

EXHIBIT REPORT OUTLINE

DUE: No later than 30 days after the event. Thank you.

- I. DATE OF REPORT
- II. NAME OF PERSON SUBMITTING REPORT
- III. ADDRESS OF SUBMITTER
- IV. EXHIBIT
 - A. Name of Meeting
 - B. Location (City, State)
 - C. Dates of exhibit (which may differ from meeting dates)
 - D. Names of Exhibit Staff
 - E. Number of Registrants/Attendees
 - F. Number of Exhibits/Exhibitors
 - G. Specify by Days (from the tally sheets)
 1. Exhibit Hours
 2. Number of People Visiting the Booth
 3. Number of NLM System Demonstrations
 4. Number of other Demonstrations
 - H. Totals
 1. Total Number of People Visiting the Booth
 2. Total Number of NLM System Demonstrations
 3. Total Number of other Demonstrations
- V. PRESENTATION / EDUCATION - If you did a separate presentation or class (e.g. one not at the booth) during the conference/meeting, please complete the following:
 - A. Title of class/course/presentation
 - B. Teaching Staff
 - C. Number of Attendees/Participants
 - D. Was MLA CE offered?
 - E. Description of Presentations/Classes

Note: Include specifics on how arrangements were made and any difficulties or problems encountered in the process. If you were not successful in getting on the program, describe your attempts to prepare others attending this event.
- VI. EXHIBIT SUMMARY
 - A. Distribution of Pre-mailers, Letters, or Invitations (if applicable)
 - B. Description of Booth Location
 - C. Were SIS resources highlighted at this meeting? If so, identify the SIS resources that were highlighted
 - D. Problems
 - E. User feedback/Visitor comments

Exhibit Report

G. Suggestions/comments

VII. INVOICE / SUPPORTING DOCUMENTS (Exhibit Award Recipients only)

- A. Attach a copy of the Institutional Invoice to this report
- B. Attach a copy of the Budget sheet to this report
- C. Attach copies of other documents as available

VIII. APPENDICES (optional)

Map of exhibit hall
Photographs
Sample(s) of non-NLM promotional materials used

IX. NEWSLETTER/BLOG ARTICLE

Please write, in a minimum of two paragraphs, a narrative summary of your exhibit and the special facets of this event that you would like to share with the region. Also, please suggest a title for your article. You may include any or all of the above information including pictures. This is your opportunity to celebrate what you and your volunteers are doing in our community.

If you mail this report, please email a copy of this blog report to: mar@library.med.nyu.edu. Thank you.

For further information, please contact Arpita Bose, Outreach and Communications Coordinator, at arpita.bose@library.med.nyu.edu or 212-263-4176.