

**ACP JOB PLACEMENT CENTER EARLY BIRD- JOB POSTING ORDER FORM**

Please print clearly to avoid delays in processing your order.

Name \_\_\_\_\_ ACP ID or Booth # \_\_\_\_\_  
 (First) (MI) (Last)

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal \_\_\_\_\_

Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail (where job seekers' profiles should be sent): \_\_\_\_\_

**JOB POSTING INFORMATION:**

- All postings will be displayed at the ACP Job Placement Center April 3-5, 2025.
- Postings must be a high-resolution, 8.5" x 11", 4-color PDF and can list multiple openings.
  - Exhibitors **MUST** include the booth # on their postings.
  - Physicians **MUST** include their name and contact information during the meeting.

**Appropriate wording for physicians:**  
*During Internal Medicine Meeting 2025, contact Dr. Smith at (list cell phone number or e-mail address).  
 After the meeting, contact (list person's name and contact information at the office).*
- We highly recommend including a QR code on your posting to provide physicians with additional information about your opening and organization.
- Double-sided postings will be charged as 2 separate postings, and both sides will be displayed as such in the Center.
- There is no limit to the number of postings you can submit.
- PDFs of the postings **MUST** be submitted by March 31st to be available at the ACP Job Placement Center, on the Internal Medicine Meeting 2025 app, and included in the link provided to physicians who visit the Center.
- Postings submitted April 1-5 will be displayed in the Center and included in the e-mail sent to participating physicians after the meeting.

**EARLY BIRD DISCOUNT ENDS: December 31<sup>st</sup> 2024**

<b>Number of Postings Submitted</b>	×	<b>Cost per Posting</b>	=	<b>Total Amount Due</b>
_____		<b>\$350</b>		\$ _____

**Postings submitted January 1-March 7 will be charged \$400.00 per posting.**

**Postings submitted March 8-April 5 will be charged \$650.00 per posting.**

**PAYMENT OPTIONS** (Payment in full is required.)

\_\_\_ **Credit Card (information must be submitted by phone)**

Contact Kim Williams at 215-351-2665.

\_\_\_ **Check #** \_\_\_\_\_

(Make checks payable to ACP. Must remit in U.S. funds drawn on a U.S. bank.)

**MAILING and E-MAILING INSTRUCTIONS**

**Mail: Send 25 hard copies of your posting, check (if applicable), and order form to the address below.**

**The items MUST arrive by March 22.**

Lauren Cohen  
 American College of Physicians  
 190 N Independence Mall West  
 Philadelphia, PA 19106

**E-Mail: You **MUST** submit the completed order form and electronic version of your posting to:**

[jobplacementcenter@acponline.org](mailto:jobplacementcenter@acponline.org)