



The 2019 IEEE MTT-S  
**International Microwave Symposium**  
2-7 June 2019 Boston, MA

Dear Exhibitor:

The IMS2019 Steering Committee is in full swing planning for a fun successful event, it's important that you as an exhibitor do your part.

For starters, the primary contact within your company has been sent information/instructions regarding your Exhibitor Console which is a key tool to your success and is available at no charge. We are asking all exhibitors to take the time to fill in there consoles so attendees can learn about your company prior to arriving in Boston. Through your console you will also access the discounted conference registration codes assigned to your company (click on the "Booth Staff Registration" to access your codes.), register your booth personnel, etc. Should you have any questions regarding your console, please contact [exhibits@mpassociates.com](mailto:exhibits@mpassociates.com)

**Registration is open!**

**Booth Personnel:** Booth staff badges are required for access to the exhibit floor during set-up, before, during and after exhibit hours and during tear down. Each person working your booth must register; badges are required inside the convention center at all times. [Click here to register Booth Staff.](#)

**Registration Promotional Codes:** IMS provides a number of discounted registration options for exhibitors to distribute internally to staff or to provide to customers and/or clients. Promotion codes are company specific and are posted in your [Exhibitor Console](#). IMS has sent the primary contact for your company the code to access your companies' exhibitor console.

Discounted registration types that require a unique promotion code are:

**Exhibitor Primary Discount for IMS Sessions:** \$120 – One "Exhibitor Primary" discounted registration allocated per 10x10 booth; includes access to all IMS sessions and a copy of the proceedings. These codes are posted in the ERC under the "Registration Promo Codes" link and begin with the letters "SR". (Ex: SRMPA-1234)

**Exhibitor Discount for IMS Sessions:** \$495 – Two "Exhibitor" discount registrations allocated per 10x10 booth; includes access to all IMS sessions and a copy of the proceedings. These codes are posted in the ERC under the "Registration Promo Codes" link and begin with the letters "FC". (Ex: FCMPA-1234)

**Exhibit Only Registration:** Invite your customers and give them free access to the exhibit floor. There is no limit to the number of times the code is used. This is a highly effective marketing investment. A code is posted in your ERC under the "Registration Promo Codes" link and begins with the letters "XO". (Ex: XOMPA-1234)

[Please use this link to use your discounted registration codes.](#)

**The IMS2019 official housing site is open!**

[Please refer to the housing information on the IMS2019 website to make your reservations.](#)

**Advertising Opportunities:** Still trying to find the right IMS sponsorship opportunity for your company at the right price? Here are a few great options: Sweet Treat Tuesday, Digital Video Wall, IMS Homepage Skyscraper Ad. To view the full list and get all of the details [click here](#).

Also, STEM is back for 2019 and as always, is a great program! The goal of the 2019 program is to introduce a diverse and highly motivated group of middle and high school students and teachers to the world of microwave engineering. [Sign up today](#) to be a supporter of the great program.

**Student Career Fair:** This is a great opportunity for your company to meet with and guide the future careers, including internship prospects, of highly talented students pursuing their bachelors, masters, and doctoral degrees in the fields of RF, microwave, and millimeter-wave devices, components, and systems. The Student Career Fair is available only to those students and exhibitors registered at the symposium.

Participating exhibitors are asked to present future career opportunities and advice for students to successfully navigate from University to industry. Participation in the Student Career Fair is at no charge to IMS2019 exhibitors and includes a table and two chairs. The Student Career Fair is located in 258 ABC, Wednesday, 5 June, from 10:00 to 17:00. [Click here to sign up](#).

**Exhibitor Services:** Save money by taking advantage of the discount deadline dates.

- Freeman Discount Date: 10 May 2019
- ITN (Lead Retrieval) Discount Date: 25 April 2019
- Electrical and Internet Services Discount Date: 13 May 2019

**Save the Date:** IMS and Freeman will hold a webinar on **3 April at 11:00 MT**. The webinar is designed to share money saving tips and best practice. Detailed information will be provided at a later date.

**Event Request Form:** Exhibitors may request suites and function/meeting space at the Boston Convention & Exhibition Center and IMS participating hotels. Requests must be authorized by IMS2019 prior to meeting room confirmation. Submit the Event Request Form to the IMS office for approval. Meeting rooms will be allocated on a first-come, first-served basis.

**Secondary Company Listing:** The IMS secondary listing program is designed to accommodate exhibitors with multiple divisions represented in their booths. A secondary listing allows access to an Exhibitor Console for each represented division/company. Exhibitors are allowed two (2) listings per 10x10 unit of exhibit space reserved at no charge and an unlimited number beyond two at \$250 per additional listing.

**Please contact us if you have any questions during your planning process:**

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Or, please give us a call at +1 303-530-4562