



CareerPharm + PPS
December 5 – 9, 2009
44th ASHP Midyear Clinical Meeting and Exhibition
Las Vegas, Nevada
Venetian Resort

Guidance for Participation in CareerPharm’s PPS

Eligibility for Participation

The following qualifications are required of all PPS employer participants at the 2009 ASHP Midyear Clinical Meeting (MCM) to be held at the Venetian Resort.

1. An employer must have at least one pharmacy opening to participate and interview at PPS.
2. Staff or other representatives of the employer must be present at the meeting to conduct interviews and meet with potential candidates. All staff of employer that are pharmacists and are conducting interviews for the employer must be registered for the MCM.

Fees

PPS fees are determined by the quantity of jobs the employer posts to the PPS job board. Every unique position should be paid for and posted. The only exception is made when a job has the same description and requirements but different locations. In this case, there will be the opportunity to choose up to three different locations. Included in your job posting fee is a space to conduct interviews. See Interview Space details below.

Note the PPS job board is hosted on the CareerPharm.com website. CareerPharm job postings are not included in the PPS price. Please make sure you are on the PPS job board at all times by clicking the Red PPS tab on www.careerpharm.com.

Fees may be paid by credit card or check. If paying by check please provide a Purchase Order or reference number. Do not send your check until you’ve received an invoice from ASHP.

Pricing (per listing)

By October 21	\$575
By December 4	\$975
December 5-9	\$1,100





Assignment of PPS Interview Space

PPS interview booth assignments will be allocated in the sole and exclusive discretion of ASHP with due regard to grouping of PPS participants, the date upon which the registration was requested and quantity of positions being recruited for. ASHP reserves the right, in the best interest of PPS, to relocate booth space other than that selected by the PPS participant. The decision of ASHP with respect to allocation of booth space will be final and binding upon all PPS employers.

Arrangement of PPS Interview Booths

Every employer will receive **at least one booth** to conduct interviews. PPS booths are 8'x 8', made of pipe and drape and include one (1) 2.5' x 4' table **inside** with 3 chairs. Employers with 3 or more positions will receive additional tables outside of their booths. Please see the chart below to learn how the size of your space will be determined and what it includes. All employers will receive a numbered booth assignment and a corresponding sign.

All space is allocated for the duration of the event.

1 job	one booth for half-day (choose between 7:30AM – NOON or 12:30PM – 5:00PM)
2 jobs	one booth for the entire day
3 jobs	one booth and one additional table
4-5 jobs	2 booths and one additional table
6-11 jobs	3 booths and 2 additional tables
12-19 jobs	4 booths and 4 additional tables
20+ Jobs	Please contact us for arrangements. No on site additions will be made due to Fire Marshall regulations.

PPS Booth Set Up

Bringing display panels, literature, and give a-ways for your booth is acceptable. These may be delivered via the exhibit contractor, Freeman. Information on how to arrange for shipping and electrical will be available online in September.

Please note, there will be no mailboxes this year so any literature for prospective candidates will need to be handed out directly to candidates during interviews. Suitable candidates can be found online by conducting frequent searches and





requesting they stop by your booth. Remember that all prospective candidates must be registered for the MCM and PPS.

All materials used by employer in your booth are the responsibility of the employer, and PPS is not responsible for their safekeeping.

Searching for Candidates and Scheduling Interviews

Conducting candidate searches and scheduling of interview appointments prior to the meeting is highly recommended. Each PPS employer will have an online PPS inbox to send emails to PPS participants. There will be computers in PPS to continue your candidate search but they will be available on a first come, first served basis. More information on the email inbox will be available online in October. Traditional PPS mailboxes and forms will not be used this year.

Interview Hours

PPS will open on Saturday, December 5 at Noon for booth set up. Interviews may be conducted any time between 7:30 and 4:30, Sunday, December 6 – Wednesday December 9.

Cancellation Policy

Cancellations may be made through October 21 by requesting a refund in writing and sending it via email to pps@ashp.org or by fax to 301-634-5740. Cancellations after October 22 are not refundable.

Midyear Registration

All pharmacists conducting interviews in PPS are required to register for the Midyear Clinical Meeting, and must wear an MCM_Badge with a PPS designation in order to enter PPS. Please submit the names of MCM pharmacist_attendees from employer online who should be granted entry in PPS after you register for PPS. Names must be submitted by November 24.

All non-pharmacists (Administrative and Human Resource Personnel) conducting interviews in PPS or otherwise assisting with your recruiting efforts do not need to be registered for PPS but will need to pick up a PPS Interviewer badge upon arrival. This badge will only allow access to PPS.

Contact Information

Any questions about PPS should be directed to:

Meredith Jannsen





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