



340B Coalition Winter Conference 2024: Marriott Marquis San Diego Marina January 29-31, 2024

All materials submitted for the 340B Coalition Winter Conference must further the educational purpose of the conference by providing an atmosphere conducive to exchanging information and views in a professional manner about pharmacy practice, healthcare, and other matter relevant to attendees. The 340B Coalition reserves the right *to review all submissions and make changes/suggestions if the content does not encourage the use of the 340B program in a manner that advances the interests of covered entities' vulnerable patients. Materials that do not meet the requirements set forth by the 340B Coalition will be rejected for use and/or distribution during the 340B Coalition Winter Conference.* If you have any questions, please contact [Rita Yang](#), Corporate Partner and Events Coordinator, or call (202) 536 2282.

****PLEASE NOTE:** This is a comprehensive timeline and **may include items that do not pertain to your organization's purchases.** Please make note of those relevant to your exhibition and sponsorship requirements.

Missing deadlines may negate your purchase or incur additional fees. Please follow all listed deadlines.

Specifications and Deadlines		
Item	Specs	Submission Deadline
Hotel Key Card (conference hotel only)	<ul style="list-style-type: none"> 2.125" x 3.375" 30 mi thickness Please reach out to rita.yang@340bhealth.org for the template 	12/08/2023
Conference Badges & Lanyards	<ul style="list-style-type: none"> Please reach out to rita.yang@340bhealth.org for the template 	11/24/2023
Agenda-at-a-Glance	<ul style="list-style-type: none"> 300 dpi or higher PNG, JPEG, or EPS Color 	12/15/2023
Hand Sanitizer	<ul style="list-style-type: none"> Artwork for sanitizer bottles, please reach out to rita.yang@340bhealth.org for more details 	12/08/2023
Conference Registration Tote Bags	<ul style="list-style-type: none"> Artwork for tote bags, please reach out to rita.yang@340bhealth.org for more details 	12/08/2023
VIP Demo	<ul style="list-style-type: none"> Topic, speaker, and 1-2 sentence description 	12/18/2023

Conference Bag Inserts <i>(e.g., pen, stylus, glass cleaning cloth, flash drive, half-page flyer)</i>	<ul style="list-style-type: none"> Order 1,500 copies to the Alliance warehouse Email tracking information to rita.yang@340bhealth.org 	Proof due: 12/18/2023 <i>Any inserts received that have not been pre-approved may not be utilized.</i>
Exhibitor Logo	<ul style="list-style-type: none"> 260 x 115 px 300 dpi or higher resolution PNG, JPEG, or EPS Transparent background Listed on the exhibitor web page and mobile app 	12/18/2023
Exhibitor Specialties/Services	<ul style="list-style-type: none"> Listed in the mobile app individually and by category 	12/18/2023
Exhibitor Description	<ul style="list-style-type: none"> 500-word description, can include special characters 	12/18/2023
Complimentary Registrations (including any changes)	<ul style="list-style-type: none"> Complete the complimentary registration form 	01/08/2024 <i>Registrations and changes received after this date may not be updated.</i>
Conference Mobile App	<ul style="list-style-type: none"> Phone: 480 x 50 px Tablet: 800 x 66 px PNG, JPEG, or GIF 	01/08/2024
Conference Daily Briefing Banner Ad for daily emails	<ul style="list-style-type: none"> 600 x 100 px PNG or JPEG 72 dpi resolution 	01/08/2024
Function Space Requests	<ul style="list-style-type: none"> Complete the function space request form 	01/08/2024
Conference Wi-Fi	<ul style="list-style-type: none"> Landing page URL 	01/08/2024
Hotel Items <i>(e.g., concierge headers, escalators, elevators)</i>	<ul style="list-style-type: none"> Please reach out to rita.yang@340bhealth.org for specifics on dimensions for your particular sponsorship 	01/08/2024
Digital Agenda	<ul style="list-style-type: none"> 600 x 100 px PNG or JPEG 72 dpi resolution 	01/08/2024
Push Notification	<ul style="list-style-type: none"> Clickable title: 180-character limit, no special characters except apostrophes Body: Short paragraph that can include hyperlinks 	01/15/2024