



TIPS FOR SPONSORS TO GET MAXIMUM VALUE FROM THEIR NAPHS ANNUAL MEETING SPONSORSHIPS

1. ***Be sure to participate in and network during all activities throughout the NAPHS 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. Sponsors can schedule one-on-one meetings with specific attendees throughout the meeting.

MONDAY, March 10, 2014

Noon - Registration desk opens

2:30pm–4:30pm
Opening Sessions

3:30pm–3:45pm
Gourmet Dessert Break

5:30pm–6:30pm
Welcome Reception
(open to all – An excellent time for networking)

7pm–9:30pm
Set up of tabletop displays

TUESDAY, March 11, 2014

7am–8am

Set up of tabletop displays

7:30am - Registration desk opens

8am–8:15am
Sponsor Coffee with NAPHS Board of Trustees

8:30am–9:30am
Opening Session

9:30am–10am
Networking and coffee with sponsors (open to all – An excellent time to meet all registrants)

10am–11:40am
Annual Meeting sessions

11:40am–Noon

Break to visit sponsors

Noon–1:30pm
Luncheon (**Sponsor area locked so that you can join meeting participants for lunch.**)

2pm–2:30pm
Congressional Briefing on Capitol Hill
The Gold Room, 2168 Rayburn House Office Bldg. (**Sponsors may attend if they would like to.**)

2:00pm–5pm
Opportunity to schedule product demonstrations and networking with meeting participants. (Some attendees will go to Capitol Hill.)

5:30pm–7pm
Board Chair's Reception – Don't miss **the networking event** for members, sponsors, speakers, and other colleagues.

WEDNESDAY, March 14, 2014

8am–10am

Policy Breakfast with Leaders in Health Care (**All must be seated for breakfast session.**)

10am
Meeting adjourns

10am–Noon
Sponsors take down exhibits

2. Join meeting participants as they listen to guest speakers. We encourage you to be seated during all meeting presentations. Get 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 decision-makers (and purchasers) for their behavioral healthcare systems and facilities. As you attend meal functions, sit in on sessions, or just make casual connections, ask those you meet what their top concerns are. 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, get assistance from the hotel staff, or simply answer a question, just stop by the registration desk. We appreciate your joining us as a sponsor, so if you need any assistance, tell our staff immediately.

5. Stay in front of the contacts you make at the NAPHS Annual Meeting. The NAPHS staff can assist you throughout the year so you can take advantage of additional opportunities to reach out to the NAPHS membership. For example, you can purchase [NAPHS mailing lists](#) and advertise in the [NAPHS Membership Directory](#).

6. Call or email us at the NAPHS office anytime if you have questions.

- Maria Merlie, 202-393-6700 (ext. 104); maria@naphs.org

7. Be aware of the NAPHS SPONSOR LIAISON during the meeting:

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

- Maria Merlie, Director of Administration and Membership Services (cell: 540-903-1560)

8. Take note of the MANDARIN ORIENTAL BUSINESS CENTER AVAILABILITY. The Business Center at the Mandarin Oriental Washington DC is available to help you conduct business with their fax, internet, equipment-rental, copying, office-products, and shipping (overnight, etc.) services. It is located on the ballroom level. **HOURS: Monday- Friday: 7:00 am – 7:00 pm.** You may also request access to the business center after hours by asking for a pass code.

9. Federal Express picks up at the Mandarin Washington DC. Please bring your *own shipping labels*. The Business Center charges for them. If you are shipping via Federal Express after the meeting, have your *shipment ready with the appropriate labels and the hotel will handle the pickup*. If you are shipping 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 sponsoring the 2014 NAPHS 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 NAPHS STAFF:

- Mark Covall, President and CEO
- Carole Szpak, Director of Operations and Communications
- Kathleen McCann, R.N., Ph.D., Director of Quality and Regulatory Affairs
- Nancy Trenti, J.D., Director of Congressional Affairs
- Caroline Scott, Executive Assistant