

CISOA 2024 TECHNOLOGY SUMMIT

SPONSOR AND EXHIBITOR PROSPECTUS
MARCH 18-21 | RIVERSIDE, CALIFORNIA



ABOUT THE CISOA TECHNOLOGY SUMMIT

The CISOA Technology Summit is the premier, annual Summit for California Community College IT professionals. CISOA, in association with our partners, California Community College Banner Group (3CBG), California Community Colleges Colleague Users Group (4CUG) and California Community College Amazon Web Services Users Group (CCC AWS), present an outstanding array of educational Summit sessions of interest to those who are part of the information technology arena in California's Community College system. The Summit typically attracts 500+ participants from the 116 California Community Colleges. It begins with preSummit intensive sessions followed by two and a half days of general and concurrent sessions. **We've set aside dedicated sponsor and exhibitor time during the core Summit that provides for up to eight (8) hours with Summit participants.**

WHO ATTENDS THE CISOA TECHNOLOGY SUMMIT

The Summit is widely attended by CISOs, CIOs, CEOs, CTOs, VPs of technology and network systems, directors of IT, directors of technology, systems architects, network administrators, network security officers, ISOs, financial managers, financial aid staff, human resources staff, admissions and student records staff, and software and web developers who work in the California Community College system.



ABOUT THE CHIEF INFORMATION SYSTEMS OFFICERS ASSOCIATION (CISOA)

The association was established to:

- Provide direction to information systems professionals in California Community Colleges.
- Provide for professional growth and development of association members.
- Provide an efficient vehicle for communicating among information systems officers, other community college personnel, the Chancellor's Office and other state agencies.
- Increase recognition of the value and necessity of information systems for effective planning and management of individual districts and the California community colleges as a whole.

[REGISTER NOW](#)

**THE CISOA 2024 TECHNOLOGY SUMMIT IS FOR YOU! THIS IS YOUR OPPORTUNITY
TO INTERACT WITH UP TO 500 TECHNOLOGY PROFESSIONALS IN ONE PLACE!**

CISOA 2024 TECHNOLOGY SUMMIT | SPONSORSHIP OPPORTUNITIES

CISOA INVITES YOUR COMPANY TO PARTICIPATE. TAKE ADVANTAGE OF ONE OR MORE OPTIONS INCLUDED IN THIS PACKET.

ONE (1) OPPORTUNITY

PRESENTING SPONSOR

\$25,000

10 Summit Registrations

SPEAKING TIME | Five (5) minutes

SPONSORED EVENT | Registration Area

DOUBLE EXHIBIT BOOTH | *Includes lead retrieval*

- Two (2) full-screen digital ads
- Two (2) banner ads with external linking in Summit app
- One (1) Email ad in Know Before You Go (KBYG) email
- Ability to send four (4) push notifications from Summit app
- Concurrent Session opportunity | *Must partner with a Community College | Includes product demo if desired*
- Opportunity to provide a brochure or giveaway item in the registration area
- Custom card with external linking in Summit app
- Pre-Summit attendee list provided one week prior to event
- Logo on attendee lanyard and one (1) additional promotional item
- Logo on all Summit signage
- Logo on signage at Convention Center Entrance
- **Sponsorship of Networking Lounge in Exhibit Hall**

TWO (2) OPPORTUNITIES

DIAMOND SPONSOR

\$15,000

7 Summit Registrations

SPEAKING TIME | Three (3) minutes

SPONSORED EVENT | Presidents' Reception *co-sponsored*

DOUBLE EXHIBIT BOOTH | *Includes lead retrieval*

- Full-screen digital ad
- Banner ad with external linking in Summit app
- Email ad in Know Before You Go (KBYG) email
- Ability to send two (2) push notifications from Summit app
- Concurrent Session opportunity | *Must partner with a Community College | Includes product demo if desired*
- Opportunity to provide a brochure or giveaway item in the registration area
- Custom Card with external linking in Summit app
- Pre-summit attendee list provided one week prior to event
- Logo on hotel keycards

FOUR (4) OPPORTUNITIES

PLATINUM SPONSOR

\$10,000

5 Summit Registrations

SPEAKING TIME | Two (2) minutes

SPONSORED EVENT | Keynote Speakers *co-sponsored*

EXHIBIT BOOTH | *Includes lead retrieval*

- Full-screen digital ad
- Banner ad with external linking in Summit app
- Ability to send two (2) push notifications from Summit app
- Concurrent Session opportunity | *Must partner with a Community College | Includes product demo if desired*
- Opportunity to provide a brochure or giveaway item in the registration area
- Custom Card with external linking in Summit app on home screen

TEN (10) OPPORTUNITIES

GOLD SPONSOR

\$7,500

4 Summit Registrations

ELEVATOR PITCH | One (1) minute

SPONSORED EVENT | Lunch *co-sponsored*

EXHIBIT BOOTH | *Includes lead retrieval*

- Half-screen digital ad
- Banner ad with external linking in Summit app
- Ability to send one (1) push notifications from Summit app
- 25-minute Product Demo during a Concurrent Session

SIXTEEN (16) OPPORTUNITIES

SILVER SPONSOR

\$5,500

3 Summit Registrations

VERBAL RECOGNITION from podium

SPONSORED EVENT | Breakfast *co-sponsored*

EXHIBIT BOOTH

- Banner ad with external linking in Summit app
- Quarter-screen digital ad

UNLIMITED OPPORTUNITIES

BRONZE SPONSOR

\$4,000

2 Summit Registrations

EXHIBIT BOOTH

- Banner ad with external linking in Summit app
- Business card size digital ad

IMPORANT INFORMATION FOR SPONSORS

All sponsorships come with:

- Company listing on the CISOA Technology Summit website, Summit app (*Attendee Hub*) and printed program bulletin
- A Post-Summit attendee list for a one-time email.
- 8 x 10 pipe & drape booth package consisting of a 7"x44" ID sign, 6' table, two chairs, wastebasket and basic electrical.

Companies MAY NOT share the same exhibit space, unless previously approved by show management and with appropriate fees paid. Exhibitors may not sublet any portion of exhibit space assigned to their company.

CISOA 2024 TECHNOLOGY SUMMIT | EXHIBITOR OPPORTUNITIES

FIFTEEN (15) OPPORTUNITIES

EXHIBITOR | 8X8 BOOTH

\$2,250

1 Summit
Registration

- 8 x 8 pipe & drape booth package consisting of a 7"x44" ID sign, 6' table, two chairs, wastebasket basic electrical
- The exhibit hall is carpeted
- Company listing on the CISOA Technology Summit website, app (*Attendee Hub*) and printed bulletin

Booth location will be on the backwall of the exhibit hall.

LIMITED

EXHIBITOR | 8X10 BOOTH

\$2,500

1 Summit
Registration

- 8 x 10 pipe & drape booth package consisting of a 7"x44" ID sign, 6' table, two chairs, wastebasket basic electrical
- The exhibit hall is carpeted
- Company listing on the CISOA Technology Summit website, app (*Attendee Hub*) and printed bulletin

OPTIONAL ITEMS & EVENT ENHANCEMENTS

Want more visibility at the Summit? Consider adding on an event enhancement!

Event enhancements are only available if you have already committed as a Sponsor or Exhibitor.

EIGHT (8) OPPORTUNITIES ON EACH NIGHT

LATE-NIGHT HOSPITALITY SPONSOR

\$500

Become a Late-Night Hospitality sponsor on one of our three hospitality nights! This year, we are featuring "hospitality stations" that will generate buzz and boost attendance at our evening events. This is an excellent opportunity to be advertised throughout the event, ensuring everyone knows who is behind these late-night events. Sponsors will pay a base fee for the recognition and signage and then work with show management to select an appetizer or a signature drink to be featured at one of our Hospitality events! Your company will absorb the cost of your food or drink selection. The sky is the limit on how you brand your hospitality station -- get those creative juices flowing! Signage at the event, in the Summit bulletin, and through the Summit app will keep your brand at the top of your mind. Act quickly to secure a hospitality station, as limited opportunities are available.

UNLIMITED

PERSONALIZED DRINK TICKETS

10 FOR \$250

Purchasing drink tickets is a fun way for businesses to connect with attendees in a relaxed and enjoyable atmosphere. For only \$250, you can purchase a group of 10 drink tickets to distribute to attendees who visit your booth. At a minimum, these tickets can be used at the Welcome Dinner, Late Hospitality Nights, and/or the President's Reception. This gives your business a unique opportunity to incentivize attendees to visit your booth. You will purchase in groups of 10, and all tickets will be customized with your company logo.

EIGHT (8) OPPORTUNITIES

CHARGING STATIONS

\$500

It's happened to every one of us. Your phone, tablet, and laptop runs out of power, and you miss important texts, calls, and e-mails. Be the company that comes to the rescue so attendees can avoid this hassle by sponsoring the Charging Stations! With your company name advertised on the Charging Stations, attendees will know whom to thank, as your name will be featured on signage, in the app, and in the Summit bulletin.

TEN (10) OPPORTUNITIES

PRODUCT DEMO*

\$1,000

The Product Demo is an exceptional opportunity for businesses to showcase products and services to CISOA attendees. For only \$1000, you'll receive a 25-minute slot in a dedicated meeting room to demonstrate your product. Your demo will be listed in the CISOA Summit bulletin and the Summit app, attracting attendees and exhibitors. This sponsorship is a prominent opportunity to deliver your message personally. With a limited number of slots available, the Product Demo is an excellent investment for companies looking to showcase the capabilities of their product! Act quickly to secure one of the coveted product demo slots on the schedule!

**A Product Demo is included in the higher sponsorship opportunities. This optional item is for Silver Sponsors, Bronze Sponsors, and Exhibitors.*

OPTIONAL ITEMS & EVENT ENHANCEMENTS CONT.

BOOTH SHARE

\$1,750

Unless a Booth Share is purchased, Exhibitors are prohibited from sharing, assigning, or subletting booths or any part of the space allotted to them. Nor shall they exhibit, or permit to exhibit in their area, any merchandise or advertising materials that are not part of their regular products and services. Summit registrations may not be shared with company representatives who are not registered Sponsors or Exhibitors. **Only one (1) exhibiting company is permitted per booth.**

A Booth Share purchase will allow you to bring in ONE (1) additional company to share your booth space. You pay the fee directly to CISOA as part of your registration and then arrange reimbursement from the other company as needed. The booth share fee covers the following items for the second company:

- One (1) CISOA Technology Summit registration
- A company listing on the CISOA Technology Summit website, in the Summit app (Attendee Hub), and the Summit bulletin (as an exhibitor)

Should your company be sponsoring and exhibiting, the additional company does NOT receive any of your sponsorship benefits.

ADDITIONAL SUMMIT REGISTRATIONS

\$645 EARLY BIRD (FEB 2) | \$745 REGULAR

Additional Summit participant registrations (every sponsor and exhibitor representative must be registered), over what is included with your package, are \$645 Early Bird / \$745 Regular. **Limited to a maximum of three (3) additional per vendor.**

POST-SUMMIT ATTENDEE LIST*

\$250

The Attendee List is a valuable opportunity for businesses looking to connect with attendees and gain valuable insight into the industry. For only \$250, you'll receive an email list of all attendees at CISOA within a week of the event. This provides a unique opportunity to market your brand, product, or service directly to an engaged audience. With this, you'll have the chance to gain a competitive edge in the industry and follow up on valuable relationships with attendees.

**A Post-Summit Attendee List is included in the sponsorship opportunities. This option item is for Exhibitors.*

DEADLINES & DELIVERABLES

We encourage early submission to avoid any last-minute challenges.

DEADLINES

Registration Deadline | February 9, 2024

Cancellation Deadline | January 11, 2024

Deliverables Deadline | February 16, 2024

COMPANY LOGO

Images must be jpeg or png high resolution, a minimum of 300 dpi, and transparent if appropriate.

EMAIL AD

Email ads will be included in one of the Know Before You Go (KBYG) or post-Summit emails. Finished email ads should be submitted in a PNG image, sized 640 x 360 pixels.

PROFILE BANNER

For the Summit app customized profile: 600 x 400 pixels, PNG, JPEG, and GIF.

DIGITAL AD

Digital ads will be included in a rolling PowerPoint presentation that will run at the Summit – in the registration area, at general sessions and during meal functions as appropriate.

Finished digital ads should be submitted as a high-resolution, widescreen (16:9) PowerPoint slide OR a png / jpeg image in the following sizes:

Full Screen | 9" wide x 5-1/4" high

Half Screen | 4-1/2" wide x 5-1/4" high

Quarter Screen | 4-1/2" wide x 2-1/2" high

Business Card | 2-1/2" wide x 2-1/2" high

BANNER AD

Banner ads will be displayed in the Summit app. Please provide images (which will appear behind text). Supported file types: jpeg, jpg, png, or gif only. The recommended size: 1464 x 420 pixels

PUSH NOTIFICATIONS

Push notifications can be up to 140 characters (including spaces) and externally linked.

CUSTOM CARDS

Custom cards in the Summit app can connect attendees to information found on external websites, link attendees to other pages within Attendee Hub, allow attendees to access personalized content from third-party platforms, or share videos from YouTube, Wistia, or Vimeo.



Submit Deliverables



TERMS AND CONDITIONS

As a condition of participation, the Sponsor or Exhibitor agrees to adhere to all terms and conditions outlined here. Sponsors or Exhibitors representatives who conduct themselves in an unprofessional manner may be dismissed from the event without refund or appeal. CISOA reserves the right to amend any and all rules and requirements at any time.

SPONSOR & EXHIBITOR REGISTRATION

CISOA reserves the right to update the CISOA database with information provided by Sponsors and Exhibitors for the 2024 CISOA Technology Summit. With registration, the company, including all representatives, agrees and acknowledges they are participating in the Summit of their own free will. All commitments must be submitted by or before February 9, 2024. Deliverables are due by February 16, 2024.

CONFIRMATION

You should receive immediate confirmation through Cvent (the registration platform). We'll be in touch via email with the next steps and specifications regarding YOUR sponsor or exhibitor benefits within two weeks after your online commitment is made. Please reach out to Stacey Boswell, sboswell@meetingwise.net, if you don't receive that email.

ATTENDEE REGISTRATION

Additional Summit vendor participant registrations (every sponsor and exhibitor representative must be registered), over what is included with your package, are \$645 Early Bird / \$745 Regular. Limited to a maximum of three (3) additional registrations per vendor or Booth Share.

BADGES

All company employees, representatives, and guests are required to always wear their CISOA Technology Summit badges while on Summit premises. The badge must not be altered, added to, or defaced in any manner. A company badge will not be accepted in lieu of the official badge. Companies whose representatives or guests insert a business card into the official badge holder or swap badges will be penalized and unable to participate at future CISOA events.

“PERSONS DOING BUSINESS” of any sort within the event space must have purchased an exhibit booth or sponsorship, or they will be removed from the premises by show management or venue security.

CANCELLATION POLICY

For Summit commitments, all cancellations must be emailed to sboswell@meetingwise.net and are not valid unless you receive a return confirmation that your email has been received. Cancellation by January 11, 2024 will receive a 50% refund; no refund will be given on or after January 12, 2024. Applications for sponsorships are subject to approval by event management and must include a description of your products/services. If the application is declined, payment will be returned in full within 15 business days.

REFUND POLICY

Sponsorship cancellation made by January 11, 2024, will receive a 50% refund. In the event you registered by check and haven't yet paid, you will be billed and held responsible for full payment even if you cannot attend. For cancellations on paid registrations made on or before January 11, 2024, all refunds will be made within 15 business days after the Summit has taken place. No refunds will be issued on cancellations made on or after January 12, 2024.

FORMS OF PAYMENT

Credit Card, Check or PO Number (with check payment within 60 days). Paying by credit card fully completes your registration and avoids delays in payment processing as well as the risk of checks being lost in the mail. Should you choose the “pay by check” option, you must send the check (with tracking info provided to us) within two-weeks of your registration. No exceptions.

PAYMENT INSTRUCTIONS

Please make sure to include your COMPANY NAME (unless already listed on the check) and invoice number / confirmation number in the memo section of your check. Checks need to be made payable to CISOA and mailed to:

CISOA c/o MeetingWise LLC
202 Circle Oaks Drive
Burnet, TX 78611

EXHIBITOR PACKAGE INCLUSIONS

Exhibit booths include a basic package (pipe & drape, 6' table, two chairs, wastebasket and ID signage) and basic electrical. You will receive an Exhibitor Kit from the decorator in January 2024 with drape colors, drayage information, additional furniture / other options, internet information and upgraded electrical options.



TERMS AND CONDITIONS CONT.

EXHIBIT LOAD IN AND TEAR DOWN

Exhibitor load in is tentatively scheduled for Monday, March 18th from 1:00 – 4:00 p.m. Tear down will be on Wednesday, March 20th (specific hours TBD). IMPORTANT: Late setup and early teardown are prohibited, and violation of this policy could result in your company not being able to participate as a CISOA sponsor or exhibitor in 2025 and beyond. Those who teardown early will be billed a \$1,000 early teardown fee.

BOOTH OCCUPANCY & RESTRICTIONS

Exhibit space not occupied and claimed before 5:00 pm on Monday, March 18, and for which no special arrangements have been made, may be resold or reassigned by show management, without obligation to refund fees or assign the exhibitor to another space. Companies may not share the same exhibit space, unless previously approved by show management through a “Booth Share” purchase. Exhibitors may not sublet any portion of exhibit space assigned to their company. Booth set up shall not be allowed to obscure sight lines to and from other exhibitors in any way.

EXHIBITOR CONDUCT

- A) Distribution of promotional materials may only be made from the booth assigned to the Exhibitor, except for special sponsorship promotions. Placement of materials in non-approved areas could impact your future eligibility to participate in the CISOA Summit and materials will be confiscated.
- B) The exhibit hall will be closed during concurrent sessions. All booths must be staffed during the open hours of the exhibit hall.
- C) Exhibitors must conduct business in a dignified and professional way.

OPEN SPACE

CISOA has the right to adjust space if necessary to reduce any unused space. Booths that have to be moved, will be moved towards the “center” of the exhibit hall.

POST-SUMMIT ATTENDEE LIST

A Post-Summit attendee list (email addresses only) will be sent to all Sponsors by noon on Wednesday, March 27th, 2024, if not before. Please note, this is proprietary information and to be used for ONE email only.

PRIVATE SPONSOR/EXHIBITOR EVENTS

We recognize that multiple Sponsors and Exhibitors will want to provide private events during the Summit, for their business purposes. When planning such, please respect the programming times as shown on the Summit schedule. Vendor activities must be completely outside CISOA scheduled session and event times (day or evening). Our goal is to provide a great working environment for all Sponsors and Exhibitors. Your cooperation with the following policies will help us achieve that goal.

CISOA has scheduled “OPEN” nights on Tuesday, March 19th and Wednesday, March 20th starting at 6:30 p.m. for Sponsors and Exhibitors to host their own-site dinners or other as desired. Show management will connect you to the convention center or hotel personnel for space as well as food and beverage needs as requested and at your own expense.

DRESS CODE

Company representatives are expected to dress and conduct themselves in a professional manner, consistent with a professional event, and be wearing their CISOA Technology Summit badges.

VIDEOS | PHOTO

Registration and attendance at, or participation in, CISOA meetings and other activities constitutes an agreement by the registrant to CISOA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events and activities.

AUDIO VISUAL COMPONENTS IN EXHIBITS

Exhibitors conducting live presentations may not use sound amplification. Audiovisual equipment as part of a display is acceptable; however, sound equipment must be regulated so that it doesn't disturb neighboring exhibitors. In addition, spectators may not obstruct aisles or interfere with access to other exhibits. CISOA reserves the right to determine when sound levels from audiovisual equipment constitute interference with others or becomes unacceptable. In such cases, sound levels are to be reduced or the equipment will be removed, at the Exhibitor's expense. Exhibitors are responsible for obtaining appropriate licenses for any copyrighted music used in connection with their exhibit.

MEDICAL RELEASE

While CISOA does its best to provide the safest possible environment for the events, the attendee acknowledges freely and knowingly that as a result of their registration and participation, they hereby assume responsibility for their own well-being and safety, releasing CISOA and MeetingWise LLC of any harm.

TERMS AND CONDITIONS CONT.

GIVEAWAYS

Exhibitors may provide giveaways including contests and drawings, within their designated exhibit space. Though CISOA will post winner names in the registration area as requested, it is up to the Exhibitor to get items to winners so be sure to collect cell numbers and addresses as needed. Containers for drawing and giveaway items are the responsibility of the vendor and will not be provided by show management or the venue.

STORAGE

Nothing may be stored behind booths or backwall drapes. All exhibits are subject to inspection by CISOA and the Fire Marshall throughout the show to ensure safety. Adherence to all fire and safety regulations of the hotel is mandatory. The decorator will provide storage options.

FOOD AND BEVERAGE

All food and beverage consumed on the premises must be provided by the facility. Should you desire food and / or beverage for your booth or special event, show management will connect you with the appropriate parties for arrangements and payment.

USE OF CISOA NAME AND LOGO

The use of the CISOA logo on displays, signs, giveaways, promotional literature or other materials is prohibited. The use of the acronym "CISOA," with reference to your participation in the Summit, may be used in promotional materials only with the express written approval of CISOA. All design concepts and promotional materials involving the CISOA name should be sent to sboswell@meetingwise.net prior to printing.

INSURANCE

Exhibitors understand that neither CISOA nor the Riverside Convention Center, or the exposition services contractor maintain insurance covering the exhibitors' property. Exhibitors must obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. If requested by CISOA, exhibitors shall provide CISOA with certificates evidencing the required coverage before the Technology Summit.

PROPERTY DAMAGE

Neither CISOA nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and CISOA and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the exposition, each party hereby releases the other from obligations under this contract.

USE OF CERTAIN PROPERTY

Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes, or dramatic rights used on or incorporated in the Exhibitor's space. Exhibitor shall indemnify, defend, and hold harmless CISOA and their officers, directors, members, agents, and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees, and expenses of whatever kind of nature, which might result from or arise out of use of any such material(s) described above.

SECURITY

The Riverside Convention Center provides roving 24-hour security of the inside of the convention center. The furnishing of such services shall not be construed to be any assumption of obligation nor duty with respect to the protection of the property of Exhibitors, which shall, at all times, remain in the sole possession and custody of each Exhibitor and shall be the sole responsibility of each Exhibitor. For added protection, however, CISOA recommends each Exhibitor to obtain insurance on booth material, equipment and personnel as outlined above. Security service for individual booth spaces will be available to exhibitors at their own expense. Contact show management for security information.

CANCELLATION CISOA 2024 TECHNOLOGY SUMMIT & TRADE SHOW

It is mutually agreed that in the event the CISOA 2024 Technology Summit is cancelled due to disaster, strike, labor or dispute, governmental intervention, malicious damage, acts of war, or other causes which would prevent its scheduled opening or continuance, then and thereupon the agreement will be terminated and CISOA shall determine an equitable basis for the refund of such portion of the exhibit fee as is possible, after due consideration of expenditures and commitments already made.

