

June 2008



American Society of  
Health-System Pharmacists  
7272 Wisconsin Avenue  
Bethesda, Maryland 20814

## MEMORANDUM

**To:** Residency Program Directors

**From:** Conference and Convention Division, (301) 664-8602; [ccd@ashp.org](mailto:ccd@ashp.org)/ TBD

**Subject:** 2008 ASHP Residency Showcase

### PLEASE READ CAREFULLY

Following is an application for participation in the Residency Showcase that will be held at the 43<sup>rd</sup> ASHP Midyear Clinical Meeting in Orlando, FL, December 7-11, 2008 at the Orange County Convention Center.

#### Showcase Schedule

The Showcase will be conducted in three sessions, Monday, December 8, from 1:00 PM to 4:00 PM; Tuesday, December 9, from 8:00 AM to 11:00 AM; and Tuesday, December 9, from 1:00 PM to 4:00 PM. Programs that are ASHP-accredited, or are in a preliminarily-accredited, candidate (application-submitted), or pre-candidate status with ASHP are eligible to showcase on Monday or Tuesday. New and prospective programs will have the opportunity to showcase in the Tuesday afternoon session. New and prospective programs include those that are in the process of recruiting their first residency class or have not applied for any phase of ASHP-accreditation.

#### Application and Payment

- Programs that are ASHP-accredited, or are in a preliminarily-accredited, candidate (application-submitted), or pre-candidate status, and new and prospective programs (see above for detailed description) are eligible to participate in the Showcase.
- The fee is **\$550 for a 10'x10' booth, \$825 for a 10'x15' booth, and \$1,100 for a 10'x20' booth.** This fee is used to pay expenses associated with renting the exhibit hall, equipment, labor and decor. **Payment must accompany applications. Applications received without payment or payment received without an application will not be processed.**
- Individuals must be registered for the Midyear Clinical Meeting to gain access and to participate in the Residency Showcase. Space rental does not exempt participants from the meeting registration fee.
- Large booths (10' x 15') are available for sites that have two or more residency programs. Jumbo booths (10'x20') are available for sites that have four or more residency programs. Due to limited space, only one booth will be assigned to each site. If your practice site offers multiple residency programs, it is imperative that you coordinate the application process with other program directors at your site since only one booth will be provided to each site.

- If you fax your materials, please print your own fax confirmation. **Important:** *Please do not call ASHP to confirm receipt of your fax. **New this year!** You will receive an email confirmation-of-receipt of your application within 48 hours.* Applicants will also receive a confirmation invoice via US mail which will include your booth number. A complete listing including booth assignments will be available beginning August 6 within the Midyear portion of the ASHP website. You will receive an email in mid-September from Freeman, our official decorator, regarding shipping details and other pertinent information.
- **August 6<sup>th</sup>** is the publication deadline for the Showcase listing in the October 15 issue of the *AJHP*. **September 4<sup>th</sup>** is the publication deadline for the program book. **Note: Applications received after September 4<sup>th</sup> will be accepted based on booth availability and will not be printed in either the October 15 issue of *AJHP* or the onsite program book.**
- Cancellation fees will apply for canceling booths after **September 4<sup>th</sup>**. A 50% cancellation fee will apply **September 5-October 3<sup>rd</sup>**. After **October 3<sup>rd</sup>**, the entire cost of the booth will be non-refundable. **Please note: ASHP may re-assign any cancelled booths.**

### Space Assignments

- Register early and no later than September 4<sup>th</sup>. Booth space is limited and booth assignments will be made on a first-come, first-served basis. Placement next to other booths is not guaranteed.
- If you are scheduled to Showcase Tuesday from 8:00AM-11:00 AM, your booth **must** be dismantled and vacated by 12:00PM sharp! The Tuesday afternoon session begins at 1:00PM.

### Booths will be equipped with the following:

- Standard booth background and siderail drape
- Aisle Carpeting
- 4'x8' dark brown cork tackboard for mounting signs, posters, etc. with pushpins. Surface is not Velcro-receptive. (One tackboard for any size booth). Assigned numbers will be on the tackboard, no name headers of the program. **MAKE SURE TO HAVE THE NAME OF YOUR SITE ON YOUR DISPLAY, we will not be printing them this year.**
- 1 Skirted table, 2' x 6' for 10 x 10 booth or 2 skirted tables for 10'x15' and 10'x20' booths
- 2 Chairs for 10 x 10 booth or 4 chairs for 10'x15' and 10'x20' booths

cc: Janet Teeters, R.Ph., M.S., Director, Accreditation Services  
 Lisa S. Lifshin, R.Ph., Director, Program Services  
 Tana Stellato, Director, Conference and Convention Division

**Application to Participate in 2008 Residency Showcase**  
To be held during the 43<sup>rd</sup> ASHP Midyear Clinical Meeting in Orlando, FL  
Deadline for receipt of application is **September 4<sup>th</sup>, 2008**

**Please complete the following (fee is \$550):**

- As an ASHP-accredited, preliminarily-accredited, candidate, pre-candidate program our **first choice** to participate in the showcase is: Mon  Tue AM  Tue PM
- As an ASHP-accredited, preliminarily-accredited, candidate, pre-candidate program our **second choice** to participate in the showcase is: Mon  Tue AM  Tue PM
- We have a **new and prospective** (see enclosed memo for description) residency program and would like to showcase on Tuesday: Tue PM

**We have more than one residency program and would like a 10'x 15' booth (fee is \$825):**

- As an ASHP-accredited, preliminarily-accredited, candidate, pre-candidate program our **first choice** to participate in the showcase is: Mon  Tue AM  Tue PM
- As an ASHP-accredited, preliminarily-accredited, candidate, pre-candidate program our **second choice** to participate in the showcase is: Mon  Tue AM  Tue PM

**We have four or more residency programs and would like a 10'x 20' booth (fee is \$1100):**

- As an ASHP-accredited, preliminarily-accredited, candidate, pre-candidate program our **first choice** to participate in the showcase is: Mon  Tue AM  Tue PM
- As an ASHP-accredited, preliminarily-accredited, candidate, pre-candidate program our **second choice** to participate in the showcase is: Mon  Tue AM  Tue PM

**\*\*All of the following fields must be completed in order to process the application\*\***

**For Publication Uses:** *(Please type or print: Limit of 15 words; only one city, state allowed)*

Name of Organization: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

ASHP I.D. Number (From your Residency Showcase Application email): \_\_\_\_\_

Submitted By/Contact Name and Title: \_\_\_\_\_

Business Name/ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_  
(Visa, MasterCard, American Express or Discover)

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return with full payment to:**  
**American Society of Health-System Pharmacists**  
**Conference and Convention Division, 7272 Wisconsin Avenue, Bethesda, MD 20814**  
**Fax: (301) 634-5995 Ph: (301) 664-8602**

ASHP INTERNAL USE - BOOTH #:

PLAN: