

IEEE  
Industry Applications Society  
2004 Annual Meeting  
Partner Sponsorship and Hospitality Suite  
Information Package

Conference Services

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**IEEE IAS 2004 Annual Meeting  
Partner Sponsorship Levels**

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<b>Presidential Level</b>	<b>\$7,000+</b>
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1. Credit for the President's Banquet, including:
  - Logo on event signage
  - You may hang banners at the President's Banquet
  - You may have staff greeters/hosts/hostesses at the President's Banquet
  - You may add collateral to the President's Banquet Program
2. Logo on conference bag and back cover of the conference program.
3. Logo and web site link on the conference web site ([www.ieee.org/ias2004](http://www.ieee.org/ias2004)) identifying your company as a Presidential Level sponsor.

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<b>Platinum Level</b>	<b>\$5000</b>
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1. Credit for the event of your choice (on a first come, first served basis):  
Awards Luncheon, Myron Zucker Luncheon, one of the five Author's Breakfasts, President's Reception, Awards Reception
  - Logo on event signage
  - You may hang a banner outside of the event
  - You may have staff greeters
  - You may put collateral on all the chairs for the event (except receptions)
2. Logo on back cover of conference program in addition to recognition in the program for your sponsorship.
3. Logo and web site link on the conference web site ([www.ieee.org/ias2004](http://www.ieee.org/ias2004)) identifying your company as a Platinum Level sponsor.

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<b>Gold Level</b>	<b>\$2500</b>
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1. Logo on back cover of conference program in addition to recognition in the program for your sponsorship.
2. Collateral material for the conference bag.
3. Logo and web site link on the conference web site ([www.ieee.org/ias2004](http://www.ieee.org/ias2004)) identified as a Gold Level sponsor.

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<b>Silver Level</b>	<b>\$1250</b>
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1. Collateral at the announcement table at registration to announce your Hospitality Suite.
2. Recognition in the program for your sponsorship.
3. Logo and web site link on the conference web site ([www.ieee.org/ias2004](http://www.ieee.org/ias2004)) identified as a Silver Level sponsor.

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<b>Bronze Level</b>	<b>\$500</b>
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1. Recognition in the program for your sponsorship.
2. Logo and web site link on the conference web site ([www.ieee.org/ias2004](http://www.ieee.org/ias2004)) identified as a Bronze Level sponsor.

## IEEE IAS 2004 Annual Meeting Vendor Etiquette Policy

The intent of this policy is to maintain the meeting as a technical conference at a professional level. Vendor participation is encouraged and welcomed, but vendors must emphasize their technical and professional aspects. These entertainment rules are to prevent any conflicts with the conference program, and conduct shall be in accordance with this intent. Deviation from policy will be taken before the IAS Executive Board for action that may bar a vendor from presenting papers or being an active participant in future annual meetings.

### 1. Hospitality Rooms

- a) Vendor hospitality rooms shall be allowed as a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individually oriented basis. Rooms must be open to the conference general attendance. If hospitality suites are limited, preference may be given to previous annual meeting vendors.
- b) All vendor personnel participating in the vendor's hospitality rooms should be registered attendees at the conference.
- c) The principal member responsible for each vendor's hospitality room shall be a member of IEEE and IAS in good standing.
- d) Hospitality rooms shall not be open to guests during official conference program hours, as listed in the conference program. This includes technical session hours and official Annual Meeting functions such as the Awards Luncheon (Tuesday lunch), Welcome Reception (Sunday evening), and the President's Banquet (Wednesday evening).
- e) An attempt should be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.
- f) Hospitality room identification will be posted on a bulletin board adjacent to the registration desk. The Conference Committee shall approve signs, posters, banners or other material used for promotional purposes. An identifying sign may be used at the room location.
- g) Literature and products for demonstration and discussion on a personal and individually oriented basis in hospitality rooms shall be permitted as being consistent with the technical communication objectives of the conference.
- h) All vendors that intend to have hospitality rooms must provide a minimum silver level sponsorship.

### 2. Vendor Tutorials

- a) Vendors are encouraged to offer tutorials for conference attendees through the conference tutorial program organized by the IAS Education Department. Interested vendors should contact the Chair of the IAS Education Department for information about the tutorial program. Deadlines for the submission of tutorials for the IAS Annual Meeting are published in the IAS Magazine (and are typically around February 15<sup>th</sup>).
- b) Vendors shall not offer non-conference tutorials during official conference program hours, as listed in the conference program. The conference program hours include conference tutorials, technical sessions, and all social functions.

### 3. Off-site Events

- a) Events scheduled off-site shall be limited to a maximum of 25 attendees (not including guests) so as not to adversely impact attendance at other conference events.

**IEEE IAS 2004 Annual Meeting  
Sponsorship / Hospitality Suite Reservation Form**

If you are interested in helping to sponsor activities and/or reserving a hospitality suite, please complete the information below and fax to Courtesy Associates (FAX 202-331-0111). You will be contacted once your form is received.

If you have any questions, comments, or concerns, please contact Wendy Acevedo at Courtesy Associates, (202) 367-2358 or [wacevedo@courtesyassoc.com](mailto:wacevedo@courtesyassoc.com).

Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Cellular: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Sponsorship**

		Amount	
<input type="checkbox"/> Presidential	(\$7,000+)	_____	
<input type="checkbox"/> Platinum	(\$5,000)	_____	Event _____
<input type="checkbox"/> Gold	(\$2,500)	_____	
<input type="checkbox"/> Silver	(\$1,250)	_____	
<input type="checkbox"/> Bronze	(\$500)	_____	

**Hospitality Room Reservation Request\***

Dates for room reservation \_\_\_\_\_

*\* A minimum Silver level sponsorship is required for vendors that intend to have hospitality rooms. Please note that hospitality rooms are not sleeping rooms and that you will be required to make a separate hotel room reservation for overnight stays.*

Hospitality room reservations and sponsorships must be received by September 10<sup>th</sup> to receive recognition in the conference program. Your hospitality room assignment will be sent to you following the September 10<sup>th</sup> deadline.