhibiting goals and create an evaluation report.
- ☐ Follow up on ALL leads that you received from RSNA 2019 with phone calls or emails.
- ☐ Send out personal “thank you” emails or letters recapping conversations and providing additional product info.
- ☐ Send a “sorry we missed you” email to customers you didn’t see at the meeting and mention your exhibit and any new product announcements.
- ☐ Engage with RSNA members throughout the year by taking advantage of our year-round promotional opportunities.

[» RSNA.org/Promote](https://www.rsna.org/Promote)

For more information regarding on-site and year round promotional opportunities, please contact Lisa Lazzaretto at 1-630-571-7818 or llazzaretto@rsna.org Jaclyn Kelly at 1-630-590-7793 or jkelly@rsna.org



PRE-SHOW MARKETING DRIVES LEADS

Did you know that, according to industry research, **82%** of companies report pre-show marketing tactics have been successful in increasing their booth traffic.

*Source: 2017 Pre-show Marketing Survey, Exhibitor Magazine