

**NEW YORK CITY
ELEMENTARY SCHOOL PRINCIPALS' ASSOCIATION**

www.nycespa.nyc

THE 86TH NYCESPA CONVENTION

Saturday, February 9, 2019

**The New York Marriott at the Brooklyn Bridge
333 Adams Street Brooklyn, NY 11201**

APPLICATION TO BE A PRESENTING SPONSOR

Presentation Sponsorships of \$2250 include one table for your company in the Exhibit Area as acknowledgement in the Conference Program.

Applications must be completed on this form, and sent via regular mail or email.

Submission Deadline Friday, November 16, 2018

Program Title _____

Description of Program

Audio Visual Needs N.B. All 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 responsibility of the speaker.

BIOGRAPHICAL DATA

Lead Presenter's Name _____ Title _____

Lead Presenter's Email _____ (will be used for all correspondence)

Company Name _____

Company Address _____

City _____ State _____ ZIP _____

Mobile Phone _____

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

Names and Titles of Other Presenters:

Return this form via email or regular mail by November 16, 2018 to:

Email: Pierre Lehmuller, Executive Director at Pierre@csa-nyc.org

Mail: Stacy Gomez, Administrative Assistant NYCESPA 40 Rector Street NY, NY 10006 – 1705

Please keep in mind that in addition to principals, your audience may include other supervisors, teachers, parents, and community leaders. Wherever feasible, 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 as it relates to exemplary instructional/leadership practice. Presentation sponsorships of \$2250 include one table for your company in the Exhibit Area as well as acknowledgement 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 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 confirmation. Payment will be due within 30 days of receipt of confirmation which will be accompanied by an invoice. Confirmation will be emailed no later than December 21, 2018.

NB: 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.