

Hello,

Please find this handy deadline reminder list for common sponsorship elements:

2018 ICFP SPONSORSHIP ELEMENT DUE DATES

<u>Due Date</u>	<u>Task</u>
ASAP	<p>Send organization name and logo (print and web-ready versions) to Christina Cherel at ccherel@jhu.edu</p> <p>Submit idea for guest blog post(s) and ideal date of post that your organization would like to submit, if part of your sponsorship. (The Communications/Media working group will follow up with a submission form for this in August).</p>
August 1, 2018	<p>Use registration codes given to you in your sponsorship package to register the number of people using these badges on the registration page. For questions, please contact csalmeron@jhu.edu.</p> <p>Confirm what materials (3,500 pieces) you will be including in the conference bag, if included in your sponsorship.</p> <p>Submit secured auxiliary/side event and/or pre-conference event details form.</p>
August 17, 2018	<p>Submit catering order form to doreen.umulinga@radissonblu.com, kwelborn@jhu.edu, and hope.simwanga@radissonblu.com if food and beverages are needed for your auxiliary/side event and/or pre-conference. Payment for catering will be made directly to the KCC.</p>
September 1, 2018	<p>Submit Extra Rentals order form for exhibit booth.</p> <p>Send in print-ready file for size of program advertisement secured within your sponsorship to Christina Cherel at ccherel@jhu.edu.</p>
September 22, 2018	<p>Send tracking information for conference tote and booth materials to exhibition@theeventsfactory.biz and younouss.u@theeventsfactory.biz.</p>
October 22, 2018	<p>Track conference bag and/or booth materials and ensure they have arrived at the specified storage facility: Spedag Interfreight Rwanda Ltd., ATTN: Bastian, KK 6 Ave., Kigali, Rwanda 1000 - +250 738301195</p>

Do not hesitate to ask if you have any questions or need any supplemental information.