



May 15, 2019

Dear Health Care Facility Representative:

Plans are set for the **Annual Georgia Medical Fair**! The Georgia Board for Physician Workforce pleased to host the Medical Fair again this year at the University Center on the campus of Mercer University in Macon, Georgia, on Friday, September 27, 2019. The Medical Fair is an excellent opportunity to recruit healthcare professionals for current or future needs in your community. Invited attendees are resident physicians currently in graduate medical education programs and other physicians from across Georgia and the Southeast.

Enclosed is the **2019 Georgia Medical Fair** registration packet including registration information, links for hotel booking, and other event-related information.

We look forward to seeing you this year! Feel free to contact Daniel Dorsey if you have any questions or concerns regarding this year's fair at 404-463-6775 or ddorsey1@dch.ga.gov. Visit our website (www.gbpw.georgia.gov) for up-to-date information on this year's fair.

Sincerely,



**Georgia Board for
Physician Workforce**

Registration Information

- ✓ Complete the online application linked below:
<https://gbpw.georgia.gov/webform/2019-georgia-medical-fair-exhibitor-registration-form>
- ✓ Make all checks payable to the “Georgia Board for Physician Workforce” with “2019 Medical Fair” in the memo line.
- ✓ Booth spaces will be held after receipt of **online application**. Payment is not necessary to hold a booth space.
- ✓ However, by submitting the online application, you **ARE** considered registered and will be held to the cancellation policy.
- ✓ Facility registration includes two (2) facility representatives for all Medical Fair functions. Additional guests/representatives will be charged \$100.
- ✓ Confirmation packets with more detailed event information will be emailed out upon receipt of registration and payment.

Hotel Information

- ✓ Location:
Hilton Garden Inn Macon/Mercer University
1220 Stadium Drive
Macon, GA 31204
- ✓ Room rates are \$119.00 + tax. Reservations must be made by **Sept. 12, 2019** to be included in the room block. Reservations may be cancelled if notice is received at least 48 hours prior to arrival.
- ✓ To make room reservations at the discounted rate, call 478-741-5527 and identify yourself as a **2019 Georgia Medical Fair** attendee OR book online at
https://secure3.hilton.com/en_US/gi/reservation/book.htm?inputModule=HOTEL&ctyhocn=MCNGAGI&spec_plan=GMF&arrival=20190926&departure=20190927&cid=OM,W,W,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT.
- ✓ More information about the hotel and its amenities can be found here:
<https://hiltongardeninn3.hilton.com/en/hotels/georgia/hilton-garden-inn-macon-mercerv-university-MCNGAGI/index.html>

Exhibit Information

- ✓ Exhibits will be located in the Heritage Hall area of the University Center.
- ✓ Each exhibit will consist of the following:
 - 6-foot table
 - 2 chairs
- ✓ Exhibit booth area will be open at 8:00 a.m. for setup. All spaces should be setup and ready by 11:00 a.m.
- ✓ Only two representatives will be allowed in the booth space at one time
- ✓ Wi-Fi will be included at the venue for no charge. However, if you need electricity, please indicate so on your registration form.
- ✓ Decorations are welcome, however please be mindful of your neighbors and keep all décor and materials inside your space.
- ✓ Please use only visual equipment-no audio.
- ✓ Door prizes are welcomed and encouraged! Door prizes will be given away throughout the Fair. Please limit the number of prizes to two prizes for the fair. Value for both door prizes cannot exceed \$100 total.

Other Event Information and Guidelines

Eligible exhibitors for attendance are facilities with locations in Georgia and **recruiting only for Georgia-based practice opportunities.**

Facilities found distributing information or influencing health professionals to practice in another state or in a location not represented at the Medical Fair ***will be required to leave the Fair without refund*** and their facility may be ineligible for participation in future Medical Fairs.

CANCELLATION POLICY: By submitting the enclosed registration materials, facilities are committing to attending and exhibiting at the 2019 Georgia Medical Fair for the duration of the event. If for some reason, facilities are unable to attend after submission of the registration materials to GBPW, written notice must be received by GBPW **30** days before the event in which case all but \$75.00 of your registration payment will be refundable. Within **30** days of the beginning of the Medical Fair, there will be no refund for cancellation unless another party is available to fill the vacant exhibit spot. If another exhibitor is available to fill the vacant spot, all but \$25 will be refunded.

Registration Fees

Before Sept. 1st:

Rural Facility Registration: \$250

Non-Rural Facility Registration: \$500

After Sept. 1st:

Rural Facility Registration: \$350

Non-Rural Facility Registration: \$700

Rural: For hospitals/health care facilities whose main campus is in a county with a population of less than 50,000 people

Non-Rural: For hospitals/health care facilities whose main campus is located in a county with a population in excess of 50,000 people

Each facility registration is good for up to two representatives. If your facility requires more than two representatives, please add \$100 per extra attendee.

Please make registration checks payable to the *Georgia Board for Physician Workforce* and mail to:

**Georgia Board for Physician Workforce
ATTN: 2019 Georgia Medical Fair
2 Peachtree Street NW, 6th Floor
Atlanta, GA 30303**

Questions? Contact Daniel Dorsey with the GBPW at 404-463-6775 or ddorsey1@dch.ga.gov