



Dear Exhibitor,

The American Veterinary Medical Association is excited to host the AVMA Convention 2024, June 21-25 in Austin. 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.

**2024 AVMA CE HOURS:**

Friday, June 21 – 9:00 AM - 5:00 PM  
Saturday, June 22 – 8:00 AM - 5:00 PM  
Sunday, June 23 – 8:00 AM - 5:00 PM  
Monday, June 24 – 8:00 AM - 5:00 PM  
Tuesday, June 25 – 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 1, 2024**. The sooner you submit, the better, as space is limited! Should you need to edit your request after submission and before the March 1 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 Ryan Filbern, Director of Sales, at [ryan.filbern@encoreglobal.com](mailto:ryan.filbern@encoreglobal.com). You will be responsible for coordinating all event arrangements, including room set up, audiovisual, catering and billing. Confirmations will be sent in mid-March 2024.

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