



VIRGINIA SOCIETY OF OTOLARYNGOLOGY

Frequently Asked Questions

How do I view meeting detail and register for the 2021 Virtual Meeting?

Visit our [website](#) to view our information for 2021 Annual Meeting Virtual Exhibitors.

What if I registered for the 2020 meeting and asked that my companies registration to be credited to 2021?

If you have already registered/paid and asked for your companies registration to be credited you will need to fill out the 2021 paper registration form to ensure VSO receives accurate information.

What if I cannot attend the 2021 virtual meeting but asked for your 2020 registration to be credit to the 2021 meeting?

[Email](#) VSO and we will credit your 2020 registration fees to your 2022 registration fees. Please make sure to email VSO prior to April 1, 2021, receive a credit. No credit exceptions will be made after 5:00PM EST on 4/1/2021.

Will I need to cancel my hotel reservation?

If you have made a hotel room reservation at Kingsmill, please cancel it ASAP. Hotel cancellation fees will still apply.

Who do I contact with questions?

Contact: Isabelle Folmer | VSO Society Manager
804.625.3851 | ifolmer@ramdocs.org

About the Virtual Meeting

How will the VSO incorporate the vendors in the virtual meeting?

Our vendors are vital to the success of our meeting and we will incorporate them into this year's Virtual Conference. There are several ways to highlight the contributions of our vendors and opportunities for interaction with meeting attendees.

VSO will recognize our vendors appropriately on slides during the conference, in our Virtual Exhibitor Directory on our website, and in the meeting program. Meeting Sponsors will have the opportunity to connect directly with meeting attendees in **Virtual Exhibit Booths** and participate in our Virtual Raffle, which encourages attendees to visit the virtual booths. Please check out our exhibitor prospectus packet for further details.

How will attendees visit with vendors?

Attendees will be given links for each Virtual Exhibit Booth. Virtual exhibit hours are outlined on the agenda.

How will VSO encourage attendance in the virtual exhibit booths?

We will publicize our Virtual Exhibit Hall that will contain information on how to visit with vendors. We will encourage all attendees to participate in our Virtual Raffle which awards the winners with gift cards.

What do I need to do in order to maximize by involvement as a vendor?

The VSO will have a Virtual Exhibit Hall on our website. This is where your company’s products and promotional material will be featured as well as the links to the Virtual Exhibit Booths. Attendees will be directed to the Virtual Exhibit Hall via the agenda, during the conference, and it will also be included in confirmation material sent to attendees. Please send the following material for your company’s listing:

- Company Logo
- Brief company description
- Rep contact information
- Links to website / social media platforms
- Links to product PDFs or video files

All exhibit levels have the opportunity to meet directly with meeting attendees during conference breaks via Virtual Exhibit Booths. Vendors can choose which platform to use (Zoom, Google Meet, Teams, etc.). Please email the link and passcode (if there is one) to ifolmer@ramdocs.org

IF PROOF IS NEEDED:

Materials Needed | 22-March
Initial proof available | 29-March
Edit request deadline | 2- April

IF NO PROFF IS NEEDED:

Materials Needed | 1- April

When will we receive the attendee list?

The attendee list will be emailed on or before Friday, April 23rd, 2021. Please ensure accurate email addresses on your registration form, as that is who will receive the attendee list.