

# AIFA Association of Insurance and Financial Analysts

## PANELIST AND SPONSORS ITEMS SHIPPED FORM

Please fill out this form and return by **February 23, 2024**, to Joel Weston at [jaweston@westoninc.com](mailto:jaweston@westoninc.com)

Panelist(s):

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Contacts \_\_\_\_\_

(Assistant and/or IR Person)

Telephone/Cell \_\_\_\_\_

Email Address \_\_\_\_\_

All panelists and sponsors must register and make room reservations online at [www.aifa-insurance.com](http://www.aifa-insurance.com). Please note that the email address entered on the registration/reservation site will receive all correspondence, including hotel confirmations. Please direct any questions regarding guest room or online registration to Nancy Williams at [williams@westoninc.com](mailto:williams@westoninc.com) or 336-725-1147.

Will you be handing out materials at your presentation? YES NO

If yes, what type of materials: \_\_\_\_\_

Please have all materials sent to:

**Naples Grande Beach Resort**  
**475 Seagate Drive**  
**Naples, FL 34103**  
**Hold for AIFA Conference**  
**Conference Services Manager: Jose Brao**

Please label your boxes in the following manner:

- Hold for AIFA meeting (name of speaker)
- Include date & time of your presentation on the box
- If you have multiple packages, mark them 1 of 10, 2 of 10, 3 of 10, etc.

**All information will be placed on tables outside the meeting room prior to the first presentation of each session or inside your individual meeting as directed.**

**Please e-mail a list of all conference materials, the number of boxes being shipped to the hotel and tracking numbers to Weston & Associates at [jaweston@westoninc.com](mailto:jaweston@westoninc.com) (see attached sheet).**

# AIFA Association of Insurance and Financial Analysts

## PANELIST AND ITEMS SHIPPED FORM

To: AIFA Presenting Companies  
From: Joel Weston  
Re: AIFA CONFERENCE - PRESENTATION & DISPLAY MATERIALS

---

Please e-mail the following information to Joel Weston at [jaweston@westoninc.com](mailto:jaweston@westoninc.com) by February 23, 2024. Weston & Associates, Inc. is the meeting management company for the 2024 AIFA Conference at The Naples Grande Beach Resort. We plan to inventory all presentation and display materials. We cannot do an accurate inventory without knowing what you have shipped. Thank you for your consideration.

1. Company name \_\_\_\_\_
2. Number of boxes \_\_\_\_\_
3. Type of boxes \_\_\_\_\_
4. Ship to address \_\_\_\_\_
5. Shipping Company and shipping category (i.e. ground, air overnight, etc.) \_\_\_\_\_
6. Shipping origination point \_\_\_\_\_
7. Tracking number(s) \_\_\_\_\_
8. Ship date \_\_\_\_\_
9. Business telephone number \_\_\_\_\_
10. Cell number for weekend contact \_\_\_\_\_
11. Any other pertinent information \_\_\_\_\_