

EXHIBITOR PROSPECTUS



ILTA SharePoint Symposium

May 22-23, 2017
540 West Madison Conference Center
Chicago, IL

SIGN UP BY APRIL 1, 2017
(space is limited)

We are happy to offer vendors the opportunity to participate in ILTA's SharePoint Symposium 2017! This event will deliver premier education and networking focusing on current and forward-looking SharePoint topics. Attendees will be strategists/decision makers and senior operational/technical SharePoint staff. Sign up for an exhibitor package, and gain even more exposure with one of our many sponsorship opportunities.

The ILTA 2017 SharePoint Symposium will be the ninth annual education and networking event for legal technology professionals who deal with SharePoint in their law firms or law departments. The 2017 event includes a trifold look at SharePoint as it is used in law firms: on-prem, hybrid and online. The event will bring people together to hear from ILTA SharePoint vendor partners and ILTA members.

EXHIBITOR PACKAGE (\$3,000) INCLUDES

- One 6' draped tabletop display with one (1) standard power outlet and two (2) chairs
- Badges for two (2) personnel
- Two (2) comp event registrations to give to your law firm or law department clients
- Participation in meals, breaks and reception
- Admittance to all sessions
- An electronic file of symposium registrants (no email addresses provided)
- Company listed as exhibitor on symposium website and materials
- Company listed as exhibitor in thank you message to attendees following the symposium
- Signage recognition in the exhibit area (must be confirmed by April 1)
- **Opportunity to do a short 10-20 minute, on-demand video showing how your product/services can help firms build or improve their SharePoint intranets. These videos will be available before and after the event.**

SPONSORSHIP OPPORTUNITIES

Sponsorships are the perfect way to maximize your participation at the ILTA SharePoint Symposium 2017. We are excited to offer the following promotional opportunities to help you stand out from the crowd and get noticed by our attendees!

ITEM	\$ Amount	Benefits
Lanyards	\$3,000	<ul style="list-style-type: none"> • Sponsor will provide 200 lanyards to be handed out with badges at registration • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website • One slide to run in PowerPoint presentation between sessions (slides to run in a loop - 5 sec each) • Full page ad in advertising section of journal (must be confirmed by May 1)
Educational Session Sponsor	\$2,000	<ul style="list-style-type: none"> • Opportunity to have one speaker join an existing panel session, to be agreed upon with ILTA (list of open sessions available upon request) • Your company listed as the session sponsor in event journal • Opportunity to place materials on table in back of session room • One slide to run in PowerPoint presentation between sessions (slides to run in a loop – 5 sec each)
Roundtable Discussion Sponsor	\$2,000	<ul style="list-style-type: none"> • Each roundtable will be exclusive to law firm and corporate members, with the sponsor providing a moderator and one or two table representatives who are knowledgeable about the roundtable topic areas. The Sponsor can do a short introduction on the topic (not their company) and assist with moderating the discussion. Selection of the four roundtable topics will be developed by ILTA. • Your company listed on event website, in mobile app and in event journal • Opportunity to place materials on table in back of session room • One slide to run in PowerPoint presentation between sessions (slides to run in a loop – 5 sec each)
Reception	\$2,000	<ul style="list-style-type: none"> • Napkins with your logo (1 color) used during reception • Opportunity to place your organization's materials or promos in reception area • Listed as reception sponsor on event marketing materials • Listed as reception sponsor in journal (must be confirmed by May 1) • Signage recognition at reception (must be confirmed by April 15) • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website • One slide to run in PowerPoint presentation between sessions (slides to run in a loop - 5 sec each)
Conference Journal (artwork due May 13)	\$1,500	<ul style="list-style-type: none"> • Full-page ad on back cover of journal given out at registration • Your logo in footer on note pages in journal • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website • One slide to run in PowerPoint presentation between sessions (slides to run in a loop - 5 sec each)
Session Audio Recordings	\$1,500	<ul style="list-style-type: none"> • Your logo to appear on the Downloads page on event website, with a link to your website • Your logo on audio recording information in journal (must be confirmed by May 1) • Your logo on announcement to all ILTA members following event regarding complimentary session audio recordings available for downloading • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website

SPONSORSHIP OPPORTUNITIES (cont'd)

Event Bags	\$1,500	<ul style="list-style-type: none"> • Sponsor will provide bags to be handed out to each registered attendee. The bag will carry the sponsor's company branding and the event logo. • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website
Lunch (2 available)	\$1,500	<ul style="list-style-type: none"> • Opportunity to place your organization's materials or promos in dining room • Listed as lunch sponsor in journal (must be confirmed by May 1) • Signage recognition at lunch (must be confirmed by April 15) • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website
Continental Breakfast (2 available)	\$1,000	<ul style="list-style-type: none"> • Opportunity to place your organization's materials or promos in dining room • Listed as breakfast sponsor in journal (must be confirmed by May 1) • Signage recognition at breakfast (must be confirmed by April 15) • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website
Signage	\$500	<ul style="list-style-type: none"> • Your logo displayed on printed signage (must be confirmed by April 15) • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website
Exhibit Hall Break (4 available)	\$500	<ul style="list-style-type: none"> • Listed as break sponsor in journal (must be confirmed by May 1) • Signage recognition at break (must be confirmed by April 15) • Signage recognition near the Exhibit Hall (must be confirmed by April 15) • Acknowledgment on our event website

TENTATIVE SYMPOSIUM SCHEDULE

MAY 22		MAY 23	
9:00 a.m.	Registration and Breakfast	8:00 a.m.	Breakfast
10:00 – 11:00 a.m.	Introductions and SharePoint Evangelist Keynote	9:00 – 10:00 a.m.	Microsoft SharePoint Update
11:00 – 11:30 a.m.	Morning Break	10:00 – 10:30 a.m.	Morning Break
11:30 - 12:30 p.m.	Two Sessions	10:30 - 11:30 a.m.	Two Sessions
12:30 – 2:00 p.m.	Exhibit Tables and Lunch	11:30– 1:00 p.m.	Exhibit Tables and Lunch
2:00 – 3:00 p.m.	Two Sessions	1:00 – 2:00 p.m.	Roundtable / Workshop
3:00 – 3:30 p.m.	Break and Vendor Demos	2:00 – 2:30 p.m.	Break
3:30 - 4:30 p.m.	Two Sessions	2:30 – 3:30 p.m.	Roundtable / Workshop / Wrap-Up
4:30 - 6:00 p.m.	Networking Reception		

EXHIBITOR REGISTRATION FORM

TO REGISTER: Complete this form and send it to Ken Hansen via fax (512.233.5109) or email (ken@iltanet.org).
You will be sent an invoice after the registration form is processed.

SIGN UP BY
APRIL 15, 2017
(space is limited)

Company Name: _____

Contact Name: _____

Billing Address: _____

Telephone Number: _____

Exhibitor Fee: \$ 3,000 – SharePoint Symposium

Sponsorship Items: \$ _____ *list sponsorship here*
\$ _____ *list sponsorship here*
\$ _____ *list sponsorship here*

TOTAL: \$ _____

HAVE QUESTIONS? CONTACT KEN AT KEN@ILTANET.ORG