

ACP JOB PLACEMENT CENTER - 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 Seeker's Profiles should be sent): _____

JOB POSTINGS REQUIREMENTS/INSTRUCTIONS:

1. There is no limit to the number of postings you may place, but you will be charged \$350 per posting.
2. You may list multiple openings in your posting.
3. Postings must fit on a single one-sided 8.5x11 sheet, and there is no charge for color.
4. **Double-sided postings will be charged as 2 separate postings, and both sides will be displayed.**
5. **Exhibitors, MUST** include the booth # on their postings.
6. **Physicians MUST** include their name and contact information during the meeting.

Appropriate wording for physicians:

During Internal Medicine 2020 contact Dr. Smith at (list cell phone number or email address).

After the meeting contact (list person's name and contact information at the office).

7. It is the exhibitor's responsibility to check their supplies at the end of each day and replenish as necessary.
8. Electronic Job Postings - All postings submitted before April 15. will also be available electronically to participating physicians onsite.

DISCOUNT DEADLINE: March 25, 2020

Number of Postings Submitted	Cost per Posting	Total Amount Due
_____	_____	_____
X	\$350	= \$

Postings submitted March 26 - April 25 will be charged \$600.

PAYMENT OPTIONS (Payment in full is required.)

___ Credit Card (information must be submitted by phone)

Contact: Paula Bayard at 215-351-2671.

___ Check # _____

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

MAILING and EMAILING INSTRUCTIONS

Mail: Send 50 hard copies of your posting, check (if applicable), and a copy of the order form to:

Vera Bensch
American College of Physicians
190 N. Independence Mall West
Philadelphia, PA 19106

Email: You **MUST** submit completed order form and electronic version of your posting to:

jobplacementcenter@acponline.org

PLEASE NOTE: An URL containing the job posting will be distributed to physicians visiting the Job Placement Center. **Due to production schedules your posting must be received by April 15, 2020 to be included.** Postings received after April 15 will be included in the post meeting e-blast, which will be sent to all participating physicians.