

ASEE Zone IV Conference 2022 – UBC Vancouver Terms and Conditions

By agreeing to be a sponsor, you are confirming that you are the party hereafter referred to as **Sponsor**. This agreement is with the American Society for Engineering Education, Zone IV, hereafter referred to as **ASEE-IV**.

The Sponsor must pay the full promised amount of funding before accruing or receiving any of the benefits related to sponsorship. The specific benefits available to a sponsor depend on the sponsorship tier as defined in Appendix A. Some sponsorship tiers and their associated benefits may have limited availability and as such would be available on a first-come first-served basis, determined by the date that the full amount of funding is received.

Sponsorship benefits are defined as:

(1) Acknowledgement on the ASEE-IV 2022 Conference website, logo on sponsor page and banner display option is defined as follows:

Logo size and prominence of placement on the website and other materials will be according to sponsorship level. A digital banner acknowledging sponsors will be displayed in lecture venues and shared on-screen to remote attendees prior to keynote speeches and/or technical sessions according to the benefits defined for each sponsorship tier. Final sizes and layouts are at the ASEE-IV 2022 Conference organizer's sole discretion. For sponsorship tiers that include the option to display an organizational banner at a conference event, the banner must be provided by the sponsor and should not exceed a typical 90 x 200 cm pop-up/retractable banner size.

(2) Up to letter size promotional material at registration desk is defined as follows:

This conference aims to be paper free. As such, Sponsors are encouraged to provide no more than one document such as a brochure, postcard, flyer, leaflet or booklet for display on or near the registration desk. The document should occupy no more than 8.5 inches by 11 inches of table space. This document may encourage delegates to visit a website for more information, and a link will be provided on the conference website.

(3) Dedicated space on virtual conference platform

Sponsorship tiers that include this option will be provided space on a dedicated 'Expo' area of the virtual conference platform which can be used to post a video, e-poster, or text-based content. This space can also function in a breakout room format allowing interaction between Sponsors and delegates.

(4) Opportunity to give up to 3-minute address at plenary session

For Platinum Sponsors, a speaker from your organization will be given the opportunity to address delegates at the start of a plenary session. Please let us know in advance if you would like to pursue this.

(5) Number of conference registrations included

Conference registration includes access to all regular conference events as listed on the registration site. Number varies with sponsorship tier.

(6) Additional Conditions

Promotional materials for display at or near the registration desk must be received by May 9, 2022.

Cancellation of sponsorship should be sent via email, and will be acknowledged by the event organizers. Cancellations will be accepted up until April 29, 2022 less a \$100.00 (CAD) administration fee. Any cancellations received after April 29, 2022 will not be refunded. ASEE IV reserves the right to void any and all associated benefits upon sponsorship cancellation regardless of the date the cancellation is received.

ASEE-IV reserves the right to cancel this agreement immediately and without refund if the Sponsor is found to be in violation of policies of the ASEE-IV or the host institution (University of British Columbia). The host institution policies may be found at <https://universitycounsel.ubc.ca/policies/>.

In the event that the conference is cancelled or otherwise disrupted without fault of the Sponsor and such that the organizers fail to provide the terms above, ASEE-IV will act in good faith to reimburse 100% of sponsorship funds. Any such compensation is limited to the amount of sponsorship provided.

Sponsors agree to indemnify and hold harmless ASEE-IV and the University of British Columbia their employees, officers, members, volunteers from any actions that result from the Sponsor's involvement in this event. This includes but is not limited to actions launched by third parties, contractors or other business parties engaged by the sponsor, employees, volunteers, or other associates of the Sponsor's organization.

Sponsors accept that ASEE-IV and the host institution are not liable for any losses, including loss of goods or opportunity to carry on business that arise out of the exercising of this agreement.

Sponsors agree to arrange for their own insurance against loss and for liability that may arise out of this agreement.

ASEE-IV and the University of British Columbia allow you to present information about your organization, programs, products or services only to registered conference attendees, but shall not be implied to endorse or otherwise promote your organization, products or services.

Use of photography or video recording is not permitted.

Sponsors agree to allow the ASEE-IV and the University royalty-free use of your image or images that show your organization's information if it appears in photographs or video recordings of the conference for ASEE-IV use which may include promotion of the event online as well as display through other means such as newsletters, annual reports etc.

Appendix A

Sponsorship Opportunity

The American Society for Engineering Education (ASEE) is a non-profit multidisciplinary organization that promotes excellence in instruction, research, public service, and practice to further engineering and technology education.

Zone IV, the largest of ASEE's regional groups, includes three sections: Pacific Northwest (Alaska, Idaho, Montana, Oregon, Washington, and, in Canada, Alberta, British Columbia, and Saskatchewan), Pacific Southwest (Arizona, California, Hawaii, and Nevada), and Rocky Mountain (Colorado, South Dakota, Utah, and Wyoming).

This year's Zone IV conference will be hosted in hybrid format by the University of British Columbia in Vancouver, Canada with the theme *Impact Through Equity*.

What is a Hybrid Conference?

Attendees to the event may attend the conference activities in-person or virtually. Sponsors for the conference may choose to provide an electronic version of their logo for display; for sponsors attending in-person, a physical banner can be displayed at the conference venue according to sponsorship level.

Sponsorship Levels

Platinum Sponsor – \$5000 (CDN) / \$4000 (USD)

- Opportunity for a short (1-3 min) video presentation prior to the plenary talk
- Dedicated space on the virtual conference platform for promotional content (e.g. an e-poster, video, or text content)
- Option to use your organization's logo and/or banner as the primary sponsor for one of: Conference dinner, Conference Poster session, or Keynote address
- Option to display your organization's logo during each technical session introduction (up to half-page width/height)
- Three complementary event registrations

Gold Sponsor – \$2500 (CDN) / \$2000 (USD)

- Option to use your organization's logo and/or banner as a primary sponsor of one of the technical sessions
- Dedicated space on the virtual conference platform for promotional content (e.g. an e-poster, video, or text content)
- Option to display your organization's logo during all other technical session introductions (up to one-quarter-page width/height)
- Two complementary event registrations

Silver Sponsor – \$1000 (CDN) / \$800 (USD)

- Option to display your organization's logo during each technical session introduction (up to one-eighth-page width/height)
- One complementary event registration

Bronze Sponsor – \$250 (CDN) / \$200 (USD)

- Option to display your organization's logo during each technical session introduction (up to one-sixteenth-page width/height)

Sponsorship Benefits – All Levels

- Promote your organization through conference promotion communication
- Promote your organization to engineering educators within the largest of ASEE's regional groups
- Give back and support members of the engineering education community

If you are interested in sponsoring the conference or for more details please contact the conference sponsorship co-chairs Carol Jaeger carolj@apsc.ubc.ca or Brian Dick brian.dick@viu.ca