April 3, 2024

RE: **The 34rd Annual Department of Otolaryngology – Head & Neck Surgery Alumni Day Symposium: Updates in Head and Neck Surgery**

Symposium Exhibit Space Opportunity

On behalf of Rutgers Biomedical and Health Sciences, Rutgers New Jersey Johnson Medical School, Department of Otolaryngology – Head & Neck Surgery, we invite you to be an exhibitor at a continuing medical education activity entitled **“The 34th Annual Department of Otolaryngology – Head & Neck Surgery Alumni Day Symposium: Updates in Head and Neck Surgery”** to be held at The Rock Spring Golf Club in West Orange, NJ on Wednesday, June 26, 2024.

This activity is under the direction of Soly Baredes, MD, Professor and Chair, and Ghayoour Mir, DO, Assistant Professor, Department of Otolaryngology – Head and Neck Surgery, Rutgers New Jersey Medical School.

The purpose of the exhibitor space is to complement the activity with topic-relevant products and services, and to further the scientific, technical, and educational advancement of our participants. We anticipate approximately 50 participants. A copy of the program is enclosed.

The exhibitor fee is **$1,500.00**. Your fee entitles you to exhibit space, handout materials, breakfast, refreshment break, lunch, and acknowledgement in the course materials. Two representatives from your organization may attend the educational activity for the direct purpose of the representatives own education; however, they may not engage in sales or marketing activities while in the space or place of the educational activity.

If you would like to exhibit, please complete the enclosed *Exhibitor Registration Form* and *Exhibitor Agreement* and return it to Victoria General by email at general.vic@rutgers.edu. The tax identification number for Rutgers Biomedical and Health Sciences is 22-6001086.

We sincerely appreciate your support of this important educational event in our community and in assisting us to raise the standard of healthcare in New Jersey. As we get closer to the meeting date, we will provide you with additional exhibit information. Should you require additional information, please contact Victoria General via email at general.vic@rutgers.edu.

Sincerely,

Patrick Dwyer

Director, CME