

**Check List for Sponsors/Exhibitors
 PIUG 2008 Annual Conference
 Saturday, May 17 to Thursday, May 22, 2008
 Hyatt Regency Crystal City at Reagan National Airport
 Arlington, Virginia**

For full consideration of sponsorship/exhibit/workshop requests, the following items are needed from all exhibitors and sponsors of PIUG 2008 Annual Conference **by the dates listed below**. Please make a copy of this list to keep track of deadlines and completion. Questions may be directed to the appropriate person listed below:

Questions on:	Contact	Email	Phone
Sponsorship, Exhibits, and Workshops opportunities & contracts	Denise Fobare-DePonio	denisefd@aol.com	805-750-7373
Exhibits logistics and setup	Helen Yun Barbara L. Burg	yunhelen@yahoo.com barbara.l.burg@gsk.com	908-740-3595
Workshop logistics and setup	Martha Yates	martha.j.yates@monsanto.com	314-694-6037
Speaking opportunities on Program Agenda	Kartar Arora Doreen Alberts	kartar.arora@basf.com doalberts@theravance.com	734-324-6182 650-808-3729

Deadlines for All Exhibitors and Sponsors for Full Consideration

- January 15, 2008**
 - Requests to speak in Plenary Session. Contact **Kartar Arora**.
- January 31, 2008**
 - Application to hold a workshop. Contact **Martha Yates**.
- February 15, 2008**
 - Send sponsor or exhibitor contract to **Denise Fobare-DePonio**.
 - Full Payment of sponsorship and exhibitor dues. Please pay online at: <http://www.piug.org/2008/sponsorship.php>. For other forms of payments or if you need an invoice, please contact Ken Koubek at kkoubek@rohmmaas.com.
 - Company logo and weblink for posting on the PIUG 2008 web page. Send to **Helen Yun**.
 - A brief overview of the company and exhibit information to be posted on PIUG 2008 web page. Please limit to 5 lines maximum. Send to **Helen Yun**.
 - Send completed exhibitor order forms for electrical and telephone services to the **Hyatt Regency Hotel**.
 - Send completed exhibitor order forms for audio-visual to **Meeting Expectations**.
 - Send completed exhibitor order forms for internet to **Helen Yun**.
- March 15, 2008**
 - Early Bird Registration. See [PIUG 2008 Registration](#) web page.

- Cancellation of exhibits/sponsorships and full refund of fees. Contact **Denise Fobare-DePonio**.

April 15, 2008

- Submission of Power Point slides and name of the presenter for 5-minute product review to be presented during plenary session on Monday, Tuesday, or Wednesday, exact day and time to be determined. **The talk will only be 5 minutes** so please limit the number of slides during the presentation. Please send to **Barbara Burg**. Name your Powerpoint file using the following convention: **ExhibitCompanyName_date(yyymmdd)**, where the **date(yyymmdd)** refers to the date the file was sent to Barbara Burg.

The above items should be completed as soon as possible - at the latest by the deadlines for full consideration. Please note that acknowledgement of sponsors and allotment of exhibit space will not be made until payment and completed contract are received by PIUG.

For EMERALD Level Sponsors

(In addition to the above)

- 2 (two) full-page advertisements for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 7 x 9 in. Can be color or B/W. Deadline **February 15, 2008**. Send to **Helen Yun**.
- Topic and name of presenter for the 30-min presentation in Plenary Session. Deadline **March 15, 2008**. Send to **Kartar Arora**.
- Powerpoint slides for 30-min presentation in Plenary Session. Deadline **April 15, 2008**. Send to **Kartar Arora**. Name your Powerpoint file using the following convention: **LastName_FirstName_Title Words(limit to 3 first words)_date(yyymmdd)**, where the **LastName_FirstName** refers to the presenter's name, and **date(yyymmdd)** refers to the date the file was sent to Kartar.
- 1 (one) informational sheet for insertion in the meeting bag. Deadline **May 16, 2008**. Send directly to the hotel:

ATTN: Anthony Craig
 " Sender's Company Name" /PIUG May 16-22, 2008
 c/o Sara Jelsomeno, CS Manager
 Hyatt Regency Crystal City
 2799 Jefferson Davis Highway
 Arlington, VA 22202

For DIAMOND Level Sponsors

(In addition to the above)

- 1 (one) full-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 7 x 9 in. Can be color or B/W. Deadline **February 15, 2008**. Send to **Helen Yun**
- Topic and name of presenter for the 20-min presentation in the Plenary Session. Deadline **March 15, 2008**. Send to **Kartar Arora**.

Powerpoint slides for the 20-min presentation in the Plenary Session. Deadline **April 15, 2008**. Send to **Kartar Arora**. Name your Powerpoint file using the following convention: **LastName_FirstName_Title Words(limit to 3 first words)_date(yyymmdd)**, where the **LastName_FirstName** refers to the presenter's name, and **date(yyymmdd)** refers to the date the file was sent to Kartar.

For SAPPHIRE Level Sponsors

(In addition to the above)

1 (one) full-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 7 x 9 in. Can be color or B/W. Deadline **February 15, 2008**. Send to **Helen Yun**

Topic and name of presenter for the 15-min presentation in the Plenary Session. Deadline **March 15, 2008**. Send to **Kartar Arora**.

Powerpoint slides for the 15-min presentation in the Plenary Session. Deadline **April 15, 2008**. Send to **Kartar Arora**. Name your Powerpoint file using the following convention: **LastName_FirstName_Title Words(limit to 3 first words)_date(yyymmdd)**, where the **LastName_FirstName** refers to the presenter's name, and **date(yyymmdd)** refers to the date the file was sent to Kartar.

For AMETHYST Level Sponsors

(In addition to the above)

1 (one) half-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 7 x 4.25 in. Can be color or B/W. Deadline **February 15, 2008**. Send to **Helen Yun**

For EXHIBITORS

(In addition to the above)

1 (one) quarter-page advertisement for the annual conference meetings book. Ads should be provided as PDF files (Acrobat 6 or below). Please make sure that the PDF files are not password protected. Suggested sizes (ads will be scaled to fit): 3.25 x 4.25 in. Can be color or B/W. Deadline **February 15, 2008**. Send to **Helen Yun**

Finally, please remember that all exhibit staff must register for the meeting. Meeting registration details can be found at [PIUG 2008 Registration](#) web page.

We look forward to seeing you in May, 2008. Thank you for supporting PIUG!

Denise Fobare-DePonio – Sponsorship Committee Chair
Helen Yun – Exhibits Committee Chair