

*National Association of Medical  
Minority Educators, Inc.  
2013 Student Recruitment Fair and  
Workshops  
September 7, 2013  
William Pitt Student Union,  
The University of Pittsburgh*

**Maximizing the Wisdom,  
Train the Trainer**



**STUDENT  
RECRUITMENT  
FAIR  
PROSPECTUS**

**NAMME**

[www.nammenational.org](http://www.nammenational.org)

## **Promoting Quality Education**

NAMME is a national organization dedicated to developing and sustaining productive relationships as well as action-oriented programs among national, state, and community stakeholders working to ensure racial and ethnic diversity in all of the health professions. NAMME also seeks to provide critical guidance and professional development opportunities for individuals dedicated to these efforts and the students they serve.

## **Formation of NAMME**

The National Association of Medical Minority Educators, Inc. (NAMME) was established in 1975 by a group of educators concerned about the shortage of minority health care providers. It was paramount that an organization be established to address important issues impacting minority students.

Since that time, NAMME has grown into a 501 (c) (3) tax exempt organization with significant representation from all aspects of health professions education. The organization has members representing health professions institutions across the country, and continues to attract members from all health disciplines.

## **The Vision**

NAMME visualizes itself as the lead organization in providing informational resources, training and advocacy to stakeholders working to insure diversity in the health professions. Our efforts will serve as a foundation to strengthen academic preparation and access to health professions education for individuals who are members of historically underrepresented groups, and those who are economically and/or educationally disadvantaged. NAMME expects its efforts to ultimately contribute to the reduction of health disparities wherever they exist and to reduce the incidence of poor health outcomes among the underserved.

## **NAMME Members**

NAMME membership is made up of:

- Individuals committed to the education and/or development of minority students for the health professions.
- Individuals who make outstanding contributions to increase minority access to the health professions.
- Students interested in the education of minority personnel for the health professions.

## **NAMME Conference**

This will be the 38th NAMME Annual Conference. The 2013 theme is "*Maximizing the Wisdom, Train the Trainee*".

## **Who Should Participate**

Educational institutions and organizations who wish to reach a vast number of minority students as well as those individuals who seek to access a network of professionals committed to diversity in the health profession.

## **NAMME Office**

Please contact Felicia Kenan Boyles toll-free at (855) 201-6247 for more information. NAMME, 1500 Sunday Drive, Suite 102, Raleigh, NC 27607, (919) 573-1309, Fax (919) 573-1310, [fkboyles@firstpointresources.com](mailto:fkboyles@firstpointresources.com).

## **ABOUT NAMME**

## When and Where

The 2013 NAMME Annual Student Recruitment Fair will be held at the University of Pittsburgh, in the William Pitt Union, 4200 Fifth Ave Pittsburgh, PA 15213.

## Recruitment Fair times

Saturday, September 7 (William Pitt Union)

- Recruitment Hours: 2:00 pm – 4:00 pm

## Tabletop Equipment and Services

Each recruiter will be provided one 6 foot draped table and one recruiter badge. **Please note if you bring equipment for your area it must fit in your designated space. You will not be allowed to place equipment in other areas of the fair.** Acknowledgement letters will be sent to the contact person noted on the contract with confirmation for the recruiter table.

## Application for Recruitment Table

The application for the recruitment tables is provided within this prospectus. The full amount for the recruitment table must accompany the application.

## Recruiter Registration

The registration desk will open on daily from 11:00 am to 2:00 pm.

## Recruiter Housing

All housing will be handled by the Westin. To make reservations please contact the hotel directly (412) 281-3700 or through the web link on the NAMME website at [www.nammenational.org/generalinformation.html](http://www.nammenational.org/generalinformation.html).

## Installation and Dismantling

Please refer to the following shipping information for delivery of packages to the convention center:

- All Shipments should be scheduled to be delivered no earlier August 1, 2013 to the Westin Convention Center. No shipments will be accepted at the University of Pittsburgh.
- Items must be labeled as follows:
  - NAMME and On-Site Contact – address to the person that will be looking for the packages
  - c/o The Westin Convention Center Pittsburgh
  - 1000 Penn Avenue
  - Pittsburgh, PA 15222
  - Hold for NAMME September 4-7, 2013 Conference
  - Box(es) \_\_\_ of \_\_\_ (Multiple boxes must be numbered)
  - Kelly Pry Westin Convention Service Manager

The recruitment area will be located in **the William Pitt Student Union at the University of Pittsburgh**. Location of table tops will be provided to recruiters during general registration. Table tops may be pre-assigned or re-assigned to accommodate the number of recruiters as needed by NAMME management.

**RECRUITMENT  
FAIR  
INFORMATION**

## Handout Materials

All handout materials are expected to be of a professional nature. NAMME reserves the right to disallow any material that they believe to be inappropriate.

## Recruiter Badges

Recruiters will be given a badge for each personnel. All personnel will be required to wear a NAMME recruiter badge to enter, and while in the fair and workshop areas. No persons shall gain entrance without the proper badge. It will be the responsibility of each company to provide an accurate listing of representatives to the NAMME office by September 1, 2013 to pre-register their personnel.

## Recruiter Amenities

- 6x8 Table
- Two Chairs
- Complimentary Half Page ad in annual meeting conference program book  
\*\* (Dimensions: 7.5 x 4.78 inches, B&W only)

## Liability

Recruiters agree to protect, save, and hold the National Association of Minority Medical Educators, the host hotel, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the recruiters or those holding under the recruiter, and save and hold harmless the Indemnities against and from any and all losses, costs, and damages from or out of or by reason of said recruiters occupancy and use of the recruitment fair premises, the hotel, or any part thereof.

## Cancellation of Contract

1. **CANCELLATION:** In the event that notification of intent to cancel is received by the NAMME management at least 45 days prior to the opening of the fair, all sums paid by the recruiter, less a service charge of \$100 per booth, will be refunded.
2. **LATE CANCELLATION:** Cancellations within 45 days prior to the opening to the fair obligates the recruiter to full payment of the rental. No refund will be made after this date.
3. **FAILURE TO PAY:** Failure to remit the balance of table rental by the date specified on the application form constitutes cancellation of contract, and the reserved space will be subject to resale without refund of deposit.

**FAILURE TO OCCUPY SPACE:** Space not occupied by the close of the recruiter installation period as specified in the accompanying materials will be forfeited by the recruiter and his space may be resold, reassigned, or used by the management without refund, unless prior approval is obtained, in writing, from the management.

**RECRUITMENT  
FAIR  
INFORMATION**

**Mailing Information:**

Contact Person (for mailing): \_\_\_\_\_

Onsite Personnel: (You can supply names until September 1, 2013)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICATION  
FOR SPACE**

**Recruiting Preference:**

Recruitment Table w/conference registration: .....\$150 <input type="checkbox"/>	Recruitment Table w/conference registration ( <u>late &amp; onsite</u> ) .....\$200 <input type="checkbox"/>
Recruitment Table w/o conference registration: .....\$400 <input type="checkbox"/>	Recruitment Table w/o conference registration: ( <u>late &amp; onsite</u> ) .....\$600 <input type="checkbox"/>

Booths are assigned on a first come, first served basis. You will be notified of all booth assignments.

**Payment Options:**

**Payment: Check OR Credit Card**

**Personal Check: #** \_\_\_\_\_

**Institutional Check: #** \_\_\_\_\_

**Credit Card Type:**  Visa,  MasterCard  AMEX

Credit Card #: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Total Amount Enclosed: \$** \_\_\_\_\_

**Institution/Organization:** \_\_\_\_\_

As part of the 2013 NAMME Conference recruitment fair package, recruiters receive a complimentary black and white half-page ad within the conference program. Additional premium ad space may be purchased from the options below. Please note, ad fees are in addition to recruitment fair fees.

Complimentary Half Page Ad – (B&W only)	\$0.00	7.5 x 4.78 inches
Full Page Ad – Inside Front Cover (B&W only)	\$300	7.5 x 10 inches
Full Page Ad – Inside Back Cover (B&W only)	\$300	7.5 x 10 inches
Full Page Ad – Outside Back Cover(B&W only)	\$300	7.5 x 10 inches
Full Page Ad – Inside Pages of Program (B&W only)	\$200	7.5 x 10 inches

**ADDITIONAL  
AD SPACE  
REQUEST**

Ad Requirements – Please submit ads in one of the following methods. Please check spelling, spacing and punctuation, and capitalization before submitting. Ad submissions deadline is **August 1, 2013**.

**Supply black and white camera-ready art to exact size specifications in JPEG, TIFF or PDF via email to [fkboyles@firstpointresources.com](mailto:fkboyles@firstpointresources.com) or send a PC formatted CD or flash drive to NAMME at 1500 Sunday Dr. Ste 102, Raleigh, NC 27607.**

Recruitment tables are limited to the first 70 registrants and are not confirmed until you receive notification and table assignment. If you do not receive confirmation at least one week after the deadline, contact Felicia Kenan Boyles at [fkboyles@firstpointresources.com](mailto:fkboyles@firstpointresources.com). The program booklet will be distributed to NAMME members and attending students. Proceeds benefit the NAMME National Scholarship Fund.

Additional Ad Space	
Inside Front Cover:.....\$300 <input type="checkbox"/>	Outside Back Cover:.....\$300 <input type="checkbox"/>
Inside Back Cover:.....\$300 <input type="checkbox"/>	
Inside Standard Ad:.....\$200 <input type="checkbox"/>	

**Payment Options:**

**Payment: Check OR Credit Card (Make checks payable to NAMME)**

**Personal Check: #** \_\_\_\_\_

**Institutional Check: #** \_\_\_\_\_


**Credit Card Type:**  Visa,  MasterCard  AMEX

Credit Card #: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Total Amount Enclosed: \$** \_\_\_\_\_

 Please return this request by no later than August 1, 2013. Forms may be emailed to [fkboyles@firstpointresources.com](mailto:fkboyles@firstpointresources.com) or you can mail or fax this request to the information below.

NAMME  
1500 Sunday Drive, Suite 102  
Raleigh, NC 27607  
Tel: 919-573-1309 Fax: 919-573-1310 [www.nammenational.org](http://www.nammenational.org)