Good Morning

The North Carolina Rheumatology Association (NCRA) is excited for our 2023 Annual Conference. We will follow CDC guidelines, City of Charlotte guidelines, as well as The Westin Charlotte guidelines to ensure the safety of our participants.

NCRA appreciates your support of the NCRA 2023 Annual Meeting. My team looks forward to working with you or your representatives March 17 - 19 at the Westin Charlotte. The exhibit hall is in the Grand Ballroom C/D at The Westin. The hotel address is 601 S. College Rd, Charlotte, NC 28202.

Information regarding hotel accommodations, shipping and receiving, exhibit hall hours, registering your representatives, etc. is available on our website. It is imperative that you follow shipping instructions. If you do not your boxes will not be available until 9am on Saturday.

Please share your **corporate description** (50 words or less) before March 1, 2023. This will be included in our conference magazine. We will add this to the conference mobile app. You will have the ability to add a longer description when you build your profile.

Your **logo** in EPS format must be shared with us by March 1, 2023. We will add to your profile on the conference mobile app.

Exhibit Hall
We will supply X draped tables, and X chairs for your display. The tables are 6' X 30".

Your display must fit either on or behind your tables. If they extend beyond your area, items will be moved.

- Single table: 6' W X 5' D
  - Your table is 2.5" deep and then you have approximately 2' behind the table
- Double table: 12' W X 5' D
  - Two 8' tables side by side; each table is 2.5" deep and then you have approximately 2' behind the table
- Triple table: 18'W X 5'D
  - Three 8' tables side by side; each table is 2.5" deep and then you have approximately 2' behind the table

If you do not need your tables, please notify Tammy by March 1. Your space will be marked on the floor.

If you need your tables split, notify Tammy as soon as possible and not later than February 15.

Please be respectful of other vendors and do not block attendees view of their display.

Registering Your Attendees & Building Profile on Mobile App

On February 2 or when you registered for the conference, you were sent a link from Cvent to register your attendees and build your profile on the conference app. Attached to this email are instructions on how to register your attendees and build the profile.

This is a Face to Face conference, and the app will be used by attendees to view schedule, download handouts, and see who is in the exhibit hall. While the profile allows you to add quite a bit of content we recommend limiting your content to basic organizational information and only a few handouts or links. The mobile app can be used as supplement to a meeting or as a fully virtual meeting. That is why you see options such as Virtual URL that we will not be using but can't be turned off.

If you have any questions do not hesitate to contact me.

Tammy Bulger