

# Thank you for partnering with the Chicago Urological Society!

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## Meeting Information

Where are the meetings? [The University Club of Chicago](#), 2<sup>nd</sup> Floor  
76 East Monroe Street

What time do they start? Please visit [our website](#) to view the specific program and schedule for each meeting. The schedule and booth placements will also be emailed out beforehand.

When should I arrive? You may arrive/set up your booth any time after 1:00 PM. Please be sure your booth is fully set up before the start of the reception. Reception start times vary by meeting, so please check out the program ahead of time.

Where should I park? The Club offers valet parking for \$38/day. For additional options, please [visit their website](#).

Where can I ship my materials?

### **The University Club of Chicago, Monroe Room**

Please be sure to mark any packages with the meeting date, and that it's for the CUS meeting. Your materials should be in the Monroe room upon your arrival. When the meeting is over, the UCC will ship your materials back as long as everything is boxed up and labeled- just leave everything in the room!

Can reps attend the scientific program?

Absolutely

Does CUS provide name badges?

Not unless specifically requested, so please bring your own.

What should I do when I arrive?

When you arrive, you can head right into the Monroe room to start setting up your booth. If you arrive before 2:30 please check in at the registration desk, otherwise, your drink tickets, program, and pre-attendee lists will all be waiting on the table.

How do I know where my table is?

CUS staff will send an email a few days before the start of the meeting with a map of all booths. Your table will also be labeled with your company name upon your arrival.

What does CUS need from me ahead of time?

1. A signed contract (see the last page of the exhibitor prospectus or the CUS website)
2. Payment

I have a question that is not listed here...

Please contact Jessica Knight at [jessicaknight@isms.org](mailto:jessicaknight@isms.org) or 312-848-2714.