



December 2024

Mayo Clinic School of Continuous
Professional Development (MCSCPD)

200 First Street SW
Rochester, MN 55905

Dear Potential Exhibitor,

We are pleased to announce the upcoming [Urgent Care Updates](#) conference April 6-8, 2025 at the Wyndham Grand Rio Mar in Rio Grande, Puerto Rico!

Mayo Clinic is offering a comprehensive conference designed to update primary care providers who work on the “front line” and need to be proficient in evaluating and caring for any and all patients that walk into their clinic. Attendees at this conference gain knowledge on the latest recommendations involving medical specialties important to the urgent care setting that can be immediately applied into practice. It is designed for the acute/urgent care provider.

We anticipate roughly 200 attendees. Additional course details can be found on the [conference website](#) as they become available.

Mayo Clinic recognizes these types of educational programs would not be possible without your support. We invite you to participate at this educational activity with an exhibit in the amount of \$2,200. This fee is for the exhibit space only, which is in the foyer outside the lecture hall where the food and beverage lines will be stationed. Industry exhibitors are provided a 6’ table with two chairs. Exhibitors are also invited to participate in all food and beverage events, which include breakfast and breaks.

Important note: Exhibitors may only distribute educational promotional materials at their exhibit space. Distribution of non-educational items (pens, notepads, etc.), pharmaceuticals, or product samples (including sale of products) is prohibited.

In support of ACCME guidelines, exhibitors are located in a separate area from the educational activity. All companies are invited to exhibit at this course, however space is limited and cannot be reserved without a completed and paid Exhibitor Agreement (below). Participating exhibitors will be allowed to set up on Saturday evening before the course.

To exhibit at this course:

- Complete the online [exhibitor registration and letter of agreement](#) before March 25, 2025. If you do not have a profile/account you will first need to create one before completing the online form.
- Submit payment before March 25, 2025. IMPORTANT NOTE: Failure to provide payment by March 25 may result in offering the space to another company. If paying by check, please make payment payable to Mayo Clinic and reference *Urgent Care Updates 2025*. Send payment to my attention at the address below. To pay via credit card, pay via the online form (provided upon receipt of letter of agreement) or call 800-323-2688. For your convenience, our federal tax identification number is 41-6011702.

We look forward to the success of the Mayo Clinic Urgent Care Updates course and hope you will join us. If you have any questions or your company requires completion of a web-based application, please feel free to contact me.

Sincerely,

Kathy Fuqua

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