



Institute for Student Learning Assessment Sponsorship Opportunities

**KANSAS STATE
UNIVERSITY**

Institute Date
November 12, 2013

Exhibition Hours
8:30 am – 4:30 pm

Exhibition Set-up
7:00 – 8:30 am

About the Institute:

Kansas State University has hosted an annual assessment conference since 2007. The conference started as an opportunity to bring the assessment message to Kansas State faculty and staff. It has since grown to include participants from across Kansas, as well as other states in the region. The Annual Institute for Student Learning Assessment provides valuable opportunities for higher education professionals to enhance their knowledge of assessment and to share their own experiences and assessment practices.

About K-State and Manhattan:

Manhattan, Kansas was founded by accident in 1855 by passengers of the steamboat Hartford when it ran aground in the Kansas River. Today, about 50,000 people live in Manhattan, officially nicknamed "The Little Apple" in 1977. We are home to the Kansas State University Wildcats, The Flint Hills Discovery Center, AZA accredited Sunset Zoo, Tuttle Creek State Park, Konza Prairie, and neighbor to Fort Riley, home of the legendary 1st Infantry Division, "The Big Red One." In 2011, Forbes Magazine rated Manhattan No. 1 for "Best Small Communities for a Business and Career."



Kansas State University is recognized by the Princeton Review as one of America's best colleges, and U.S. News & World Report lists the university among the top 75 public universities in the U.S. K-State is implementing an aggressive plan to become a top 50 public research university

by 2025. As the first land grant university under the Morrill Act, Kansas State University opened its doors in 1863 on the grounds of the old Bluemont Central College.

Exhibitor Information

Demonstrations

(For Platinum Sponsors Only):

Sponsor Demonstrations will run concurrently with the academic concurrent sessions. Each session will be 50 min long.

The conference will provide the room, an LCD projector, laptop, and screen. You are welcome to use your own laptop. Any additional AV or catering will be covered by the sponsor and must be arranged through the meeting planner Kathryn Harth
kharth@k-state.edu.

Once we have received your completed agreement form and payment we will contact you with to reserve a session time.

Shipping Display Materials:

The K-State Student Union does not accept shipments from exhibitors for events. Please plan to bring all materials with you. Should you need to discuss other options, please call meeting planner Kathryn Harth at 785-532-2495.

Exhibit Space:

Exhibits will be located on the 2nd Floor Concourse of the K-State Student Union. All general sessions and breakouts will take place on this floor. A morning and afternoon refreshment break will be served on the concourse. To see the location of the concourse on the 2nd floor, refer to the map on page 4. Exhibit space will be pre-assigned and identified with placards.

Exhibit space will include one 6' table, clothed and skirted, and two chairs. Electricity can be made available for no extra cost, but must be indicated on the agreement form. Free Wi-Fi is available in throughout the K-State Student Union.

Sponsors agree not to post, nail, tape, or otherwise attach items to the floors or others parts of the building or furniture. Sponsors are responsible for damages to the Student Union if they do not comply with these requests.

Exhibit security is the sole responsibility of the sponsor. The K-State Student Union and the Office of Assessment will not assume responsibility for property loss, damage, personal injury, or other claims related to exhibit space.

Exhibitors are advised to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

Additional Materials:

The need for additional materials such as laptops, projectors, easels, markers, etc. may be indicated on the agreement form and may have additional cost.

Exhibitor Information

Important Deadlines:

For More Information:

Questions concerning **exhibiting** should be directed to:

Kathryn Harth
Program Coordinator
Division of Continuing Education
Kansas State University
Phone: 785-532-2495
kharth@k-state.edu

Questions concerning **registration and payment** should be directed to:

Conference Registration Office
Kansas State University
Phone: 785-532-5569
registration@k-state.edu

Questions concerning the **Institute of Student Learning and Assessment** should be directed to:

Frederick Burrack, Ph.D.
Director
Office of Assessment
Kansas State University
Phone: 785-532-3429
fburrack@k-state.edu

August 30	Payment and agreement form must be received for all sponsorships. Deadline for signing up for a demonstration time.
Sept. 9	Deadline for logo & short company description for website. Registration opens for additional attendees not included in sponsorship package.
Oct. 13	Deadline for room block at Holiday Inn Deadline for logo to go on signage Early registration rate expires for additional attendees not included in sponsorship package
Nov. 1	Inserts due for registration packet stuffing
Nov. 4	Final conference registration deadline for any additional attendees not included in your sponsorship package.
Nov. 12	Institute for Student Learning & Assessment K-State Student Union Manhattan, KS 66506 Set-up: 7:00-8:30 a.m. Tear down: 4:00-5:00 p.m.

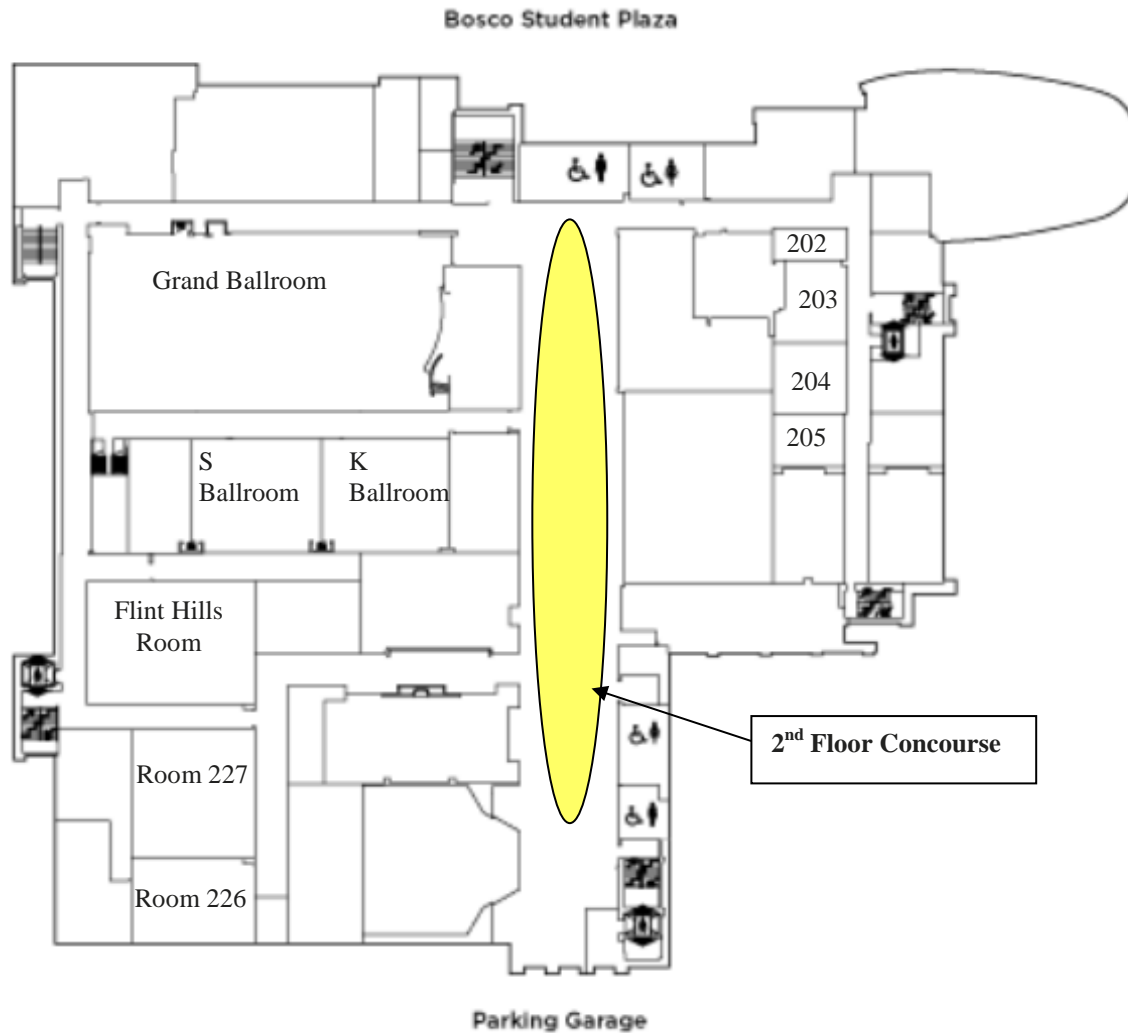
Cancellation & Refund Policy:

Kansas State University may cancel or postpone any event or activity because of insufficient enrollment or other unforeseen circumstances. If a program is canceled or postponed, Kansas State University will refund registration fees, but will not be held responsible for other costs, charges, or expenses, including cancellation/change charges assessed by airlines or travel agencies.

If you must cancel your exhibitor or conference registration, do so as soon as possible. Substitutions are encouraged. A full refund, minus a \$50 administrative fee, will be made if cancellation is received in writing by the Division of Continuing Education by 5:00 p.m. CST on October 13, 2013. After that date, due to guarantees we must give, refunds are not available.

Registrants who do not cancel their registration through Conference Registration 800-432-8222 are responsible for the total meeting and/or exhibit registration fee even if they do not attend the meeting and have not paid the registration fee.

K-State Student Union 2nd Floor



General Session & Luncheon Room.....Grand Ballroom
Breakout Rooms.....K & S Ballroom
Flint Hills Room
Rooms 226 & 227
Rooms 202, 203, 204, & 205

Initial Sponsorship.....\$500

All sponsorships include the following:

- Display table on the 2nd floor Concourse in the K-State Student Union. Each display area will include 6 ft. table (clothed and skirted) and 2 chairs. Free Wi-Fi is available throughout the K-State Student Union.
- One complimentary registration and parking permit (includes breakfast, lunch, and two breaks).
- Company logo and description on the Institute for Student Learning & Assessment website's sponsor section.
- Recognition signage posted in the registration area.
- Logo and acknowledgement in the program book on the Sponsor Page.
- Opportunity to provide door prizes at the end of the conference.
- Inserts (if provided) in registration materials. Limit 1 insert per exhibitor.

For additional opportunities to make your company visible at the Institute, see below.

Platinum Sponsorships...\$1,500 (Two sponsorships available)

Everything provided by the "Initial Sponsorship", plus:

- a) availability of a presentation room for an individual demonstration at designated time and
- b) a full page ad in the conference program book and
- c) one of the following options:

- Option 1: Recognition for sponsoring the **continental breakfast**.
- Option 2: Recognition for sponsoring the **luncheon**.

Gold Sponsorships...\$1,000 (Three sponsorships available)

Everything provided by the "Initial Sponsorship", plus:

- a) a half page ad in the conference program book and
- b) one of the following options:

- Option 1: Recognition for sponsoring the **morning break**.
- Option 2: Recognition for sponsoring the **afternoon break**.
- Option 3: Recognition for sponsoring the **participant bags** to be handed out at registration check-in. Sponsoring company's logo will be displayed on the bag.

Institute for Student Learning and Assessment Conference Sponsor Agreement

To ensure exhibit space, ALL agreement forms must be received AND paid in full by/on Friday August 30, 2013.

CONTACT INFORMATION:

Name of Company or Organization

Contact Person Prior to Event

Email Address

Booth Personnel: Contact Person at Event

Email Address

Street Address

City, State, Zip Code

Phone

Company Website

AGREEMENT INFORMATION:

Participant Level		Check All That Apply
Initial Sponsorship	\$500	
Gold Sponsorship (3 available)	\$1,000	
Platinum Sponsorship (2 available)	\$1,500	
Additional Materials at Exhibit Space	Cost	Quantity Needed
Easel for signage	No cost	
Electricity (extension cord & power strip)	No cost	
Laptop	\$50/laptop	
Projector	\$100/projector	
Screen and AV cart	\$50	

I agree to be a sponsor at the Institute for Student Learning and Assessment in Manhattan, Kansas, as indicated above and to forward the necessary monies to the Division of Continuing Education. I have read and concur with the Cancellation & Refund Policy and Exhibitor Responsibilities and Liabilities Section.

Sponsor's Authorized Signature

Date

PAYMENT INFORMATION:

Whether you pay by credit card or check, you will need to submit this form, completed AND signed, to the Division of Continuing Education.

•**CREDIT CARD:** ___ Visa ___ Mastercard ___ American Express ___ Discover

Card Number: _____ Print Cardholder's Name: _____

Expiration Date: _____ Cardholder Signature: _____

•**CHECK Enclosed:** make your check payable to: Kansas State University FEIN #48-0771751

Exhibitor Responsibilities and Liabilities Section

Sponsors agree not to post, nail, tape, or otherwise attach items to the floors or other parts of the building or furniture. Sponsors are responsible for damages to the Student Union if they do not comply with these requests.

Exhibitor agrees to make no claim against Kansas State University for loss, theft, damage, or destruction of goods, or for any injury to the exhibitor or employees. No claim will be made for any damage of any nature or character, including damage by reason of failure to provide space for the exhibit, or for removal of the exhibit, or for failure to hold the conference as scheduled. Exhibitor assumes responsibility and agrees to indemnify and defend Kansas State University and their respective employees and agents against any and all claims, damages, or expenses arising out of Exhibitor's use of the exhibition premises. Exhibitors are advised to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

RETURN FORM & PAYMENT TO:

Div. of Continuing Education
ATTN: Kathryn Harth
Kansas State University
1615 Anderson Avenue
Manhattan, KS 66502



Start Time	End time	Event	Location
8:30	9:15	Registration and Continental Breakfast Music by Flute and Sax Ensembles	Concourse
9:15	9:30	Welcome and Conference Overview National Anthem by Vocal Ensemble	Grand Ballroom
9:30	10:30	Keynote: Degree Qualification Profile (DQP) Paul L. Gaston, Kent State University Sponsored by the Lumina Foundation	Grand Ballroom
10:30	11:00	Morning Break – Visit Exhibits	Concourse
11:00	12:00	Break-out Sessions	202, 203, 204, 205 226, 227, Ballrooms S & K (set-up Poster in Flint Hills Room)
12:00	1:00	Lunch	Grand Ballroom
12:30	1:30	Poster Session/Visit Exhibits Meeting for Assessment Directors	Flint Hills Room/Concourse Ballroom S
1:30	2:30	Break-out Sessions	202, 203, 204, 205 226, 227, Ballrooms S & K
2:30	3:00	Afternoon Break – Visit Exhibits	Concourse
3:00	4:00	Break-out Sessions	202, 203, 204, 205 226, 227, Ballrooms S & K Flint Hills Room
4:00	4:30	Door Prizes Music by Brass Ensemble	Grand Ballroom
4:30		Visitors have a safe travel home Assessment Awards presented to K-State Faculty	