



## **Frequently Asked Questions**

### **What if I registered and paid to exhibit at the in-person meeting?**

If you have already registered and paid, your meeting registration will automatically be transferred to the 2021 Annual Meeting.

### **If I previously registered to attend the in-person meeting, will I need to register separately for the virtual meeting?**

Yes, we will use a different registration form for the virtual meeting. If you have not registered to attend, please fill out this [form](#).

\*Please ensure accurate email addresses for reps attending!

### **What if I cannot attend the virtual meeting and already paid the in-person registration fee?**

[Email](#) VSR and we will refund your registration fees. Please make sure to cancel prior to September 11, 2020 to receive a refund. No refunds will be made after 5:00PM EST on 9/11/2020.

\*If you paid online, the 3% convenience fee will not be refunded

### **Will I need to cancel my hotel reservation?**

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

### **Who do I contact with questions?**

Contact: Isabelle Folmer | VSR Executive Director  
804.625.3851 | [ifolmer@ramdocs.org](mailto:ifolmer@ramdocs.org)

## **About the Virtual Meeting**

### **How will the VSR 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. We will recognize our vendors on slides during the conference, in our Virtual Exhibitor Directory on our website, and in the meeting program. Higher level 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 VSR 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 my involvement as a vendor?**

- Send us the information requested from the prospectus packet to include in our Virtual Exhibit Hall on our website by September 24<sup>th</sup>.
  - o Logo (jpeg format)
  - o Company Description
  - o Contact Information
  - o Video link of products / services (optional)
- Set up your Virtual Exhibit Booth. Higher level sponsors (Silver, Gold, Platinum and Diamond) are asked to create a Zoom meeting to serve as their Virtual Exhibit Booth. Attendees will visit during the scheduled break times as listed on the agenda. You may choose to set up additional appointment times with certain attendees if necessary. You will serve as the 'host' for your Zoom meeting. If you have any questions about this process, contact Isabelle.
  - o Once your Zoom meeting is created, please email the link / passcode to Isabelle no later than September 24<sup>th</sup>.
- Keep track of the first 5 people to visit your booth so that they can be awarded a gift card for visiting.

### **When will we receive the attendee list?**

The attendee list will be emailed on Friday, October 3<sup>rd</sup> to sponsor levels who receive it. Please ensure accurate email addresses on your registration form, as that is who will receive the attendee list.