



Dear Exhibitor,

The American Veterinary Medical Association is excited to host the AVMA Convention 2023, July 14-18 in Denver. Meeting space is available for business meetings, luncheons, receptions and dinners. **No educational or scientific programming may be scheduled during the official AVMA educational program time block, which is listed below.** Groups may provide educational programming on days prior to or after the AVMA convention dates or earlier or later on days when there is AVMA programming in the convention center.

**2023 AVMA CE HOURS:**

Friday, July 14 – 9:00 AM - 5:00 PM  
Saturday, July 15 – 8:00 AM - 5:00 PM  
Sunday, July 16 – 8:00 AM - 5:00 PM  
Monday, July 17 – 8:00 AM - 5:00 PM  
Tuesday, July 18 – 8:00 AM - 12:00 PM

In order to secure your meeting space, please complete this [Meeting Space Request Form](#) for each event your organization would like to schedule, and submit **before March 31, 2023**. The sooner you submit, the better, as space is limited! Should you need to edit your request after submission and before the March 31 deadline, log on to the [Meeting Service Center](#) to make changes.

Once AVMA has assigned your space, you will receive a confirmation with contact and hotel information. Catering menus are linked within the meeting request form. To order audiovisual equipment from Encore, email Briana Christianson, Senior Sales Manager, at [bri.christianson@encoreglobal.com](mailto:bri.christianson@encoreglobal.com). You will be responsible for coordinating all event arrangements, including room set up, audiovisual, catering and billing. Confirmations will be sent in late April 2023.

Please note:

- Meeting space is limited and will be assigned on first-come, first-served, space-available basis.
- AVMA reserves the right to suggest alternate meeting times based on concurrent AVMA-sponsored events.
- While AVMA will do our best to provide complimentary space, we are unable to guarantee it.
- AVMA does not influence or have control of hotel room rentals, food and beverage minimums or audiovisual pricing.

If you have questions or require additional information regarding scheduling your meeting, please email Erika Martinez at [emartinez@avma.org](mailto:emartinez@avma.org). For sponsored CE, Sunrise CE or other sponsored learning opportunities, please email [exhibits@avma.org](mailto:exhibits@avma.org) or go to the [exhibits page on the convention website](#).

Thanks,  
Erika