

2025

Group on Faculty Affairs (GFA) Professional Development Conference

July 9-11, 2025

Hyatt Regency Portland at the Oregon Convention Center
Portland, Oregon

EXHIBITOR PROSPECTUS

Two and a half days of education for faculty, administrators,
and staff in academic medicine who have a role in faculty affairs
and development.

Group on Faculty Affairs

The mission of the AAMC Group on Faculty Affairs (GFA) is to build and sustain faculty vitality in medical schools and teaching hospitals. The GFA supports faculty affairs deans and administrators in their development and implementation of institutional policies and professional development activities that advance the academic missions of teaching, research, and clinical care.

2025 Group on Faculty Affairs Professional Development Conference

The 2025 AAMC GFA Professional Development Conference is the only national professional development conference designed for and by faculty affairs and development leaders. A signature feature of GFA conferences is the rich, solution-focused content that gives attendees helpful takeaways and tools to bring back to their institutions. The conference focuses on outcomes (known to the GFA community as “promising practices”) — what works, what doesn’t, and how faculty affairs and development leaders can bring value to their roles.

The conference is a two-and-a-half-day meeting with three overall educational goals:

- Identify promising practices and effective tools to support the changing needs of all faculty.
- Recognize successful interventions that promote vitality and career renewal for ourselves and our constituents.
- Learn how metrics can be used to evaluate the effectiveness of our offices.

About the AAMC

The AAMC (Association of American Medical Colleges) is a nonprofit association dedicated to improving the health of people everywhere through medical education, health care, medical research, and community collaborations. Its members are all 160 U.S. medical schools accredited by the [Liaison Committee on Medical Education](#); 14 accredited Canadian medical schools; nearly 500 academic health systems and teaching hospitals, including Department of Veterans Affairs medical centers; and more than 70 academic societies. Through these institutions and organizations, the AAMC leads and serves America’s medical schools, academic health systems and teaching hospitals, and the millions of individuals across academic medicine, including more than 201,000 full-time faculty members, 97,000 medical students, 158,000 resident physicians, and 60,000 graduate students and postdoctoral researchers in the biomedical sciences. Following a 2022 merger, the Alliance of Academic Health Centers International broadened participation in the AAMC by 70 international academic health centers throughout five regional offices across the globe. Learn more at [aamc.org](#).



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Exhibitor Prospectus

QUESTIONS

SALES QUESTIONS

Deanne Rockola Altman
301-658-2115
AAMC@discoverSB.com

LOGISTICAL QUESTIONS

Kristina Reardon
kreardon@aamc.org

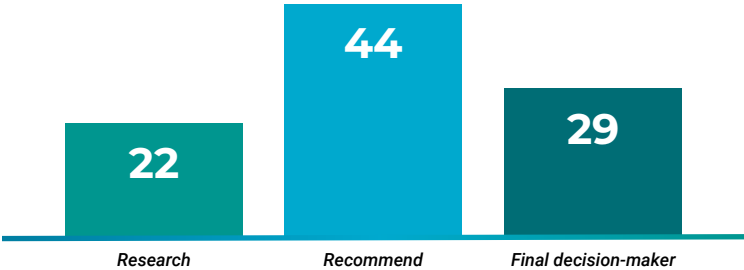
PAYMENT QUESTIONS

Leann Kirk
lkirk@aamc.org

Meeting Attendee Demographics

275
registrants expected

Role of attendees in purchasing products and services (2024 data)



Previous Attendee Titles

Academic program advisor	Chief science officer	Manager, engagement solutions
Assistant dean, faculty equity and wellness	Dean for diversity and community partnership	Manager for faculty development programs
Assistant dean of faculty affairs and professional development	Director, international center for executive leadership in academics	Manager of executive recruiting
Associate dean, academic and faculty affairs	Director for faculty affairs and professional development	Manager of faculty affairs
Associate dean for curriculum	Director of academic appointments data management	Recruitment analyst, academic personnel
Associate dean for diversity and health equity	Director of assessment	Senior associate dean, diversity affairs
Associate dean for faculty and institutional affairs	Director of education, academic affairs, and HR strategies	Senior associate dean for faculty affairs and career development
Associate dean for research and health policy	Director of faculty affairs and development	Senior director, academic affairs programs and engagement
Associate dean, office of diversity and cultural competence	Director, office for faculty development	Senior director, faculty and academic societies engagement
Associate provost for institutional diversity and student services	Director, policy research studies	Senior director, leadership and talent development
Chief academic officer	Director, program evaluation	Vice dean, academic affairs
Chief faculty affairs officer	Director, school of medicine resilience program	Vice dean for faculty affairs and advancement
Chief learning officer	Director, women in medicine and science	Vice dean, hospital and interfaculty relations



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Exhibitor Opportunities

With the highly visible exhibiting opportunities the 2025 Group on Faculty Affairs Professional Development Conference offers, you will gain valuable exposure to this high-level audience – and the larger AAMC academic medicine community.

The 2025 Group on Faculty Affairs Professional Development Conference offers the premier opportunity to network with leaders in faculty affairs and development from the nation's medical schools and teaching hospitals. This is the largest gathering of faculty affairs and development leaders outside Learn Serve Lead: The AAMC Annual Meeting.

Establish your company's brand name with the highest level of faculty affairs and development decision-makers.

Don't miss your chance to focus on this core audience in an exclusive setting!

Attendance at the conference is prohibited for representatives of any commercial entity except registered exhibitors and selected speakers.

AAMC Health and Safety Protocol for In-Person Meetings

The AAMC continues to support vaccination for all as a way to reduce the severity of COVID-19 infection and continues to believe high-quality, well-fitting masks are effective in reducing infection. While we will continue to encourage attendees to be vaccinated, there are likely to be gatherings associated with this meeting with people who may not have been vaccinated, and we recognize that mask wearing is now optional. Moreover, there have been reported instances of transmission of the COVID-19 virus even among vaccinated people who are not wearing masks (for example, while eating and drinking). For this reason, attendees should consider and determine for themselves whether they are comfortable with the risks associated with different events (for example, indoor vs. outdoor, masked vs. unmasked, AAMC-controlled vs. public space).

Please note that traveling to and attending a large gathering or event includes the possibility of being exposed to COVID-19, RSV, influenza, and other respiratory illnesses. If you are experiencing any symptoms of a respiratory virus infection, please refrain from attending the meeting for at least 24 hours. Before returning to the meeting, your symptoms should be improving overall, and any fever will have been resolved without use of a fever-reducing medication. If you return to the meeting while your symptoms continue to improve, please wear a well-fitting mask around participants, which the AAMC will have available for use.



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What Types of Companies and Organizations Should Exhibit?

Executive support systems
Faculty recruitment
Faculty rewards and recognition
Faculty software
Human resources software
Leadership and career development programs
Mentoring programs
Promotion and tenure oversight
Relocation
Retention and diversity initiatives
Talent management

Previous Exhibitors

CBO Partners
Digital Measures
Grant Cooper
Interfolio from Elsevier
Mountain Pass Solutions, Inc.
Roseman University College of Medicine
Resolution Applications
Scholarly Software
StandPoint™ Surveys
WittKieffer



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Connect With Faculty Affairs Development Leaders

As an exhibitor, you'll be part of a select group of organizations and distinguish your company from the competition. Talk with potential clients in an intimate setting that maximizes exposure.

Exhibitor Package and Fees

With the purchase of a \$5,000 exhibitor package, your organization will be entitled to:

- A 6-foot skirted table with two chairs.
- Two full meeting registrations, excluding committee meetings, pre-conference workshops, mentoring circles, and StandPoint™ Surveys sessions.

Note: Exhibiting organizations are limited to a maximum of two attendees.

- A description of your organization in the mobile app and on the meeting website.
- The post-conference (opt-in) attendee list for a one-time mailing after the conference.

Space is limited to a maximum of 10 exhibit tables, and one organization may not purchase multiple exhibit tables. This is not a traditional exhibit hall with 10-by-10-foot booths; all tabletop exhibits will be prominently featured and incorporated within the event. Tables will be assigned by the AAMC.

The AAMC reserves the right in its sole discretion to determine the eligibility of any applicant to be an exhibitor.

The AAMC further reserves the right to decline, prohibit, deny access to, or remove any exhibit that, in its sole judgment, is contrary to the character, objectives, and best interests of the AAMC Group on Faculty Affairs Professional Development Conference or the AAMC mission.

Exhibitors will receive an email with instructions on how to purchase electric and audiovisual equipment approximately 30 days prior to the event start date.

Exhibit Schedule (subject to change)

Installation

Wednesday, July 9 **11 a.m. -1 p.m.**

Exhibit Hours

Wednesday, July 9 **1-6:30 p.m.**

Thursday, July 10 **8 a.m.- 6:30 p.m.**

Friday, July 11 **8-10:45 a.m.**

Dismantle

Friday, July 11 **11 a.m.-12:15 p.m.**



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Conference Schedule (subject to change)

Wednesday, July 9, 2025

6-7 a.m.	Wellness on Your Own
7:30 a.m.-1:30 p.m.	Preconference Workshop (additional fee required)
Noon-1 p.m.	Mentoring Circles Closing Ceremony
2-3:30 p.m.	Opening Plenary
3:30-3:45 p.m.	Networking Break
3:45-4:45 p.m.	Concurrent Sessions
4:45-5 p.m.	Networking Break
5-5:30 p.m.	Poster Spotlights
5:30-6:30 p.m.	Poster Session and Reception

Thursday, July 10, 2025

6-7 a.m.	Wellness on Your Own
8-9 a.m.	Breakfast
9-9:15 a.m.	Networking Break
9:15-10:30 a.m.	Plenary
10:30-10:45 a.m.	Networking Break
10:45 a.m.-Noon	Concurrent Sessions

Noon-1 p.m.

1-1:15 p.m.

1:15-2:15 p.m.

2:15-2:30 p.m.

2:30-3:45 p.m.

3:45-4 p.m.

4-5 p.m.

5-5:15 p.m.

5:15-6:15 p.m.

6:15 p.m.

Carole J. Bland and Poster
Awards Lunch

Networking Break

Concurrent Session

Networking Break

Concurrent Sessions

Networking Break

Concurrent Sessions

Networking Break

"What Keeps You Up at Night?"
Sessions

Dinner on Your Own

Friday, July 11, 2025

6-7 a.m.

8-9:15 a.m.

9:15-9:30 a.m.

9:30-10:45 a.m.

10:45-11 a.m.

11 a.m.-12:15 p.m.

Wellness on Your Own

Breakfast and Closing Plenary

Networking Break

Concurrent Sessions

Networking Break

Concurrent Sessions



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Registration Information

Once the AAMC Support Contract is complete and registration is open, the contact listed on the contract will receive an invitation to register personnel. Payment will be collected during the registration process.

Hotel Information

[Hyatt Regency Portland at Oregon Convention Center](#)

375 NE Holladay Street
Portland, OR 97232

The room rate, which is subject to tax of 16%, is \$239.

Complete details and instructions to make hotel reservations will be available on the meeting website when online registration opens in spring 2025.

Checklist

Complete and submit the AAMC Support Contract.

Submit full payment of the fee online upon receipt of the purchaser registration link.

Make your hotel reservations by the cutoff date. Instructions on how to receive our group rate will be sent in spring 2025, along with the registration instructions.

Complete staff registration and submit a 100-word description of your company or organization and any other requested information for the mobile app and meeting website.



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AAMC SUPPORT CONTRACT

Association of American Medical Colleges
2025 Group on Faculty Affairs (GFA) Professional
Development Conference
July 9-11, 2025
Hyatt Regency Portland at Oregon Convention Center

1 Company Information

The "contact" is the person responsible for payment and may or may not also be the on-site staff member.

COMPANY NAME

CONTACT NAME

TITLE

EMAIL ADDRESS

PHONE

ADDRESS

CITY

STATE

ZIP

Are you exhibiting? ☐ Yes ☐ No

Will you be on-site? ☐ Yes ☐ No

If no, please provide on-site contact name and email address:

2 Online Payment

PAYMENT METHOD

☐ **Credit Card:** You will have the option to pay online when registration for the 2025 Group on Faculty Affairs (GFA) Professional Development Conference opens in spring 2025.

INTERNAL USE ONLY

Please apply payment to:
61100 / PJ-MTW032-26
Meeting Exhibitor Fees (RC-0004)

3 Authorization

This contract must be submitted with authorizing signature, agreeing to abide by all terms, conditions, and specifications and agreeing to the commitment total tallied. Any cancellation received after May 7, 2025, will result in the forfeiture of the entire exhibit fee. All cancellations must be completed through the online registration of the purchaser. Any questions regarding exhibiting at the 2025 Group on Faculty Affairs (GFA) Professional Development Conference may be directed to Deanne Rockola Altman at 301-658-2115 or AAMC@discoverSB.com

SIGNATURE

TITLE

DATE

RETURN THIS APPLICATION TO:

Kristina Reardon at
kreardon@aamc.org and
aamc@discoversb.com



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Terms and Conditions for Exhibitors

- 1. The Organization.** These terms and conditions are made between the Association of American Medical Colleges (the "AAMC") and the organization purchasing exhibitor privileges (the "Organization").
- 2. Commitments.** The exhibitor benefits, fees (\$5,000 per booth package), timeline, schedules, and logistics outlined in this prospectus represent the duties and obligations of the AAMC and the Organization for the privileges purchased.
- 3. Exhibit Objectives.** The AAMC exhibit area is produced by and is the property of the AAMC. The exhibit area is a practical, educational adjunct to the professional meetings held during the 2025 Group on Faculty Affairs (GFA) Professional Development Conference. The exhibit area is meant to supplement the professional meetings by providing AAMC members with various types of products, services, and information. Exhibitors are expected to display their products and/or discuss their services with awareness of the professional and practical needs of meeting attendees. The AAMC reserves the right to refuse space to any applicant that, in the opinion of the AAMC, is unlikely to contribute to the overall objectives of the meeting. The AAMC may prohibit installation or request removal or discontinuance of any exhibit or promotion, wholly or in part, that in its opinion is not in keeping with the character and purpose of the conference. Any exhibitor that does not abide by these guidelines will not be invited to participate in future AAMC activities.
- 4. Exhibitor Representative Responsibilities.** Each exhibitor must name at least one person to be the official Representative in Charge and responsible party. The Representative in Charge will receive all relevant materials relating to the 2025 Group on Faculty Affairs (GFA) Professional Development Conference. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to the AAMC and to other contractors and subcontractors. It is recommended that exhibit materials be available on your assigned table/booth at all times. It is the responsibility of the Representative in Charge to ensure that all staff affiliated with the exhibit adhere to these regulations. Exhibitors will not have any role in the selection of meeting content, topics, or speakers and cannot attend any planning activities for the meeting. An exhibitor or other commercial representative may be included as a presenter on the program agenda if they have a particular expertise that would make a significant and relevant contribution to the program and if a representative of an AAMC-member institution (or AAMC staff) is a co-presenter.
- 5. Contract for Exhibit Space.** The commitment for exhibit space and full payment of rental charges together constitute a contract for a right to use the space.
- 6. Arrangements of Exhibits.** All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others.
- 7. Installation and Dismantling.** Tabletop exhibits must be installed in the exhibit area as outlined in the exhibitor prospectus and exhibitor information emails that will be circulated approximately 30-45 days prior to the meeting. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Exhibitors will have the opportunity to dismantle their exhibits as outlined in the prospectus; all exhibits must be dismantled by 12:15 p.m. on Friday, July 11.
- 8. Organization's Personnel.** The Organization's staff may attend all sessions and receptions, unless otherwise noted in the prospectus. All personnel are required to display proper name badges throughout move-in, conference hours, and move-out. Personnel may not initiate sales or marketing activities while in the room where a meeting session is taking place.
- 9. Organization's Information.** The final program and mobile app (if applicable) will include an exhibitor section.
- 10. Union Labor.** The Organization is required to observe all union contracts in effect among show management, official contractors, facilities, and various labor organizations represented. Any labor required for installation or dismantling, decoration, or use of equipment must be ordered through the official service contractor. Tipping is strictly forbidden for any personnel providing services to the Organization in the exhibit area.
- 11. Use of Exhibit Space.** No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of the AAMC and approval of the terms thereof. No exhibitor is permitted to show goods other than those they manufactured or handled in the regular course of business. No organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit area.
- 12. Sound Devices and Noise Level.** The use of devices for the mechanical reproduction of sound is prohibited. Any demonstrations or presentations must be conducted at a low volume so that nearby exhibitors are not bothered.
- 13. Circulation and Solicitation.** Distribution by the Organization of any printed matter, souvenirs, or other articles must be confined to the space assigned. (Invitations that can be slid under attendees' room doors or gifts delivered to rooms are not permitted.) No undignified manner of attracting attention will be permitted. All aisle space belongs to the AAMC. No advertising matter will be allowed to extend beyond the space allotted to the Organization.
- 14. Giveaways.** Organizations may provide token giveaways at their exhibit table/booth but cannot distribute these items in any other space, including at the registration desk and meeting rooms. Exhibitors are prohibited from providing meeting accessories (for example, tote bags, lanyards) for distribution to all attendees. Raffles are permitted but must be preapproved by AAMC staff. AAMC staff have the right to approve exhibitor materials.



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15. **Direct Selling.** In the event that an Organization engages in on-location transactions, it will be responsible for complying with all federal, state, and local laws regarding sales taxes and laws that may pertain to such sales.
16. **Location of Exhibit Area.** The AAMC reserves the right to alter the location of the exhibit area as it deems advisable and in the interest of the Exhibit Show; however, no change of location will be made without full discussion with the Organization affected by such changes.
17. **Security.** The AAMC will take reasonable precautions to safeguard the exhibit hall; however, the AAMC will not be liable for loss or damage to property or personnel from theft, fire, accident, or any other cause beyond its reasonable control. Organizations are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. The Organization shall indemnify the AAMC against, and hold it harmless from, negligence of the Organization in connection with the Organization's conduct at the Exhibit Show.

THE AAMC'S LIABILITY ARISING FROM OR RELATING TO THIS AGREEMENT IS LIMITED TO THE AMOUNT PAID BY THE ORGANIZATION FOR THE SERVICES DESCRIBED HEREIN.

18. **Exhibitor-Sponsored Sessions.** Exhibitors may host independent events for meeting attendees under the following guidelines:
- The event does not conflict with any scheduled meeting session or event.
 - Prior permission has been granted in writing by the AAMC meetings staff.
 - Requests for function or hospitality space or suites must be submitted to the AAMC in writing.
 - Once the event is approved, the guest, attendee, or third party is responsible for all costs (except meeting room rental) associated with the function or hospitality space or suites.

19. **Failure to Open the Exhibit Hall.** In the event the AAMC Exhibit Show fails to take place as scheduled or is interrupted and/or discontinued, or access to the hotel or Exhibit Show premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, or emergency declared by any government agency or any other reason, this contract may be terminated by the AAMC. In the event of such termination, the Organization waives any and all damages and claims for damages and agrees that the sole liability of the AAMC shall be to return to the Organization the space payments, less the pro rata share of all costs and expenses incurred and committed by the AAMC.
20. **Cancellation Policy.** All cancellations must be completed through the online registration of the purchaser. Instructions on how to cancel the agreement are in the registration confirmation email. Online cancellation is required to acknowledge the refund, if applicable. Any cancellation received prior to May 28, 2025, will be assessed a 15% processing fee. Cancellations received after May 28, 2025, will result in the forfeiture of the entire exhibit fee. Forfeited fees may not be applied to other AAMC events.

Contact: Leann Kirk at lkirk@aamc.org

21. **The AAMC reserves the right to deny exhibit opportunities to any organization.**

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