

ACE WOMEN'S

Network™
Michigan

<http://miacenetwork.org/>

ANNUAL CONFERENCE

Advancing Women in Higher Education

June 8-9, 2020

Suburban Collection Showplace
46100 Grand River
Novi, MI 48374
(248) 348-5600

Hosted by





Formed in 1978, the Michigan American Council on Education Women's Network (MI-ACE) is the professional network for Michigan women in higher education. MI-ACE is an award winning network, first nationally recognized in 2005 by the ACE Office of Women in Higher Education and again in 2016 with the National ACE State Network Leadership Award for the Advancement of Women in Higher Education.

As the voice of women in higher education in Michigan, an annual conference is designed to advance and support women in higher education. College and university women throughout Michigan learn new leadership strategies and network with other women leaders.

Who Should Sponsor?

We invite organizations, companies, and individuals interested in supporting and collaborating with women leaders in Michigan colleges and universities to partner with MI-ACE to provide the annual conference.

Sponsors may include, but are not limited to:

- Artists
- Bookstores and publishers
- Colleges and universities
- Consulting firms
- Education software vendors
- Education technology companies
- Educational supply businesses
- Financial services institutions
- Food service organizations
- Individuals
- Insurance companies
- Management consultants
- Non-profit organizations
- Professional women's organizations
- Risk management firms
- Search firms

LEVELS OF SPONSORSHIP

Platinum Corporate/Patron Sponsor	Gold Corporate/Patron Sponsor	Silver Corporate/Patron Sponsor	Bronze Corporate/Patron Sponsor	Honors and Salutes
\$5,000	\$2,500	\$1000	\$500	\$250
<ul style="list-style-type: none"> • Audio and visual • Photography and videography • Printed program booklet (receives full-page ad) • Lunch (Monday or Tuesday) 	<ul style="list-style-type: none"> • Refreshment breaks (Monday morning or Tuesday afternoon) • Networking reception (Monday evening) • Wi-Fi- internet access for attendees 	<ul style="list-style-type: none"> • Conference video • Breakout sessions • Tabletop displays • Historical traveling exhibit • Plenary stage decorations/flowers 	<ul style="list-style-type: none"> • Lanyard (MI-ACE provides) • Notepad and pen (MI-ACE provides) • Conference Bag (MI-ACE provides) 	<ul style="list-style-type: none"> • Unrestricted general conference expenses
<ul style="list-style-type: none"> • Registration for six (6) at conference. • Policy dinner for six (6) Monday evening • Logo displayed recognition at event • Complimentary full-page ad in printed program booklet • Logo placement in program with 25-word description • Exhibit table • Logo and link listed on conference website • Electronic roster of attendees one month before conference that can be used to send one email promotion to attendees in advance of conference • Final roster of attendees available at the conclusion of the event that can be used to send one email promotion to attendees following event • Opportunity to have one promotional item or brochure in conference attendee packet 	<ul style="list-style-type: none"> • Registration for four (4) at conference • Policy dinner for four (4) Monday evening • Logo displayed recognition at event • Complimentary ½ page ad in printed program booklet • Logo placement in program with 25-word description • Exhibit table • Logo and link listed on conference website • Electronic roster of attendees sent once in advance of conference and once after the conference 	<ul style="list-style-type: none"> • Registration for two (2) at conference • Policy dinner for two (2) Monday evening • Logo displayed recognition at event • Complimentary ¼ page ad in printed program booklet • Logo placement in program with 25-word description • Exhibit table • Logo and link listed on conference website • Electronic roster of attendees sent post-conference 	<ul style="list-style-type: none"> • Name displayed recognition at event • Name recognition in printed program booklet 	<ul style="list-style-type: none"> • Name displayed recognition at event • Name recognition in printed program booklet

SPONSORSHIP GUIDELINES

MI-ACE conference sponsorships are available on a first-come, first-served basis. MI-ACE reserves the right to refuse any sponsorship contingent upon review by the MI-ACE Executive Board. MI-ACE reserves the right to refuse sponsorship after the acceptance of the application and contract if information should come to the attention of the MI-ACE which, in the reasonable judgement of the MI-ACE, demonstrates that the proposed sponsors would be inconsistent with the principles espoused by the MI-ACE or unfavorable to the reputation of the MI-ACE.

MI-ACE will confirm sponsorship and sponsor benefits when full payment has been received and processed. Sponsors must submit a binding sponsorship application form, including acceptance of the MI-ACE's terms and conditions. All sponsorships are non-refundable.

Grand Valley State University, a 501(c)(3) nonprofit organization, serves as the fiscal agent for MI-ACE and has agreed to receive donations on behalf of MI-ACE for its charitable work. After a donation is received, Grand Valley State University will provide a receipt meeting tax exempt requirements.

Terms and Conditions

- Sponsor representatives must wear official name badges provided by the MI-ACE during conference events.
- Sponsors may display materials only in designated locations.
- Sponsor contact with conference attendees must at all times be in character of a professional meeting (i.e. informative while not intrusive).
- MI-ACE, the conference planning host institution, and/or the conference site may specify additional terms and conditions.

Submissions

- Submit a completed application
- 25-word description of your organization (applicable to sponsorship level)
- Logo in a vector-based EPS format.
- All information can be sent via email to mi-acecoreteam@madonna.edu

Payment

Upon receipt of application form, an invoice will be sent with complete payment information. Sponsorships will only be reserved with full payment. Payment may be made in the form of ACH (electronic payments), check, or money order. Checks can be made payable to "**Michigan ACE Network**" and can be mailed to:

ATT: Bursar
GVSU-CLAS, B-4-232 MAK
Allendale, MI 49401

For payment related questions, contact
(616) 331-2495.

Cancellation or Withdrawal

All sponsorships are non-refundable. If, after payment, the sponsoring organization or individual determines they can no longer sponsor the conference, the funds collected can be used toward a sponsorship at a future MI-ACE event. Failure to pay in full for the sponsorship within 45 business days (9 weeks) prior to event entitles the MI-ACE to cancel the sponsorship.

Display Regulations

MI-ACE reserves the right to refuse exhibit space to any applicant for any reason. The exhibitor may not display signs that are not professionally prepared or in the opinion of MI-ACE detract from the appearance of the conference.

Limitation of Liability

The sponsor agrees to make no claim for any reason whatsoever against MI-ACE, its State Chair, Executive Board, the conference planning host institution, the conference site, or the city and/or state wherein Event is held for loss, theft, damage, destruction of goods, nor for any injury to him/herself or employees while the conference is in progress, being set up, or being taken down. Sponsor agrees to indemnify and hold harmless MI-ACE, its State Chair, its Executive Board, and the conference planning host institution against any and all claims of any person arising out of acts, omissions, or negligence of exhibitor, its agents, or its employees.

The MI-ACE, its State Chair, Executive Board, Institutional Representatives, the conference planning host institution, or volunteers, shall not be liable for failure of the scheduled conference to be held due to fire, water damage, public emergency, strikes, other labor disputes, boycotts, cancellation of facility contracts, or acts of God beyond the power or control of MI-ACE to prevent.

Assignment of Display Space

Display space will be assigned in the order in which applications and payments are received. MI-ACE reserves the right to alter the conference floorplan, and/or reassign any sponsor's space if deemed necessary.

Limitation on Promotion and Distributions

Throughout the duration of the conference, all promotional activities and distribution of materials must be confined within the limits of the exhibit tables in the exhibit area. The playing of loud music, videos, films, or the like, or any other loud or distracting activity that could be objectionable to neighboring exhibitors is prohibited. Exhibitor warrants that all copyrighted material to be performed or played has been duly authorized or licensed by the copyright owners or their representatives and agrees to indemnify and hold MI-ACE harmless from any and all claims and expenses, including legal fees, which might arise from questions of use of any such material described above. MI-ACE is not responsible for conference site personnel, nor can the MI-ACE guarantee that the services and/or utilities promised by the hotel shall be available during the conference.

Security

MI-ACE shall be liable for any damage or theft to the sponsor's display or property.

2020 Conference Sponsorship Application Form

Sponsorship Deadline is **March 1, 2020**.

By selecting one of the five sponsorship levels (Platinum, Gold, Silver, Bronze and Honors and Salutes) available, you support the advancement of women in higher education, while promoting your brand and showcase services and/or products to colleges and universities across the state of Michigan.

Please email completed form to mi-acecoreteam@madonna.edu. Upon receipt of form, you will be issued an invoice with payment instructions. Thank you.

Name of Sponsoring Organization/Person _____
 Name of Contact Person _____
 Mailing Address _____
 City/State/Zip Code _____
 E-mail _____
 Phone _____

Please check one sponsorship level:

- | | |
|--|---------|
| <input type="checkbox"/> Platinum Corporate/Patron Sponsor | \$5,000 |
| <input type="checkbox"/> Gold Corporate/Patron Sponsor | \$2,500 |
| <input type="checkbox"/> Silver Corporate/Patron Sponsor | \$1,000 |
| <input type="checkbox"/> Bronze Corporate/Patron Sponsor | \$500 |
| <input type="checkbox"/> Honors and Salutes | \$250 |

Payment Information

- Check
 Money Order
 ACH (electronic payment)

Please make check payable to:
"Michigan ACE Network"

Mail check to:

ATT: Bursar
 GVSU-CLAS, B-4-232 MAK
 Allendale, MI 49401
 Phone: 616-331-2495
 Fax: 616-331-3675

Signature _____ Date _____

By signing & submitting this form, you accept & agree to abide by the guidelines outlined within the Sponsorship Prospectus. Conference sponsorships are reserved on a first-come, first-serve basis. MI-ACE confirms sponsorship and benefits upon receipt of full payment. All sponsorships are NON-REFUNDABLE.

For questions, please contact Connie Tingson-Gatuz, PhD, MI-ACE Conference Chair at ctingson-gatuz@madonna.edu or call (734) 432-5883.