

VIP Morning Meeting Request Form

Deadline: 4 PM one day prior to the meeting – Late submissions will not be accepted

Exhibitors can conduct a private pre-show meeting/demonstration to a group of their customers prior to the Technical Exhibits hours of operations on Monday, December 2 through Thursday, December 5. To request a VIP Morning Meeting, please submit this form with a list of attendees and payment to RSNA for approval by 4 PM the day prior to the meeting. Please review the following guidelines prior to applying.

A separate form must be submitted for each day, and a separate VIP Attendee List form must be submitted for each group.*

- A single group of registered attendees cannot exceed 60 people per time slot. All attendees must remain within the exhibitors’ booth or meeting suite. Companies are limited to (4) groups per day.
- The complete list of meeting attendees must be submitted on the attached VIP Attendee List form no later than 4 PM the day prior to the meeting. Late submissions will not be accepted. Forms not submitted prior to November 22, 2019 must be brought to the RSNA Exhibition Services Office at McCormick Place.
- Attendees must be registered for the annual meeting.
- VIP Morning Meetings are available on Monday, December 2–Thursday, December 5 from 8 to 10 AM, with the last group entering the hall before 9:30 AM. NO early morning meetings will be approved for Sunday, December 1.
- Companies will be responsible for providing hosts to and from these entry points. Handheld identifying paddle signs are recommended.

Points of entry

- Hall A, South Building: Grand Concourse, Level 3 (east entrance)
- Hall B, North Building: Grand Concourse, Level 3 (right of escalators)
- Hall C, North Building: AI Showcase, Level 2 (top of escalators)

- Only small snacks and liquid refreshments can be served within the booth. Please refer to the RSNA Food & Beverage policy.
- All VIP Morning Meetings must remain in compliance with all RSNA Rules and Regulations.
- If you have any questions, please contact RSNA Exhibition Services at 1-630-571-7850 or exhibits@rsna.org.

* NOTE: All attendee lists must be submitted via the VIP Attendee List form. No other lists will be accepted.

Exhibiting Company Information

Exhibiting Company

Official Contact

Booth Number

Telephone

Mobile

Email Address

Meeting Information

Choose Day:

☐ Monday 12/2

☐ Tuesday 12/3

☐ Wednesday 12/4

☐ Thursday 12/5

Choose Time:

☐ 8:00 AM

☐ 8:30 AM

☐ 9:00 AM

☐ 9:30 AM

Booth Escort’s Name

Booth Telephone or Escort’s Cell Phone #

I have read, understand and agree to the RSNA Rules and Regulations and to the guidelines pertaining to VIP Morning Meetings.

Agreed to

X

Signature of Main Exhibit Contact

Date

Return your signed VIP Morning Meetings request with one completed VIP Attendee List per group one of the following ways:

- By email, anytime**
Submit forms to exhibits@rsna.org no later than 4 PM the day prior to your VIP Morning Meeting.
- Onsite, in-person, beginning Monday, November 25, 2019**
Forms may be submitted in-person to the RSNA Exhibition Services Onsite Office, South Building, near booth 4705.

* NOTE: All attendee lists must be submitted via the VIP Attendee List form. No other lists will be accepted. Late submissions will not be accepted.

VIP Attendee List Form

Deadline: 4 PM one day prior to the meeting – Late submissions will not be accepted

Exhibiting Company Information

Exhibiting Company

Hall

Booth Number

Host

Group Number or Name (for your reference)

Day:
☐ Monday 12/2 ☐ Tuesday 12/3 ☐ Wednesday 12/4 ☐ Thursday 12/5

Time:
☐ 8:00 AM ☐ 8:30 AM ☐ 9:00 AM ☐ 9:30 AM

Attendee Names

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