

ASSOCIATION FOR
INSTITUTIONAL RESEARCH
49th ANNUAL FORUM
ATLANTA MAY 30 - JUNE 3, 2009

WORLD CLASS
INSTITUTIONAL
RESEARCH



Exhibitor FAQs

How do I submit company information, including our Web and print logos?

- Please visit the [Exhibitor Submission](#) page to enter your company information. Be sure to include a high resolution logo for print materials, and a Web logo for inclusion of your sponsorship on the 2009 Forum Web site.
- If you have already entered and locked your exhibitor information, please contact [Kelly Meyer](#) to review and make changes to your submission.
- Friday, March 6, 2009, will be the last day submissions and changes will be accepted.

When do I need to submit my Exhibitor Session information and what needs to be included?

- Please submit your Exhibitor session information by Monday, February 23, 2009 to [Kelly Meyer](#).
- Please include the following information: Session title; an abstract of 100 words or less; presenters' name(s), e-mail, and title; and audio visual and Internet needs.

When will I receive the Forum Attendee Mailing list?

- You may either request to receive the Attendee Mailing list five weeks before the Forum, on Friday, April 24, 2009, or two weeks after the Forum, on Friday, June 19, 2009. Both lists will not be available, you may only choose one.
- Please send your requests in writing to [Kelly Meyer](#).

When will I be contacted by the general services contractor/decorator?

- The general services contractor will be contacting all exhibitors approximately six to eight weeks before the Forum.

When will booths be assigned?

- Booth spaces will be assigned by mid-spring. Once completed, all exhibitors will be contacted regarding assignments.

To whom and when should I send my updated exhibitor representatives list?

- Please send your updated exhibitor representatives to Kelly Meyer, no later than Tuesday, March 31, 2009 to guarantee their registration to the AIR 49th Annual Forum.

When do I need to send my promotional materials, how many are needed, and where should they be shipped?

- AIR Forum Sponsors (Bronze – Platinum) will have the opportunity to submit one piece of promotional material to be included in our Forum registration packets. The materials need to be shipped to the Atlanta Marriott Marquis to arrive no later than Tuesday, May 26, 2009. We are expecting approximately 1,500 attendees this year. More shipment information will be available by the end of March.

Who should I contact with questions, changes, or special requests?

- Any questions, changes, or special requests may be sent directly to Kelly Meyer at kmeyer@airweb.org or by calling 850-385-4155, ext. 115.