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13400 East Shea Boulevard  
Scottsdale, Arizona 85259  
480-301-4580

Dear Representative:

On behalf of Mayo Clinic and Mayo School of Continuous Professional Development, we are pleased to announce our **3rd Annual Southwest Laryngology Conference: Focus on Voice Disorders**, being held at the Mayo Clinic Taylor Auditorium in Scottsdale, Arizona on April 8-9, 2016. We expect approximately 125 practicing physicians, otolaryngologists, audiologists, physician assistants, nurse practitioners and speech-language pathologists. Specialists are welcome in the areas of Otorhinolaryngology, General Surgery, Internal Medicine, Speech-Language Pathology, Neurology, Gerontology and Radiation Oncology.

The course format will feature evidence-based lectures, panel discussions with case presentations, interactive audience participation, and Q & A time with world-renowned faculty and Mayo Clinic faculty (from three campuses) who specialize in the field of laryngology.

As symposium directors, we are hopeful you will be able to participate as a commercial supporter by exhibiting during this accredited continuing medical education activity. The exhibit fee is \$2,000. Exhibits will be available throughout the conference on April 8-9, 2016 at the Mayo Clinic Education Taylor Auditorium.

If you will participate, please complete the enclosed Exhibitor Agreement and return along with the display fee by March 18, 2016. Your check should be made payable to Mayo Clinic, and mailed to ATTN: Kristy Badder, Mayo School of CPD, 13400 East Shea Boulevard, Scottsdale, AZ 85259. Alternatively, you may provide credit card information as indicated on the Exhibitor Agreement. Our Tax ID number is 86-0800150. **Please denote activity number 2016S367 on all correspondence. Exhibit space is limited, early registration is advised!**

Our programs provide valuable information on unmet needs to the medical community. We sincerely appreciate your consideration of this opportunity to join us for a truly unique educational program.

Sincerely,

A handwritten signature in black ink, appearing to read "David G. Lott MD".

David G. Lott, MD  
Course Director  
Assistant Professor of Otolaryngology  
Mayo Clinic College of Medicine

A handwritten signature in black ink, appearing to read "Michael L. Hinni MD".

Michael L. Hinni, MD  
Course Director  
Consultant, Dept. of Otolaryngology  
- Head and Neck Surgery  
Professor of Otolaryngology  
Mayo Clinic College of Medicine

## Mayo School of Continuous Professional Development (MSCPD) Exhibitor Agreement

Activity Title	3 <sup>rd</sup> Annual Southwest Laryngology Conference: Focus on Voice Disorders
Activity Number	2016S367
Location	Mayo Clinic – Taylor Auditorium
Dates	April 8-9, 2016

Agreement between: ACCREDITED PROVIDER: Mayo Clinic College of Medicine – MSCPD AND:

Company Name (Exhibitor) (as it should appear on printed materials)	
Exhibit Contact (if different then exhibit Rep.)	
Name(s) of Representative(s) exhibiting: (Maximum of two representatives allowed per exhibit)	
Address	
Telephone	
Fax	
Email	
The named exhibitor wishes to exhibit at the above named activity for the amount of	\$ 2,000

### TERMS AND CONDITIONS

- EXHIBITOR agrees to abide by ACCME Standards for Commercial Support as stated at [www.accme.org](http://www.accme.org): SCS 4.2: "Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME." "For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during or after a CME activity. **Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.**"
- EXHIBITOR may only distribute educational promotional materials at their exhibit space. Distribution of non-educational items (pens, notepads, etc.), pharmaceuticals or product samples is prohibited.
- All exhibit fees associated with this activity will be given with the full knowledge of the PROVIDER. No additional payments, goods, services or events will be provided to the course director(s), planning committee members, faculty, joint provider, or any other party involved with the activity.
- Completion of this agreement represents a commitment and payment is due and collectible by the ACTIVITY DATE unless otherwise agreed upon by the PROVIDER. PROVIDER reserves the right to refuse exhibit space to EXHIBITOR in the event of nonpayment or Code of Conduct violation.
- PROVIDER agrees to provide exhibit space and may acknowledge EXHIBITOR in activity announcements. PROVIDER reserves the right to assign exhibit space or relocate exhibits at its discretion.

**By signing below, I agree to the “Terms and Conditions” outlined on Page 1 of this Exhibitor Agreement (including ACCME Standards for Commercial Support):**

The person signing below is authorized to enter into this agreement:

Exhibitor Representative Name	Signature	Date
Mayo Clinic Representative Name	Signature	Date
Kristy Badder		

### ***PAYMENT INFORMATION***

Please indicate your method of payment:

PROVIDER **Federal Tax ID number is 86-0800150.**

Please remit check payable to: **Mayo Clinic Arizona**. Please identify name of course on the check stub.

<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card or Wire Transfer
<p>Make payable to <b>Mayo Clinic Arizona</b> and remit to:</p> <p>Mayo School of Continuous Professional Development Attn: Kristy Badder 13400 East Shea Blvd. Scottsdale, AZ 85259</p> <p>Please identify course <b>Activity Number #2016S367</b> on the check.</p>	<p>For payment by credit card or wire transfer, please call the MSCPD Registrar at 480-301-4580</p> <p><i>Do not send credit card information via email or fax.</i></p>

**NOTE:** There may be additional charges depending on the meeting location (power, internet access, etc).  
*Please list additional requests here:*

Complete and return this form along with your payment made to Mayo Clinic Arizona,  
Federal Tax ID# 86-0800150 to:

Email: [exhibits@mayo.edu](mailto:exhibits@mayo.edu)

Mayo School of Continuous Professional Development  
Attn: Kristy Badder  
13400 East Shea Blvd.  
Scottsdale, AZ 85259  
T: 480-301-4580 F: 480-301-9161

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Mayo Clinic Arizona</b>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501 (c) (3) tax-exempt nonprofit corporation</b>	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <b>1</b> Exemption from FATCA reporting code (if any) <b>A</b> <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <b>13400 East Shea Boulevard</b>	Requester's name and address (optional)	
	6 City, state, and ZIP code <b>Scottsdale, AZ 85259</b>		
7 List account number(s) here (optional)			

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. <b>Note.</b> If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td></tr></table> or <table border="1"><tr><td colspan="9">Employer identification number</td></tr><tr><td>8</td><td>6</td><td></td><td>-</td><td>0</td><td>8</td><td>0</td><td>0</td><td>1 5 0</td></tr></table>	Social security number												-			-			Employer identification number									8	6		-	0	8	0	0	1 5 0
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<b>Part II Certification</b> Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	Signature of U.S. person ▶ <i>Renee Schoonover</i> Date ▶ <i>1-6-2015</i>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.