



## Invitation to Sponsor and Exhibit at our Annual Conference

March 25, 2022

The Iowa Nurse Practitioner Society invites you to sponsor or exhibit at the INPS 2022 Annual Conference. We had a huge response to last year's hybrid conference and are again offering the conference in a hybrid format this year. Our participants enjoy the flexibility to join in person and/or online, including visiting exhibitor booths in person or virtually.

The Conference will be held Tuesday, November 8<sup>th</sup> through Friday, November 11<sup>th</sup>. Tuesday will be for on-site, hands-on skills workshops. Wednesday through Friday will consist of full day sessions that can be watched in-person or online. Our first speaker will start around 8:00am each day and we'll finish around 4:00 or 4:30pm.

A tentative agenda can be found [here](#).

We will have an extended lunch break every day to increase the traffic flow to the exhibitor booths. In addition, as an incentive for conference attendees to participate in the live and virtual exhibit booths, we plan to offer a drawing for those who complete an exhibitor passport card. Details will be provided at a later time.

*Note: INPS reserves the right to deny registration to organizations whose intent is to solicit members to purchase products or services.*

If you know you will be attending but need to have your finance department send a check at a later time, please contact us so that we know to hold your spot. Unpaid spots will **NOT BE RESERVED** unless we hear from you.

**Overview:** This conference is designed to meet continuing education needs of advanced practice nurses. All days will focus on discussion of pharmacology and treatment modalities relating to specific illnesses across the lifespan.

### **Objectives:**

1. Explain basic pharmacological and pharmacokinetic principles as they relate to devising a proper therapeutic regimen.
2. Utilize evidence-based medicine to select an appropriate therapeutic treatment plan for a given patient condition.



3. Provide a diversity of topics and presenters to reflect the diversity of the Nurse Practitioner community and the patients they serve.
4. Provide skill enhancing workshops.
5. Find opportunities for interdisciplinary networking.

**Sponsorship options:** We will be using the Whova conference app (mobile app and web app) for our attendees and exhibitors. Whova allows you to easily connect with attendees, collect their contact information, network with them, etc.

Sponsorship Level	Details	Fee
<b>Silver Sponsor</b>	<p>The Silver Level includes the following:</p> <ul style="list-style-type: none"> <li>Your company name, logo, and website link in the Sponsor List of our conference app, Whova.</li> <li>Your logo rotating through with other Sponsor logos on pages of our conference app that registrants most frequently visit.</li> <li><b>Virtual booth</b> in our conference app. Both in-person and online registrants can visit your virtual booth at any time and for four weeks after the conference ends. You may upload photos and a video that showcase your product/service and invite registrants to chat with you online. You may schedule a live-stream at a time that works for you and we will help you announce it. You may offer coupons and specials. Anyone who visits your virtual booth may exchange their contact information with you.</li> <li><b>In-person booth</b> at our conference at the Sheraton West Des Moines. We have two rooms designated for Exhibitors. Each room will hold 20 exhibitors. All snacks will be made available in the Exhibitor rooms to encourage attendees to visit. We will also have a Passport contest with generous prizes that encourage attendees to visit. All spots in the Exhibitor rooms are</li> </ul>	\$1500



	<p>randomly assigned. You will be provided with a 6'x30" table and two chairs. Your table will be skirted. If electricity is needed, you will pay the hotel directly.</p> <ul style="list-style-type: none"> <li>Electricity will be provided for a \$25/day add-on fee paid directly to hotel.</li> </ul>	
<p><b>Gold Sponsor</b> (limited availability; first come first served)</p>	<p>The Gold Level includes everything in the Silver Level PLUS the following:</p> <ul style="list-style-type: none"> <li>Sponsorship of a meal (breakfast or lunch) including a speaker of your choice. Registrants will attend your session both in-person and online via our conference app, Whova. In addition, your speaker session can be recorded (if you approve) so that registrants can watch the session for four weeks after the conference ends. There are three breakfasts and three lunches available to sponsor. Indicate your preference during registration.</li> <li>The \$1500 exhibitor/sponsor fee is payable to INPS. Any costs associated with the sponsored meal are to be worked out directly with the hotel.</li> <li>INPS will not negotiate or be part of any discussions between you and the hotel related to the costs associated with the sponsored meal.</li> <li>If you need a list of attendees for your sponsored meal, this must be handled by you. INPS will not provide a list of attendees.</li> </ul>	<p>\$1500 payable to INPS; food fees payable to West Des Moines Sheraton</p>



You may choose your sponsorship option during online registration.

**Payee:**

- W9 form (attached)
- INPS' EIN is 42-1491172
- Register online: [Click Here](#)
- Pay online or make checks payable to:  
Iowa Nurse Practitioner Society c/o Theresa Hohertz  
215 NW 7<sup>th</sup> St  
Earlham, IA 50072

Please feel free to contact Conference Chair Jennifer Wittman with any questions, ideas, or suggestions. We are looking forward to this year's new conference format and look forward to engaging with you online!

Sincerely,  
Jennifer Wittman, DNP  
INPS 2022 Conference Chair  
[conference@iowanpsociety.org](mailto:conference@iowanpsociety.org)  
319-936-4545

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Iowa Nurse Practitioner Society</b>		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. <b>215 NW 7th St</b>	Requester's name and address (optional)	
6 City, state, and ZIP code <b>Earlham, IA 50072</b>		
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.


Social security number								
			-				-	
or								
Employer identification number								
4	2		-	1	4	9	1	1 7 2

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► <b>3/12/21</b>
-----------	--	-----------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.