



## 2018 Sponsorship and Marketing Opportunities Kit

The Research Integrity and Regulatory Compliance Symposium is pleased to offer your organization the opportunity to become an official sponsor. Sponsorship provides visibility to the research integrity and regulatory compliance professionals and researchers from across the United States who are in attendance. The Research Integrity and Regulatory Compliance Symposium is a two day event with focused workshops and plenary sessions on developing or improving compliance and understanding of the regulations impacting today's businesses and academic institutions. From newcomers to the field to experts there is always something new to learn at the Symposium. The 2018 Symposium will be held in the Holiday Inn Portland – By the Bay, Portland Maine, with pre-conference workshops on May 10, 2018 and a full conference day on May 11, 2018.

All Symposium Sponsors will:

- Have their logo and website on the official Symposium web page and in the materials provided to participants.
- One complimentary registration to the Symposium (additional registrations and workshops at higher sponsorship levels).
- Access to the exhibit area to interact with participants.

Opportunities are also available for organizations who wish to become exhibitors or provide information to participants but are not ready to become sponsors.

For additional information, contact:

Email: [RISymposium@maine.edu](mailto:RISymposium@maine.edu)  
Telephone: 1-844-374-5264 toll free

University of Southern Maine  
Maine Regulatory Training and Ethics Center (MeRTEC)  
126 Bedford Street  
Portland, Maine 04104

All sponsorship requests will be handled on a first-come, first-served basis.  
All sponsorship fees are in US dollars.

[researchintegritysymposium.com](http://researchintegritysymposium.com)

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## Symposium Sponsorship Levels

### Silver Sponsors – \$5,000

Each Silver sponsor receives:

- Your organization's description, logo, and website listed on the Symposium web site.
- Your organization's description, logo, and website listed in the Proceedings provided to the participants.
- Your organization's logo and website displayed throughout the Symposium.
- One booth space in the exhibit area, including one draped table, 2 chairs, and a waste basket.
- Acknowledgement and thanks through the Symposium's social media.
- One complimentary Symposium registration.

### Gold Sponsor – \$10,000

Each Gold sponsor receives:

- Your organization's description, logo, and website listed in a secondary position on the Symposium web site.
- Your organization's description, logo, and website listed in a secondary position in the Proceedings provided to the participants.
- Your organization's logo and website displayed prominently throughout the Symposium.
- One booth space in the exhibit area, including one draped table, 2 chairs, and a waste basket.
- 25% discount on additional exhibit booth spaces.
- Acknowledgement and thanks through the Symposium's social media.
- Two complimentary Symposium registrations.

### Platinum Sponsor – \$20,000

Each Platinum sponsor receives:

- Your organization's description, logo, and website listed in a primary position on the Symposium web site.
- Your organization's description, logo, and website listed in a primary position in the Proceedings provided to the participants.
- Your organization's logo and website displayed prominently throughout the Symposium.
- Two booth spaces in the exhibit area, including two draped tables, 4 chairs, and a waste basket.
- 50% discount on additional exhibit booth spaces.
- One email of the sponsor's design and content to be sent by the Symposium to all participants.
- Acknowledgement and thanks through the Symposium's social media.
- Three complimentary Symposium registrations.

## Exclusive Sponsorship Opportunities

### **Participant Badge Sponsor – \$2,000, exclusive opportunity**

The Participant Badge sponsor will have their logo on each Symposium participant badge.

### **Keynote Sponsor – \$5,000, exclusive opportunity**

The keynote address is traditionally the most highly attended session in the Symposium. The sponsor of the keynote will have their logo on the screen prior to the keynote address and during the question and answer period.

### **Lunch Sponsor – \$10,000, exclusive opportunity**

The Lunch sponsor will have their logo and information projected on the screen during lunch and will be able to provide information to be placed on every seat in the dining area. In addition, during the networking time, the Lunch sponsor will be able to make a 10 minute presentation to all attendees.

### **Proceedings Sponsor – \$10,000, exclusive opportunity**

The Proceedings sponsor will have their logo on one side of the USB drive provided to the participants containing the proceedings as well as in the on-site participant booklet. This is an excellent way to assure your visibility both at the Symposium and after participants have returned home.

## Exhibiting Opportunities

### **Materials and Resources Table - \$100 per item distributed**

The Symposium will provide an additional table in the exhibit area for organizations who wish to provide materials and resources participants can browse and take throughout the event.

### **Exhibitor – \$750**

Each Exhibitor receives:

- One booth space in the exhibit area, including a draped table, 2 chairs, and a waste basket.
- Your organization's description, logo, and website listed on the Symposium web site and in the Proceedings.
- One complimentary Symposium registration.



## 2018 Symposium Supporter and Exhibitor Application

Thank you for joining us for the 2018 Research Integrity and Regulatory Compliance Symposium! Please complete this application and send it to [RISymposium@maine.edu](mailto:RISymposium@maine.edu). In order to be included in the materials provided on-site to participants, sponsorships and exhibitors must be paid in full by April 13, 2018.

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We hereby apply to be a sponsor of or an exhibitor in the 2018 Research Integrity and Regulatory Compliance Symposium. In making this application, we agree to conform to the Symposium Supporter and Exhibitor Procedures as noted in the 2018 Sponsorship and Marketing Opportunities Kit. It is mutually agreed that all of said regulations shall be interpreted by the Symposium Chair, and that the parties hereto shall be bound by such interpretation. Acceptance of this application by the Symposium Chair shall be converted into a full contract for sponsorship and exhibits. Due to space limitations and other factors, application does not necessarily mean acceptance.

### Organization Information

Sponsor/Exhibitor Name \_\_\_\_\_

Name of Authorized Signatory \_\_\_\_\_ Title \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Sponsor/Exhibitor Website \_\_\_\_\_

Primary Contact Person

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Secondary Contact Person

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

- Please check this box if special accommodations are needed. A member of the Symposium staff will contact you.

Sponsorship and Exhibit Rates (in US Dollars)		
Sponsor/Exhibit Level	Rate	Total
<input type="checkbox"/> Platinum Sponsor	\$20,000	
<input type="checkbox"/> Gold Sponsor	\$10,000	
<input type="checkbox"/> Silver Sponsor	\$5,000	
<input type="checkbox"/> Proceedings Sponsor	\$10,000	
<input type="checkbox"/> Lunch Sponsor	\$10,000	
<input type="checkbox"/> Keynote Sponsor	\$5,000	
<input type="checkbox"/> Participant Badge Sponsor	\$2,000	
<input type="checkbox"/> Exhibitor	\$750	
<input type="checkbox"/> Materials and Resources Table	\$100	
Total Due:		

Payment Information	
<input type="checkbox"/>	Check enclosed, payable to the University of Southern Maine. (Mail to ORIO, 126 Bedford St, Portland, ME 04104-9300)
<input type="checkbox"/>	Paying by credit card: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express
	Print card holder's name _____
	Card Number _____ Expiration Date _____
	Security Code (This 3-digit code can be found on the back of your card) _____
	Billing Address _____
	City _____ State _____ Zip _____
	Card Holder Signature _____



## Symposium Supporter and Exhibitor Procedures

Sponsors and exhibitors must register using the Supporter and Exhibitor Application and Contract. Contracts are available from the Symposium Chair or on the Symposium website. Receipt of your signed contract, accompanied by a check for the full amount, constitutes a valid contract for sponsorship or exhibit space. All fees are payable in U.S. Dollars. We also accept all major credit cards. Sponsors and exhibitors will be able to pick up their symposium materials at the registration desk during normal registration hours.

### Exhibit Operations and Hours

The exhibit area will be open to Symposium participants from 7:00 am until 3:00 pm on Friday, May 11, 2018. Attendees and participants will be encouraged to visit the exhibit area throughout the Symposium. In order to provide full exposure for the exhibits, a special "Focus on Exhibits" session will occur, during which time there will be no technical sessions scheduled. For additional exposure during the "Focus on Exhibits" session, please consider donating one of your company's products to be given away as a door prize.

Each booth space will include a draped table, 2 chairs, and a waste basket. Exhibits may not protrude beyond the booth space and aisles must be kept clear. As the exhibit space is central to all Symposium activities, setting up or dismantling your booth outside of the time windows provided will be disruptive to the attendees.

Thursday, May 10, 2018

Noon – 4 pm

Exhibitor set up (all booths must be set up by 4pm)

Friday, May 11, 2018

7:00 am

Exhibit area open to participants

3:00 pm

Exhibits may be dismantled

4:00 pm

Exhibits must be fully cleared from the site or prepared to ship

### Hotel Reservations

Your hotel reservation can be made directly with the hotel. The reservation links can be found at the Symposium website, [researchintegritysymposium.com](http://researchintegritysymposium.com)

### Miscellaneous Use of Space

Reassignment, subletting or sharing any part of allotted booth (or room) space is prohibited. Solicitations and distribution of printed advertising must be confined to the booth space only. Operation of objectionable material and sound devices will not be allowed. Aisles must be kept clear. The Symposium Chair reserves the right to transfer booth locations in order to solve competitive conditions, avoid similarity in firm names, or to effect a more uniform distribution of space.

[researchintegritysymposium.com](http://researchintegritysymposium.com)

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Exhibitors must use materials that will pass local fire inspection regulations. Drapes and curtains must be flameproof. Volatile liquids, gases, or combustible substances may NOT be present. All electrical work must be arranged through the hotel personnel, in order to insure compliance with local regulations.

All of the rules and regulations mentioned are to be construed as a part of the space rental contract. The Symposium Chair reserves the right to interpret them, as well as make final decisions on points these rules do not cover.

### **Shipping Information**

Booth materials may be shipped to the Sable Oaks Marriott, arriving no earlier than one week prior to the Symposium. Shipped materials should be addressed to "Research Integrity and Regulatory Compliance Symposium" and should be clearly labeled with the exhibitor name. Shipped materials will be delivered to the exhibitor's booth no later than 11:30 am on Thursday, May 10, 2018. Return shipping is the responsibility of the exhibitor. Booth materials may be sent to

Holiday Inn Portland - By the Bay  
88 Spring Street  
Portland, ME 04101

### **Limitation of Liability**

Neither the symposium sponsor (the University of Southern Maine), nor the Sable Oaks Marriott, nor any of their officers, agents, employees, or other representatives shall be held liable, and they are hereby released from liability, for any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, or any other cause. The Exhibitor shall hold the Sable Oaks Marriott harmless from, any and all claims, demands, suits, liability, damages, loss, attorney's fees, and expenses of whatever kind or nature, which might result from or arise out of any action or failure to act on the part of the Exhibitor or any of its officers, agents, employees, or other representatives. It is suggested that all Exhibitors provide for their own floater insurance coverage, protecting themselves against damage, loss or theft.

### **Refund and Cancellation**

Exhibit space assigned and confirmed may be cancelled without penalty through March 1, 2018. Exhibit space cancelled after March 1, 2018 and until April 10, 2018 will be subject to a 25% cancellation fee. After April 10, 2018 no refunds will be made. A \$30 fee also will be charged for returned checks. We reserve the right to cancel the Symposium and return all fees in the event of insufficient registration. The liability of the Symposium is limited to the registration fee. The Symposium will not be responsible for any losses incurred by registrants, including but not limited to airline cancellation charges or hotel deposits.

### **Privacy Policy**

The Research Integrity and Regulatory Compliance Symposium does not share, sell, or rent its mailing lists. You have our assurance that any information you provide will be held in confidence by the Symposium. We occasionally use mailing lists that we have leased. If you receive unwanted communication from us, it is because your name appears on a list we have acquired from another source. In this case, please accept our apologies.

**Nondiscrimination Policy**

The University of Southern Maine prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in the University's programs and activities, including this Symposium.

**Program Accessibility**

We accommodate persons with disabilities. Please call 1-800-345-5050 or mark the space on the registration form, and a Symposium representative will contact you to discuss your needs. To ensure accommodation, please register at least two weeks before the start of the Symposium. See the nondiscrimination policy above.