



June 7, 2018

Aloha,

On behalf of course directors, John Bundrick, M.D. and Karen Mauck, M.D., and the Mayo Clinic School of Continuous Professional Development, we are pleased to announce our 31st Annual Selected Topics in Internal Medicine CME course which will be held January 28 – February 1, 2019 at the Hilton Waikoloa Village in Waikoloa, The Big Island, Hawaii.

Selected Topics in Internal Medicine (STIM) is a postgraduate course designed to update general internists, internist-subspecialists, family medicine specialists, and other primary health care providers on selected internal medicine topics. Some of the most common problems encountered in clinical practice will be represented. The focus will be on clinical pearls and practice updates. Presentations will be made by experts from various disciplines in internal medicine. Faculty members will be available during breaks to answer questions and to discuss cases with course participants. You may find additional details on the course website: <https://ce.mayo.edu/stim2019>.

The target audience includes general internists, internal medicine subspecialists, family medicine physicians and other primary health care providers. Each year we have experienced increased attendance and this year we are expecting 600-700 attendees.

Mayo Clinic recognizes these types of educational programs would not be possible without your support. We invite you to participate in these educational activities with an exhibit in the amount of \$4,500.00 (if letter of agreement is signed on or before October 1, 2018) or \$5,000.00 (if the letter of agreement is signed after October 1, 2018).

If you are interested in participating in our course, please complete and return the provided Exhibitor Agreement form and payment before **December 15, 2018**. This agreement may be substituted with your company's standard Letter of Agreement form. Please make payment payable to Mayo Clinic and send payment to my attention at the address below. For your convenience, our Federal tax identification number is 41-6011702.

In support of ACCME guidelines, exhibitors will be located in a separate area from the educational activity.

We look forward to the success of our 31st Annual Selected Topics in Internal Medicine course and hope you will be able to join us in Hawaii in January. If you have any questions or your company requires completion of a web-based application, please feel free to contact me.

Sincerely,

Karol A. Gluth, CMP
CME Specialist
Mayo Clinic School of Continuous Professional Development
200 First Street SW
Rochester, MN 55905
gluth.karol@mayo.edu
Phone: 507-266-3767

Mayo Clinic School of Continuous Professional Development (MCSCPD) Exhibitor Agreement

Activity Title	31 st Annual Selected Topics in Internal Medicine
Activity Number	19R04815
Location	Hilton Waikoloa Village, Waikoloa, The Big Island, Hawaii
Dates	January 28 – February 1, 2019

Agreement between: ACCREDITED PROVIDER: Mayo Clinic College of Medicine and Science – MCSCPD 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	***\$4,500.00 (if signed on or before October 1, 2018) ***\$5,000.00 (if signed after October 1, 2018)

TERMS AND CONDITIONS

- EXHIBITOR agrees to abide by ACCME Standards for Commercial Support as stated at 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

PAYMENT INFORMATION

Please indicate your method of payment:

PROVIDER Federal Tax ID number is 41-6011702.

<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card or Wire Transfer
Make payable to: Mayo Clinic Mayo Clinic School of Continuous Professional Development 200 First St SW, Plummer 2-60 Rochester, MN 55905 Please identify “31 st Annual Selected Topics in Internal Medicine” on the check.	For payment by credit card or wire transfer, please call the MSCPD Registrar at 800-323-2688 <i>Do not send credit card information via email or fax.</i>

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,
before **December 15, 2018** to:

Karol Gluth, CMP
Mayo Clinic School of Continuous Professional Development
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Rochester, MN 55905
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