

**NEW YORK CITY  
ELEMENTARY SCHOOL PRINCIPALS' ASSOCIATION  
www.nycespa.org  
THE 79<sup>th</sup> NYCESPA CONVENTION  
Saturday, January 28, 2012  
The New York Marriott at the Brooklyn Bridge  
333 Adams Street, Brooklyn, NY 11201**

**APPLICATION TO BE A PRESENTING SPONSOR**

Presentation Sponsorships of \$2,000 include one table for your company in the Exhibit Area as well as acknowledgment in the Convention Program.

(Submission deadline: Wednesday, September 28, 2011)

**PROGRAM TITLE:** \_\_\_\_\_

**PROGRAM OBJECTIVES:** ("Attendees will be able to...")

1. \_\_\_\_\_
2. \_\_\_\_\_

**TARGET AUDIENCE:** (indicate desired audience, e.g., principals, teachers, parents, other supervisors, all attendees, etc.)

\_\_\_\_\_  
**DESCRIPTION OF PROGRAM:** (provide a brief description of your program including presentation format, handouts, nature of audience participation, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUDIO-VISUAL NEEDS:** N.B. All meeting rooms will be set up theater-style with a lectern, one head table and speaker's rostrum. If you need a different seating arrangement, please note below.  
For convenience, we will order audio-visual set-ups for you. However, costs associated with such an order are the speaker's responsibility.

\_\_\_\_\_  
\_\_\_\_\_

**(SUBMISSION DEADLINE: WEDNESDAY, SEPTEMBER 28, 2011)**

## BIOGRAPHICAL DATA

Lead Presenter's Name: \_\_\_\_\_ Title \_\_\_\_\_

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

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

\_\_\_\_\_ ZIP: \_\_\_\_\_

Presenter's Address (if different from above)

\_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Presenter's E-mail address: \_\_\_\_\_

(All correspondence related to the presentation will be sent to the presenter's email address. It is the lead presenter's responsibility to relay all information to the other presenters)

Names of Other Presenters: \_\_\_\_\_

\_\_\_\_\_

Return this form by September 28, 2011 to:

Liza Caraballo

Convention Vice President

NYCESPA

16 Court Street, Suite 418

Brooklyn, NY 11241-0102

Phone: 718/643-9696

Fax: 718/403-0278

*Please keep in mind that In addition to principals, your audience may include other supervisors, teachers, parents and community leaders. Wherever possible we suggest that presentations be targeted to as wide an audience as possible.*

### PROGRAM SESSION DETAILS:

Exhibitors are invited to submit a proposal for a 65 minute **Seminar**. These sessions are not "infomercials" but rather discussions on the utility of the product or service. Presentation Sponsorships of \$2,000 include one table for your company in the Exhibit Area as well as acknowledgment in the Convention Program. The Convention Committee will make the final determination of the suitability and value of the proposal. We look to avoid duplication in seminar objectives, so proposals similar in content will be weighed both on their applicability and timeliness of submission. Please do not send any payment until you are notified that your proposal has been accepted. All notices of acceptance of a proposal, room assignment host, etc., will be sent by email to the lead presenter only. It is that person's responsibility to contact other presenters with pertinent information. Payment will be due within 30 days of receipt of confirmation which will be accompanied by an invoice. Confirmation notices will be emailed no later than November 1.

**N.B. NYCESPA WILL PROVIDE A BASIC AV SUPPORT PACKAGE CONSISTING OF A TABLE, ELECTRICITY AND SCREEN. ALL OTHER AV EQUIPMENT INCLUDING LCD PROJECTORS, AUDIO PATCHES, ETC. MUST BE ORDERED AT THE PRESENTER'S EXPENSE FROM THE MARRIOTT AV CONTRACTOR. PRESENTERS MAY BRING THEIR OWN EQUIPMENT.**

