



## THE CONSORTIUM

### Conference "To Do" List for Sponsors 2010 Orientation Program & Career Forum (OP)

The following is a list of deadlines and forms needed to prepare for the conference. The forms and "to-do's" mentioned in this document are to be completed as soon as possible and no later than the listed deadline to ensure that The Consortium can meet their deadlines and present the most complete information to our students. For the most up-to-date information on the conference, please visit <http://cgsm.org/op/OP2010.asp>.

Date Due	Action	Responsible for Completing	Requirements	Submit to
15-Mar-10	Confirm Exhibitor Booth Needs	Sponsors participating in the Career Forum and/or Private Interviews	Confirm booth needs for the Career Forum on Tuesday, June 15 and the Private Interviews on Wednesday, June 16. The basic booth package is 10'x10', quantities vary by sponsorship level. Additional booths may be purchased at \$2,000 per booth. Interview booths are 10'x8'. Additional booths are \$250.	<a href="mailto:blackm@cgsm.org">blackm@cgsm.org</a>
15-Mar-10	Career Panel - Panelist Information Form	Sponsors underwriting a workshop and/or career panel	Provide contact information for the panelist representing your organization at the session by completing the online form (see highlighted link).	<a href="#">Online</a>
15-Mar-10	Sponsored Workshop - Presenter Information Form	Sponsors underwriting a workshop	Provide contact information for the presenter(s) representing your organization at your workshop by completing the online form (see highlighted link).	<a href="#">Online</a>
15-Mar-10	Logo Submission	All participating sponsoring companies	Sponsors receive recognition for participating at the OP. Submit in a high resolution vector file (.eps, .ai). Submit 1 - black and white logo and 1 - color logo (the same logo). Do not submit a .jpg file. **If your logo has not changed since 2009 please communicate that, as well.	<a href="mailto:macanufoe@cgsm.org">macanufoe@cgsm.org</a>
15-Mar-10	Speaker Bio Submission	Sponsors underwriting a workshop, career panel, meal function or event where a representative of their organization is participating.	A brief bio (150-175 words). Include your speaker's full name, title and company name (especially if they work for a subsidiary of the named sponsor).	<a href="mailto:macanufoe@cgsm.org">macanufoe@cgsm.org</a>
15-Mar-10	Speaker Photo Submission	Sponsors underwriting a workshop, career panel, meal function or event where a representative of their organization is participating.	A digital photo, or any photo that has been scanned, needs to have a resolution of 300 dpi and be 2x3 inches in physical size. The file size of a .jpg photo is about 200 KB. Do not send photos in PDF format or embedded in a Word document.	<a href="mailto:macanufoe@cgsm.org">macanufoe@cgsm.org</a>
12-Apr-10	Early Bird Registration Rates Expire	All Attendees	Register prior to receive decreased conference rates. At midnight on the 28th rates will increase. Registration may be completed online (see highlighted link).	<a href="#">Online</a>
12-Apr-10	Event Order Form (EO) for Sponsor Receptions Due	Sponsors underwriting one of the 13 Private Receptions.	Provide room set up information for the the workshop your organization is underwriting by completing the online form (see highlighted link). Approval for outside vendors required. Outside food or beverage is prohibited.	<a href="#">Online</a>
12-Apr-10	Event Order Form (EO) for Sponsored Workshops Due	Sponsors underwriting a workshop	Provide room set up information for the the workshop your organization is underwriting by completing the online form (see highlighted link).	<a href="#">Online</a>
12-Apr-10	Visibility Request	Sponsors underwriting a workshop, career panel, meal function or event where a representative of their organization is participating.	Sponsors have the opportunity to place have a materials table for promo items or collateral. You may also drape a banner on the table or have it hung in the event room. The Consortium must receive all requests in writing. Email the request with the subject: EVENT VISIBILITY.	<a href="mailto:abeless@cgsm.org">abeless@cgsm.org</a>
25-Apr-10	Sponsoring Company Job Survey Expires	All Sponsors	A Zoomerang Survey will be sent in mid April to main recruiting contacts at each company. Complete the survey so students are apprised of the positions (summer internships or full time opportunities) that you will be interviewing for at the Orientation Program.	
21-May-10	Group Block Rate Discount Expires at the Hilton	All Attendees	Reserve your hotel room(s) prior to receive decreased room rates. The block is subject to availability and may sell out. (See highlighted link).	<a href="#">Online</a>
4-Jun-10	Presentations & Materials Submission	Sponsors underwriting a workshop, career panel, meal function or event, if responsible for the presentation.	Submit workshop materials including handouts, PowerPoint presentations, worksheets, etc. The Consortium will keep a copy (via USB) on-site "just in case."	<a href="mailto:macanufoe@cgsm.org">macanufoe@cgsm.org</a>
6-Jun-10	Regular Conference Rates Expire	All Attendees	Register prior to receive decreased conference rates. At midnight on the 5th registration will close. Your next opportunity to register will be onsite at the conference. (See highlighted link).	<a href="#">Online</a>
Beginning 13-Jun-10	Onsite Registration Available	All Attendees	Pick up your badge at the Registration Desk. Participants will not gain access to conference events and MBA candidates without the proper credentials. Those who have not registered for the conference may be so at this time.	

Revised: 02.01.10