

## CORPORATE PRESENTATIONS AND APPLICATION

**Instructions:** Please complete the application, sign the Corporate Participation Terms on page 7, and keep a copy of the forms. MAIL the forms with a CHECK to AACRAO II, P.O. Box 37156, Baltimore, MD 21297-3156. You may also fax credit card information or request an invoice by faxing the forms to (202) 822-8850.

A limited number of corporate presentation slots are available to companies and organizations, and participation is on a first-come, first-served basis. Session times will be disbursed throughout the conference. Presentation slots will be confirmed via e-mail, and confirmed sessions will be listed on the Web and in the on-site program.

**Note:** Although Corporate Presentation slots allow you the opportunity to sell your products and services, we suggest that you have a university representative co-present the session, or that you make it an educational session.

*Included in your presentation fee:*

- Name and hyperlink on the conference Web site
- Session listing in the on-site program
- One complimentary registration to the conference

### Price per Corporate Presentation

**AACRAO Corporate Partner** ..... \$2,575      **Non-Partner** ..... \$4,250

### Corporate Presentation Application

(Deadline for session title, description, and presenters is October 2.)

Company \_\_\_\_\_ Web Address \_\_\_\_\_

Presentation Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Session Title:** \_\_\_\_\_

**50 word session description (you may attach a separate document):** \_\_\_\_\_

Presenter: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ E-mail: \_\_\_\_\_

Presenter: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ E-mail: \_\_\_\_\_

This presentation requires Internet access ☐ Yes ☐ No

This presentation requires audio-visual equipment in addition to an LCD projector, screen, and one wired podium microphone ☐ Yes ☐ No

If 'yes,' please specify \_\_\_\_\_

### Cancellation/Refund Policy

Payment for corporate presentation slots will be refunded, less a \$500 per presentation processing fee, if a written request for cancellation is received by AACRAO no later than October 11, 2013. Telephone cancellations will not be accepted. AACRAO will only honor cancellation requests whose receipt have been confirmed. Final payment is due October 11, 2013 for all corporate presentations. No refunds will be made if the company cancels the contracted slot after October 11, 2013 or if the company fails to attend the meeting. If a company cancels after October 11, 2013 and has not already paid the corporate presentation fee, the company will be liable for paying the full presentation fee to AACRAO.

Full Amount Enclosed: \$ \_\_\_\_\_

☐ Send Invoice for remaining balance

Deposit Enclosed (\$500 per presentation): \$ \_\_\_\_\_

☐ Check (**make payable to AACRAO**) Enclosed or ☐ Forthcoming

Balance Due: \$ \_\_\_\_\_

☐ Credit Card (please check) ☐ Visa ☐ MasterCard ☐ AMEX

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as shown on credit card \_\_\_\_\_

We agree to abide by all rules, regulations, terms, and conditions as outlined in this contract. Contract not valid without signature.

Signature \_\_\_\_\_ Date \_\_\_\_\_