



Project Management Institute Great Lakes Chapter

2010 Spring Symposium **Project Management Disciplines: The Next Decade, What Will the Future Bring?**

April 28, 2010

SPONSOR INFORMATION PACKET

Project Management Institute – Great Lakes Chapter
PO Box 35, Troy, MI 48099-0035
www.pmiglc.org

Table of Contents

Invitation Letter	3
PMI GLC Offerings	4
Sponsor Exhibit Space Agreement	5
Deadline and Method of Payment	5
Marketing and Publicity Information for Sponsors	7
Logistics Information for Sponsors	8
Symposium Committee Contact Information	9
Sponsor Checklist	10

Invitation Letter

1/24/10

Dear Sir or Madam:

The Great Lakes Chapter of the Project Management Institute (PMI-GLC) invites you to participate in the **PMI-GLC 2010 Spring Symposium, “Project Management Disciplines: The Next Decade, What Will the Future Bring?”** The symposium will be on April 28, 2010, at the Sterling Inn Conference Center in Sterling Heights, Michigan with attendance expected to exceed well above 500!

PMI-GLC’s 2010 Spring Symposium is an educational and networking forum designed to facilitate the latest of developments and advancements made in the field of project management. The annual Symposium is one of the highlight events the chapter has offered for the last 8 years; resulting in a highly successful event. As we continue to succeed over the years, it’s important to know that companies like yours play such a major role in what we do!

With well over 400 attendees in 2009, project management practitioners from our local Great Lakes chapter as well as others from throughout Michigan, Ohio, and Canada- come to grasp new concepts, sharpen their iron, and be inspired. Many of these individuals hold influential positions within various companies such as:

- | | | |
|------------------------|-------------|--------------------|
| ✓ Ford | ✓ GM | ✓ Chrysler |
| ✓ DTE Energy | ✓ Comerica | ✓ Compuware |
| ✓ CSC | ✓ HP/EDS | ✓ Johnson Controls |
| ✓ Health Alliance Plan | ✓ Accenture | ✓ Xede |
| ✓ Federal Signal | ✓ Siemens | ✓ BCBSM |

...And many more!

The PMI GLC 2010 Spring Symposium offers an excellent opportunity for your company to showcase your products and services to an audience that has significant say in the business decisions of their organizations. The following pages of this sponsor information packet will provide all the help you will need to make an informed decision.

The sponsorship openings will be filled on a first come, first served basis. To reserve your place, **please submit** the completed agreement (page 5) as soon as possible. Application deadline is **February 19, 2010**.

Please feel free to contact either one of the Sponsor Team members for clarification regarding this awesome opportunity.

We can’t wait to hear from you!

Best regards,

The 2010 Symposium Team

Ed Walters
Symposium Sponsor Team
248-719-9625
edwardgwalters@gmail.com

Jan Kobak, PMP
Director, Symposium Programs
symposium@pmiglc.net

Sara Romano, PMP
Symposium Sponsor Team
313-354-2646
sromano50@gmail.com

Ravi Panuganti, PMP
VP Programs
248-342-9629
ravispl@yahoo.com

PMI-GLC Offerings

Three levels of sponsorship available to support the PMI-GLC 2010 Spring Symposium:

Sl. No	PMI-GLC Offerings	Premier Sponsor (\$1,750)	Event Sponsor (\$1,250)	Exhibitor (\$750)
1.	Two (2) complimentary admissions to the symposium (\$350 value) ¹	X	X	X
2.	Logo and name on the brochure ²	X	X	X
3.	The following will be available on the sponsor's page of the Symposium website: <ul style="list-style-type: none"> <input type="checkbox"/> Corporate logo and name of sponsor <input type="checkbox"/> Link to corporate website <input type="checkbox"/> Short description of services and products <input type="checkbox"/> Contact information including name, phone, and email address 	X	X	X
4.	Corporate logo on the Tote bag	X	X	
5.	The following will be displayed at PMI GLC monthly dinner meetings for 3 months starting February through April 2010: <ul style="list-style-type: none"> <input type="checkbox"/> Corporate logo <input type="checkbox"/> Name of sponsor <input type="checkbox"/> Level of sponsorship 	X	X	
6.	Mention of Sponsor and the level of sponsorship in the PMI GLC 2010 marketing campaign ³	X	X	
7.	10% Symposium Fee discount to all premium sponsor employees	X		
8.	Symposium attendee list ⁴	X		
9.	Table at PMI GLC Annual Open House, a Networking Event. Michigan Education Center, Troy, Michigan (August 20th, 2010)	X		

¹ Each company will be allowed up to two (2) people per table and are invited to attend the break-out sessions. If you wish to send more than 2 people, a fee of \$175 per each additional person will be applied for up to 4 people.

² All logos in appropriate format and content for publishing must be submitted by February 19, 2010. Logos and content received after February 5th will run the risk of not being published on the brochure.

³ 2010 PMI GLC marketing campaign consists of articles with electronic mailings to membership, mailing to other PMI chapters, sponsor logos printed on promotional items, and other promotional strategies used throughout the year

⁴ Attendee list consists of those attendees who grant permission during registration to share their contact information

Sponsor Exhibit Space Agreement

I/My Company would like to sponsor the PMI Great Lakes Chapter 2010 Spring Symposium at the following level:

\$1750 – Premier Sponsor \$1250 – Event Sponsor \$750 – Exhibitor

¹ Contact Name:		² Date:										
³ Organization Name:		⁴ Phone:										
⁵ Street Address:		⁶ Website:										
⁷ City, State, Zip:		⁸ Email Address:										
⁹ Brief Description of your organization and the product/services offered:												
¹⁰ Additional Requirements	a. Electrical outlet for the display <input type="checkbox"/> Yes <input type="checkbox"/> No											
¹¹ Additional Sponsorship Opportunities	<input type="checkbox"/> Yes, I have a few items I would like to raffle/give away as door prizes. Here is the description of the prizes that I plan to give: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>											
¹² Sponsor Representative Information	Here is the information of my two representatives who will be manning the table at the symposium: <table border="0"> <tr> <td>Name</td> <td>Food Choice</td> <td></td> </tr> <tr> <td>1.</td> <td><input type="checkbox"/> Chicken</td> <td><input type="checkbox"/> Vegetarian</td> </tr> <tr> <td>2.</td> <td><input type="checkbox"/> Chicken</td> <td><input type="checkbox"/> Vegetarian</td> </tr> </table> <p><i>Note: Include the names and information of additional people that you wish to send. Please post a check to PMI GLC address given in the next page @ \$150 per each additional person that you plan to send. PMI GLC will contact you at a later date for the selection of breakout sessions.</i></p>			Name	Food Choice		1.	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian	2.	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian
Name	Food Choice											
1.	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian										
2.	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian										
¹³ Payment Information	Check? <input type="checkbox"/> Provide Check #: _____ Amount: \$ _____ OR Credit Card? <input type="checkbox"/> Card Type: _____ Amount: \$ _____ Cardholder Name: _____ Account #: _____ Expiration date: _____ Three digit security code from back of card: _____											

Deadline and Method of Payment

All sponsorship openings will be filled on a first come, first served basis. The deadline for receiving both the completed agreement form and payment (at least 50% deposit required) is **February 19, 2010**. The remaining 50% is due by **March 12, 2010**.

Methods of Submission

The easiest way to reserve your spot at the symposium is a two-step process:

1. Email your completed agreement form to symposium@pmiglc.org along with the information required for marketing and publicity campaigns.
2. Send the check made payable to **PMI-GLC** to the following address:

PMI-GLC
C/O Meeting Coordinators - Symposium
PO Box 99463
Troy, MI 48099

***Note:** If you wish to pay using a credit card, please let us know by sending an email to symposium@pmiglc.org. We will contact you to obtain the necessary information. You may also fax your form to (248) 643-9685.*

Upon receipt of your completed form(s), a PMI-GLC Symposium committee member will contact you and confirm your registration. If all sponsorship openings are filled by the time we receive your completed agreement form, then your check will be returned to you.

Marketing and Publicity Information for Sponsors

As a sponsor, your company's information will be included in the brochure, the website, and the marketing campaign for the 2010 Symposium based on the level of sponsorship. To have it included, please email the following information, along with the completed agreement form to symposium@pmiglc.org for inclusion on the print brochure and PMI GLC website. The **deadline** for receiving the logos and content for publishing is **February 19, 2010** for inclusion in dinner meetings.

1. Company logo in *.eps* format only
2. Company logo in *.jpg* format high resolution (300 dpi)
3. Brief Description of the Company and its products/services. (Limit 100 words)
4. Contact person information including: Name, email address, and phone number(s)

Logistics Information for Sponsors

The 2010 Spring Symposium Logistics Team will coordinate the sponsor logistics requirements and will provide assistance the day of the event to set up the displays. For more information, please contact Jan Kobak at symposium@pmiglc.org.

1. All sponsors will be assigned a six (6) foot table for the symposium, on a first come, first served basis.
2. Set up time will be between 6:00am to 7:30am on **April 28, 2010**.
3. Sponsors wishing to ship the material from out of town may ship to the address below, directly prior to their arrival on the day of the Symposium. Shipped material will be made available to the sponsor at 6:00am on the day of the Symposium.
4. Attn.: PMI-GLC 2010 Spring Symposium
C/O Sterling Inn Conference and Banquet Center
34911 Van Dyke Avenue
Sterling Heights, MI 48312
5. Only items that can be carried by hand or placed on a dolly for transport will receive moving assistance on the day of the Symposium.
6. Please **DO NOT** plan to **LEAVE** any expensive equipment on-site during the event unattended. Neither the Sterling Inn Banquet & Conference Center nor PMI-GLC will be liable for damage/loss/theft of any of your equipment.
7. The displays should be dismantled and the sponsor display area be vacated by 4:45pm on April 28, 2010.
8. Lunch will be served for Sponsors and Symposium Committee members one (1) hour before the main attendee luncheon.

Symposium Committee Contact Information

For any questions/clarifications regarding the symposium, please contact Sponsor Team Leads or one of the other PMI-GLC members below:

Sara Romano, PMP

Sponsor Team Lead

Email: sromano50@gmail.com

Phone: 313-354-2646

Ed Walters,

Sponsor Team Lead

Email: edwardgwalters@gmail.com

Phone: 248-719-9625

Jan Kobak, PMP

Director, Symposium Programs

Email: symposium@pmiglc.net

Ravi Panuganti, PMP

VP Programs

Email: ravispl@yahoo.com

Phone: 248-342-9629

Sponsor Checklist

Deadline

- | | | |
|--|--------------------------|----------------------------|
| 1. Company Logo in <i>.eps</i> format | <input type="checkbox"/> | February 19, 2010 * |
| 2. Company Logo in <i>.jpg</i> format (300+ dpi) | <input type="checkbox"/> | February 19, 2010 * |
| 3. Description of Company & products/services | <input type="checkbox"/> | February 19, 2010 * |
| 4. Contact Information to be published | <input type="checkbox"/> | February 19, 2010 * |
| 5. Complete Agreement Form | <input type="checkbox"/> | February 19, 2010 |
| 6. Check made payable to PMI GLC | <input type="checkbox"/> | February 19, 2010 |
| 7. Check for balance made payable to PMI GLC | <input type="checkbox"/> | March 12, 2010 |
| 8. Display Set Up | <input type="checkbox"/> | 6:00-7:30am April 28, 2010 |
| 9. Display Dismantling | <input type="checkbox"/> | 3:00-4:45pm April 28, 2010 |

* Deadline for inclusion in Symposium brochure