



Sample vendor policies

ACDIS understands the unique and supportive role vendors play in the CDI profession. Vendors provide a wide array of products and services to ease the daily burdens of CDI staff, including implementing CDI programs and/or software solutions, auditing medical records, and providing CDI staff on a permanent or interim basis. Their collective expertise, sponsorship, and support represent a vital component of the overall growth of our professional association and the expansion of our local chapters.

There are cases, however, where vendor involvement may not be warranted. This is particularly true on the local level in settings in which individual CDI specialists meet primarily for informal networking purposes.

Local ACDIS chapter leaders should, in conjunction with their chapter members, determine vendors' scope of involvement. Local chapter members should discuss vendor involvement openly and create a set of policies and/or parameters for vendor participation if they so choose.

ACDIS suggests the following:

1. Local chapters determine whether to allow vendors to attend meetings.
2. If local chapters do allow vendors to attend their meetings, they should determine their level of involvement. Some suggestions include the following:
 - a. We welcome full vendor sponsorship of our meetings, including full participation and attendance
 - i. Sponsorship allows vendors access to attendees in return for a set financial contribution to offset meeting expenses
 - b. We welcome vendor experts to present content-driven sessions at our meetings
 - c. We welcome vendor sponsorship and product presentations at our meetings
 - d. We welcome vendor sponsorship and presentations by vendor experts only on particular topics
 - e. We will permit vendors to present to our members but only for a set time during our meetings
 - f. We do not permit vendors to present at our meetings as our mission pertains primarily to networking activities
3. Local groups should maintain a log of vendor involvement which includes:
 - a. Name of company
 - b. Name of contact
 - c. Contact e-mail, phone, and mailing address
 - d. Nature of involvement (see no. 2, a-f, above)
 - i. If sponsor, description and estimated cost of donation
 - ii. If speaker, description of content
 - e. Date and duration of vendor participation
4. Local groups should communicate the level of vendor involvement to ACDIS national and reach out to the ACDIS team at info@acdis.org if any questions or concerns arise.



Sample letter for in-person event sponsors

Hello from **CHAPTER NAME**!

Our annual **CHAPTER NAME** event is being held on **DATE** at **LOCATION**. We are reaching out to see if **VENDOR NAME** would be interested in being a conference sponsor at this year's event.

As a completely volunteer-based ACDIS local chapter, your sponsorship would help support the cost of the venue, food, and door prizes. We anticipate **NUMBER OF** CDI/coding professionals participating based on last year's attendance.

We currently have four sponsorship levels (**AMEND LEVELS AS NEEDED**):

- Gold (Lunch Sponsor) – approximately \$2500.00
- Silver (Breakfast Sponsor) -- approximately \$1200.00
- Bronze (snack sponsor) – approximately \$600.00
- Star Sponsors (Gift cards, Goodie Bags, Drinks (coffee, juice, pop/water, etc.) – approximately \$700.00

This is a wonderful opportunity to network and provide education to our **CHAPTER NAME** CDI professionals. We look forward to hearing back from you on your interest with our conference (attached is our Save-the-Date Flyer).

Thank you in advance for sponsorship consideration.

Sincerely,

NAME

TITLE

ORGANIZATION

Sample vendor contract

The **LOCAL CHAPTER NAME** conference committee invites you to participate in the **NAME OF EVENT**. In making a commitment to be a sponsor, your company will be assured high profile exposure at this conference.

The conference:

The **LOCAL CHAPTER NAME** conference takes place at the **TIME** located at **LOCATION**. Participant registration will begin at **TIME** and the conference will end at **TIME**. The conference goal is to bring quality clinical documentation education to **LOCAL CHAPTER NAME** members.

The conference will be attended by CDI specialists from a variety of practice and healthcare employment backgrounds. These professionals work in private practice offices, hospitals, teaching institutions, and outpatient clinic settings.

The expected number of participants will be **ESTIMATED NUMBER**.

Sponsorship Benefits:

- Name and logo recognition on printed conference materials pre-conference and day of event
- Onsite signage with name and logo describing level of sponsorship
- Vendor space the day of the conference



- Name and logo recognition in post event email to attendees
- Table tent signage with company logo where refreshments are served
- Announcement of sponsor during the conference

*Note that while vendors are welcome to mingle with attendees during breaks and mealtime and collect contact information from interested participants, the **LOCAL CHAPTER NAME** protects the privacy of its members and does not provide any attendee information in exchange for goods or services rendered.*

Terms and Conditions:

- All sponsorship opportunities will be awarded on a first-come, first-served basis
- After receiving written acknowledgement, sponsors will provide their logo and any other materials to the chapter leadership in a timely fashion
- Organizers will not be liable for damage or loss to a sponsor's properties
- Travel and accommodation costs are not included

Vendor relationship disclaimer:

The **LOCAL CHAPTER NAME** has final authority on all decisions relating to fiscal, contractual, or logistical arrangements related to sponsored activities. The **LOCAL CHAPTER NAME** Leadership will work with the sponsor to achieve maximum mutual benefit from the sponsorship, but final decision-making authority remains with the **LOCAL CHAPTER NAME** leadership. The **LOCAL CHAPTER NAME** leadership reserves the right to approve themes, programming, and appropriateness of sponsor activity to ensure continuity throughout this event and to ensure consistency with our chapter mission, brand, reputation, and public position of trust as well as the parameters of the ACDIS national organization's guidance and mission.

The **LOCAL CHAPTER NAME** does not formally endorse any sponsor or participating vendor. Sponsorship of the **LOCAL CHAPTER NAME** event in no way implies endorsement from national ACDIS nor any obligations on behalf of either national ACDIS or the sponsor. To explore national sponsorship opportunities, contact national ACDIS National Sales Manager Carrie Dry at Cdry@hcpro.com.

Level of sponsorship commitment:

NAME OF COMPANY has committed to sponsoring **NAME OF SPONSORSHIP OPPORTUNITY** to the **LOCAL CHAPTER NAME** conference participants on **DATE**.

Signed:

Date:

Name:

Email:

Phone:

Conference Co-Chair Representative:

Signed:

Date: