



**National
Association of
Graduate
Admissions
Professionals**

The Leader in Graduate Enrollment Management

Vendor Presentation Guidelines

Due to an increase in the number of requests from NAGAP Members and our Vendor Partners who wish to demonstrate technology products & services during NAGAP's Annual Conference, we are offering opportunities for Vendors to conduct presentations for the explicit purpose of promoting their services and products. These "Vendor Presentations" are intended to supplement participation in our Exhibit Hall. Please see below for guidelines accompanying Vendor Presentations.

Benefits of the guidelines include:

- ✓ Ensure that the NAGAP Annual Conference Program will remain focused on educational discussions of graduate enrollment management topics, issues and concerns.
- ✓ Provide equitable access for all Vendor partners to present at the NAGAP Annual Conference.
- ✓ Allow all NAGAP conference attendees to stay apprised on the vendor offerings available.
- ✓ No charge for meeting room or related audio/visual/telephone equipment expenses incurred for the presentation.

Vendor Presentation Guidelines Procedure

1. **Submission Form** - Complete a Vendor Presentation Request Form (available at www.NAGAP.org). A "vendor presentation" is defined as any interested party demonstrating a saleable technology product or service during an annual conference session to NAGAP conference attendees. All requests need to be received by the NAGAP Executive Office by October 30, 2009, for consideration.
2. **Vendor Agreements** Vendor must agree to the following:
 - a. comply with all NAGAP procedures and hotel rules and regulations during the presentations;
 - b. acknowledge their presentation does not represent or imply any commitment, sponsorship, or binding agreement by NAGAP or any of the conference attendees;
 - c. sign a Confidentiality or Conflict of Interest Agreement, (if deemed necessary); and
 - d. agree to standard NAGAP session guidelines and timelines.
3. **Payment** – Vendor agrees to pay NAGAP a fee of \$3,000 if exhibiting, \$5,000 if not exhibiting, upon acceptance of session. The vendor presentation will be placed in the appropriate program slot at the discretion of the Conference Chair. Note that there will not be more than one Vendor Presentation per any single time block.
4. **Presentation Approval** – All requests will be reviewed for approval by the NAGAP Conference Committee.
5. **Notifications** – Upon approval, confirmation of presentation time will be sent to vendor along with an invoice for payment.

For additional questions related to the NAGAP Meeting Vendor Presentation Guidelines, please contact Michael P. Flanagan, CAE, NAGAP Executive Director, Mflanagan@goAMP.com. Guidelines and form are available at <http://www.NAGAP.org>.



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VENDOR PRESENTATION REQUEST FORM

Annual Conference San Francisco, California
April 21-24, 2010

The Leader in Graduate Enrollment Management

Form Due: October 30, 2009

Today's Date:

Vendor/Company Name:

1. Vendor/Company Profile (i.e., market segment, company background):
2. Summary of product or service to be presented and the benefit it would provide to NAGAP conference attendees:
3. Abstract – Please provide a one-paragraph overview of the session.
4. Outline of Session (incl. purpose, content, and learning objectives):
5. By signing below, my company agrees to the following:
 - ✓ We will comply with all NAGAP procedures and hotel rules and regulations during the presentation.
 - ✓ We agree to pay the \$3,000 Vendor Presentation fee if exhibiting, or \$5,000 if not exhibiting.
 - ✓ We agree that the presentation for NAGAP does not represent or imply any commitment, sponsorship or binding agreement by NAGAP or any of its members.

Name of Vendor

Signature of Authorized Representative

Date

PRIMARY CONTACT:

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Contact Name: _____

Please return to:
NAGAP Executive Office
P. O. Box 14605
Lenexa, KS 66285-4605
Fax: (913) 895-4652 or E-Mail: info@NAGAP.org
www.NAGAP.org