



## Vendor FAQ

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

If you have already registered and paid through the VASM, your meeting registration will automatically be transferred to the 2020 Virtual Conference.

If you registered and paid through the Southern Sleep Society, please contact Marietta Bibbs at [mariettabibbs@southernsleepsociety.org](mailto:mariettabibbs@southernsleepsociety.org).

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

No, we will use the same registration information 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 have already paid but cannot attend the virtual meeting?**

If you cannot attend the virtual conference, we can either transfer your registration to the 2021 Annual Conference (Oct 28 & 29 2021 at the Short Pump Hilton) OR you can request a refund. Please make sure to cancel prior to October 12, 2020 to receive a refund. *\*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: Susan McConnell | VASM Society Manager  
804.622.8139 | [smcconnell@ramdocs.org](mailto:smcconnell@ramdocs.org)

## About the Virtual Meeting

### **How will the VASM incorporate the vendors in the virtual meeting?**

Our awesome 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 many opportunities for interaction with meeting attendees. We will recognize our vendors according to level of support on slides during the conference, in our Virtual Exhibitor Hall 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.

### **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 VASM 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 all of the information listed below so we can include you in our Virtual Exhibit Hall on our website:
  - o Logo (*your logo will also be used on slides in between talks to acknowledge your support*)
  - o Company Description
  - o Contact Information
  - o Video file of products / services (optional)
- Set up your Virtual Exhibit Booth. Higher level sponsors 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 Susan.
  - o Once your Zoom meeting is created, please email the link / passcode to Susan no later than October 12.
- 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 Monday, November 9. Please ensure accurate email addresses on your registration form, as that is who will receive the attendee list.