



Mayo Clinic Exhibitor Prospectus
34th Annual Internal Medicine Board Review 2025
June 2-6, 2025

Welcome

Greetings,

On behalf of Mayo Clinic, Mayo Clinic School of Continuous Professional Development, and course directors, April R. Christensen, M.D., M.S., and David Raslau, M.D., M.P.H., we are pleased to announce the upcoming [34th Annual Internal Medicine Board Review](#) which will be held June 2-6, 2025, at the Hilton Rochester Mayo Clinic Area in Rochester, Minnesota.

The 34th Annual Mayo Clinic Internal Medicine Board Review (IMBR) is a high-yield, intensive course designed to assist with the American Board of Internal Medicine (ABIM) Initial and Maintenance of Certification Examinations and to provide a relevant review for daily practice. Learners will gain access to excellent Mayo Clinic faculty, unparalleled content and techniques proven to enhance learning and recall.

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 \$2,500.00. This fee is for the exhibit space only. In support of ACCME guidelines, exhibitors will be in a separate area from the educational activity. We anticipate 200 attendees for this year's course. Course details can be found on the course website [here](#).

If you are interested in exhibiting at our course, please complete the online exhibitor agreement before May 5, 2025. For your convenience, our federal tax identification number is 41-6011702.

We look forward to the success of our 34th Annual Internal Medicine Board Review and hope you will be able to join us this coming June. If you have any questions, please feel free to contact us.

Sincerely,

Megan Roessler, M.Ed.
CME Specialist
Mayo Clinic School of Continuous Professional Development

Kathy Fuqua
Education Administration Coordinator
Mayo Clinic School of Continuous Professional Development
200 First Street SW
Rochester, MN 55905
Phone: 507-284-2509 E-mail: Fuqua.Kathy@mayo.edu

In-Person Exhibit Tables

\$2500.00 Exhibit Fee Includes:

- 6' table with (2) chairs – first come, first serve
- Receive a list of conference attendees a week before the course
- Designated as a sponsor, displayed during break slides and on course webpage

Benefits of Exhibiting In-Person

- Interact face-to-face with numerous medical professionals
- Build visibility for your company in a competitive marketplace
- Expand your customer base and strengthen existing customer relationships
- Introduce new products and services
- Additional advertisement opportunities to expand reach and further socialize with attendees

A signed letter of agreement is required to secure your exhibit table.

[CLICK HERE TO SIGN OUR LETTER OF AGREEMENT](#)

Payments

Make check payable to:

Mayo Clinic – MCSCPD, 200 First St SW, Plummer 2-60 Attn: Kathy Fuqua, Rochester, MN 55905

REFERENCE: IMBR – 5325R00414

5Credit Card payments:

To pay by credit card, please call 800-323-2688

REFERENCE: IMBR – 5325R00414

Exhibit Hours

Set up – June 2nd TBD

June 2nd – 6:00am – 5:20pm

June 3rd – 6:00am – 5:35pm

June 4th – 6:00am – 5:20pm

June 6th – 6:00am – 5:15pm

June 6th – 6:00am – 4:30pm

Tear Down – at conclusion of course.

Lodging

Please see [course website](#) for information regarding lodging information.

Lodging arrangements are the sole responsibility of the individual registrant. Mayo Clinic School of CPD is not responsible for expenses incurred by an individual who is not confirmed and for whom space is not available at the meeting. Costs incurred by the registrant such as airline or hotel fees or penalties are the responsibility of the registrant.

RULES AND REGULATIONS

In applying for exhibit space, exhibitors agree to abide by the following regulations:

Exhibit Regulations:

- Each exhibitor is responsible for compliance with the Americans with Disabilities Act (ADA) within its assigned space.
- Attire of exhibit personnel should be consistent with the professional atmosphere of the conference.
- Demonstrations by exhibitors may not interfere with normal traffic flow nor infringe on neighboring exhibits. Demonstrations are not permitted outside of the exhibitor's assigned space.
- Canvassing or distribution of advertising material by an exhibitor is not permitted outside of the exhibitor's space.
- Canvassing or marketing of any products or services in any part of the meeting rooms by anyone representing a non-exhibiting firm is strictly prohibited.
- Subletting of exhibit space is not permitted. Sharing of exhibit space is not permitted unless it is within divisions of the same company.
- It is the responsibility of the exhibitor to have all licenses, permits, and/or registrations required by the venue, city, municipality and/or state. The exhibitor is responsible for compliance with all applicable tax laws.

CME Guidelines Related to Educational Grants, Exhibit Space and Promotional Activities:

In compliance with ACCME Standards for Commercial Support, arrangements for commercial exhibits or advertisements cannot influence or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

- Exhibit and other promotional fees shall be separate and distinct from educational grants/commercial support.
- All exhibitors must be in a room or area separate from the education and the exhibits must not interfere or in any way compete with the learning experience prior to, during, or immediately after the activity.
- Company representatives must refrain from holding any commercial discussions in the educational classroom. All promotional activities including interviews, demonstrations, and the distribution of literature or samples must be made within the exhibitor's space. Canvassing or distributing promotion materials outside the exhibitor's rented exhibit space is not permitted.
- Commercial interest representatives that have paid a conference registration fee may attend CME activities for the sole purpose of the representatives' own education. However, they may not engage in sales or marketing activities while in the educational classroom.

Liability:

Mayo Clinic School of Continuous Professional Development, the employees thereof, nor their representatives, nor any member of the Conference Committee or Hilton Hotel, Rochester Mayo Clinic Area shall be responsible for injury, loss, or damage that may occur to the Exhibitor or their property from any cause whatsoever, prior to, during, or after the period of the Exhibit. The Exhibitor agrees to indemnify, the Mayo Clinic Continuous Professional Development and Hilton Hotel, Rochester Mayo Clinic Area and their employees, volunteers, and committees from all claims for loss, damage, or injury. Exhibitors are encouraged to insure themselves against property loss or damage, and against both general and personal liability.

Exhibitor understands and agrees that, for the safety of conference participants, Exhibitor shall not perform any procedures on or provide any services to conference participants that are either invasive or are customarily performed in a practitioner's office.

