



SACUBO 2024 Fall Workshop

Business Partner Due Dates & Deadlines

ASAP

- **Logo** – Send in your high-resolution logo in both image (.png) and vector (.eps, .svg, .ai, or .pdf) formats. [Click here to upload your logo](#) or email it to info@sacubo.org
- **Keynote Introduction (D)** – Opportunity to provide 1-2 minutes of live remarks or a prerecorded video and introduce the keynote speaker at the start of the General Session on either Thursday or Friday. Email info@sacubo.org with your preference of day (Thursday or Friday) to introduce the keynote speaker.
- **Private Meeting Room (D)** – Access to a private meeting room reserved for your exclusive use on either Wednesday, Thursday, or Friday of the conference. Private meeting rooms can accommodate 20 people. Email info@sacubo.org with which day (Wednesday, Thursday, or Friday) you would like to reserve your room for.

June 10, 2024

- **Submit Sponsored Session Proposal (D)(P)(G)** – Present a 60-minute sponsored session on day one of the event (proposals must be submitted and accepted by the committee). [Click here to submit your sponsored session proposal.](#)

July 17, 2024

- **Deadline to Submit Sponsored Session Proposal (D)(P)(G)** – Last day to submit your sponsored session proposal for committee review. [Click here to submit your sponsored session proposal.](#)

September 18, 2024

- **Sponsored Items Artwork Due** – Artwork for sponsored items such as lanyards and tote bags must be submitted to info@sacubo.org by this date.

September 30, 2024

- **Exhibit Table Number** – Exhibit table assignments will be made by this date and you will be notified by email of your table number.

October 2, 2024

- **Payment & Conference Signage Deadline** – Payment in full and a high-resolution logo must be received by this date to be included on conference signage. [Click here to upload your logo](#) or email it to info@sacubo.org.
- **Hotel Room Block Deadline** – Be sure to book your hotel room(s) by this date to receive the room block rate. You can find [hotel and travel information here.](#)

October 16, 2024

- **Online Registration Deadline** – Redeem your complimentary conference registrations and purchase additional representative badges by completing the **SACUBO 2024 Fall Workshop Registration Form**. After this date you will be required to register onsite as a full conference attendee.

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Please note that this is a comprehensive list of due dates for all Business Partner levels and that some of the benefits listed may not be included in your partnership agreement.

(D) Diamond (P) Platinum (G) Gold (S) Silver (B) Bronze (E) Exhibitor



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October 16, 2024 – *Continued*

- **Lead Retrieval Purchase Deadline (D)(P)(G)(S)** – Lead retrieval can be purchased during the initial sign-up process or by emailing the office at info@sacubo.org. Lead retrieval will not be available for purchase onsite at the event. If lead retrieval is included in partnership package (D)(P)(G)(S), please send the names and email addresses you would like to use for your lead retrieval logins to info@sacubo.org by this date. Lead retrieval includes two (2) logins to the portal.
- **Custom Push Notifications Due (D)** – Email your push notification content to info@sacubo.org by this date. Notifications have a maximum character limit of 150.
- **Remarks & Videos Due (D)** – If your partnership package or sponsored event includes the opportunity to provide 1-2 minutes of live remarks and/or a pre-recorded video, these items must be submitted to by this date. Please email the name, title, and headshot of the individual speaker along with their remarks and/or video to be played to info@sacubo.org.

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