

Agenda at a Glance

Wednesday, August 25

7:00 – 9:00: Exhibitor Registration Open
9:00 – 7:00: Registration Open
7:00 – 11:30: Exhibitor Set up
12:00 – 1:00: VIP/First Time Attendees Luncheon (Invitation Only)
1:30 – 5:00: Conference in Session
4:00: Learning Labs and Hospitality Suites Available (Platinum Sponsors Only)
5:30 – 6:30: Welcome Reception
7:00: Platinum Sponsor Dinners (Invitation Only)

Thursday, August 26

7:15 – 5:30: Conference in Session
6:00 – 7:00: President Circle Reception (President's Circle Membership Required)
7:30 – 10:00: NABT Gala

Friday, August 27

7:00 – 2:00: Conference in Session
12:00: Learning Labs and Hospitality Suites Close (Platinum Sponsors Only)
2:00 – 5:00: Exhibitor Breakdown

See Full Agenda [here](#).

Marketplace (Exhibit Hall) and Session Locations

The Marketplace (Exhibit Hall) and all meals and breaks will be in Salons II & III on 7th Floor.

Chapter 7 Trustees Sessions will be held in the Salon I on 7th Floor.

Subchapter V Trustees Sessions will be held in Indiana – Michigan State on 6th Floor.

Trustee Assistant Sessions will be in Ohio – Wisconsin on 6th Floor.

Learning Labs and Hospitality Suites for Platinum Sponsors will be in Illinois, Great American 1, Lincolnshire 1 and Minnesota rooms on 6th Floor.

Click [here](#) for overall Chicago Marriott Downtown Magnificent Mile floorplan.

See Exhibit Hall Layout for Booth Numbers.

See Meeting Space Layout for general locations of events.

Sponsor Action Items & Deadlines

General: Due July 15, 2021

- ☐ Purchase Sponsorship: Review, select and purchase sponsorship packages or items. Click [here](#) to purchase. *Be sure to read the instructions before signing up.

Due May 28, 2021

- ☐ Right of First Refusal: Sponsors of 2019 packages and items have right of first refusal on the same 2021 package or item.

Due June 15, 2021

All sponsorship information must be submitted to NABT by the deadlines listed. Failure to submit items by the deadline may result in loss of certain sponsorship opportunities, including exhibit space preferences.

Submit to: [Platinum link](#)

- ☐ Company Logo: High resolution (EPS, Vector, AI file preferred)
- ☐ Website URL: URL to link to logo for electronic communications
- ☐ Brief Company Description: 700 character description of your company, approximately 100 words. (Characters include spaces.)
- ☐ Company Industry: Please indicate what industry best describes your company's services and/or products.
- ☐ Social Media Links: LinkedIn, FaceBook and/or Twitter links and/or handles.
 - ☐ Facebook
 - ☐ LinkedIn
 - ☐ Twitter
- ☐ Contact Us Information: Provide the contact information for clients or potential clients to use. Only one contact can be named.
 - ☐ Name
 - ☐ Phone
 - ☐ Email

☐ Exhibit Space: A 6' table and 2 chairs will be provided unless otherwise indicated.

- a. Yes, please provide a 6' table
- b. No, I will bring my own 6' table
- c. I will not be exhibiting.

☐ Exhibit Space: Request exhibit space locations (granted on a first-come/first-serve basis)

- a. 1st Choice
- b. 2nd Choice
- c. 3rd Choice

☐ Exhibit Space: Do you need electricity at your booth? Please note additional charges will apply.

- a. Yes: I accept the additional \$75 charge
- b. No

PLATINUM ONLY

☐ Email Marketing Information: Each Platinum sponsor will have a conference related email highlighting their sponsorship of the conference. For timely distribution, please submit your information as soon as possible.

☐ Educational article: If you have an educational article you would like to include in your email, submit it in PDF format.

☐ Email Text: Along with your ad, you can include 100 words or less.

☐ Button or banner ad: A button ad (3"x3") or a banner ad (1"x5") will be included in the email along with the text submitted and/or educational article submitted. Ad must be in .jpg or .png format.

Due by June 30, 2021

☐ Reserve Hotel Room: <https://book.passkey.com/event/50094373/owner/1361/home>

PLATINUM ONLY

☐ Assign Studio Suite: As a Platinum sponsor, you receive one upgrade to a Studio Suite; at no additional charge. Please indicate who will receive the Studio Suite. Click [here](#) to see a picture of the suite.

Due by July 23, 2021

☐ Register Conference Attendees: Read instructions first, click [here](#). Be sure to have any necessary promo codes first. See sponsorship packages for number of registrants included. Additional registrants are \$550. Register [here](#).

- ☐ Company Inserts: Inserts or other items for attendee bags if sent to NABT (Can send later directly to hotel). Cannot exceed 1 bankers box. Click [here](#) for shipping guidelines for information.
- ☐ Company Inserts Confirmation: Inform [NABT](#) if packages are being sent to NABT headquarters. Inform [NABT](#) if packages are being sent to Chicago Marriott Downtown Magnificent Mile.
- ☐ APP Advertisement: A Full Page (8 ½ x 11) Ad in PDF format can be included in conference handouts and sponsor information.

PLATINUM & APP SPONSOR ONLY

- ☐ APP Banner Ad: A banner ad will scroll along the bottom of the APP. These ads are exclusive to Platinum and APP sponsors. See APP Artwork Requirements.

PLATINUM, GOLD, SILVER AND APP SPONSORS ONLY

- ☐ APP Push Notifications/Alerts: Brief (daily) messages for in-APP Activity feed (can be invitations to visit booth, reminders, etc. Messages will appear in all attendee's activity feed on the APP. Messages are not private and cannot exceed 150 characters. (Platinum: 4, Gold: 1, Silver: 1, APP Sponsor: 6)

- ☐ Messages: Submit messages
- ☐ Timing: Submit date and time for each message

PLATINUM (& GOLD/SILVER LIMITED) ONLY

- ☐ List VIP Lunch Attendees: A VIP/First Time Attendee lunch will be on Wednesday from 12:00 – 1:00. This event is invitation only. Please indicate the names of your representatives who will be attending this lunch. Platinum: 4; Gold: 2, Silver: 1
- ☐ Company/Speaker Introductions: Each Platinum sponsor has the opportunity to introduce themselves, their company and/or the speakers during one Chapter 7 Trustee, Subchapter V Trustee and Trustee Assistant educational session. Gold sponsors have the opportunity to introduce themselves and the speaker at one Chapter 7 OR Subchapter V Trustee session and one Trustee Assistant Session. Silver sponsors have the opportunity to introduce themselves and the speaker at one Trustee Assistant Session.

Introductions are limited to two (2) minutes and must be made by one key representative of the company. The introductions are limited to sessions only.

Another company representative will have the opportunity to moderate the same session virtually by welcoming attendees (via chat) and managing attendee Q&A with speakers.

Please review the conference agenda and select your top three choices of sessions by **July 23, 2021**. Sessions will be assigned based on availability and requests.

- ☐ Chapter 7 Trustee Sessions: List top three choices for company introduction and introduction of panelists for Trustee Sessions. Click [here](#) for Chapter 7 Trustee Agenda.

- ☐ Presenter Name: Provide name of person making introduction.
- ☐ Moderator Name: Provide name of person moderating virtual session.
- ☐ AV Needs: Will you need a projector for your introduction? (If yes, PowerPoint presentation is due August 6.)
- ☐ Subchapter V Trustee Sessions: List top three choices for company introduction and introduction of panelists for Trustee Sessions. Click [here](#) for Subchapter V Trustee Agenda.
 - ☐ Presenter Name: Provide name of person making introduction.
 - ☐ Moderator Name: Provide name of person moderating virtual session.
 - ☐ AV Needs: Will you need a projector for your introduction? (If yes, PowerPoint presentation is due August 6.)
- ☐ Trustee Assistant Sessions: List top three choices for company introduction and introduction of panelists for Trustee Assistant Sessions. Click [here](#) for Trustee Assistant Agenda.
 - ☐ Presenter Name: Provide name of person making introduction.
 - ☐ Moderator Name: Provide name of person moderating virtual session.
 - ☐ AV Needs: Will you need a projector for your introduction? (If yes, PowerPoint presentation is due August 6.)

PLATINUM ONLY

- ☐ Hospitality Suite Set up: Hospitality rooms will be assigned to the Platinum Sponsors for the entirety of the conference. These rooms will be in Illinois (LL: 1), Great American 1 (LL: 2), Lincolnshire 1 (LL: 3) and Minnesota (LL: 4) rooms on 6th Floor conference rooms. These rooms are approximately 500 square feet and seat approximately 16 conference style. See Meeting Space Layout for location of rooms.

A projection set-up can be provided. Wi-Fi will be available. Signage in front of room to be provided by NABT. If your presentation requires sound, please let us know.

This room will be used for the Trustee Assistant Learning Lab rooms on Thursday.

A change in set-up of this room may be available upon request to allow for different types of meetings. A water station will be provided. Additional food & beverage may be ordered directly through catering at your cost.

- ☐ Hospitality/Learning Lab Room Choice: Please list room choices in order of preference. See Meeting Space Layout for location of rooms.
 - a. 1st Choice
 - b. 2nd Choice
 - c. 3rd Choice
 - d. 4th Choice

☐ Hospitality Suite Setup: Table and seating arrangement selection

- a. Conference style (16 people)
- b. Banquet style (24 people)
- c. Classroom style (15 people)

☐ AV Needs: AV requests for projectors, sound, additional electricity, etc.

☐ Additional Food & Beverage Requests: Food and beverage in Hospitality Suite will be billed directly to sponsor. We will coordinate requests between you and the Catering Department.

☐ Learning Lab: Each Platinum sponsor will host a Learning Lab for Trustee Assistants. This session will be from 3:30 – 4:30 on Thursday and can be used to go over changes in products and services, instruction for product use and other areas of interest.

This room is the same as the Hospitality Suites. A change in set-up of this room may be available upon request to allow for different types of meetings and may incur additional charges.

☐ Learning Lab Setup: Table and seating arrangement selection

- a. No change from Hospitality Suite
- b. Conference style (16 people)
- c. Banquet style (24 people)
- d. Classroom style (15 people)

☐ AV Needs: AV requests for projectors, sound, additional electricity, etc.

☐ Additional Food & Beverage Requests: Food and beverage in Hospitality Suite will be billed directly to sponsor. We will coordinate requests between you and the Catering Department.

☐ Confirm Registration Desk Time: Platinum sponsors will be able to assign a representative to “work” at the registration desk greeting attendees and handing out conference packets. This is a unique opportunity to be one of the first people to welcome attendees and may be a beneficial assignment to a representative who does not know as many NABT members.

☐ Time Choices: Please indicate in order of preference when you would like to have a representative at the registration desk:

- a. Wednesday, 9:00 – 10:00
- b. Wednesday 10:00 – 11:00
- c. Wednesday, 11:00 – 12:00
- d. Wednesday, 12:00 – 1:00

☐ Representative: Please indicate who will be working at the registration desk.

☐ List VIP Lunch Mentor: One representative attending the VIP Lunch can act as a table host/first time attendee mentor. Please indicate the name of the representative who will act as your company’s mentor.

- ☐ Confirm Room Drop: NABT will pay for a one item room drop to all attendees. Room drop items to be provided by sponsor. Room drop items to be delivered to hotel by August 23.

Due by August 6, 2021

PLATINUM, GOLD & SILVER SPONSORS ONLY

- ☐ Company/Speaker Introductions PowerPoint: PowerPoint presentation for introduction during Trustee and/or Trustee Assistant sessions must be submitted.

Due by August 24, 2021 (no earlier than August 22)

- ☐ Company Inserts: Inserts or other items for attendee bags sent to Chicago Marriott Downtown Magnificent Mile. See shipping information for pricing and guidelines. Should inform [NABT](#) of items to expect.

PLATINUM SPONSORS ONLY

- ☐ Room Drops: Room Drops received at Chicago Marriott Downtown Magnificent Mile.