



Sponsorship Memorandum of Understanding (MOU)

Thank you for supporting M3AAWG by agreeing to be a **Sponsor** at the following M3AAWG meeting;

M3AAWG 49th General Meeting, June 8-11, 2020 (Virtual Meeting).

This MOU places a reservation on your M3AAWG Sponsorship. Refer to Appendix A for a complete listing of Sponsorship Benefits, and Appendix B for Sponsorship Guidelines.

Company Name: _____	Email: _____
Contact: _____	Billing Contact: _____
Sponsor Level: _____	Billing Contact Email: _____
	Billing Address: _____

Please note that your M3AAWG sponsorship does not grant your company a speaking slot as part of the M3AAWG Program.

Payment Terms and Conditions

- Sponsors logos will be placed on the M3AAWG materials only when a signed MOU is received.
- Sponsors will be sent an invoice immediately upon receipt of the MOU
- Invoices are provided for payment and are due upon receipt regardless of your company's Purchase Order (PO) or vendor process.
- Sponsors with an outstanding balance will not be allowed to reserve a future meeting sponsorship until balance due is paid in full

AGREED AND ACCEPTED:

Sponsor:

M3AAWG:

By: _____

By: _____

Executive Director

Name & Title: _____

Date: _____

Date: _____

Address: _____

City _____ State _____ Zip _____

Please sign and return to dina@M3AAWG.org. Your invoice will follow shortly.

APPENDIX A
Sponsorship Benefits

	General \$2,500 USD	Day \$5,000 USD	Overall \$10,000 USD	Drawing \$5,000 USD	Virtual Hall \$5,000 USD
Sponsorships					
Logo displayed on waiting slide (group of logos)	X	X	X		
Logo on Opening Slide	X				
Verbal acknowledgment in opening	X	X	X		
Logo displayed on Q&A slide	X	X	X		
Individual slide in session opening		X	X		
Social Media Postings (LinkedIn, FB and Twitter)		2 posts to ea. on your day	2 posts ea. of the 3 days		
Logo displayed on the Upcoming Meetings page			From MOU date to June 30.		
Logo included in the M3AAWG Registration Confirmation email			Must be received by May 15		
Slide at the end of Q&A with logo				X	
Opt-in Attendee List (Name, Company and email)				X	
Logo on trivia or poll question slide					X
Verbally acknowledge at beginning of trivia or poll					X

APPENDIX B
Sponsorship Guidelines

The following guidelines apply to ALL sponsors of a M3AAWG meeting

- While the collection of business cards is allowed, using cards for mailing list marketing, attempted contact via social media, or other mass communication methods is frowned upon.
- Any questions that sponsors or on-site representatives may have, should be directed to dina@M3AAWG.org in order to get a timely response and resolve any issues in the most efficient manner.
- Sponsors are discouraged from hosting private Social events that may conflict in any way with other M3AAWG sponsorship engagements.
- Invoices are provided for payment and are due upon receipt regardless of your company's Purchase Order (PO) or vendor process.
- **Sponsors with an outstanding balance will not be allowed to reserve a future meeting sponsorship.**
- If you are a Overall Meeting Sponsor, the signed MOU is required prior to your logo and hyperlink being placed on the M3AAWG website.



If you have any questions or special needs beyond these please inform the sponsor support group or the meeting coordinators as soon as possible (dina@M3AAWG.org). M3AAWG will make every effort to accommodate your request but cannot guarantee it. M3AAWG staff will also be on-site at the meeting to assist sponsors.