



McLean HOSPITAL
HARVARD MEDICAL SCHOOL AFFILIATE



**INSTITUTE OF
COACHING**

McLEAN HOSPITAL, HARVARD MEDICAL SCHOOL AFFILIATE

Exhibitor and Advertising Registration Information and Form

COACHING IN LEADERSHIP AND HEALTHCARE CONFERENCE

• OCTOBER 13-14, 2017 •

RENAISSANCE BOSTON WATERFRONT HOTEL • 606 CONGRESS ST., BOSTON, MA 02210

CONFERENCE DESCRIPTION

The tenth annual Coaching in Leadership & Healthcare conference offered by the Institute of Coaching, McLean Hospital, and Harvard Medical School, serves leaders, physicians, healthcare providers, executive coaches, life coaches and health and wellness coaches. This energizing and groundbreaking event features keynotes by world leaders in leadership, health and well-being, coaching, and positive psychology, behavioral psychology, and neuroscience.

This conference has annually attracted audiences of 600 - 750 people from around the world, providing opportunities to connect with numerous coaches and other professionals interested in coaching practices. Set-up begins at 6:00 AM on Friday, October 13th. On Friday and Saturday, registration and breakfast time, breaks, and lunch breaks offer networking opportunities for attendees to engage and interact with exhibitors. The [conference program and registration are available here](#) on Harvard Medical School's Department of Continuing Education website.

IMPORTANT APPLICATION INFORMATION

McLean Hospital will evaluate all applications for exhibitor and advertising space. McLean Hospital reserves the right to refuse exhibitor space to any applicant. McLean Hospital is not liable for contents of exhibitor booths should they be lost or damaged while in display at the conference.

As a sponsor there can be no perceived endorsement of the exhibitor table or advertisement by McLean Hospital, the Institute of Coaching, Harvard Medical School, or Partners' Healthcare.

IMPORTANT DEADLINES

Registration Deadline: August 14, 2017 11:59 PM

Exhibitor space is limited so apply early to reserve your space. Submission approvals can be expected 7-14 days after registration deadline via email.

Advertisement Materials Deadline: August 14, 2017 11:59 PM

Email PDFs, artwork and text files to: fgardner@partners.org

Questions? Contact Felice Gardner @ fgardner@partners.org or 617-855-3195

EXHIBITOR AND ADVERTISING PRICING

Exhibitors are not allowed access to the educational sessions unless they register for the conference. Exhibitors qualify for one (1) discounted conference registration fee @ \$350.

EXHIBITOR FEE:	\$1,500.00
DISCOUNT FEE FOR EXISTING IOC SPONSORS:	\$1,000.00
ADVERTISING IN PROGRAM: (limited to one per organization)	
FULL PAGE AD dimensions: 7" x 9.5"	\$ 500.00
HALF PAGE AD dimensions: 4" x 7"	\$ 350.00

EXHIBITOR INFORMATION

1. Exhibitor Fee Includes:

1. One skirted, 8' x 12' table in exhibit space from 7 AM – 5 PM both conference days.
2. Electrical outlet.
3. Wifi.
2. Extension cords are not provided. You can either bring extension cords or order directly from the hotel at the rate of \$20.00 by completing Renaissance Hotel Order Form attached below.
3. Exhibition materials shipped directly to the hotel prior to September 13, 2016 will incur hotel receiving and storage fees. For storage fee and shipping information see attached Renaissance Hotel Order Form attached below.
4. Return shipment is available from hotel at conference conclusion. Pre-labeled boxes may be left in exhibit space to be transported to loading dock for Fed Ex same day pick-up.
5. Exhibitor is eligible to receive one (1) discounted conference registration fee of \$350 in addition to the Exhibitor Fee. Information to register at the discounted rate will be sent once application and exhibitor fee are received and approved. Additional people may attend at the full Conference rate and can register directly with Harvard Medical School Continuing Education
6. Exhibitor set-up time is 6:00am on Friday, September 16, 2016.

ADVERTISING INFORMATION

1. Ads will appear in our conference syllabus, which is distributed to participants each day of the conference.
2. Submitted ads must be final copy, in color or black and white, and sized as follows: full page ad 7" x 9.5" and half page ad 7" x 4".
3. The content cannot include text that suggests McLean Hospital, the Institute of Coaching, Harvard Medical School, or Partners Healthcare endorses and/or promotes your organization.
4. If you choose to attend the Conference, you must register separately through Harvard Medical School Continuing Education.

Exhibitor and Advertising Registration Form

COMPANY/ORGANIZATION INFORMATION

Company Name & Address:

Contact Name:

Contact Email:

Contact Job Title:

Contact Phone Number:

Contract authorizing signature:

Date:

ORGANIZATION DESCRIPTION:

Exhibitor Table @ \$1500.00 (IOC Sponsor @ \$1000.00)

Full Page Ad @ \$500

Half Page Ad @ \$350

Check enclosed for total exhibitor fees (excluding conference registration): \$

Payment should be sent with this form by August 14, 2016 to the address below. Checks made payable to "McLean Hospital" and should not include registration fees for individuals traveling with the organization.

Discounted Conference Registration will be processed after the exhibitor fee has been received and exhibitor registration has been approved.

McLean Hospital Dept. of CE
Attention: Felice Gardner
115 Mill Street, MS 123
Belmont, MA 02478