

# NeoCon® East

## PHILADELPHIA

### BIO / HANDOUTS

#### **BIO**

In an effort to promote the NeoCon® East speakers, we encourage you to send us your professional bio. All bios received **by September 18** will be included in a packet that will be made available to Press members pre- and post-show. Please comply with the following guidelines when submitting:

- Submit a brief, 1 page maximum bio with information you deem appropriate.
- Include a photo of yourself. Bios with a photo must remain within the 1 page maximum. No exceptions will be made.
- Include your contact information such as address, phone, e-mail and/or Web-site address.
- Send your bio as an electronic file such as a Word document or PDF file to: Monica DeBartolo at [mdebartolo@mmart.com](mailto:mdebartolo@mmart.com).
- Questions? Call 312.527.7055

#### **HANDOUTS**

**We strongly encourage you to bring handouts** and/or materials to distribute to attendees during your session. You may contact us at 312.527.7055 or [mdebartolo@mmart.com](mailto:mdebartolo@mmart.com) two weeks prior to the show to get the pre-registration numbers, an estimate count of the number of attendees that signed up for your program. This will help you in planning the number of **handouts you need to bring with you**. **We cannot accept your handouts prior to the event and we do not reimburse you for copies.**

We will also maintain a copy of your handouts on file for Conference Proceedings.