



INTERNATIONAL MEDICAL  
INTERPRETERS ASSOCIATION  
Leading the advancement of professional interpreters

**2011 IMIA Conference on Medical Interpreting**  
**Sept. 30 – Oct. 2, 2011**  
**The Joseph B. Martin Conference Center at Harvard Medical School**  
**Boston, MA USA**

### **EXHIBITOR SET UP & SHIPPING INFORMATION**

Equipment / Collateral deliveries can be made starting two business days prior to the event, not to arrive before Tuesday, September 27<sup>th</sup>, 2011, as those deliveries/materials will be turned away. **Collateral deliveries may be made without verbal confirmation. Please contact Molly Hudson before arranging any equipment shipment.**

#### **Conference Planning Manager and Shipping Contact at CCHM:**

Molly Hudson  
Phone # (617) 432-8993  
email [molly\\_hudson@hms.harvard.edu](mailto:molly_hudson@hms.harvard.edu)

#### **All shipping labels should read:**

Attn: Molly Hudson, NRB - Room 133  
(Hold for name of exhibitor onsite contact, Exhibitor for IMIA Conference)  
The Joseph B. Martin Conference Center at Harvard Medical School  
77 Avenue Louis Pasteur  
Boston, MA 02115

#### **For Equipment Deliveries:**

The loading dock is open Monday-Friday 7am-3:30pm excluding holidays. Deliveries arriving on a weekend cannot be accepted. There is NO pallet jack or manpower assistance for equipment shipped. All equipment must be easily movable & INSIDE Delivery arranged. The Conference Center at Harvard Medical is not responsible for any lost or damaged equipment. All equipment must be removed by 5:00 PM on the last day of the event.

If materials need to be shipped out at the conclusion of the event, the exhibitor is responsible for their own shipping labels, arrangements and transportation of the materials down to the loading area. (see below)

#### **Set Up:**

Set up may begin Thursday, Sept. 29<sup>th</sup> 3pm-7pm, or Friday, Sept. 30<sup>th</sup> at 7am.

#### **Drop-off:**

Curb-side drop-off of materials and displays can be challenging in the morning as the front of the Conference Center is a public school zone for the Boston Latin School. It's not impossible, but it will require patience and is optimal to have more than one person involved in the plan.

#### **Parking:**

Complimentary parking is available at the Conference Venue on Sat. Oct. 1<sup>st</sup> and Sun. Oct. 2<sup>nd</sup>, 2011. Parking options for arrival prior to this time are available at <http://www.theconfcenter.hms.harvard.edu/parking/>

#### **Breakdown:**

All Conference attendees and exhibitors must exit the venue by 6pm EST on Sunday, Oct. 2<sup>nd</sup>.

#### **Shipping Exhibitor Materials at the conclusion of the Conference:**

Vendors are responsible for packaging and labeling their own items for shipments as well as calling for a Monday pickup for themselves. The staff will take care of getting it down to the loading dock the following morning. Those who do not call for their own pickup will experience a delay in shipping as the companies will not pick them up until they receive a call tag. Harvard will provide a sheet of instructions for shippers on their 2nd to last day.

Complimentary parking is available at the Conference Venue on Sat. Oct. 1<sup>st</sup> and Sun. Oct. 2<sup>nd</sup>, 2011. Parking options for arrival prior to this time are available at <http://www.theconfcenter.hms.harvard.edu/parking/>

**Please do not hesitate to contact Kyra Marino (Sponsor Liaison) with questions at [IMIAConference@imiaweb.org](mailto:IMIAConference@imiaweb.org).**