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INCOSE Healthcare Working Group

6th Annual Systems Engineering in Healthcare Conference: HWGSEC2020

Sponsor FAQ

Location: Crown Plaza Aire, 3 Appletree Square, Bloomington, MN 55425

Dates: April 29-30th, 2020 (Tutorials on April 28th)

Conference Website: <https://www.incose.org/hwg-conference/>

Sponsor Registration: <https://www.eventbrite.com/e/2020-incose-systems-engineering-in-healthcare-conference-registration-for-speakers-sponsors-only-tickets-85619236441>

Exhibit Hall Room: Foyer outside the Ballroom. Tables will be labeled with your company's name.

Set-Up: 5-7 PM April 28th. Set up on the 28th is preferred. April 29th at 6:30am is an alternative if you are arriving late on the 28th. Please let us know if you are planning a Wednesday morning set-up: email mptbalarson@comcast.net.

Exhibition Schedule

Tuesday, April 28 th	Wednesday, April 29 th	Thursday, April 30 th
	6:30 – 7 am Set-up	
Tutorials	7-8 am, Breakfast	7-8 am, Breakfast
	10-10:30 am Break	9:30-10 am Break
	12 – 1 pm Lunch*	12 – 1 pm Lunch*
	3:15 – 3:45 pm Break	3:00 – 4:00 pm Break
	5:30-7 pm Happy Hour	4:00 conference adjourns
5-7 pm set-up	7-9 pm Evening Banquet	4:00 – 5 pm Tear Down**

*Breakfast, breaks, and lunch will all be served in the Exhibit area.

**Tear down is fine to start at 3:30 pm, but please be mindful of minimizing disruptions in the room.

Inserts: Folder size is 10" x 13". Materials should be 8.5" x 11" or less for best fit. Qty: 175. Please mail promotional inserts by April 15th, 2019 to

Phyllis Larson
18615 33rd Place N.
Plymouth, MN 55447



Shipping for Conference: All boxes, crates or other vendor supplies need to be labeled:

Crowne Plaza Aire
3 Appletree Square
Bloomington, MN 55425

INCOSE 2020 Systems Engineering in Healthcare Conference

Name of your company

Name of person on property that will claim boxes, crates or supplies

Please email mptbalarson@comcast.net when you ship your conference materials so we can track it. See the hotel "Shipment of Freight" file posted on the conference downloads page for more information.

PACKAGES:

Any materials shipped to the hotel may not arrive earlier than two (2) days prior to your event, and must be removed from the hotel premises within two (2) days after your event. All materials must bear the name of the group and be addressed to the "ON SITE GROUP CONTACT NAME" with the date of event. Shipping charges must be prearranged and paid for by the company. The hotel does NOT accept on a "COD" basis. The hotel does not bill shipping charges to master accounts.

Package Handling Fees for this service will be applied to the master accounts and are as follows. The Crowne Plaza Aire will not be held responsible to move exhibitors/planners material in/out of the hotel:

Packages/Boxes/Envelopes \$5.00 per unit Pallet \$50.00 per pallet

If shipping out, company is required to pack, tape, and have pre-paid shipping labels taped on boxes.

NOTE: FedEx and UPS does not make regular stops to hotel; onsite contact is required to call for pick up.

Move-out: 3:30 – 5 pm April 30th

Table sizes: 6' long x 30" width. Draped with black table cloths. Please let us know if you need additional room for booth displays, email at mptbalarson@comcast.net.

Floor Plan: Tables are assigned and will have your companies name on them.

Vendor Electricity: Let Phyllis (mptbalarson@comcast.net) know if you need electrical outlet access and what you are powering, email at. Standard set-up is for a single computer.

Dress Code: Business casual

Materials to Bring: It's up to you, but promotional materials, take-aways, SWAG, all options to make your company memorable. We are estimating ~150 attendees.

Booth: Please stand in front of the tables, if possible. I know it can be difficult, but it really does promote better interactions.

On-site Contact: Phyllis Larson, mptbalarson@comcast.net, 763-218-7931

Back-up on-site contact: Diane Weyrauch, 763-688-1033

Thanks for all your support! We are looking forward to a great conference.