

TIPS FOR EXHIBITORS & SPONSORS To Get MAXIMUM Value

Be sure to participate in and network during all activities throughout the NABH Annual Meeting
 (exceptions: Board Meeting, Committee Meetings). Take advantage of all sessions and breaks,
 Monday evening's Welcome Reception, Tuesday's Luncheon and Board Chair's Reception, and
 Wednesday's Breakfast. Exhibitors & Sponsors can schedule one-on-one meetings with specific
 attendees throughout the meeting.

MONDAY, JUNE 12, 2023

Noon - Registration desk opens

2:15 p.m. – 5 p.m. Opening Sessions

5:30 p.m. – 6:30 p.m. Welcome Reception (An excellent time for networking)

6 p.m. –9 p.m. Set up of tabletop displays

TUESDAY, JUNE 13, 2023

7 a.m. – 8 a.m. Tabletop Display set-up

7:30 a.m. - Registration desk opens

8 a.m. – 8:30 a.m. Coffee with NABH Board (Chairman, President, & Executive exhibitors only)

8:30 a.m. – 10:30 a.m. Opening Sessions

10:30 a.m. – 11 a.m.

Networking and coffee with Exhibitors & Sponsors
(An excellent time to meet all registrants)

11 a.m. – Noon Annual Meeting sessions Noon – 1 p.m. Annual Meeting Luncheon

1:15 p.m. – 1:30 p.m. Break to visit exhibitors

1:30 - 5 p.m.

Capitol Hill Visits: Visits to Congressional Offices

4 p.m. – 5 p.m.

Opportunity to schedule product demonstrations and networking with meeting participants.

5:30 p.m. – 7 p.m.

Board Chair's Reception – Don't miss *the* networking event for members, exhibitors, sponsors, speakers, and other colleagues.

WEDNESDAY, JUNE 14, 2023

8 a.m. – 10 a.m. Policy Breakfast

(All must be seated for breakfast session.)

10 a.m. Meeting adjourns

10 a m

Tabletop Display take-down. Please note all large displays need to be removed from the ballroom by 11 a.m.

- **2. Join meeting participants as they listen to guest speakers.** We encourage you to be seated during <u>all meeting presentations.</u> Learn the perspectives of top policymakers to help you better understand the challenges facing your customers and how you can position your organization to offer solutions.
- **3. Turn informal contacts into business opportunities.** The meeting attendees are decisionmakers (and purchasers) for their behavioral healthcare systems and facilities. As you attend meal functions, sit in on sessions, or make casual connections, ask those you meet about their top concerns. It's a great way to find reasons for personal follow-up later.
- **4. We're here to make your experience a success.** If we can help you connect with our members, receive assistance from the hotel staff, or simply answer a question, please stop by the registration desk. We appreciate your joining us as an Exhibitor or Sponsor, so if you need any assistance, tell our staff immediately.
- **5. Stay in front of the contacts you make at the NABH Annual Meeting.** The NABH staff can assist you throughout the year so you can take advantage of additional opportunities to reach out to the NABH membership. For example, you can access the NABH online membership <u>directory</u> and purchase <u>NABH Mailing Lists</u>.
- 6. Call or e-mail if you have questions before the meeting:
 - Maria Merlie: 202-393-6700 (ext. 104); maria@nabh.org
- 7. Be aware of the NABH EXHIBITOR/SPONSOR LIAISON during the meeting:

(For help with set-up and take-down of your display, and for general assistance.)

- Maria Merlie, Director of Operations: (Cell: 202-380-8776)
- **8. Take note of the SALAMANDER WASHINGTON DC BUSINESS CENTER AVAILABILITY.** The Business Center at the Salamander Washington DC is available to help you conduct business with their fax, Internet, equipment-rental, copying, office-products, and shipping (overnight, etc.) services. Please note the business center is run by Encore and there will be a fee associated with use. It is located on the ballroom level. **HOURS: Monday- Friday: 7 a.m. 7 p.m.** You may also request access to the business center after hours by asking for a passcode.
- **9. Federal Express Air picks up at the Salamander Washington DC.** Please bring your *own shipping labels*. The Business Center charges for them. If you are shipping via Federal Express Air after the meeting, have your *shipment ready with the appropriate labels* and *the hotel will handle the pickup*. If you are shipping Federal Express Ground, Freight, or via any other carrier, you are responsible for arranging the pickup with that carrier and providing/placing the appropriate labels on your packages.

WE'RE HERE TO HELP!

Thank you for participating as an exhibitor/sponsor at the 2023 NABH Annual Meeting!

We look forward to working with you throughout this event. We want you to have a highly successful experience. As you network with the leaders in our membership, please don't hesitate to contact anyone on our staff for assistance.

OTHER NABH STAFF:

- Shawn Coughlin, President and CEO
- Rochelle Archuleta, Executive Vice President for Government Relations and Public Policy
- Sarah Wattenberg, Director of Quality and Addiction Services
- Emily Wilkins, Administrative Coordinator
- Jessica Zigmond, Director of Communications