

# CLUSTERING GUIDELINES

FOR THE 2010 ANNUAL BIOMEDICAL RESEARCH  
CONFERENCE FOR MINORITY STUDENTS (ABRCMS)

**ABRCMS encourages institutions, organizations, and departments, with similar interests, to organize clusters within the exhibit hall.**

**Definition:** Clustering allows multiple institutions, organizations, or departments to organize and have booths reserved next to one another. *Clustering is not a request for a booth to be placed next to a specific institution or organization based on their location.* All members of the cluster must agree to be part of the cluster and all payment must be submitted within 48 hours of submitting the primary exhibit booth contract. Generally, individuals who wish to cluster typically share a common interest, alliance or work together in some capacity.

## **General Guidelines for Clustering:**

- To be eligible to cluster, the cluster's primary contact must submit the Clustering Intent form into Shana McBean prior to submitting an exhibit booth contract. You can submit intent to cluster at any time, general booth sales opens Wednesday, March 31, 2010.
- A minimum of 3 booths, maximum of 10 will be permitted per cluster.
- *The cluster's primary contact must provide a credit card number on his/her exhibit contract, in order to hold the booths of everyone in the cluster.* This will serve as a hold until the payment is received from all participants within the 48 hours. ABRCMS cannot guarantee available booth space for clusters; however, every attempt will be made to accommodate each cluster.
- *The cluster's primary contact is responsible for communication clustering guidelines to all members of their cluster.*

## **Steps for Clustering Exhibit Booths:**

1. Complete and submit Intent to Cluster Exhibit Booths form to [smcbean@asmusa.org](mailto:smcbean@asmusa.org) or fax to (202) 403-3513 prior to submitting an exhibit booth contract. Shana McBean will then contact the primary individual listed and confirm receipt of the intent form.
2. Once the exhibit booth sales launch on Wednesday, March 31, the primary contact must submit an individual exhibit booth contract. Booth selection will be tentatively made once the primary contract is submitted. Afterwards, each member of the cluster has 48 hours to submit their individual contract and payment.
3. All contracts submitted will need to submit a credit card for payment or have a check submitted into the ABRCMS office within 48 hours of the primary contract submission. If remaining contracts are not received within 48 hours of the primary contact's exhibit contract, those booths will be released from the cluster.
4. Once ABRCMS receives all exhibit booth contracts from the cluster, a confirmation of all booths will be sent via email to all members of the cluster.

# Intent to Cluster Exhibit Booths Form

ANNUAL BIOMEDICAL RESEARCH CONFERENCE FOR MINORITY STUDENTS (ABRCMS) ♦CHARLOTTE, NC♦ NOVEMBER 10-13, 2010

Organizations/institutions/departments, interested in clustering their booths, must complete and submit this form prior to submitting exhibit booth contracts.

**Cluster Location**        \_\_\_\_\_ Main Exhibit Hall                                \_\_\_\_\_ Postdoctoral Recruitment Fair

## Cluster Members

List all confirmed members of the cluster (*minimum of 3, maximum of 10*). Once the primary contact has submitted their exhibit booth contract, all member of the cluster will have only 48 hours to submit their individual exhibit booth contract with full payment. After 48 hours, those with no contract or payment will have their booth reservation released.

### Member 1 (*cluster's primary contact*):

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

**As the primary contact for the cluster, I understand that I am responsible for communicating the ABRCMS instructions for clustering to all parties interested and listed below. In addition, I agree to provide my credit card information on the exhibit contract to hold the booths for the entire cluster for the 48 hour hold period. Subsequently all contracts submitted as part of the cluster will need to submit a credit card for payment or have a check submitted into the ABRCMS offices within 48 hours of primary contract submission.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Member 2:

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

### Member 3:

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

### Member 4:

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

### Member 5:

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

**Member 6:**

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

**Member 7:**

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

**Member 8:**

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

**Member 9:**

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

**Member 10:**

Institution \_\_\_\_\_

Department \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Preferred Booth: \_\_\_\_\_

**Return completed form to:**

Shana McBean

Email: [smcbean@asmusa.org](mailto:smcbean@asmusa.org)

Phone: (202) 942-9348

Fax: (202) 403-3513

**ABRCMS 10<sup>th</sup>** Charlotte, North Carolina, 2010 **Anniversary**



**Annual Biomedical Research Conference for Minority Students**