



Innovation Theater Specifications

LOCATION

Ernest N. Morial Convention Center
Exhibit Hall GH
Theaters 1, 2, 3

DATES

Thursday-Saturday, April 3-5, 2025

SESSION SCHEDULE & FEES

Thurs/Fri AM Session: 10:15 – 11:00 a.m. | \$41,000
Thurs/Fri Lunch Session: 12:30 – 1:15 p.m. | \$44,000
Thurs/Fri PM Session: 3:45 – 4:30 p.m. | \$39,000
Saturday AM Session: 10:15 – 11:00 a.m. | \$35,000

ATTENDEE BREAK SCHEDULE*

Sessions are strategically scheduled while attendees visit the Exhibit Hall floor during lunch and AM/PM breaks. All Innovation Theater sessions must begin and end at the scheduled times, including optional Q&A discussions. *ACP reserves the right to alter the theater times at its discretion.*

AM Break: 10:15-11:00 a.m.

Lunch Break: 12:00-1:30 p.m.

PM Break: 3:45-4:30 p.m.

**Please note that morning (10:15 a.m.) and afternoon (3:45 p.m.) sessions coincide with the start of the break time and may result in a slight delay of attendance at the start of the program.*

FOOD AND BEVERAGE

ACP provides all attendees with complimentary break refreshments and lunches at food stations in the Exhibit Hall.

Supporters are welcome to provide additional refreshments in the Innovation Theater at their own

expense. Additional catering requests should be ordered through the Convention Center Catering Vendor (information will be provided).

AUDIOVISUAL EQUIPMENT

ACP will provide the standard AV equipment as outlined below. Additional equipment can be ordered through FreemanAV contact (information will be provided). A FreemanAV tech will be available in the theater to assist you throughout your presentation.

- Speakers appropriate to theater size
- 1 Slide advancer
- 1 Countdown clock
- 1 Lavalier microphone
- 1 Handheld microphone for Q&A
- 1 LCD projector and stand
- 1 Laptop to run the presentation
- 1 Screen

ALSO INCLUDED

- Podium and electrical drop
- 2 Easels
- Classroom seating for 150 attendees
- 2 Lead retrieval units (see "Lead Retrieval")
- Complimentary registrant list for preshow mailer
- Session title and time listed on onsite signage at Convention Center
- Session information included on official Internal Medicine Meeting Web site, Onsite Industry Guide, and meeting app.

Booth Requirement

All Innovation Theater supporters must have a minimum exhibit space of 100 square feet in order to secure a session. Since only fully paid contracted Exhibitors are eligible for participation in the theater, cancellation of exhibit space automatically results in cancellation of an Exhibitor's theater slot(s).

EXHIBIT HALL BADGE

For security purposes, staff, attendees, and speakers must display a badge issued by ACP. This badge will permit access to the Exhibit Hall. Badge registration details will be provided.

LEAD RETRIEVAL

ACP will provide 2 lead retrieval scanners and 2 temp workers to scan attendees as they enter the Innovation Theater. E-mail addresses and NPI numbers for attendees will be included if available. The leads do not include phone numbers or company affiliations. Leads will be delivered to the supporting company within 1 week post-show.

NO IMPLIED ENDORSEMENT

Innovation Theaters are considered unofficial programs (not supported by ACP). Therefore, there can be no implication in any promotional materials, or during these events, that sessions are connected with Internal Medicine Meeting 2025, are presented in cooperation with ACP, or are endorsed by ACP. In describing these events, you may not use such phrases as "presented during," "presented in conjunction with," or "prior to" Internal Medicine Meeting 2025. The use of Internal Medicine Meeting 2025 or the ACP name, logo, or seal is strictly prohibited, with the exceptions outlined in the "Promotional Materials" section. Supporters and their speaker(s) for Innovation Theaters should be informed of these restrictions.

PROMOTIONAL MATERIALS

Any promotional materials (including but not limited to mailers, invitations, and signs) must receive ACP approval before printing, distribution, or posting. Invitations and announcements addressed to Internal Medicine Meeting 2025 attendees should clearly indicate the name of the organization funding the program, and must in no manner mention, directly or indirectly, ACP.

Exceptions to "No Implied Endorsement" policy:

- All promotional materials MUST SHOW the following disclaimer statement on the cover/front page: "This event is not a part of the official Internal Medicine Meeting 2025 Education Program and does not offer CME credit."
- Innovation Theaters may refer to the program as "in the Exhibit Hall at Internal Medicine Meeting 2025."

SESSION MATERIALS / SHIPPING

The supporter will be responsible for the printing and shipping of any session materials and signs. Shipping labels will be provided.

ACP Support Staffing

ACP will provide logistical support onsite. Should you have any onsite issues and require assistance, you can contact us at 215-351-2544 or x2541, or email exhibits@acponline.org.

SIGNAGE

ACP offers an onsite schedule listing outside the theater entrance. Supporters are STRONGLY encouraged to create two (2) 28" x 44" signs for display. These signs may be placed on easels (provided by ACP) outside the theater. Signs may not be placed in other venues, other areas of the Convention Center, buses, taxicabs, etc. Signs must follow our "No Implied Endorsement" and "Promotional Materials" policies.

DISTRIBUTION OF LITERATURE

Literature or other materials may not be left or distributed in ACP common areas such as main aisles, lounges, registration, hotels, etc.

CANCELLATION POLICY

In the event your company chooses to withdraw your reserved Innovation Theater session, a refund will be provided only when the following conditions are met in full:

- The entire Innovation Theater schedule is sold out **AND**
- ACP is able to resell your time slot

INSTALLATION & DISMANTLING

Innovation Theater supporters will have access to the theater one hour before their assigned session time. Supporters and their speaker(s) are allowed to "prep" during this time. After the presentation, supporters must remove all literature, materials, handouts, etc., from the theater within 15 minutes after the slotted time.

PRESENTATION SLIDES

Supporting companies are not required to submit their presentations to ACP for approval. It is recommended to bring them on a flash drive, and also having a Cloud or e-mail backup. Contents of the slides must follow the "No Implied Endorsement" policy.

REGISTRATION

Seats are available on a first-come, first-served basis for Internal Medicine Meeting attendees. Minimum attendance numbers cannot be guaranteed by ACP.

DISCLAIMERS

ACP is not responsible for unsatisfactory outcomes. Every effort is made to avoid placing competing topics on the same day and time; however, it is not guaranteed.

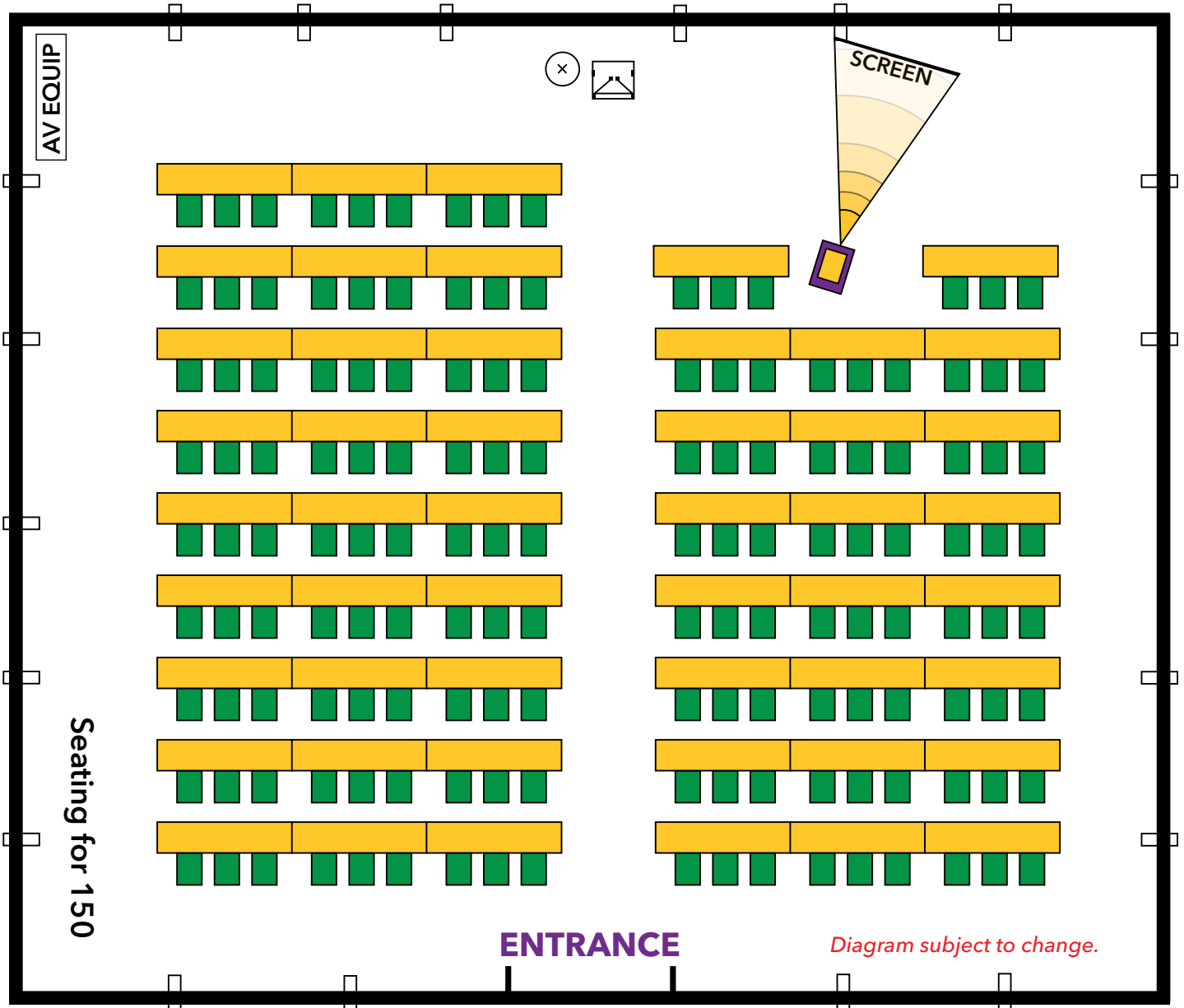
INDEMNITY

The supporting company and organizer of the session (if applicable) agree to indemnify and hold ACP harmless from any claims or damages to persons or property that arise from the Innovation Theater session and to add ACP

as an additional insured on its liability insurance for the Innovation Theater.

THEATER DIAGRAM

Each Innovation Theater is set up with classroom seating for 150. The front of the theater consists of smoke plexi panels with an opening for the entrance. To view the Exhibit Hall Floorplan, [click here](#). *Exhibit Hall Floorplan and theater layout subject to change.*



Looking for ways to promote your session?

Visit [Advertising & Sponsorship Opportunities](#)