



AMMI Canada – CACMID Annual Conference

April 3-6, 2019

The Westin Ottawa

Ottawa, ON

# EXHIBITOR PROSPECTUS



Association of Medical  
Microbiology and Infectious Disease Canada



Canadian Association for Clinical  
Microbiology and Infectious Diseases

**AMMI Canada, CACMID and Unconventional Planning are the ONLY official housing agents for the annual conference. NO other housing company, travel agent or third party agency is authorized to place hotel reservations on behalf of the AMMI Canada – CACMID Annual Conference.**

## Who We Are

### **ASSOCIATION OF MEDICAL MICROBIOLOGY AND INFECTIOUS DISEASE (AMMI) CANADA**

AMMI Canada is the national association that represents physicians, clinical microbiologists and researchers specializing in the fields of medical microbiology and infectious diseases. Through promotion of the diagnosis, prevention and treatment of human infectious diseases and by our involvement in education, research, clinical practice and advocacy, AMMI Canada aims to serve and educate the public and also to enhance the career opportunities of its members through professional development and advocacy initiatives.

#### **Mission Statement**

**AMMI Canada:** We advance the prevention, diagnosis and treatment of infections.

### **CANADIAN ASSOCIATION FOR CLINICAL MICROBIOLOGY AND INFECTIOUS DISEASES (CACMID)**

CACMID is an organization that began from a public health microbiology background and is now one of Canada's longest-standing microbiology associations. CACMID actively promotes cooperation, collaborative research, and education amongst microbiologists, and also the development and promotion clinical standards and guidelines. CACMID is inclusive of all microbiology-related positions, including technicians, clinicians, medical microbiologists, physicians, students, research scientists and laboratory managers.

#### **Mission Statement**

**CACMID:** We advance the fields of clinical microbiology and infectious diseases in Canada through education, scholarship, advocacy and the promotion of best practices.

#### **For additional information, please contact:**

Unconventional Planning • 100 - 32 Colonnade Road • Ottawa, Ontario K2E 7J6 Canada  
Phone: 613-721-7061 / 888-625-8455 • Fax: 613-721-3581 • Email: [Dianne@UnconventionalPlanning.com](mailto:Dianne@UnconventionalPlanning.com)

## **ABOUT THE ANNUAL CONFERENCE**

The only one of its kind in Canada, the AMMI Canada – CACMID Annual Conference provides an interactive venue where experts in the fields of diagnostic microbiology, antimicrobial stewardship, infectious diseases, infection prevention and control, and public health meet. The conference attracts attendees from across Canada and internationally. As in previous years, the 2019 conference will provide updates on a variety of topics to a diverse audience of clinicians, microbiologists, laboratory technologists, public health professionals, infection prevention and control practitioners, students and residents.

The Central Planning Committee made of representatives from both AMMI Canada and CACMID governs the conference.

## **2019 PROGRAM AT A GLANCE**

Thursday, April 4

- AMMI Canada AGM and Sections Meetings (07:00-08:45)
- Plenary (09:00-11:00) **Tropical Medicine**
- State of the Art Clinical Lecture (14:45-15:45) **Behavioural Change**
- AMMI Canada – CACMID Special Lecture (16:15-17:15) **Pseudoscience and How to Spot It**

Friday, April 5

- CACMID AGM (07:00-08:45)
- Plenary (09:00-11:00) **Clinical Controversies in Infectious Diseases and Diagnostic Microbiology**
- State of the Art Clinical Lecture (14:45-15:45) **Advances in the Development of a Universal Influenza Vaccine**

Saturday, April 6

- The Incubator (09:20-10:20) **“The Pitch”**
- Plenary (14:30-16:30) **What’s Hot in Adult and Paediatric Infectious Diseases, Infection Control and Diagnostic Microbiology?**

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## **AMMI CANADA – CACMD ANNUAL CONFERENCE**

### **Total Delegate Attendance by Year**

2018 Vancouver	509
2017 Toronto	546
2016 Vancouver	486
2015 Charlottetown	314
2014 Victoria	399
2013 Québec City	405

### **Total Industry Attendance by Year**

2018 Vancouver	133
2017 Toronto	159
2016 Vancouver	152
2015 Charlottetown	93
2014 Victoria	161
2013 Québec City	175

### **Attendance by Specialty 2018**

145 - Infectious Disease
88 - Laboratory Scientists (clinical and bench scientists)
82 - Medical Microbiology
43 - Clinical Microbiology
37 - Medical Microbiology/Infectious Disease
28 - Student
19 - Paediatric Infectious Diseases/Medical Microbiology
7 - Pharmacist
60 - Other (Government, public health, veterinary, etc.)

### **Conference Dates 2019**

- Thursday, April 4, to Saturday, April 6

### **Exhibit Hall Location**

The Westin Ottawa	11 Colonel By Drive
Room: Confederation Ballroom & Foyer	Ottawa, ON, Canada, K1N 9H4

### **Show Hours**

- |                     |             |  |
|---------------------|-------------|--|
| • Thursday, April 4 | 12:30-14:30 | Exhibit Hall Open/Lunch                    |
| • Thursday, April 4 | 17:15-19:00 | Meet & Greet Reception (Cocktails)         |
| • Friday, April 5   | 11:00-14:00 | Exhibit Hall Open (Lunch from 12:15-14:00) |

### **Move-In/Move-Out Hours**

- |            |                    |             |
|------------|--------------------|-------------|
| • MOVE-IN  | Wednesday, April 3 | 13:00-18:00 |
| • MOVE-OUT | Friday, April 5    | 14:00-18:00 |

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### Booth Pricing

- 8' deep x 10' wide: \$2,625 plus 13% HST
- 4' deep x 10' wide: \$1,600 plus 13% HST
- Extra Representatives: \$100.00 plus 13% HST (each)

### Booth Materials

All exhibitors and sponsors will be provided with a standard booth as follows:

- 8' deep x 10' wide (single) OR 4' deep x 10' wide booth space (single)
- 8' high black back drape and 3' high black side drape (both sides)
- 1 - 6' long draped table (black skirt)
- 2 chairs
- 1 wastebasket
- 1 electrical outlet

NOTE: The exhibit hall floor is carpeted. The maximum booth height permitted is 8 feet.

### Scheduled Breaks/Meals in Exhibit Hall

**NOTE: The exhibit hall will not be open prior to 12:30 on Thursday and 11:00 on Friday. On Thursday, the exhibit hall will be open throughout the lunch period and again for dedicated networking time from 17:15-19:00 during the Meet & Greet Reception, which will include cocktails and hors d'oeuvres. On Friday, the exhibit will open once more for dedicated networking from 11:00-12:00 and remain open until 14:00 with lunch service beginning at 12:15.**

Each exhibiting company is entitled to access meal functions served in the exhibit hall, to a maximum of two people per booth, plus any additional registered booth representatives.

### Meet & Greet Reception

Exhibitors are invited to attend the Meet & Greet Reception in the exhibit hall on Thursday, April 4, 17:15-19:00, to a maximum of two people per booth, plus any additional registered booth representatives. Cocktails and hors d'oeuvres will be served.

### Exhibitor Recognition

A company profile (25 words per booth space) will be included in the exhibitor directory section of the final conference program guide. The final program is only available as an electronic file.

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## Booth Assignment

First round of booth assignment will be issued on or around Monday, January 7, 2019. The conference secretariat assigns space as equitable as possible using a priority system, and then a first- come first-served, space available basis. Sponsors will get first priority booth assignment, followed by first-come first-served based on registration date thereafter.

Once the first round booth assignment has been made, an updated floor plan will be posted to the websites and sent out to any remaining exhibitors to choose from available booth spaces.

Second round booth assignment will be open until Monday, February 4, 2019. If a company has not chosen a booth location by this date, the conference secretariat will assign a booth based on space available.

The AMMI Canada – CACMID Annual Conference Secretariat reserves the right to revise the floor plan to meet the needs of the majority of exhibiting companies and the overall conference.

## General Information

### Conference Hotel

The Westin Ottawa  
11 Colonel By Drive, Ottawa, ON K1N 9H4

#### Room Rates (*subject to applicable taxes*)

Traditional:	\$235.00
Deluxe:	\$285.00
Suites:	\$360.00 and up

## Online Reservations

Book your hotel rooms through our online reservation system to ensure that you receive our AMMI Canada – CACMID Annual Conference preferred rates:

- [The Westin Ottawa](#)

This online reservation link can also be found on both the AMMI Canada ([www.ammi.ca](http://www.ammi.ca)) and CACMID ([www.cacmid.ca](http://www.cacmid.ca)) websites, in the annual conference sections.

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## Hotel Accommodation and Reservations

AMMI Canada and CACMID take into consideration that exhibitors require accommodation during their participation at the annual conference and make allotments for this when negotiating meeting space, bedrooms and bedroom rates. By reserving a room at the host hotel, AMMI Canada and CACMID are able to keep conference costs low; savings we pass along to you.

**If a room block of five (5) or more rooms is needed, the space MUST be booked through the conference secretariat. Please send all room block information to the Conference Secretariat at [meetings@ammi.ca](mailto:meetings@ammi.ca) in the form of a spreadsheet, with the following information: guest names, arrival dates, departure dates, additional notes and a valid credit card to hold the reservation (*note: your credit card will not be charged unless your room block is cancelled after February 19, 2019*).**

***All exhibitors are required to reserve their hotel reservation by February 19, 2019.***

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*The AMMI Canada - CACMID Secretariat will herein be referred to as the Conference Secretariat.*

### **Application/Acceptance/Confirmation**

Acceptance of this contract by Conference Secretariat is effective when a copy of this contract is signed by an authorized representative of your organization and when a confirmation letter is issued by the Conference Secretariat. Once the contract is accepted, the application will constitute a binding agreement upon the applicant, subject to the terms, rules and regulations set forth in this contract.

### **Fees and Payments**

Exhibitor costs are listed in the AMMI Canada – CACMID Annual Conference Exhibitor Prospectus. Payment is due within 30 days of the issue date of the invoice. If payment is not received within 30 days, the Conference Secretariat will not guarantee the availability of the booth space beyond this date. Applications received less than 45 days prior to the event must be accompanied by 100% payment of fees.

Applications will be accepted in order of receipt. In the case of conflicting, simultaneous submissions, the Conference Secretariat reserves the right to determine the final assignment. All outstanding debts owed to the AMMI Canada – CACMID Annual Conference by exhibitors must be paid prior to participation in the exhibition. If such debts remain unpaid at the time of the exhibition, the Conference Secretariat reserves the right to exclude the exhibitor and its subcontractor(s) from the exhibition without liability and without forgoing right to full collection.

### **Cancellation Policy**

Cancellation by the exhibitor must be received in writing and will result in a refund based upon the following schedule. Cancellations made prior to 120 days before the beginning of the event will be provided a full refund minus a \$200 administrative fee. Cancellations received 119 to 60 days before the event shall be refunded 50% of the total exhibitor commitment. No refunds will be provided within 60 days of the event.

The Conference Secretariat reserves the right to resell/reassign exhibit space upon receipt of written cancellation. Applications not fully paid by the event start date are subject to cancellation and/or re-assignment at the Conference Secretariat's discretion, without refund and with liability for the balance remaining due.

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### **Failure to Occupy Space**

Any exhibitor not checked in one hour prior to the official opening of the hall will be considered a no-show unless the exhibiting company has made prior arrangements with the show manager. The show manager reserves the right to force set an exhibitor's booth if freight has been delivered or remove freight from the floor prior to show opening. All charges will be applied to the exhibitor's account. The Conference Secretariat reserves the right to resell, reassign or use the space of no-show companies without refund.

### **Exhibitors**

The Conference Secretariat reserves the right to change a space assignment after the assignment is made should it become necessary to do so. Exhibitors will be notified immediately should this be the case.

All demonstrations and exhibits must be confined to the exhibit booths. No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the written approval of the Conference Secretariat. Exhibitor must confine activities to the space contracted. Exhibitor will not be permitted to use strolling equipment or distribute samples or giveaways except within its booth. Any actions that may undermine the efforts of another exhibitor such as loud music or obstructing walls will not be permitted. The height of the material in your booth cannot exceed three feet along the sidewalls. The height can be up to eight feet tall along the last three feet of the sidewall at the back of your booth to accommodate pup display walls.

### **Incorporation of Exhibitor Kit**

The contents of the exhibit kit or its equivalent provided by the Conference Secretariat are hereby incorporated by reference and made part of this contract. The Conference Secretariat may, from time to time and without prior notice to exhibitors, amend the contents of the exhibitor kit. The Conference Secretariat will notify exhibitors of such changes within 30 days of implementation.

### **Meeting Space**

If meeting space is needed, exhibitors must go through the Conference Secretariat by phone at 613-260-3233, extension 103, or by email at [meetings@ammi.ca](mailto:meetings@ammi.ca).

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### **Liabilities and Restrictions**

Neither AMMI Canada, nor the Conference Facility, nor the Official Exhibition Contractor shall be liable for loss or damage to any exhibitor property and/or the property of exhibitor's subcontractor(s) in storage, in transit to or from the exhibition building, or while in the venue building contents. All property of the exhibitor and/or of its subcontractor(s) shall be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, and within the confines of the exhibition hall even though it may at times be under the temporary control or direction of the Conference Secretariat or the Official Exhibition Contractor.

Exhibitor assumes full responsibility for the acts, omissions and conduct of its representatives, agents and contractors, and agrees to indemnify, hold harmless and defend the AMMI Canada – CACMID Annual Conference, its officers and directors, employees, and agents from and against any and all claims, losses, damages, governmental fines or penalties, and costs or expenses (including court costs, interest and attorney fees) of any kind whatsoever arising from such acts, omissions and conduct except to the extent that such claims, losses and damages are the direct result of the AMMI Canada – CACMID Annual Conference's gross negligence or intentional acts. In any event, the AMMI Canada – CACMID Annual Conference's liability to the exhibitor under this contract shall be limited to and not exceed the amount of booth fees paid by exhibitor.

### **Online Exhibitor Registration**

To reserve booth space: [CLICK HERE](#)

An automated email confirmation will be sent once the booth space registration has been submitted online.

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