



BRIGHAM AND
WOMEN'S HOSPITAL

QUALITY AND SAFETY



HARVARD
MEDICAL SCHOOL

TEACHING AFFILIATE

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Brigham and Women's Hospital and Harvard Medical School will be hosting the 5th Annual [Healthcare Quality and Safety Conference](#), October 15-16, 2018 at the Sheraton Hotel on 39 Dalton Street in Boston, Massachusetts 02199. This conference is a CME, CNE and ACPE accredited educational program for up to 10.5 credits.

We are offering the opportunity to reserve exhibitor tables which provide a professional atmosphere for information exchange between exhibitors and conference attendees.

This course will provide interactive lectures for multidisciplinary healthcare professionals on strategies to optimize quality, safety and performance improvement outcomes, assure medication safety and regulatory compliance, reduce readmissions, hospital-acquired conditions and medical errors.

Our conference attracts a broad range of professionals, including: Healthcare Executives, Physicians, Nurses, Pharmacists, Directors of Quality and Patient Safety, Risk Managers, Administrators, Policymakers, Regulators, and Trainees.

Exhibit tables are likely to sell out so please email bwhqualityconference@partners.org or call 412-287-5108 as soon as possible to reserve.

We hope to see you at this special 2-day educational event!

Sincerely,

Catherine Ulbricht



5th Annual

Healthcare Quality and Safety Conference

October 15-16, 2018 at the Sheraton Boston Hotel

This special two day event provides healthcare quality, safety, risk management, regulatory, and compliance professionals with state-of-the-art strategies for quality and process improvement. We welcome educational grant sponsors and exhibitors.

Opportunities

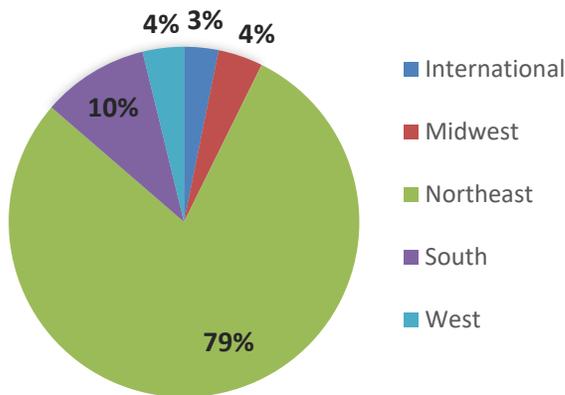
- Learn best practices from world-class institutions
- Earn up to 10.5 Continuing Education Credits
- Network with healthcare industry leaders and decision-makers
- Meet prospective new clients
- [Download Course Brochure](#)

Visit Quality.HMSCME.com for details

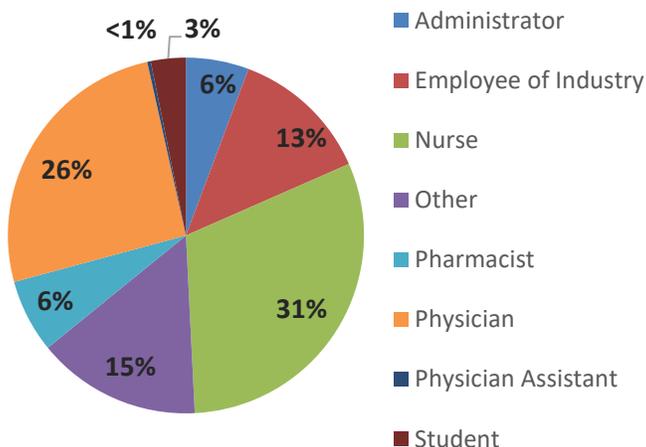
Attendance

- An average of 300 multidisciplinary professionals attend the conference
- 23 exhibitor tables available to reserve

% OF ATTENDEES BY REGION 2017



% OF ATTENDEES BY TYPE 2017



Exhibitor Package

- One 3' x 6' table with two chairs
- Badge access to full 2-day event including presentations, meals, networking reception
- Easel for 2' x 2.5' poster board of your own
- Wifi access included
- Discounted hotel and parking rates available

Exhibit Fees

Non-profit fee:

- \$1995 per table includes (2) badges
- \$1500 per table includes (1) badge

For profit fee:

- \$2495 per table includes (2) badges
- \$2000 per table includes (1) badge

Previous Exhibitors

- Allergan
- Amgen
- ABQAURP
- AONE
- Astellas
- Baxalta/Shire
- CutisPharma
- EarlySense
- Ivenix
- Mallinckrodt
- Mead Johnson Nutrition
- Medtronic
- Merck
- NAHQ
- NPSF
- Novo Nordisk
- OpLogix
- Pfizer
- Polyglot
- Portola
- RL Solutions
- Sanofi Pasteur
- Silvergate
- Southmedic
- Spectrum Pharma
- Supernus
- WellSense
- Xenex

Visit Quality.HMSCME.com for details



HARVARD MEDICAL SCHOOL

Harvard Medical School Global and Continuing Education AGREEMENT FOR EXHIBITORS AT CME ACTIVITIES

CME ACTIVITY	
CME Activity Title ("Activity"):	HMS Course #:
Activity Date(s):	Location:
SPONSORING HOSPITAL	
Hospital ("Hospital"):	Department:
Address:	Phone:
CME Course Director:	Email:
COMPANY	
Company Exhibiting ("Company"):	
Address:	Phone:
Contact Name:	Email:

EXHIBIT FEE	
Exhibit Rate per day:	\$
Number of Days Exhibiting:	Day(s)
TOTAL EXHIBIT FEE:	\$

Company agrees to remit the Exhibit Fee to Harvard Medical School:	
Check Payments to HMS: Make payable to: President and Fellows of Harvard College Send check to: Attn: Commercial Support P.O. Box 825, Boston, MA 02117-0825	Electronic Payments to HMS: Please reach out to cmecommercialsupport@hms.harvard.edu with this completed LOA.

President and Fellows of Harvard College acting through Harvard Medical School Department of Continuing Education ("Harvard Medical School") is an accredited CME provider committed to presenting and facilitating CME activities that promote improvements and quality in healthcare and are independent of the control of commercial interests. As part of this commitment, Harvard Medical School has outlined in this agreement ("Agreement") the terms, conditions, and purposes of I exhibitors at this CME Activity.



HARVARD MEDICAL SCHOOL

Terms, Conditions, and Purposes

This Agreement is to acknowledge that Harvard Medical School will receive the Exhibit Fee from the Company as payment for authorization to exhibit at the Activity.

The Company agrees to abide by all requirements of the Accreditation Council for Continuing Medical Education (ACCME) Standards for Commercial SupportSM and the Harvard Medical School (HMS) Policy on Commercial Support, as well as the FDA Policy Statement on Industry Supported Scientific and Educational Activities and all applicable federal and state laws, regulations and policies. For activities taking place in Massachusetts, the Company also agrees to abide by applicable Massachusetts Regulations. The Company must meet the written standards of the "Code on Interactions with Healthcare Professionals," Pharmaceutical Research and Manufacturers of America, January 1, 2009, and/or the "Code of Ethics on Interactions with Health Care Professionals," Advanced Medical Technology Association, July 1, 2009.

Without limiting the foregoing, Company expressly agrees to comply with the following ACCME Standard:

STANDARD 4. Appropriate Management of Associated Commercial Promotion

4.1 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

4.2 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME.

- For **live, face-to-face CME**, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representations of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.

Harvard Medical School accepts Company's Exhibit Fee payment for authorization to exhibit at the Activity subject to the foregoing and the following conditions and policies:

1. The Company may not engage in sales, promotional activities (including, but not limited to, presentations, posing questions, or otherwise contributing to or influencing the academic discourse), or distribute product-specific advertisements while in the designated location of the Activity either before, during, or after the Activity.
2. The Company may not distribute "in kind" or tangible "complimentary" promotional materials such as pens, coffee mugs, gift cards, etc. to Activity faculty or attendees either directly or indirectly. Distribution of pharmaceuticals or other samples is likewise prohibited.
3. Consistent with the foregoing, exhibits must be in a room or rooms separate from the educational space and from the area, corridor or path providing access to the educational space (the "obligate path").
4. Acceptance of the Exhibit Fee does not constitute real or implied endorsement of the Company and the Company shall not state or imply that Harvard Medical School or the Hospital has endorsed the Company or its products. Without limiting the foregoing, the Company shall not use any name or logo or other trademark of Harvard Medical School or the Hospital for any promotional or publicity purpose except with the prior written consent of Harvard Medical School or the Hospital as the case may be.
5. Exhibit reservations may be cancelled if written notification is received by Harvard Medical School, or hospital, at least ten (10) business days prior to the start of the Activity. In the event of a cancellation, the Exhibit Fee will be refunded. There will be no refunds for cancellations that are received less than ten (10) business days prior to the start of the Activity.
6. Harvard Medical School shall have no responsibility for Company's arrangements with the proprietor of the exhibit space.

Any actions or omissions that are not in accordance with the above stated conditions and policies may result in the exclusion of the Company and its representatives from the conference site, in which case no refund of the Exhibit Fee will be permitted.

This agreement must be signed by all parties prior to the start of the Activity.

By signing this Agreement, the Company agrees that it shall not assert any claims against Harvard Medical School, the Hospital and their respective employees and affiliates, and that they shall have no responsibility for, any liability, loss, damages, or costs (including attorneys' fees) that Company may incur as a result of Company exhibiting at the Activity. Company acknowledges that the preceding sentence shall apply, without limitation, to the loss, damage, or theft of any equipment or materials Company brings to the Activity site as well as injuries that any of Company's employees or agents may incur.



HARVARD MEDICAL SCHOOL

AGREED BY AUTHORIZED REPRESENTATIVES

CME COURSE DIRECTOR

Signature Date

Print Name

Title and Hospital Affiliation

COMPANY

Signature Date

Print Name

Title

HARVARD MEDICAL SCHOOL

Signature Date

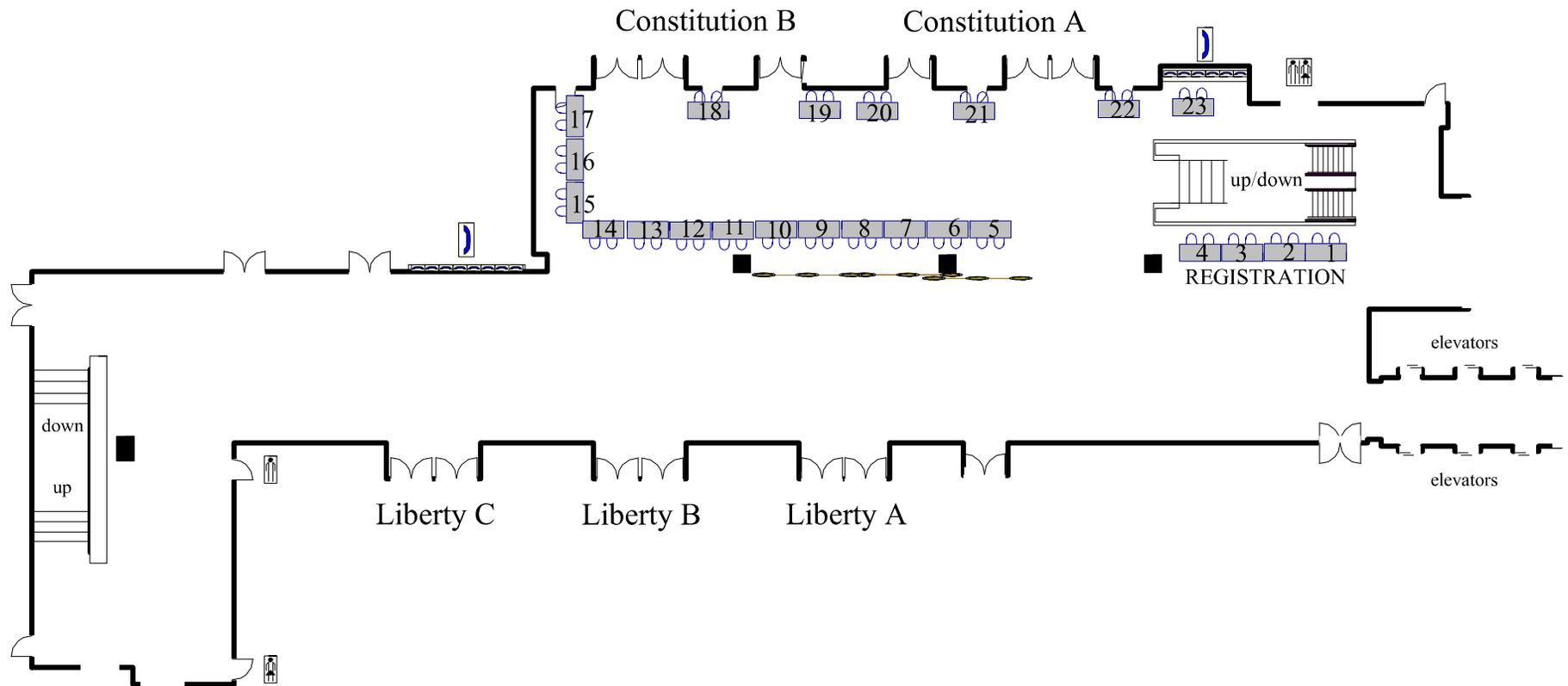
Print Name

Title



Healthcare Quality & Safety 2018 Conference
October 15-16, 2018
Sheraton Boston Hotel, Boston, MA

Liberty Ballroom & Constitution Ballroom Foyer





Sheraton Boston Hotel Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Sheraton Boston Hotel.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **617.587.5444**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Sheraton Boston Hotel
39 Dalton Street
Boston, MA, 02199
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
Sheraton Boston Hotel
39 Dalton Street
Boston, MA 02199
Phone: 617.587.5444
Fax: 617.587.3090
Email: usa5036@fedex.com

Operating Hours
Mon – Fri: 7:00am - 7:00pm
Saturday: 8:00am - 5:00pm
Sunday: 9:00am - 4:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Sheraton Boston Hotel with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Sheraton Boston Hotel, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Sheraton Boston Hotel, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



Sheraton Boston Hotel Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.50 / lb. (\$150.00 Minimum)	\$0.50 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.50 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.