IRF Summit Partner Information Packet

Please review this information carefully, and kindly return the necessary items no later than the deadlines indicated below. **Failure to adhere to the below deadlines may limit our ability to deliver your partner benefits**.

Questions? Please contact Tina@CNSConsultingGroup.com.

SUMMARY OF IMPORTANT DEADLINES

Jan 8	• Final date to make hotel reservations at the Hilton Washington at the special group rate. Click HERE. Please do not call the hotel directly.
Jan 12	• Final date to submit high resolution organization logo. • Final date to confirm organization's participation in the Exhibit Hall. • Final date to submit full-page, full-color ad (complimentary for Title, Premier, Select and Presenting Partners Only).
Jan 19	• Final date to submit complimentary registrations, which are a benefit of your Partnership level. To submit your complimentary registrations click HERE. • Please refer to the "sponsor registration code" sent by email. If you did not receive your sponsor code, please contact Tina@CNSConsultingGroup.com. • Final date to complete and return (to the hotel) power and internet forms for your Exhibit Tables.
Jan 29	• Final date to receive any shipped materials applicable to your participation in the Exhibit Hall.

DEADLINE DETAILS

Friday, January 12, 2024

- **Submission of organization logo.** Must provide in a vector file format (.eps, .ai, .svg) or a high resolution raster format (.png). We cannot accept jpegs, pdf, or low resolution png files. .

  PLEASE UPLOAD LOGOS HERE.

- **Confirmation of organization's participation in the Exhibit Hall**
  Please click HERE to submit your response.

Friday, January 12, 2024

- **Submission of full-page full-color program ad.** (See Print Guidelines on page 8)
  Upgrades to front inside cover or back inside or back cover are available on a limited basis.
  Please see the Print Guidelines for pricing.

  UPLOAD AD HERE

  Partner organizations interested in upgrading their ad size or location should
  reach out to IRF Summit Deputy Director, **Manus Churchill,** manus.churchill@irfsummit.org

Friday, January 19, 2024

- **Exhibit Table Power and Internet Form due to hotel** *COMING SOON.*
  Power and internet charges are the responsibility of the partner organization.

- Last date to register all complimentary partner participants (attendees) click HERE.
  Note: On-site registration is not available for complimentary partner registration.
  All complimentary partner attendees must be registered in advance.

- If you would like to register additional paid attendees please click HERE.

Monday, January 29, 2024

- **Deadline for receipt of any materials shipped to the hotel.**
  Any and all materials (plenary or breakout session, exhibit table materials or exhibit hall
  pop-up signs/banners) that will be shipped to the IRF Summit should be scheduled to
  arrive at the Washington Hilton **no earlier than January 27 and no later than Monday, January
  29.**

  Please click HERE to **complete the Shipping Materials Tracking Form** once your materials
  have been picked up by the shipper. Please provide number of boxes, shipper (UPS® or
  Fedex®), tracking number(s) and indicate if this is for a Session or the Exhibit Hall.

  **This information is critically important so that we may locate your items and have them
  ready for you.**

  **Shipped materials for partner breakout sessions can be picked-up from the IRF Summit Staff
  Office, the Fairchild Room, during the following hours:**

Monday, January 29	9:00 am - 4:00 pm
Tuesday, January 30	7:00 am - 10:00 am

Monday, January 29, 2024 Continued

Exhibit Materials, if received in advance, and properly labeled, will be delivered to each exhibit table by noon on Monday, January 29.

Shipping charges and hotel freight handling fees (both incoming and outgoing) are the responsibility of the partner organization. Organizations can provide the hotel with a credit card for payment, or if the organization has a point of contact staying at the hotel, freight charges can be billed to an individual guest room. Ship either UPS® or Fedex® – allowing for delays related to weather/storms.

For outbound freight, complete the Fedex® Store hotel shipping form including billing information for hotel freight handling fees. **The hotel's Fedex® Store handling rates are as follows. Please note that these handling fees are in addition to any Fedex®/UPS® shipping charges you may incur when sending your packages/freight to the hotel.**

- Handling fees are assessed for each package received by the Hotel. Fees are determined by the size and weight of the shipment according to the following scale: Boxes: $10 per box or $.32 per pound (if over 32 lbs.). Additional movements: $2 per package. It is recommended that you have a packing slip both inside and outside of each package. No COD packages will be accepted.

- Storage in the Package Room is limited. We ask your cooperation in shipping in a timely manner, no more than 3 days prior to the start of your event. For security reasons, all unidentified shipments or questionable packages will be refused.

- The Package Room offers both ground and air shipping. If you wish to ship using your own account number from a carrier, a preprinted airbill from the carrier with the account number generated by the carrier should be provided. If you do not have a preprinted airbill, the package room will use their airbill and can charge your room, VISA, Master Card, or American Express account. Hotel service fees are determined by the size and weight of the shipment according to the following scale: Outgoing shipments: $10 per box or 32¢ per pound. Please note this fee is not the freight charge. Actual freight charge is determined based on the carrier of your choice, e.g., Fedex®, UPS®, DHL®, etc.

SHIPPING ADDRESS:
Attn: Cindy Nachman-Senders | C/O IRF SUMMIT - January 29, 2024
Washington Hilton
1919 Connecticut Ave, NW, Washington, DC 20009
(301) 648-4466

- Please use the shipping label - found on the last page of this packet. You can print it on an adhesive label or print out and tape it to the side of each of your boxes. Be certain to complete your information on each label - which includes name of organization and the box number out of total boxes sent.

- Ship either UPS® or Fedex® – allowing for delays related to weather/storms.

- Packages must be scheduled to arrive at the Washington Hilton **no earlier than Saturday, January 27, 2024 and no later than Monday, January 29, 2024.**

- If you have not formally confirmed your participation in the Exhibit Hall, please click HERE.

- Upon confirmation of your participation in the Exhibit Hall you will receive an Exhibit Hall floorplan and your table location.

- Each exhibitor will be provided one 6'x30" draped table.

- Exhibitors may bring signage or pop-up banners to fit next to or behind their table. Banners or backdrops must be free standing (hanging is not available) and cannot exceed 8'x8'

- Internet and electrical will be available for purchase. Please watch for the request form, coming soon.

- If shipping materials, please see shipping instructions above.

Exhibit Set-up Dates and Times:
Exhibitors will be required to pick-up their badge prior to gaining access to the Exhibit Area.

Set-up:

Monday, January 29   3:00 pm – 8:00 pm

Exhibit Area(s) Open:

Tuesday, January 30   Hours TBD
Wednesday, January 31   Hours TBD

Tear Down:

Wednesday, February 1   1:00 pm – 3:00 pm
                                 (All materials MUST be removed no later
                                 than 3:00 pm from ALL Exhibit Areas

Materials can be return shipped via the in-house Fedex® Store.

Questions about the Exhibit Area should be sent to misthi.mishra@irfsummit.org.

PROGRAM AD INFORMATION

The deadline to submit a program ad is **January 12, 2024.** Submission of full-page full-color ad must be submitted as a PDF. (See attached Print Guidelines.)

PROGRAM ADS SHOULD BE UPLOADED HERE

Partner organizations interested in purchasing an upgrade to their complimentary ad (inside or back covers) should contact Deputy Director, Manus Churchill, manus.churchill@irfsummit.org.

Pricing can be found on the Print Guidelines sheet.

HOTEL ACCOMMODATIONS

Discounted hotel accommodations can be reserved at the Washington Hilton by clicking HERE. **The cut-off date for hotel reservations is January 8, 2024.**

HELPFUL LINKS

- Hotel Reservations
- Partner Complimentary Registration Link
- Hotel Power and Internet Form (Coming Soon)
- Exhibit Participation Form
- Shipping Materials Tracking Form
- Program Ad Print Guidelines
- Interactive Destination Shipping Label

Need More Assistance?

Please contact **Tina Hamlin** with CNS Consulting Group via email at Tina@CNSConsultingGroup.com.

For questions about participation in the Exhibit Area, please contact **Misthi Mishra** via email at misthi.mishra@irfsummit.org.

IRF PARTNER REGISTRATION INSTRUCTIONS

1. **Begin by visiting the IRF Summit Registration page:** IRFSummit.org/register

2. **Choose your Registration Type:** Select "Partner Sponsor."

3. **Select your Partner Level:** Indicate the appropriate level for your organization.

4. **Provide the Partner Company Name:** Enter the company name that is registered as a partner sponsor with the IRF Summit.

5. **Complete the Information for Attendee Badge:** Input details for the first guest.

6. Make your Package Selection & Event Selection:

   • **Pick the relevant IRF Summit Package for the guest.**

   • **Enter the provided coupon code and click "APPLY."** *Once the coupon code is applied, you will see the applicable discount applied to the registration.*

   • **For Event Selection, RSVP for the individual events your guest plans to attend.** *IMPORTANT: The addition of ticketed events (meals) to the Summit Plus package will have associated fees. If you would like to purchase tickets for all meals and events not included in the Summit Plus package it would be best to pay to upgrade from a Summit Plus package to a Premium package. If you would like to upgrade, please reach out to IRFSummit@CNSConsultingGroup.com for assistance..*

7. **To register another attendee, click the green "ADD ANOTHER ATTENDEE" button** and follow the same steps until all attendees are added. If no additional attendees need to be added, proceed to enter Billing and Payment Information. **Payment is required if there is a balance due for additional events. Once all information is entered click "SUBMIT."**

8. An email confirmation of the registration will be sent to the provided email contact. **Please carefully review all details to ensure accuracy. To make any necessary edits, click on the "Set Up an Account Now" link at the bottom of your email to access and edit your registration.**

9. **Please be certain you do not exceed the number of complimentary registrations allowed based on your sponsor level. See below for details. IRF Staff will audit all registrations for adherence to the complimentary allotment.**

10. To book discounted hotel reservations at the Washington Hilton please click on the link HERE. **Please do not call the hotel directly.**

PARTNERSHIP PACKAGES

	TITLE $100,000	PREMIER $75,000	SELECT $50,000	PRESENTING $25,000	SUPPORTING $10,000	CONVENING $5,000
Summit Plus Attendees	5	5	4	3	2	2
Premium Attendees	10	5	4	3	2	1
Steering Committee member	✔	✔	✔	✔	✔	✔
Breakout track planning	✔	✔	✔	✔	✔	✔
Logo on Summit Website	✔	✔	✔	✔	✔	✔
Listing as partner in program book	✔	✔	✔	✔	✔	✔
Vendor booth	✔	✔	✔	✔	✔	
Handouts during plenary	✔	✔	✔	✔	✔	
Native email advertisement	✔	✔	✔	✔		
Advertisement in program book	✔	✔	✔	✔		
Branded ink pens or notebook*	✔	✔	✔			
Custom branding opportunities	✔	✔	✔			
2 min video played during plenary*	✔	✔	✔			
Meal or reception sponsor*	✔	✔	✔			
Plenary Stage Branding	✔	✔	✔			
Breakout track sponsor*	✔	✔				
Branding on name lanyards*	✔					
Speaker gift basket sponsor*	✔					

*Limited Availability

IRF Summit

ARTWORK DEADLINE: JANUARY 12, 2024

PAGE SIZE
4.5" WIDTH x 9" HEIGHT (with 0.125" bleed)
- All material must be submitted as digital (electronic) files.
- All files must be prepared with a minimum resolution of 300 dpi, 1200 dpi preferred for line art.

PICTURE FILES MUST BE
TIFF, PDF, JPGs or EPS format (GIFs not accepted).
- All files must be CMYK (RGB files will be converted to CMYK).
- If advertisement does not bleed, leave a .375" white margin around the Ad.
- If advertising bleeds, please add 0.125" for bleed. See page 9 for reference.

AD SIZE	NO BLEED	FULL BLEED	PARTNER PRICE
INSIDE FRONT OR INSIDE BACK COVER	4.5" x 9"	4.75" x 9.25"	$3,500
FULL SPREAD (2 facing pages)	9" x 9"	9.25" x 9.25"	$3,600
FULL PAGE	4.5" x 9"	4.75" x 9.25"	$1,900*

*Complimentary for Title, Premier, Select and Presenting Partners.

→ **IMPORTANT:** See page 9 for image "live area" guidelines.

ACCEPTABLE FORMATS
- High resolution PDF
- Photoshop
- Illustrator (eps, ai)
- InDesign (indd, idml) *Preferred*

NOT ACCEPTABLE FORMATS
- Quark-9 (qxd, qxp)
- CorelDraw files
- Microsoft Word or Power Point files
- Publisher files

FONTS
If fonts are present and have not been outlined or rasterized, please send the postscript and screen versions along with your ad.
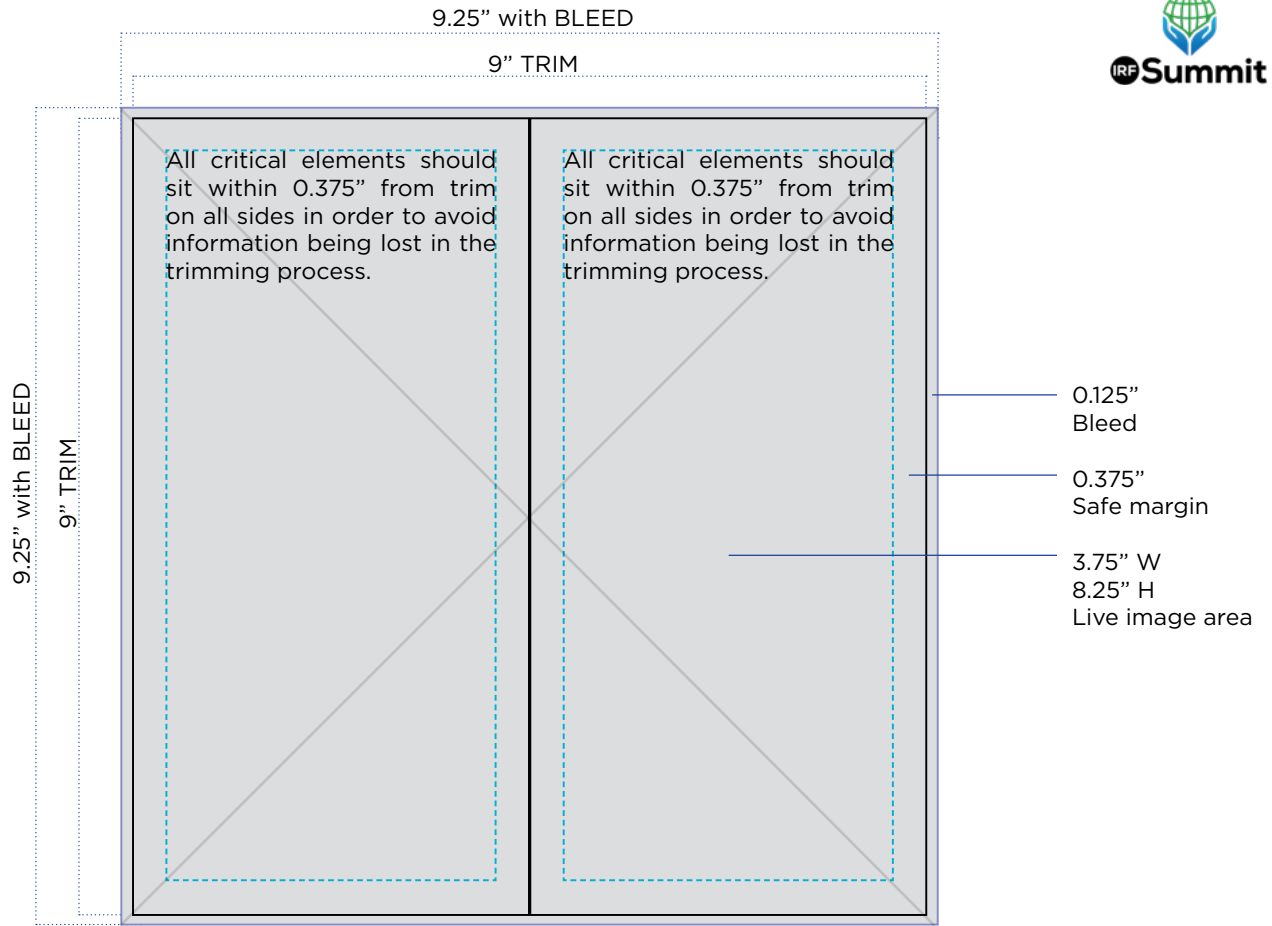
SUBMITTING FILES
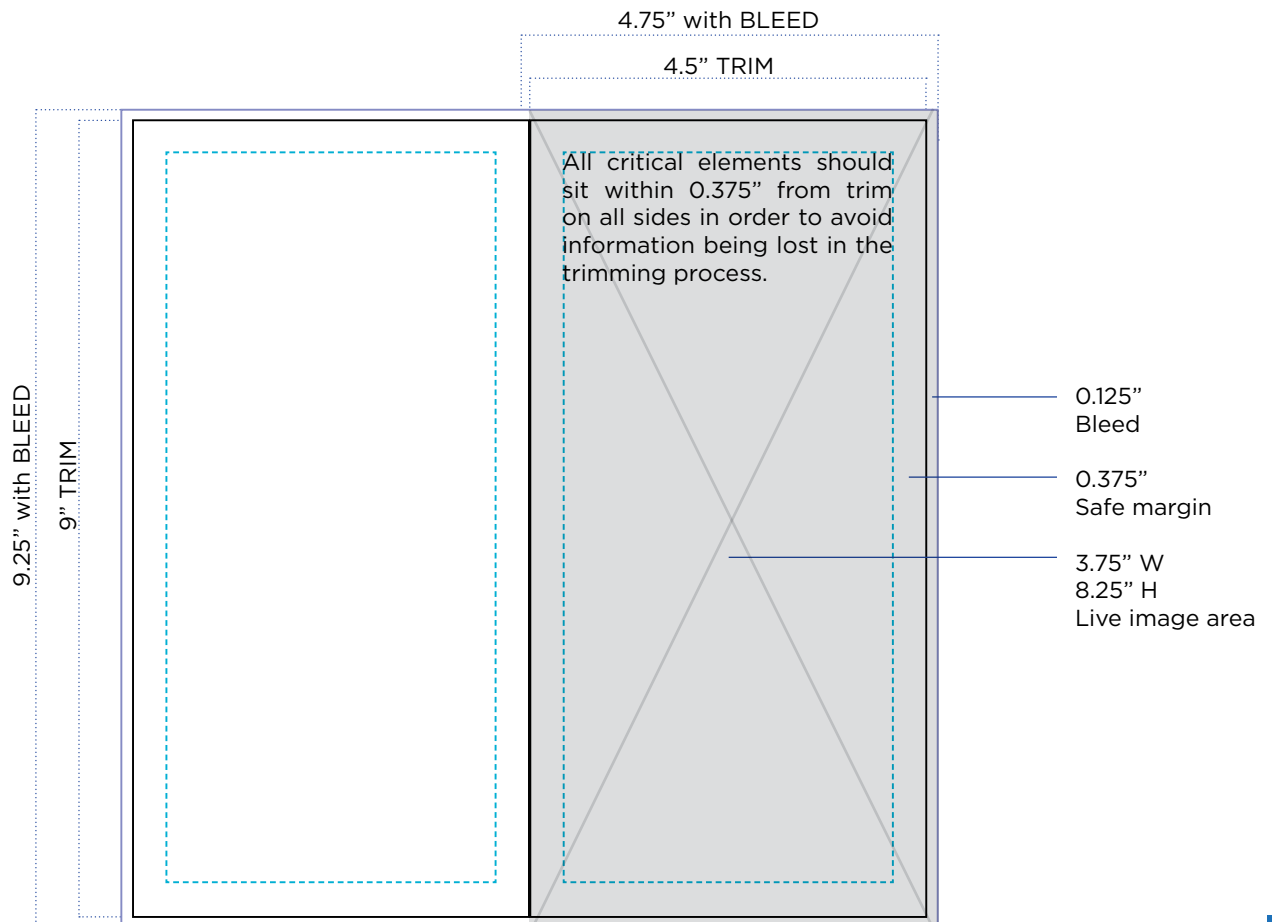- Upload your file HERE.

AVOIDING ADDITIONAL DELAYS
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are not suitable for high quality and cannot be used.
To avoid time delays, please supply files in the requested formats.

FULL SPREAD AD

9.25" with BLEED

9" TRIM

9.25" with BLEED

9" TRIM

All critical elements should sit within 0.375" from trim on all sides in order to avoid information being lost in the trimming process.

All critical elements should sit within 0.375" from trim on all sides in order to avoid information being lost in the trimming process.

0.125"
Bleed

0.375"
Safe margin

3.75" W
8.25" H
Live image area

FULL PAGE AD

4.75" with BLEED

4.5" TRIM

9.25" with BLEED

9" TRIM

All critical elements should sit within 0.375" from trim on all sides in order to avoid information being lost in the trimming process.

0.125"
Bleed

0.375"
Safe margin

3.75" W
8.25" H
Live image area

IRF Summit

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SHIPPING DESTINATION LABEL

FROM:	NAME STREET ADDRESS CITY, STATE, ZIP
TO:	Washington Hilton Attn: Cindy Nachman-Senders C/O IRF SUMMIT 1/29/24 1919 Connecticut Ave, NW, Washington, DC 20009 (301) 648-4466
DESTINATION	**Exhibit Table** Organization Name: _____ **Session** Title:_____
BOX #:	_____ of _____

Instructions:

Please label all boxes with your organization name – and
note if this is for a session or exhibit hall.

Ship either UPS® or Fedex® – allowing for delays related to weather/storms.

Packages must be scheduled to arrive at the Washington Hilton no earlier than
Saturday, January 27, 2024 and no later than Monday, January 29, 2024.

Once your packages have been shipped, complete
the Shipping Tracking Form HERE.