



EVENT SPONSOR CHECKLIST

- NOW** - LEAD RETRIEVAL → [PURCHASE HERE](#)

- NOW** HOTEL RESERVATIONS (BLOCK CLOSES 8/1) → [RESERVE TODAY!](#)

- JUNE** - EXHIBITOR KIT - TRICORD WILL SEND AN EMAIL WITH YOUR LOGIN. THE KIT INCLUDES SHIPPING & ELECTRICAL INFORMATION -> [PDF VERSION](#)
(Password 2025casa)

- JULY 1** - ATTENDEES' TOTE INSERT - RESPOND WITH YOUR ITEM

- JULY 1** - CONVERSATION CAFE - RESPOND WITH YOUR ITEM (if participating)

- JULY 16** - SYLLABUS AD IS DUE! SUBMIT YOUR AD TO
aligtenberg@casurgery.org

- AUGUST 11** - BADGE REQUEST FORM SENT VIA EMAIL

- AUGUST 17** - PRE-ATTENDEE LIST SENT OUT VIA EMAIL

- WEEK OF AUGUST 25** - SEND APRIL (ALIGTENBERG@CASURGERY.ORG)
TRACKING NUMBERS FOR CONVERSATION CAFE AND TOTE INSERTS

- WEEK OF AUGUST 25** - CONVERSATION CAFE APPOINTMENTS WILL
BE EMAILED TO YOU

- WEEK OF AUGUST 25** - BOARD LIAISON WILL CONTACT YOU