



## 13<sup>th</sup> Annual Commonwealth of VA CSA Conference Sponsor FAQs Rev 0

1. **What are the different levels of sponsorship available for this year's in-person conference?**
  - a. **Executive Sponsor \$5000**

Very Limited spaces available

    - i. Reserved premium expanded exhibit space
    - ii. Three table reps included (Conference nametags and meals provided)
    - iii. Guaranteed room reservations at Hotel Roanoke for included staff (up to 2 rooms)
    - iv. Opportunity to display marketing materials at pre-conference session
    - v. Logo on table tents on luncheon tables
    - vi. Recognition in the Guidebook app
      1. Clickable company logo on the Main Menu List
      2. Ad included in the rotating banner at the top of the app
      3. 2 push notification each day with company information and reminder to visit booth
      4. Inclusion on Sponsor Page in app
      5. Participation in the Gamified Scavenger Hunt for participants
    - vii. Verbal recognition at the luncheon
    - viii. Ad on power point display during luncheon
    - ix. Ability to submit a company promo video to be added to conference website
  - b. **Platinum sponsor \$3000**

Limited spaces available

    - i. Reserved prime expanded exhibit space
    - ii. Two table reps included (Conference nametags and meals provided)
    - iii. Guaranteed room reservations at Hotel Roanoke for included staff (up to 2 rooms)
    - iv. Logo on table tents on luncheon tables
    - v. Recognition in the Guidebook App
      1. Clickable company logo on the Main Menu List
      2. Ad included in the rotating banner at the top of the app
      3. 1 push notification each day with company information and reminder to visit booth
      4. Inclusion on Sponsor Page in app
      5. Participation in the Gamified Scavenger Hunt for participants
    - vi. Verbal recognition at the luncheon
    - vii. Ad on power point display during luncheon
    - viii. Ability to submit a marketing slide to be added to conference website.
  - c. **Gold sponsor \$1600**

Limited spaces available

    - i. Reserved prime exhibit space
    - ii. One table rep included (Conference nametag and meals provided)



- iii. Recognition in the Guidebook app
    - 1. Ad included in the rotating banner at the top of the app
    - 2. Inclusion on Sponsor Page in app
    - 3. Participation in the Gamified Scavenger Hunt for participants
  - iv. Ad on power point display during luncheon
  - d. Silver sponsor \$1000**
    - i. Reserved exhibit space
    - ii. One table rep included (Conference nametag meals provided)
    - iii. Recognition in the Guidebook app
      - 1. Logo displayed in Guidebook app
      - 2. Participation in the Gamified Scavenger Hunt for participants
    - iv. Ad on power point display during luncheon
  - e. Visionary Sponsor \$**
    - i. Do you have a unique idea regarding your sponsorship of this event? Please contact Liz Fillman at [lfillman@vt.edu](mailto:lfillman@vt.edu) to discuss your vision.
- 2. We registered as a Sponsor, what do we need to submit?**
- a. Executive Sponsor**
    - i. **Company logo** Acceptable formats are JPEG, PNG, or BMP. Files less than 100kb will result in a pixelated or fuzzy image. Please locate files with a higher resolution.
    - ii. **Company website URL**
    - iii. **Luncheon PowerPoint presentation** – There will be a scrolling PowerPoint presentation during lunch. Please submit a one page, landscape PowerPoint file, pdf or jpg. Your submission will be added to the other sponsors to create the scrolling presentation. Be cautious of using too many words as this presentation will scroll at 5- 10 second rate.
    - iv. Scavenger Hunt – QR codes will be placed on vendor tables throughout the hall. Conference participants will use their Guidebook app to scan the codes to reveal an image. Once all pieces are collected digitally the participant is entered to win a prize. Please plan to provide a prize for this game.
    - v. 3-5 minute promo video in mp4 format to be added to conference website
  - b. Platinum Sponsor**
    - i. **Company logo** Acceptable formats are JPEG, PNG, or BMP
    - ii. **Company website URL**
    - iii. **Luncheon PowerPoint presentation** – There will be a scrolling PowerPoint presentation during lunch. Please submit a one page, landscape PowerPoint file, pdf or jpg. Your submission will be added to the other sponsors to create the scrolling presentation. Be cautious of using too many words as this presentation will scroll at 5- 10 second rate. You can use this slide for the conference website or provide us with a second one.
    - iv. Scavenger Hunt – QR codes will be placed on vendor tables throughout the hall. Conference participants will use their Guidebook app to scan the codes to reveal an image. Once all pieces are collected digitally the participant is entered to win a prize. Please plan to provide a prize for this game.
  - c. Gold Sponsor**



- i. **Company logo** Acceptable formats are JPEG, PNG, or BMP
      - ii. **Company website URL**
      - iii. **Luncheon PowerPoint presentation** – There will be a scrolling PowerPoint presentation during lunch. Please submit a one page, landscape PowerPoint file, pdf or jpg. Your submission will be added to the other sponsors to create the scrolling presentation. Be cautious of using too many words as this presentation will scroll at 5- 10 second rate.
      - iv. Scavenger Hunt – QR codes will be placed on vendor tables throughout the hall. Conference participants will use their Guidebook app to scan the codes to reveal an image. Once all pieces are collected digitally the participant is entered to win a prize. Please plan to provide a prize for this game.
    - d. **Silver Sponsor**
      - i. **Company logo** Acceptable formats are JPEG, PNG, or BMP
      - ii. **Company website URL**
      - iii. **Luncheon PowerPoint presentation** – There will be a scrolling PowerPoint presentation during lunch. Please submit a one page, landscape PowerPoint file, pdf or jpg. Your submission will be added to the other sponsors to create the scrolling presentation. Be cautious of using too many words as this presentation will scroll at 5- 10 second rate.
      - iv. Scavenger Hunt – QR codes will be placed on vendor tables throughout the hall. Conference participants will use their Guidebook app to scan the codes to reveal an image. Once all pieces are collected digitally the participant is entered to win a prize. Please plan to provide a prize for this game.
3. **What are the due dates for the media items and where should they be sent?**
  - a. **All media and artwork items are due by 9/26/2025.** They should be sent to Elaine Densley at [edensley@vt.edu](mailto:edensley@vt.edu).
4. **If we are paying by check where do we send our payment?**
  - a. We no longer accept paper checks as payment for programs. You can register online with a credit card or arrange to have an e-check sent. Contact [cpeinfo@vt.edu](mailto:cpeinfo@vt.edu) for more information.
5. **How do we obtain the free registrations that come with our sponsorship?**
  - a. As a conference sponsor you are eligible to register some of your employees to attend the conference at no cost.
    - i. Executive Sponsor – 3 complimentary registrations – when you register as an Executive sponsor you will be asked to provide the name of your three table representatives. The representatives will receive conference nametags and access to the lunch buffets each day. If you will have more than three table representatives please purchase additional “Table rep with nametags and meals” packages for \$100 each.
    - ii. Platinum – 2 complimentary registrations - when you register as a Platinum sponsor you will be asked to provide the name of your two table representatives. The representatives will receive conference nametags and access to the lunch buffets each day. If you will have more than two table representatives please purchase additional “Table rep with nametags and meals” packages for \$100 each.
    - iii. Gold Sponsors – 1 complimentary registration – when you register as a Gold sponsor you will be asked to provide the name of your table representative. The representative will receive a



conference nametag and access to the lunch buffets each day. If you will have more than one table representative please purchase additional “Table rep with nametags and meals” packages for \$100 each.

- iv. Silver Sponsor – 1 complimentary registration - when you register as a Silver sponsor you will be asked to provide the name of your table representative. The representative will receive a conference nametag and access to the lunch buffets each day. If you will have more than one table representative, please purchase additional “Table rep with nametags and meals” packages for \$100 each.

**6. How do we access our guaranteed room reservations at the Hotel Roanoke? (Executive and Platinum Sponsors ONLY)**

- a. Please contact Liz Fillman at [lfillman@vt.edu](mailto:lfillman@vt.edu) for information regarding your Hotel Roanoke room reservations.

**7. What are the setup and breakdown times for exhibitors?**

- a. Exhibitors can set up their table from 2-5p on Tuesday, October 14, 2025 and 6-7:30a on Wednesday, October 15, 2025. Breakdown is at 1:30 on Thursday, October 16, 2025.

**8. How do I change the names of my table representatives?**

- a. Please contact Elaine Densley at [edensley@vt.edu](mailto:edensley@vt.edu) to make any changes to your table representatives.