



Request for Proposal (RFP)
Vendor Sponsorship Opportunities for the 2026 Annual National Meeting
Association of Administrators in Academic Radiology (AAARAD)
RFP Issue Date: March 31, 2026
Response Deadline: August 31, 2026

1. Introduction

The AAARAD invites vendors, corporate partners, and industry stakeholders to submit proposals for sponsorship of our 2026 Annual National Meeting, scheduled to take place on October 6 and October 7 at The Westin Riverwalk, San Antonio, TX.

AAARAD's primary goals are to encourage member-to-member networking, foster greater professional collaboration with departmental Chairs, and create management education opportunities for administrators and business professionals specializing in the management of academic radiology. Members of the AAARAD organization seek to improve radiological health care delivery, residency program administration, and sponsored research administration in Academic Radiology.

Our annual meeting brings together over 70 leading administrators/professionals from across the country, providing an exceptional opportunity for sponsors to connect with key opinion leaders, and decision-makers.

2. Objectives of Sponsorship

We seek sponsors whose values align with our mission and who are interested in engaging with our professional community in a meaningful, ethical, and educationally appropriate way. Sponsorship funds will help support:

- High-quality educational programming
 - Networking receptions
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3. Sponsorship Opportunities

We offer multiple types of sponsorship with corresponding benefits:

Platinum Sponsorship (2-year commitment)

- Premier sponsorship: one sponsor will hold this title for 2 years.
- Prime visibility: Your logo prominently displayed throughout the meeting.
- Networking opportunities: Exclusive access to attendees during breakfast, evening reception on Day 1, happy hour, and all breaks on Day 1 of the annual meeting.
- Table placement: A dedicated table for your brand on Day 1.
- Digital advertising: Featured on all meeting digital platforms.

Gold Sponsorship

- Networking access: Attend breakfast, and meeting breaks on Day 1.
- Logo placement: Your logo displayed at the event.

Customized sponsorships can be arranged based on mutual goals and availability.

4. Proposal Submission Requirements

Interested vendors should submit a proposal including the following:

- Company overview
- Selected sponsorship tier and any requested add-ons
- Description of engagement goals with attendees
- Point of contact information
- Any relevant compliance or regulatory guidelines your organization adheres to

Please submit proposals via email to the Board Of Directors of AAARAD -
aaaradboard@aaarad.org

5. Timeline

Milestone	Date
RFP Release Date	March 31, 2026
Proposal Submission Deadline	August 31, 2026
Notification of Selection	August 31, 2026
Meeting Dates	October 6-7, 2026

6. Additional Information

All marketing and promotional activities must be preapproved through AAARAD and ethical practices commonly followed in the medical and healthcare industry. They must also adhere to industry regulations, any governmental regulatory requirement such as those set by the **FDA** and other relevant bodies. Promotional materials and activities should prioritize education, integrity, and patient care. All sponsors are expected to avoid any form of aggressive sales tactics or conflict of interest. The focus must be on education and professional development.

AAARAD is committed to maintaining the integrity of the meeting and ensuring that all activities are conducted in a manner that avoids any potential ethical concerns, including those related to undue influence on decision-making or the appearance of preferential treatment for any sponsor.

Sincerely,

Board of Directors of AAARAD