

# 2018

National Meeting and Training Conference  
Baltimore Hilton | Baltimore, Maryland



## MULTI-MODAL TRANSPORTATION

Visit [www.comto.org/2018conference](http://www.comto.org/2018conference) to reserve your sponsorship, exhibit space, or advertisement, and to register for the Conference.

**All items, packages, pricing and scheduling within are subject to change.**

Please contact JaLissa D. Coffee at [jcoffee@comto.org](mailto:jcoffee@comto.org) with any questions.

**CONFERENCE OF MINORITY TRANSPORTATION OFFICIALS**  
100 M STREET SE, SUITE 917 | WASHINGTON, DC 20003 | [WWW.COMTO.ORG](http://WWW.COMTO.ORG)

OUR INDUSTRY PARTNERS

**AECOM**

**JACOBS**

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# HIGH VISIBILITY SPONSORSHIP OPPORTUNITIES

COMTO's annual National Meeting & Training Conference is attended by hundreds of transportation industry professionals at all career levels. Nearly 50% of attendees are mid-to upper-level management, including CEOs, COOs, Vice Presidents and other key decision makers. Gain visibility for your company, products and services by becoming a Conference Sponsor. Individually tailored sponsor packages are available upon request. **All packages and prices are subject change.**

## ALL SPONSOR PACKAGES INCLUDE:

- Acknowledgment in Conference marketing materials, including event signage as appropriate.
- Linked company logo on COMTO Website for the conference calendar year.
- 50-word company description and logo in the Conference program.
- Post-Conference attendee mailing list.
- Special invitations to select conference receptions.

## PREMIER PARTNER—\$50,000

### Select 1 Item Available for Sponsorship

- Industry Awards Banquet
- Leadership Breakfast
- Opening Plenary Session

### Other Conference Benefits

- 4 Conference registrations
- Participation in select Conference programs and workshops
- 18' x 10' booth in Exhibit Hall in a prime location
- 1 reserved table at Industry Awards Banquet
- 1 reserved table at Legislative Luncheon
- 1 reserved table at National Scholarship Luncheon
- 1 full color, full-page ad in prime location in Conference program
- Complimentary bag insert (provided by sponsor, subject to approval)
- Use of COMTO logo for 1 year (must comply with COMTO style guide)
- Article in post-Conference *Accelerate* (pending COMTO editorial review)

## LEGACY PARTNER—\$40,000

### Select 1 Item Available for Sponsorship

- National Scholarship Luncheon
- Tuesday Plenary Session

### Other Conference Benefits

- 4 Conference registrations
- 18' x 10' booth in Exhibit Hall in a prime location
- 1 reserved table at Industry Awards Banquet
- 1 reserved table at Legislative Luncheon
- 1 reserved table at National Scholarship Luncheon
- 1 full color, full-page ad in prime location in Conference program
- Complimentary bag insert (provided by sponsor, subject to approval)
- Use of COMTO logo for 1 year (must comply with COMTO style guide)

## CHAIRMAN'S CIRCLE—\$30,000

### Select 1 Item Available for Sponsorship

- Chairman's Reception
- CEO Summit
- CEO Summit Reception
- Legislative Luncheon

### Other Conference Benefits

- 4 Conference registrations
- 18' x 10' booth in Exhibit Hall in a prime location
- 1 reserved table at Industry Awards Banquet
- 1 reserved table at Legislative Luncheon
- 1 reserved table at National Scholarship Luncheon
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## PLATINUM—\$25,000

### Select 1 Item Available for Sponsorship

- Hotel Room Key (with logo)
- HUB (Historically Underutilized Business) Forum
- Youth Symposium
- Board of Directors Meeting and Reception
- Exhibit Hall Ribbon Cutting and Lunch

### Other Conference Benefits

- 3 complimentary Conference registrations
- 18' x 10' booth in Exhibit Hall
- 1 full color, full-page ad in Conference program book
- Complimentary bag insert (provided by sponsor, subject to approval)
- Use of COMTO logo for 1 year (must comply with COMTO style guide)

## GOLD—\$15,000

### Select 1 Item Available for Sponsorship

- COMTO CEO's Invitation-only VIP Reception
- Council of President's Meeting
- Emerging Leaders Workshop

### Other Conference Benefits

- 2 Conference registrations
- 18' x 10' booth in Exhibit Hall
- 1 half-page, full-page ad in Conference program book
- Complimentary bag insert (provided by sponsor, subject to approval)
- Use of COMTO logo for 1 year (must comply with COMTO style guide)

## SILVER—\$10,000

### Select 1 Item Available for Sponsorship

- Sponsor 3 workshops
- General Membership Meeting
- New Member Orientation
- New Chapter Officer Training
- Youth Symposium Reception

### Other Conference Benefits

- 2 complimentary Conference registrations
- 18' x 10' booth in Exhibit Hall
- 1 half-page color ad in Conference program book
- Complimentary bag insert (provided by sponsor, subject to approval)
- Use of COMTO logo for 1 year (must comply with COMTO style guide)

## BRONZE—\$5,000

- 2 concurrent workshops
- 1 complimentary Conference registration
- 18' x 10' booth in Exhibit Hall
- 1 half-page ad in Conference program book

## FRIENDS OF COMTO

### \$2500

- 1 Conference registration
- 1 full color, half-page ad in Conference program book

### \$1500

- 1 Conference registration
- 1 full color, quarter-page ad in Conference program book

## OTHER SPONSORSHIP OPPORTUNITIES

- Conference Wifi - \$15,000
- Mobile Conference App - \$15,000
- Mobile Charging Station - \$15,000
- Conference Tote Bags - \$10,000
- Workshops and Receptions - \$5,000/each
- Name Badges - \$5,000
- Name Badge Lanyards - \$5,000

## SPONSORSHIP AGREEMENT

Please visit [comto.org/2018conference](http://comto.org/2018conference) to view the complete sponsorship agreement and cancellation policy.

**All cancellation requests must be received in writing by May 31, 2018 for a 50% refund. Refunds will not be granted after May 31, 2018.**

MONDAY JULY 30, 2018 -  
TUESDAY, JULY 31, 2018

# EXHIBIT HALL OPPORTUNITIES

The Exhibit Hall at COMTO's National Meeting and Training Conference is your opportunity to demonstrate the benefits of your products or services, generate leads, and increase your brand awareness. Whether attendees are new to the field or seasoned professionals, they are eager to learn more about the valuable professional resources available.

**Schedule and fees are subject to change.**

## COMTO PROVIDES THE FOLLOWING FEATURES TO INCREASE THE VALUE OF YOUR EXHIBIT INVESTMENT:

- Ribbon cutting ceremony and opening reception inside the Exhibit Hall on Monday, July 30
- Prime exhibit hours throughout the Conference schedule
- Food services and refreshment breaks inside the Exhibit Hall to attract attendees
- Post-Conference attendees list to market your product or service

## EXHIBITOR FEES

### Option A—\$1,825

- 18' x 10' exhibit space with 1 6' skirted table, 2 chairs, and 1 identification sign
- 1 Wednesday Conference registration
- 2 complimentary exhibit-only passes for exhibit staff (includes access to the Exhibit Hall and complimentary Exhibit hall food functions); **cost for additional exhibit-only passes are \$525 each**
- Company profile in the Conference program (must be submitted by print deadline)

### Option B—\$825

- Display space
- 1/2 off a full Conference registration
- 1 exhibitor-only pass (includes access to the Exhibit Hall and complimentary Exhibit Hall food functions)
- \$100 discount on 1 full Conference registration

## EXHIBIT HALL SCHEDULE

### MONDAY, JULY 30

7:00 - 9:00am	Vendor Set Up
9:05am - 8:00pm	Exhibit Hall Open
9:05 - 10:00am	Ribbon Cutting/ Continental Breakfast
	Exhibit Hall Beverage Break
11:30am - 12:30pm	Exhibit Hall Boxed Lunch
	Exhibit Hall Beverage Break
	Exhibit Hall Reception

### TUESDAY, JULY 31

8:00am - 6:00pm	Exhibit Hall Open
8:00am - 8:45am	Continental Breakfast
	Exhibit Hall Break
	Exhibit Hall Break
5:30 - 6:00pm	Exhibit Hall Closing & Prize Giveaways
6:00 - 8:00pm	Vendor Move-out

## REGISTRATION

To reserve your Exhibit Hall space, visit [www.comto.org/2018conference](http://www.comto.org/2018conference). COMTO accepts AMEX, Mastercard, VISA, and checks. Check payments must be received within 30 days.

## EXHIBITOR BOOTH

Booth spaces are assigned on a first-come, first-served basis. Space is not assigned until payment is received. Space assignments will be sent via email at the a later date.

## EXHIBITOR AGREEMENT

Please visit [www.comto.org/2018conference](http://www.comto.org/2018conference) to view the complete exhibitor agreement and cancellation policy.

**All cancellation requests must be received by May 31, 2018 for 50% refund. Refunds will not be granted after May 31, 2018.**

# ADVERTISING OPPORTUNITIES

Advertise in the Conference Program to feature your company and products and drive traffic to your Exhibit Hall booth! The Conference Program is distributed to every attendee, exhibitor, sponsor, guest, and VIP and is referenced frequently, both during and after the Conference!

**Advertising rates are subject to change.**

## SUBMISSION DEADLINES

### Reservation and Payment

May 30, 2018

### Materials Submission

June 3, 2018

## AD SPECIFICATIONS

All advertising is subject to COMTO's approval

### File Format

Press quality PDF or JPG files only

### Resolution

300 DPI at final size

### Color Mode

CYMK or grayscale

## ADVERTISING RATES

### Full Page Ad—\$1,250

- 7.5" x 10" (live area)
- 8.5 x 11" (trim area)
- 8.75 x 11.25 (bleed)

### Half Page Ad—\$750

- 7.5" x 4.875" (live area)
- n/a (trim area)
- n/a (bleed)

### Quarter Page Ad—\$500

- 3.75" x 4.875" (live area)
- n/a (trim area)
- n/a (bleed)

Ads are subject to space availability. Measurements are provided in inches. Be sure to include bleeds if applicable. Please **DO NOT** include crop marks.

\*\*\*Rates are the same for color and black/white ads.

# WORKSHOP OPPORTUNITIES

## CALL FOR PAPERS AND PRESENTATIONS

COMTO is seeking fresh, innovative, and cutting edge proposals for presentations, panel discussions, and workshops that are relevant to our strategic goals, fit clearly into one of the below Tracks, and connect with the conference theme:

**Multimodal Transportation: Many Paths, One Goal.**

## WORKSHOP TRACKS

### Historically Underutilized Business

Presentations should be targeted towards solutions to even the playing field for minorities in the transportation industry. Examples may include capacity building programs, mentor, protégé programs, best practices for small emerging and disadvantaged enterprises, business development, business sustainability, and leading joint ventures as a Disadvantaged Business Enterprise (DBE).

### Industry Certification

Presentation should meet a specific required industry certification in the transportation industry. The certification should involve management certifications, workforce development certifications, or job related certifications. The session must include all the instruction needed for the participant to earn the certification in the recognized transportation industry sectors (highways, aviation, transit ports).

*All presentations should be CEU (Continuing Education Units) eligible. To meet CEU eligibility requirements presentations must have clear and measurable learning outcomes, and provide attendees with tools for professional growth.*

### Leadership

Presentations should be targeted towards middle to upper level management professional attendees, and should provide best practices, tips, guidelines, and/or practical solutions for professional and leadership development.

Examples may include leadership challenges, workforce development, succession and career planning, negotiating a work life balance, and financial planning.

### Transportation - Policy

Presentations should be targeted toward discussions and/or presentations of current and emerging issues in the national transportation industry discourse. Examples may include state of federal implications of the Transportation Bill, new and impactful technologies, safety issues and implications of ATP (Active Training Program) bills in public transportation, and legislative strategies and advocacy in the industry.

### Transportation - Technical

Presentations should be targeted towards innovative and cutting-edge case studies, and best practices in the transportation industry. Sessions must include technical content, knowledge, or relevant skills that the participant will learn. The presentation should demonstrate a clear and measurable learning outcome and provide attendees with the tools for professional growth.

*All presentations should be CEU (Continuing Education Units) eligible. To meet CEU eligibility requirements presentations must have clear and measurable learning outcomes, and provide attendees with tools for professional growth.*

# WORKSHOP OPPORTUNITIES

Cont.

## SUBMISSION & NOTIFICATION TIMELINE

### Online Submission Opens

February 8, 2018

### Conference Registration Opens

February 23, 2018

### Online Submission Closes

March 31, 2018

### Proposal Acceptance Notification

April 14, 2018

### Final Presentation Outline Due

June 15, 2018

### Presenter Conference Registration Deadline

June 15, 2018

## ELIGIBILITY REQUIREMENTS

- Presentations must be 60 minutes long: 40 minutes for presentations, and 20 minutes for questions and discussion.
- Presentations promoting audience participation are encouraged.
- **You must upload an abstract with your submission.**

Submissions for presentations in the Industry Certification and Transportation-Technical tracks should be CEU (continuing education units) eligible, to support COMTO's efforts to offer certification and CEU hours to conference attendees.

## OTHER INFORMATION

- Acceptance submissions will receive a discounted conference registration rate.
- All submitted applications should emphasize or contain information relevant to the conference theme.
- The maximum number of panelists 4 per panel including the moderator.
- All concurrent workshops will receive: one head table for 3 panelists, one podium for moderator, and one projector, screen, audio output cables. Additional items (flipcharts, markers, etc.) must be requested by **May 1, 2018, and laptops will not be provided.**