



aasp 2025 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.

May 1, 2025

- **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 13, 2025

- **Sponsored Session Speaker Bios & Headshots Due [C][P][G]** – Email your speaker bios and headshots to aaspadmin@advserv.org.

July 9, 2025

- **Payment Deadline** – Any outstanding balances must be paid by this date to secure your booth and/or sponsorship. 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. Logos should be high-resolution (minimum of 300 dpi) in both image (.png) and vector (.eps, .svg, .ai, or .pdf) formats. [Click here to upload your logo](#) or email it to aaspadmin@advserv.org.
- **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.
- **Track Sponsor Session Introductions 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. Email aaspadmin@advserv.org with the day, time, and title of the session you will be using this benefit for along with the name and title of your speaker.

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



August 1, 2025

- **Sponsored Email Content Due [C][+]** – Email the content for your custom pre and post Summit email sent to registrants to aaspadmin@advserv.org.

August 5, 2025

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

August 15, 2025

- **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.
- **Mobile App Banner Ad [C]** – Email your banner ad in .png format in the following sizes along with the desired hyperlink to aaspadmin@advserv.org by this date. Banner ad sizes: 640x80 px, 960x80 px, 2048x107 px, 2732x107 px, and 1242x120 px

August 18, 2025

- **Room Block Deadline** – Book your room by this date to take advantage of the special aasp room block rate.

August 25, 2025

- **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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August 25, 2025

- **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.

September 1, 2025

- **Representative Registration Deadline** – To register your representatives for the conference, complete the 2025 Summit Registration form (registration opens in May). 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.

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