

Association of Florida Colleges 2014 Joint Commission Spring Conference



Dear Business Partner:

Greetings! The **Administration, Adult & Continuing Education, Communications and Marketing, Equity, Faculty, Healthcare Education, Institutional Effectiveness, Planning & Professional Development, Occupational and Workforce Development and Technology Commissions** of the Association of Florida Colleges (**AFC**) cordially invite you to participate in their Joint Commission Spring Conference. The Commission members, representing all 28 of Florida's Community and State Colleges share a rich tradition of meeting together each year. This year, our Joint Commission Conference will be held at **Daytona State College, May 21-22, 2014, in Daytona Beach, Florida.**

The Association would like to extend an invitation to you to participate in a wonderful opportunity to market your goods and services for one day to the 150+ college personnel who represent a portion of the 8,000+ AFC members. While they may not be the final decision makers, they perhaps have the greatest impact on the administrative, technology, educational, marketing and publicity decision-making at our 28 community colleges across the state. The networking and exposure that is available to you and your staff through this conference is unique and valuable. The deadline for conference registration and sponsorship is May 7, 2014. Room rates and information regarding the hotel are listed at the end of this document. You are also welcome to share new products or services in a workshop by submitting a "Call for Proposal" form to the proper commission chair. Please contact the appropriate commission chair for more information.

Philosophy of Commissions:

Commissions provide an opportunity for community and state college employees with similar job responsibilities to enhance their professional skills and knowledge and to network, share, and recognize exemplary practices with colleagues from around the State. Each commission has its own elected Board of Directors and bylaws, for organizational purposes, to plan Commission activities and support the overall mission and purposes of AFC. The Chair of each Commission serves on the Association's Board of Directors.

Commissions meet to provide programs of interest to Commission members and to recognize colleagues and programs of an exemplary nature. The Commissions provide the primary vehicle for the Association to fulfill its mission of discussing and improving matters in college educational programs, curriculum development, innovative administrative and instructional procedures, and the general professional environment of the state's 28 community and state colleges. Approximately 150+ Administrators, Faculty, Staff and Technology practitioners from the 28 Florida Community and State Colleges will attend. These Commissions strive to represent the interests of Florida's Community and State College personnel.

Thank you for your special consideration of this opportunity. We look forward to sharing with you in this higher education partnership.

Sincerely,

Adrienne Bryant

Adrienne Bryant, Exhibitor and Sponsor Sales, Association of Colleges



Serving the Florida College System since 1949

2014 Joint Commission Spring Conference Sponsorship Information

PLATINUM Level Sponsors (\$500.00) Benefits:

- One Full page advertisement in the conference program
- One Full page advertisement in the next published issue of *Current*
- Recognition on www.myafchome.org **sponsor thank you page** until 7/31/14
- Banner Ad in image rotator on www.myafchome.org front page until 7/31/14
- Promotional Materials in Conference Registration Packet – materials need to be in our office by **5/7/14**
- Introduction at the Opening General Session on Thursday with opportunity to speak for one minute
- Signage at all major events
- One reserved table (no skirt) w/ two chairs during conference exhibit hours
- Participation in all conference meals and snacks
- Logo on Conference Tote and two complimentary conference totes
- Two (2) complimentary conference registrations

GOLD Level Sponsors (\$350.00) Benefits:

- One ½ page advertisement in the conference program
- One ½ page advertisement in the next issue of *Current*
- Recognition on www.myafchome.org **sponsor thank you page** until 7/31/14
- Promotional Materials in Conference Registration Packet – materials need to be in our office by **5/7/14**
- Introduction at the Opening General Session on Thursday
- Opportunity to speak for one minute at a group function (TBA)
- One reserved table (no skirt) w/ two chairs during conference exhibit hours
- Participation in all conference meals and snacks
- Two (2) complimentary conference totes
- Two (2) complimentary conference registrations

SILVER Level Sponsors (\$250.00) Benefits:

- One ¼ page advertisement in the conference program
- One ¼ page advertisement in the next issue of *Current*
- Recognition on www.myafchome.org **sponsor thank you page** until 7/31/14
- One reserved table (no skirt) w/one chair during conference exhibit hours
- Participation in all conference meals and snacks
- One (1) complimentary conference tote
- One (1) complimentary conference registration

BRONZE Level Sponsors (150.00) Benefits:

- Recognition in the conference program
- Recognition on www.myafchome.org **sponsor thank you page** until 7/31/14
- One reserved table (no skirt) w/one chair during conference exhibit hours
- Participation in all conference meals and snacks
- One (1) complimentary conference tote
- One (1) complimentary conference registration

Exhibitor Only (150.00) Benefits:

- Recognition in the conference program
- One reserved table (no skirt) w/one chair during conference exhibit hours
- Participation in all conference meals and snacks
- One (1) complimentary conference registration

** As an added incentive to encourage conference attendees to visit and interact with each sponsor/exhibitor, all conference attendees will be given an exhibitor game card. This card will be stamped/filled in once an attendee has visited your table. The cards will then be placed in a drawing for a major conference prize.

SPONSOR REGISTRATION FORM

2014 JOINT COMMISSION CONFERENCE

Please choose one of the following commissions with which you wish to be affiliated:

- | | |
|--|--|
| <input type="checkbox"/> Administration Commission | <input type="checkbox"/> Adult & Continuing Education Commission |
| <input type="checkbox"/> Communications and Marketing Commission | <input type="checkbox"/> Equity Commission |
| <input type="checkbox"/> Faculty Commission | <input type="checkbox"/> Healthcare Education Commission |
| <input type="checkbox"/> Institutional Effectiveness, Planning & Professional Development Commission | <input type="checkbox"/> Occupational & Workforce Education Commission |
| <input type="checkbox"/> Technology Commission | |

Institution/Company Name: _____

Representative #1: _____ Representative #2: _____

(If PLATINUM or GOLD sponsor – second representative is complimentary / others-please note additional registration below)

Address, City, State and Zip

Phone and Email address

Please mark the sponsorship level for which you are registering. All sponsorships include one complimentary conference registration, except for the PLATINUM and GOLD sponsor levels which includes two (2) complimentary conference registrations.

- | | |
|-----------------------------------|------------------|
| <input type="checkbox"/> \$500.00 | PLATINUM Sponsor |
| <input type="checkbox"/> \$350.00 | GOLD Sponsor |
| <input type="checkbox"/> \$250.00 | SILVER Sponsor |
| <input type="checkbox"/> \$150.00 | BRONZE Sponsor |
| <input type="checkbox"/> \$150.00 | EXHIBITOR Only |

- After **May 7, 2014** no sponsorship or conference registration refunds will be given.
- Due to insurance and liability reasons, all conference sponsors will be responsible for ensuring their own transportation, set-up and break-down of all exhibit materials at each conference location
- Business Partner Sponsors are responsible for their own transportation, accommodations, and meals not listed in the program and not included in the registration fee.
- All door prize donors will be recognized in our printed program

I would like to donate one or both of the following:

- | | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Small door prize (\$5 to \$20 value) |
| <input type="checkbox"/> | Large door prize (\$25 to \$50 value) |

I require a Vegetarian Meal Yes ___ No ___

\$119.00 Additional Attendee Conference Registration **Prior to** May 7, 2014

\$129.00 Additional Attendee Conference Registration after May 7, 2014

Sponsorship Total Amount
 Additional Attendee Total Amount
 Total Amount due by check or credit card

I wish to pay by: Check Credit Card _____ / _____
Card Number Exp. Date

Print Name for CC Authorization

Signature for CC Authorization

Date

Please make checks payable to **Association of Florida Colleges** and mail to:

Adrienne Bryant
Exhibitor and Sponsor Sales
Association of Florida Colleges
113 East College Avenue
Tallahassee, FL 32301

Phone (850) 222-3222 Fax (850) 222-2327 Email: abryant@myafchome.org

Draft/Tentative Agenda (subject to change)

Wednesday, May 21, 2014

7:30 a.m. – 9:00 a.m. Sponsor Exhibit Area Set-Up
9:00 a.m. - 10:00 a.m. - Registration & Continental Breakfast – Exhibit Area Visitation; Sponsors welcome
10:00 a.m. -11:30 a.m. - Opening General Session– Platinum and Gold Sponsors Introduction
11:30 a.m. - 12:30 a.m. – Lunch – Sponsors are invited to join us and network
12:45 p.m. - 1:35 p.m. - Breakout Sessions (1) – Exhibit Area Visitation Time
1:45 p.m. - 2:35p.m. – Breakout Sessions (2) – Exhibit Area Visitation Time
2:35 p.m. - 3:00p.m. –**Break – Dedicated Exhibit Area Visitation Time**
3:00 p.m. - 3:50 p.m. - Breakout Sessions (3) – Exhibit Area Visitation Time
4:00 p.m. - 5:00 p.m. - Commission Business Meetings – Exhibitor Tear-Down
6:00 p.m. – 7:00 p.m. – Reception (TBD) (Announce winners of Exhibitor Game)
7:00 p.m. – Dinner On Own

Thursday, May 22, 2014

7:30 a.m. - 8:30 a.m. - Continental Breakfast – No Exhibit Set-up but you are welcome to come network with the attendees.
8:30 a.m. – 9:30 a.m. – Closing General Session
9:45 a.m. – 10:45 a.m. - Breakout Sessions (4)
11:00 a.m. – 12:00 p.m. - Breakout Sessions (5)
12:15 p.m. – 1:15 p.m. - Breakout Sessions (6)
1:15 p.m. – Departures (Lunch on your own off campus)

Hotel Information and Deadlines

A room block has been created at The Shores. The room rate is \$125.00 per night, single or double occupancy. For reservations please call: 1-866-934-7467. Deadline to book at group rate is **April 30, 2014**.

Please send promotional materials to Adrienne Bryant, AFC 113 East College Avenue, Tallahassee, FL 32301. They should be in my office no later than **May 7, 2014.*