

2022
SITE COORDINATOR SYMPOSIUM
BACK TO THE FUTURE

PARTNERSHIP LEVELS

2022 Site Coordinator Symposium: Back to the Future	Silver \$1000 (3 Available)	Gold \$2000 (6 Available)	Platinum \$3000 (4 Available)	Titanium \$5000 (3 Available)	Presenting \$10000 (1 Available)
Complementary Registration (maximum 2)	Yes	Yes	Yes	Yes	Yes
Resource Bag Flyer	Yes	Yes	Yes	Yes	Yes
Exhibit Booth	Yes	Yes	Yes	Yes	Yes
Event App Advertisement	Yes	Yes	Yes	Yes	Yes
Event Banner Logo	N/A	Yes	Yes	Yes	Yes
Sponsored Workshop(s)	N/A	1	1	2	2
General Session Recognition	N/A	Yes	Yes	Yes	Yes
Event Reception Recognition	N/A	N/A	Yes	Yes	Yes
Site Visits (Day Before Symposium) <i>*Includes a Post-Site Visit Mixer</i>	N/A	N/A	Virtual	In-Person	In-Person
Evening Reception(s) Table	N/A	N/A	Yes	Yes	Yes
General Session Presentation	N/A	N/A	N/A	Yes	Yes
Table/Chair Drop	N/A	N/A	N/A	Yes	Yes
Additional Customizable Benefits	N/A	N/A	N/A	N/A	Yes*

Target Audience for the Symposium:

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Site Coordinators
 Assistant Site Coordinators
 Program Directors
 Grant Managers
 Technical Assistance Providers
 District and County Office of Education staff
 Community-Based Organization leaders

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BENEFIT DETAILS

Complimentary Registration (Maximum 2)

Each sponsor will be provided with a maximum of 2 complimentary registrations. If the sponsor is bringing additional individuals to the event those individuals must be registered and will pay the current registration rates. Registration closes two weeks prior to the event, all individuals must be registered before that date.

Resource Bag Flyer

Each sponsor will be able to provide 1 - 8½x11 Flyer/Tri-Fold or a smaller flyer/postcard for the attendee resource bag. At the discretion of the CAN staff, Presenting sponsors may be able to provide a second flyer. Sponsors must provide enough flyers for all attendees and materials must arrive at the CAN offices no later than 4 weeks prior to the event unless otherwise directed by CAN staff.

Exhibit Booth

Each sponsor will be provided (1) 6-foot table and (2) chairs and a designated space will be marked for reference. Exhibitors are highly encouraged to bring table linens, banners, etc. to promote your product or service. Locations are prioritized by sponsorship level; Exhibitors are required to stay within their designated area. Exhibitors are responsible for the storage of materials; CAN is not responsible for any items or materials. Exhibitors are encouraged to highlight and showcase products or what is being offered and may include raffles and games to engage and interact with attendees. Speakers and/or competing sound/music is not allowed. Exhibitors are requested to follow the *Exhibit Schedule* indicated below. The Convention Center does not allow any outside food or beverage, however individually packaged candy/treats are allowed at the discretion of CAN. *Additional items may need to be approved by CAN.*

Exhibit Schedule

- Set-Up: Thursday, Feb. 3, 2022 2:00pm- 6:00pm
- Exhibit Open: Friday, Feb. 4, 2022 8:30am- 4:00pm
Saturday, Feb. 5, 2022 8:30am- 2:00pm
- Close-Down: Saturday, Feb. 5, 2022 2:00pm- 5:00pm

Event App Advertisement

Each Sponsor will receive a listing in the Partners section of our app. This will include your name, logo, description, contact information, and additional links you would like to share. Sponsors will be listed in order of sponsorship level (i.e. Presenting first, Titanium second, followed by Platinum, etc.). This information must be provided to CAN Staff in the format requested at least 4 weeks prior to the event.

Event Banner Logo

Gold, Platinum, Titanium, and Presenting sponsors will have their logos displayed on the main event banner. High-resolution logos must be provided in the sponsorship application form. Sponsors will be listed in order of sponsorship level and/or will be sized in accordance with sponsorship level.

Sponsored Workshop(s)

Gold and Platinum sponsors will have (1) In-Person workshop. Titanium and Presenting sponsors will have (2) In-Person workshops. If you would like to offer the workshop as a virtual workshop instead, that can be coordinated with the CAN team. All workshops are required to be 90-minutes in length, and not focused on selling a product, but rather demonstrating how the product can be used in the field.

BENEFIT DETAILS (CONTIN.)

General Session Recognition

At the beginning of each general session, the emcee will acknowledge all Gold, Platinum, Titanium, and Presenting sponsors. Sponsor names and/or logos will also be included in any slide decks utilized throughout the general sessions.

Event Reception Recognition

As Sponsor, you will be recognized as such during the opening of one of our evening receptions, both virtual and one of the in-person receptions.

Site Visits (Day Before Symposium)

Platinum, Titanium, and Presenting sponsors have the opportunity to showcase their product/service in a real-life setting through a site visit format. The site visit allows for people to see how the product/service works in a real-life setting. Platinum sponsorship includes a virtual site visit, only. Titanium and Presenting sponsorship includes In-Person site visits and also includes a Post Site Visit Mixer.

Site Selection

If you are already working with an existing program/site within the area, this might be a great site selection. Please note, the site location must be within a 30-minute drive of the conference venue. If you do not currently partner with a site within the area, one will be selected for you.

Timeline to Follow to Prepare for Successful Site Visits

Sites must be identified at least (8) weeks prior to the start of the conference. Additional details (i.e. description, agenda) must be finalized at least (3) weeks prior to the start of the conference and submitted to CAN for event promotion.

Post Site Visit Mixer (For Titanium and Presenter Sponsors only)

Titanium and Presenting sponsors will have an opportunity to connect with those who attend the site visits and have discussions about the demonstrations, in a small exclusive group setting after the site visit, but prior to the evening mixer. This is a great opportunity to highlight and provide additional information, and offer a Q & A about your service/product.

Evening Reception(s) Table

This is another great opportunity to network with symposium attendees and promote your service/product at either an in-person evening reception or virtually using an online platform. This is included in the Platinum, Titanium, and Presenting partnership levels.

A table will be provided and designated space will be marked for reference. We highly encourage partners to bring table linens, banners, etc. to promote your product or service. Locations are prioritized by sponsorship level. Partners are responsible for the storage of materials; CAN is not responsible for any items or materials. Speakers and/or competing sound/music is not allowed. Partners are requested to follow the Evening Reception Schedule indicated below. The Convention Center does not allow any outside food or beverage, however individually packaged candy/treats are allowed at the discretion of CAN. Additional items may need to be approved by CAN.

Evening Reception Schedule

- Thursday, Feb. 3, 2022 and Friday, Feb. 4, 2022
 - Set Up: 6:00pm- 6:30pm
 - Evening Reception: 6:30pm- 8:30pm
 - Close-Down: 8:30pm- 8:45pm

BENEFIT DETAILS (CONTIN.)

General Session Presentation

Titanium and Presenting Sponsors have the opportunity to provide a brief presentation to attendees during one of the general sessions as scheduled by CAN. The presentation will be a maximum of 5 minutes. The presentation may include the use of a slide deck/video but this content must be submitted to CAN staff at least one week prior to the event.

Table/Chair Drop

Titanium and Presenting Sponsors have the opportunity to place promotional materials on tables/chairs during the corresponding plenary they are doing their General Session Presentation. The sponsor needs to ensure there are enough promotional materials for each attendee and will be responsible for ensuring that the materials are completely dropped on the tables/chairs at least 15-minutes before the presentation is set to begin. *Promotional materials must be approved by a CAN team member at least 2 weeks prior to the event.*

Health & Safety Guidelines

All conference participants and sponsors, including CAN Staff, will be required to follow local and statewide health and safety guidelines in accordance with the CDC and Department of Public Health. **Based on current Sacramento County guidelines, everyone is required to wear masks in the SAFE Credit Union Convention Center facility.** As the situation evolves, so will our approach and guidelines to keeping you safe. We thank you for your patience and flexibility as we manage this and ask that you check your email and/or our [website](#) for updates.

Any violation of our policies can result in removal from the event and the potential forfeit of a refund. For folks who cannot wear a facial covering, we highly recommend attending the Virtual Conference.

COVID/Virtual Contingency

All registrations are final and payments are non-refundable. All invoices must be paid within (30) days of registration. Registrations are subject to our terms and conditions.

Refunds

Due to the costs and materials associated with the conference, we are unable to issue refunds. If you are unable to attend, we will allow someone else to take your place at the conference.

Postponement

If the conference is rescheduled to other dates, your registration(s) will be valid for the new conference dates, or you will have the option for credit to be used at another event.

Event Cancellation or Disruption

In the event of a cancellation or disruption, due to factors or causes beyond the control of the Symposium Planning Team, CAN will postpone the event, or provide credit for future events. These factors will be inclusive of, but not limited to, pandemics, natural disasters, federal/state announcements, strikes, delays in production, and other circumstances beyond the control of CAN that results in the disruption or cancellation of the Conference.

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