





#### Vendor Administrator

- Secure Sponsorship contracts of manufacturers (non-pharmaceuticals) to offset expenditures.
- Coordination of education, presentation, and poster sessions if applicable
- Manage Vendor Fair
- Execute Exhibitor Contracts
- Facilitate Vendor Participation

#### Promotional Services/Audience Generation

- Targeted email blasts using our list and Constant Contact Software (This could be a Bi-Weekly and or Monthly communication)
- Targeted email blasts using previous attendee list and list provided by Virtua.
- Create email invitations to medical professionals using the above lists.

#### Education Administrator: CME/CE/CRCE

- Administrating the Application Process for CME, Nursing and/or Respiratory education credits.
- Application/ Accreditation Process Fulfillment: SX2 will submit to Program Chair drafts of all CME and/or CE application documentation (including outlines, proposed agenda, and faculty documentation) for review/ edit for your submittal to accrediting bodies.
- Archive Attendance Records for five years or as required by accrediting organizations
- Generate the required course specific Evaluations and/ or Pre and Post Tests required for proper certification as well as maintaining file archiving requirements.
- Validate each attendee for education requirements and maintain appropriate rosters
- Draft faculty invitation letters
- Communication with Speakers for CV, Outlines and Objectives
- Generating Course specific Evaluations required for proper certification as well as maintaining file requirements

