

FMEC Residency Fair Booth Exhibitor Information

2024 FMEC Annual Meeting

Friday, September 20: 7:00 pm - 9:00 pm

Saturday, September 21: 4:45 pm - 6:45 pm



Thank you for supporting the 2024 FMEC Annual Meeting. Your presence will be greatly appreciated by both the FMEC and the medical students you meet! The FMEC will do all we can to make this a positive experience for you. Please read the background information below to prepare you for participating in the Residency Fair at the 2024 Annual Meeting.

Please share this information with the faculty and residents who will be staffing your Residency Fair booth.

Location Assignment/Booth numbers

Programs are grouped alphabetically by state, then alphabetically by organization name. If you require grouping with specific booths, please contact shayla.rammel@fmec.net. You will receive your booth location the week of August 12 or soon thereafter.

Residency Fair Schedule

Friday, September 20

10:00 am to 1:00 pm - Booth setup

7:00 pm to 9:00 pm - Residency Fair

Saturday, September 21

4:45 pm to 6:45 pm - Residency Fair

6:45 pm to 8:00 pm - Booth breakdown

Note that materials cannot be left in the room over Saturday evening; all materials must be removed by 8:00 pm Saturday.

Annual Meeting Policies

Please review all [FMEC Annual Meeting Policies](#) before you come to the meeting.

Adherence to the Residency Fair Schedule

The FMEC does not want students or faculty to be distracted from the academic presentations, for their own benefit and for that of the speakers. Therefore, we encourage you to set up quickly on Friday, and we do not allow people into the Residency Fair room until the Residency Fair officially begins. The Residency Fair will not be opened to students and should not be staffed by your team until 7:00 pm on Friday and 4:45 pm on Saturday. Please focus your attention on the academic sessions and the excellent content that the presenters have prepared.

Registrations

Registration will open in mid-March. Early bird pricing will run through June 28th, after that prices will increase to regular registrations rate through August 9th. After August 9th, we will not accept additional residency fair booths.

When registering for you booth, please note that you will be asked for the information below:

Page 1: Enter Residency Program and Residency Program Director contact information *as you would like it to appear in marketing materials, the conference program, and the conference app*

Page 2: Enter the name/contact information of the Program Director or Faculty who will attend the Annual Meeting and staff your Residency Fair booth. Also, enter the name/contact information for the FREE Resident attendee (\$400 value) included with your Residency Fair booth. This will be both of these individuals registration for the meeting and they do NOT need to register as an individual for the meeting. If you don't know the exact resident at the time of completing this form, you can place "N/A" in the line and we will circle back with you closer to the meeting to get the name of the resident you will be sending.

Page 3: Review and accept the meeting policy/terms of the agreement

Page 4/5: Register and pay for the following:

- Residency Fair Display Booth - **Required**
- 2024 Annual Meeting Individual Registration (Director/Faculty staffing the booth – **Required**)
- 2024 **FREE** Resident - **Optional**
- Student Scholarship Contributions – **Optional**

After you complete the Residency Fair form and you need to register additional attendees for the meeting, you can do so with the individual meeting registration form.

Giveaways

The FMEC asks that items distributed from the residency fair booths be primarily educational and/or informational about the program and its community. Modest trinkets or giveaways such as pens, hand sanitizers,

and small candies are acceptable, however, we discourage programs from handing out items that are large or very valuable (such as t-shirts or gym bags), or any items that may cause a nuisance by being loud or difficult to clean up. If you have questions about an item you intend to bring, please contact Shayla Rammel at shayla.rammel@fmec.net in advance to confirm it is acceptable. If you require electricity for your booth, please complete that section on the form and there will be a charge for it. If you plan to ship items to the meeting, label instructions and/or cost will be in your confirmation email.

Student Drawing

To encourage interaction, we offer students the opportunity to win a prize. Students who obtain five (5) signatures, on a special form we provide, are eligible for drawings that will award door prizes. The forms and drawings are separated, with one for first and second-year students and one for third and fourth-year students. Please sign the form for each student who interacts with a representative at your booth. We'll leave it to your judgement to decide how much interaction is required before you'll add your signature. Each evening, drawings will occur during the last half hour of the Residency Fair.

Representing Family Medicine and Your Program

Over 300 students attend the Annual Meeting every year! At the meeting, you will meet students ready to begin applying to programs, along with those who are not at that stage but there to learn more about family medicine and hear about special educational summer experiences, preceptorships, or other programs that you may offer. The meeting itself, and the opportunity to interact with enthusiastic faculty and residents, make a powerful impact on students who are considering family medicine or primary care. Feedback from students over decades of the FMEC Residency Fair has helped us to understand that hard sells and "hustling" of students are counter-productive strategies. Students want the chance to meet the many faculty and residents who attend the meeting, hear their authentic stories about family medicine and the communities they work in, and learn from their perspectives.

Scholarship Support

Many of you, as programs and individuals, have donated to support student scholarships. THANK YOU! If you are interested in contributing, visit [FMEC Student Scholarships](#).

Program

We will post a link to the program (August) with details about this year's program. We will also have a mobile app for the meeting.

**Please let me know if you have any questions.
We are looking forward to a great weekend with you!**

**Shayla Rammel
Residency Fair Coordinator
shayla.rammel@fmec.net**
