



aasp 2024 Summit – Due Dates & Deadlines

Please note that this is a comprehensive list of due dates for all sponsorship levels and that some of the benefits listed may not be included in your partnership agreement.

ASAP

- **Logo** – Submit your high-resolution logo in both an image (.png or .jpeg) and vector (.eps, .ai, or .pdf) format. [Click here to upload your logo](#) or email it to aaspadmin@advserv.org.
- **Reserve Hotel Rooms** – [Click here for hotel and travel information](#).
- **Register Your Representatives** – To register your representatives for the conference, complete the [2024 Summit Registration form](#). If your partnership package includes registrations, you will be provided a code to enter while completing the form to redeem these registrations. You can also purchase additional representative badges through the registration form.
- **Complete Exhibitor Profile** – Once you receive your MapDynamics access link, please [log in to the exhibitor portal](#) to complete your company profile. Your profile will be visible to attendees and we will use this information in sponsorship promotions so please be sure it is complete and accurate.
- **Lead Retrieval** – Purchasing lead retrieval gives you the ability to scan attendees' badges with your smartphone or tablet and have access to real-time reports. To purchase lead retrieval, [login to your MapDynamics Exhibitor Portal](#) and look for the blue button in the top right of your exhibitor profile labeled "Need to purchase booth services? Click here." Details on how to access the lead retrieval portal will be sent closer to the date of the conference.

May 30, 2024

- **Sponsored Session Proposals Due [C][P][G]** – Sponsored session proposals are due by this date for committee review. [Click here to submit your sponsored session proposal](#).

June 3, 2024

- **Sponsored Session Speaker Bios & Headshots Due [C][P][G]** – Complete the [Speaker Agreement Form](#) or email your speaker bios and headshots to aaspadmin@advserv.org.

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[C] = Capstone [P] = Platinum [G] = Gold [S] = Silver [B] = Bronze [E] = Exhibitor



July 10, 2024

- **Track Sponsor Session Intro Selection Due [C][G]** – Track Sponsors have the opportunity to provide live remarks or a prerecorded video (1-2 min) to be played at the start of one (1) of their sponsored track sessions. A preliminary program will be provided in May for Track Sponsors to make their selection from. Email aaspadmin@advserv.org with the day, time, and title of the session you will be using this benefit for.

August 8, 2024

- **Cancellation Deadline** – To receive a registration refund, less a \$25 processing fee, all cancellations must be received in writing to the aasp Office by August 8, 2024, 11:59 PM U.S. Eastern Time. No refunds will be granted thereafter. No-shows will not be refunded.

September 10, 2024

- **Keycard, Lanyards, and Tote Bag Artwork Due** – Artwork for sponsored items are due by this date. If you are sponsoring one of these items, a member of the aasp Team will be in touch to provide specs for the artwork needed. Please email your high-resolution artwork files to aaspadmin@advserv.org.

September 30, 2024

- **Payment Deadline** – Any outstanding balances must be paid by this date to be included on conference signage. Please contact aaspadmin@advserv.org if you need assistance with submitting payment.
- **Conference Signage Deadline** – All logos must be received, and any outstanding balances must be paid by this date to be included on conference signage. [Click here to upload your logo](#) or email it to aaspadmin@advserv.org.

October 2, 2024

- **Room Block Deadline** – [Book your room](#) at the Hilton New Orleans Riverside by this date to take advantage of the special aasp room block rate.

October 7, 2024

- **Sponsored Session Presentation Materials Due** – Email any PowerPoint presentation and/or supplemental materials for Summit attendees to aaspadmin@advserv.org.

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October 14, 2024

- **Advance Shipping Opens** – This is the earliest date that shipments can arrive at the Freeman warehouse. Please login to the Freeman exhibitor portal for additional information and material handling costs.

October 15, 2024

- **Sponsored Email Content Due [C]** – Email the content for your custom pre and post Summit email sent to registrants to aaspadmin@advserv.org.
- **Push Notifications Due [C][P]** – Email your custom push notification content to aaspadmin@advserv.org by this date. Notifications have a maximum character limit of 150.

October 25, 2024

- **Script Remarks & Promo Videos Due** – If your sponsorship package includes the opportunity to provide live remarks or a pre-recorded video (1-2 min) to be played at the start of a session or event, please have your remarks or video submitted by this date. For scripted remarks, a member of the aasp Team will provide you with a link to submit. Videos should be sent to aaspadmin@advserv.org.

November 4, 2024

- **Representative Registration Deadline** – To register your representatives for the conference, complete the [2024 Summit Registration form](#). If your partnership package includes registrations, you will be provided a code to enter while completing the form to redeem these registrations. You can also purchase additional representative badges through the registration form.
- **Exhibitor Profile Completion Deadline** – Be sure to [login to your MapDynamics Exhibitor Portal](#) to complete your exhibitor profile with your company details (description, contact email and phone number, website and social media links, etc.) and add your representatives to the “Representatives” tab. After this date you will no longer be able to make updates and changes to your profile.
- **Lead Retrieval Purchasing Deadline** – This is the last day that you can purchase lead retrieval. To purchase, [login to your MapDynamics Exhibitor Portal](#) and look for the blue button in the top right of your exhibitor profile labeled “Need to purchase booth services? Click here.” Details on how to access the lead retrieval portal will be sent closer to the date of the conference.

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November 5, 2024

- **Advance Shipping Deadline** – This is the last day that shipments can arrive at the Freeman warehouse and receive the lower advance rates. Login to the Freeman exhibitor portal for additional shipping information and material handling costs.

RESERVATION AND CANCELLATION POLICY

All Summit 2024 exhibits and sponsorships are available on a first-come, first-serve basis. Exhibits and sponsorships are not reserved until aasp receives payment.

To receive a registration refund, less a \$25 processing fee, all cancellations must be received in writing to the aasp Office by August 8, 2024, 11:59 PM U.S. Eastern Time. No refunds will be granted thereafter. No-shows will not be refunded.

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