



# 2023 Lower Extremity IEP

## Fellows & Young Surgeons' Course

April 14 -16, 2023 | Loews Atlanta Hotel | Atlanta, Georgia

### SPONSOR INFORMATION

Subject to change, Last Updated: December 28<sup>th</sup>, 2022

#### HOTEL RESERVATIONS

Rate: \$229.00/night + tax

Check-In: 4:00 PM

Check-Out: 11:00 AM

[How to Reserve](#)

You can reserve your hotel rooms through thegroup blocklink:

<https://www.loewshotels.com/atlanta-hotel/lower-extremity-iep-group>

The cut-off date for accepting reservations is **March 22nd, 2023**; discount rates may not apply after this date. Reservations are made on a first-come, first-served basis and are subject to room availability.

#### COURSE PROCEDURE

There will be two (2) breakout sponsor didactic sessions on Saturday. Groups of 2-3 attendees will rotate to each sponsor's exhibit table during these two sessions. Sponsors will have approximately eight (8) minutes with each attendee group.

#### SET-UP / BREAKDOWN

[Booth Numbers](#)

Your booth number will be distributed along with an exhibit hall map 2 weeks before the start of the course.

[Available Space](#)

A standard table, up to 10', will be provided for you. **We ask that you notify us ahead of time if you will require additional space.**

[Start / End Times](#)

You will have access to the exhibit space on Saturday at 5:00PM. Please be ready by **9:35AM Saturday** for the first didactic session. The last didactic session will conclude at **4:25PM Saturday**. You will have access to the room until **7PM on Saturday** to break down your exhibits.

**Sponsors are invited to attend the Friday night cocktail reception, breakfasts, lunches, and faculty presentations throughout the weekend.**

[Storage](#)

There will be a storage space near the meeting room available near the meeting room. Supplies may be stored in our storage room.

[Power/Electricity](#)

If you require power **please confirm through Lindsay Castro** and the booth will be ready with power at set up.

#### SHIPPING INFORMATION

All boxes must be addressed in the following manner:

Loews Atlanta Hotel

Attn | Lauren LeBlanc

1065 Peachtree St. N.E.

Atlanta, GA 30309

Hold for (Company Name)

Group (Lower Extremity April 14-16)

Box \_ of \_

[Shipping Details](#)

Please have shipments arrive by **April 14<sup>th</sup>** and no earlier than **3 days** prior to avoid storage issues. Please send your package tracking numbers to Lindsay Castro to pass along to the hotel. See the shipping logistics for more details on handling charges.

[Return Shipping](#)

Please make sure you bring your own shipping supplies- tape, labels, boxes. **All shipments require a return label with credit card information to charge.**

#### REPRESENTATIVE INFORMATION

The deadline to confirm your list of representatives is **April 1, 2023**. Please send the following information to Lindsay Castro to confirm attendance: **full name, title & email**. This information will be provided to attendees (Fellows & Young Surgeons) so they can reach out to your reps after the event.

#### FELLOWS & YOUNG SURGEONS INFORMATION

A database of attendees' email addresses and centers will be made available to all Premier and Foundation Level sponsors two weeks before the course. Fellowship level sponsors will receive the list at the course.

#### QUESTIONS?

Additional information regarding the table rotation schedule and table assignments will be provided closer to the date of the course. If you have any questions, please contact **Lindsay Castro** at the following:

**Lindsay Castro**

**Email:** [Lcastro@magnifigroup.com](mailto:Lcastro@magnifigroup.com)