



# ACTLA 2019 45<sup>th</sup> Annual Conference April 25-27, 2019 Las Vegas, Nevada

Join us in sunny Las Vegas in April 2019! We invite you to be an Exhibitor and/or Sponsor at our 45<sup>th</sup> Annual Conference on tutoring and learning assistance. Your organization/company will have the opportunity to connect with hundreds of education professionals employed at postsecondary institutions. As a member of the Council of Learning Assistance and Developmental Education Associations (CLADEA), ACTLA draws attendees from every corner of the country and some beyond. Our colleagues in learning assistance and tutoring are always looking for products and services that will help them better assist and meet the variety of needs of their students.

There are several ways your organization can collaborate with ACTLA this year.

	<b>Sponsor \$1,500</b>	<b>Exhibitor \$500</b>	<b>Exhibitor w/ CLADEA Waiver Free</b>
<b>Exhibit table at Exhibitor Area</b>	Yes	Yes	Yes
<b>Advertisement in the printed conference program</b>	Yes 1 full-page (b+w)	No	Yes 1/2-page (b+w)
<b>Advertisement on ACTLA website</b>	Yes	No	No
<b>Placement of one brochure/promotional material in the conference packet</b>	Yes	No	No
<b>Free conference registration** for company representatives to attend sessions and meals (excluding pre-conference sessions)</b>	Yes (up to 2)	Yes (1)	<b>one</b> CLADEA Member Organization Designated Representative
<b>Present a breakout session at the conference that showcases your organization's product/services***</b>	No, unless presenting with a college/university partner	No, unless presenting with a college/university partner	Yes
<b>List of conference attendees</b>	Yes	No	No

**In addition to becoming an Exhibitor and/or Sponsor, you can sponsor the following conference events:**

Welcome Reception Food Station Sponsor Thursday, April 25	\$1,000	Vendor signage and materials can be placed on tables. Name goes into program and name is announced with 3-minute presentation about product.
ACTLA Breakfast Sponsor Friday, April 26	\$500	Name goes into program and on ACTLA website.
Keynote Luncheon Sponsor Friday, April 26	\$750	Name goes into program and on ACTLA website.
On to Berkeley Breakfast Saturday, April 27	\$500	Name goes into program and on ACTLA website.

**Become a Sponsor and/or Exhibitor by completing the form below:**

[ACTLA 45<sup>th</sup> Annual Conference](#)

**Sponsors and Exhibitors must complete the Sponsor/Exhibitor Registration form before February 17, 2019!**

**Additional information can be found on the following pages:**

<a href="#"><u>Exhibitor/Sponsor Space and Registration</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Sending Materials to the Hotel</u></a>	<a href="#"><u>3</u></a>
<a href="#"><u>Submitting an Advertisement</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Submitting a Program Proposal</u></a>	<a href="#"><u>4</u></a>
<a href="#"><u>Conference at a Glance</u></a>	<a href="#"><u>5</u></a>
<a href="#"><u>Submitting Payment</u></a>	<a href="#"><u>5</u></a>

## EXHIBITOR SPACE

### Exhibitor space will include

- a. One skirted (6 or 8) foot table
- b. Two chairs
- c. Wi-fi

## REGISTRATION AND IMPORTANT INFORMATION

### Registration

All Exhibitors and/or Sponsors attending ***must register for the full conference***. All meals and conference breakout sessions are included in the conference registration. Note: Pre-conference sessions are an additional fee.

### Security

All Exhibitors and/or Sponsors are solely responsible for the safekeeping of their property.

### Insurance

Neither the hotel nor ACTLA maintain insurance for the loss or damage to Exhibitor's or Sponsor's property.

### Cancellation Policy

Written requests for refunds of 50% of conference registration fees must be received prior to February 17, 2019.

No refunds of conference registration fees will be issued after Friday, February 17, 2019. Extenuating circumstances such as serious illness or injury, death of a family member, or unforeseeable emergency will be considered on a case-by-case basis. Documentation may be required. There will be a charge of 50% of conference registration fees to cover unrecoverable food and hotel costs. All written requests for refunds of conference registration fees must be sent to the ACTLA President, Lindsay Laney ([laneyl@yosemite.edu](mailto:laneyl@yosemite.edu)).

### Sending Materials to the Hotel

If you are sending materials for use at the Exhibitor/Sponsor Area, please have items shipped to:

First & Last Name (Guest)  
Rio Package Center  
3700 W. Flamingo Road  
Las Vegas, NV 89103  
ACTLA and **Arrival Date**  
Guest Mobile Contact Number  
\_\_\_\_\_ of \_\_\_\_\_ (ex. 1 of 10)

If you are sending materials to be included in the conference registration bags, please have items shipped to:

Amber Racchini  
Rio Package Center  
3700 W. Flamingo Road  
Las Vegas, NV 89103  
ACTLA – April 24, 2018  
724.989.9111  
\_\_\_\_\_ of \_\_\_\_\_ (ex. 1 of 10)

# ADVERTISEMENTS

## Advertisements for Sponsors/Exhibitors

Advertisements will be placed in the printed program and on a designated space on the ACTLA website. Send files to: [amber.racchini@iup.edu](mailto:amber.racchini@iup.edu). The deadline to submit is March 8, 2019.

- Indicate half or full page and b+w or color.
- PDF or JPEG files are preferred with a minimum resolution of 300 dpi

## Advertisements Only

Advertisements will be placed in the printed program and on a designated space on the ACTLA website. **Submit an advertisement only here: [Advertisement Only Form](#)**

- [ ] Full page ad in conference program, black & white (Ad size 7.75" x 9.75")
- [ ] Half-page ad in conference program, black & white (Ad size 7.75" x 4.75")
- [ ] Full page ad in conference program, color (Ad size 7.75" x 9.75")
- [ ] Half-page ad in conference program, color (Ad size 7.75" x 4.75")

	Black and White	Color
Half page ad	\$100	\$200
Full page ad	\$200	\$400

Send files to: [amber.racchini@iup.edu](mailto:amber.racchini@iup.edu). The deadline to submit is March 8, 2019.

- Indicate half or full page and b+w or color.
- PDF or JPEG files are preferred with a minimum resolution of 300 dpi

# PRESENTATION/PROPOSAL

CLADEA organizations have an opportunity to facilitate a breakout session at the conference that showcases the organization's product/services. Please complete the Call for Proposal form here: [click here to submit a proposal](#).

If other Exhibitors/Sponsors are interested in presenting at the conference, ACTLA recommends that you collaborate with a colleague from a college/university and submit a proposal that highlights how your services/organization is being utilized.

# CONFERENCE AT A GLANCE

## Thursday, April 25

Conference Registration	8:00am – 4:00pm
Pre-Conference Sessions	8:30am – 11:30am
Exhibitor/Sponsor Set-up	8:00am – 4:00pm
Embracing 1 <sup>st</sup> Time Attendees <i>*by special invitation only</i>	1:00pm – 1:45pm
~~full conference begins at 2:00pm~~	
Breakout Sessions	2:00pm – 4:10pm
Conference Kick-Off (Miranda Patio)	5:00pm – 6:00pm
Big Bus Tour (optional)	6:00pm – 9:00pm

## Friday, April 26

Conference Registration	7:30am – 4:00pm
Exhibitor/Sponsor Set-up	7:30am – 4:00pm
Welcome Breakfast	7:30am – 8:50am
Breakout Sessions	9:00am – 12:20pm
Keynote Luncheon	12:30pm – 2:00pm
Breakout Sessions	2:10pm – 4:20pm
Dinner	on your own

## Saturday, April 27

Conference Registration	7:30am – 9:00am
Exhibitor/Sponsor Set-up	7:30am – 12:30pm
On to Berkeley Breakfast	7:30am – 8:50am
Breakout Sessions	9:00am – 12:20pm

## PAYMENT

Complete Sponsor/Exhibitor form or Advertisement Only form online and return with a check to:

ACTLA c/o Howard Masuda  
4846 Walnut Grove Avenue  
Rosemead, CA 91770

For credit card payment contact Howard Masuda [actla.learn@gmail.com](mailto:actla.learn@gmail.com)

Once the registration form is complete, Howard Masuda, ACTLA Treasurer, will send an invoice for payment.