



## BICSI Virtual ICT Forum Sponsorship Information and Contract

A BICSI Virtual ICT (vICT) Forum is an online gathering of technology professionals utilizing features such as slide sharing, a chat box, and Q&A to create an interactive and educational virtual event for BICSI professionals around the world. A BICSI vICT Forum is a cost-effective way for organizations to reach and stay in contact with technology stakeholders and create future opportunities.

**BICSI Virtual ICT Forums** – (All times are EST and open to global audience).

16 November 2023 - 1 p.m.-5 p.m.     21 March 2024 - 12 p.m.-4 p.m.     16 May 2024 - 10 a.m.-2 p.m.

**BICSI vICT SPONSOR - U.S.\$795 or CORPORATE MEMBERS - U.S.\$755**

- 50-minute guaranteed technical education, vendor neutral speaking slot.\* Multiple speakers are allowed.
- Dedicated *What's New, What's It Do?* session to promote products/services.
- Logo on 2-3 promotional marketing emails and online marketing collateral.
- Up to five free registrations for co-workers, customers, etc.
- Attendee contact list.

**Sample Agenda** - (4-hour virtual event with 3.0 CECs for attendees)

1:00 – 1:10 p.m.      Welcome, Introductions, and Meeting Overview by BICSI Host  
 1:10 – 2:10 p.m.      Technical Presentation\*  
 2:10 – 2:20 p.m.      Sponsor – *What's New, What's It Do?*  
 2:20 – 2:25 p.m.      Attendee Break  
 2:25 – 3:25 p.m.      Technical Presentation\*  
 3:25 – 3:35 p.m.      Sponsor – *What's New, What's It Do?*  
 3:35 – 3:40 p.m.      Attendee Break  
 3:40 – 4:40 p.m.      Technical Presentation\*  
 4:40 – 4:50 p.m.      Sponsor – *What's New, What's It Do?*  
 4:50 – 5:00 p.m.      Closing Remarks and Door Prizes Awarded by BICSI Host

\*Technical presentations must comply with the BICSI Guidelines and Agreement that will be emailed separately.

**Company Name:** \_\_\_\_\_

**Presentation Topic:** \_\_\_\_\_

I, the undersigned, as authorized agent of the above-named company, agree to adhere to the specified terms and conditions of this contract/application and to the BICSI Virtual ICT Forum Terms and Conditions as outlined below. I understand I am responsible for ensuring that all other company representatives do the same.

**AUTHORIZED AGENT** (please type or print clearly)

First Name	Last Name	Job Title
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Phone Number	Mobile Number	Email
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Address \_\_\_\_\_

City	State/Province	Country	Zip/Postal Code
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**TERMS AND CONDITIONS**

- 1. Payment Terms:** Payment in full is due upon receipt of invoice and is required before the sponsor logo is utilized.
- 2. Cancellation Policy:** Cancellations 30 days or more prior to the event will be reimbursed minus a 25 percent cancellation fee. Cancellations received within 30 days of the event will not be reimbursed. Cancellations must be in writing.
- 3. Right to Refuse Sponsor:** BICSI reserves the right, at its sole discretion, to reject sponsorship for any reason, including questionable business practices, those having a mission conflict with BICSI or those who desire to assume control of an event through sponsorship.
- 4. Disclaimer:** The relationship between BICSI and the sponsoring organizations/corporations of an event or an event-related item does not represent exclusive agreements between BICSI and the specific organizations/corporations, nor does it suggest that BICSI endorses the programs, products, or services of the organizations/corporations.
- 5. Logo Submission:** Logos must be received upon confirmation of sponsorship. Logos must be provided as an .EPS or high-resolution (300 DPI) .JPG file. Email logos to [tsilmser@bicsi.org](mailto:tsilmser@bicsi.org).
- 6. Technical Presentation:** Must be vendor neutral and of an educational nature. Submitted no later than one month before the vICT Forum on the BICSI vICT template.

Please provide contact information for presenter(s). A BICSI Presentation Guidelines and Agreement will be sent to each presenter listed below. It is important that each Educational presenter sign the Agreement and comply with all deadlines and requirements for the technical presentation.

**EDUCATIONAL PRESENTER No. 1**

First Name	Last Name	Job Title
Presenter No. 1 Signature	Mobile Number	Email

**EDUCATIONAL PRESENTER No. 2**

First Name	Last Name	Job Title
Presenter No. 2 Signature	Mobile Number	Email

**PAYMENT: Check payable to BICSI or Credit Card -** *(Credit card payments may have an international transaction fee added.)*

Cardholder Name (as it appears on the credit card)	Cardholder Signature		
Credit Card Number	Expiration Date	CVV	Card Billing Zip/Postal Code (required)

**Return completed form with payment to BICSI:**

**Email:** [cnalls@bicsi.org](mailto:cnalls@bicsi.org) | **Phone:** 813-352-0660 | **Fax:** 1-813-971-0286

**Mail:** BICSI, 8610 Hidden River Parkway, Tampa, FL 33637, United States