

# CASHE MONTHLY MEMBERSHIP MEETING SPONSORSHIP/PRESENTATION REQUEST

Requesting Company name: \_\_\_\_\_

Month Requested: (month/year) \_\_\_\_\_

Presenter (if different from sponsor): \_\_\_\_\_

Topic title and description: (attach outline if possible): \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Specific meeting room location; \_\_\_\_\_

Parking arrangements; \_\_\_\_\_

Location contact name (host); \_\_\_\_\_

## Technology Needs:

CASHE will make arrangements for each meeting to have a podium, microphone, and projection screen available for sponsor and presenters. Providing any additional technology tools (laptop, projector, etc.) is the responsibility of the presenter.

Sponsorship fee: **\$ 1,000.00**

The sponsor/presenter will make a check payable to CASHE on or before the date of the scheduled meeting. If payment is not received in advance of the presentation, the presentation could be cancelled.

Requestor signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Date location is secured: \_\_\_\_\_

Board member approval; \_\_\_\_\_ Date; \_\_\_\_\_

**CANCELLATION CLAUSE: Meeting sponsorship cancellations must be done at least 30 days prior to the meeting date, or the sponsor will be responsible for and will be billed for the \$ 1,000.00 meeting sponsorship fee. Failure to pay fees subjects the sponsor to loss of CASHE Membership.**

# CASHE

## Monthly General Membership Meeting Sponsorship/Presentation Guidelines

CASHE General Membership Meetings are scheduled monthly from October-May on the second Wednesday of the month (NOTE: Certain years there may be a September or June Monthly Meeting on the schedule). The intent of the meeting is to gather healthcare and associate members to network, enjoy a meal together, and experience an educational seminar presentation on a topic, product or technology that will assist us in doing our jobs. The meeting begins with a networking social hour that includes snacks and beverages. The social hour is followed by dinner. At the conclusion of dinner, the CASHE Board will conduct a short business meeting. Following the business meeting, time is reserved for the sponsor to conduct an educational business presentation.

The intent of the following guidelines is to provide a consistent venue, stay within the time limits for presentation, keep the topic within the field of interest of our professional organization, and assure commitment to the sponsorship/presentation fees.

The requesting presenter must fill out a **CASHE General Membership Meeting Sponsorship/Presentation Request Form**. The content of the form will reference the following guidelines:

- Meeting Month/Date requested for sponsorship/presentation
- Sponsorship Fee - **\$ 1,000.00**. Fee is payable to CASHE and must be collected no later than the night of the sponsored meeting. Failure to make payment by meeting time may result in forfeiture/cancellation of the evening presentation.
- Recommended location. The Sponsor can suggest a location for the meeting. The location must meet size/space requirements to accommodate 75-120 people. Additionally, it must have proper audio/visual tools to allow for business presentations. Fees and menus must be consistent with typical CASHE meeting venues and costs. The recommended location must be approved in advance by the CASHE Board.
- Presentation. The topic of presentation must be consistent with the field of healthcare engineering. An outline of the presentation should be forwarded to the Education Chair one week in advance of the scheduled membership meeting. The presentation should not exceed a 30 minute time limit. The presentation should be topic or product focused and not a specific “sales pitch”. It is acceptable to comment during the presentation that the sponsor/presenter can provide the services/products that have been presented if a member has a specific need. The presenter will note technology tool needs (projector, laptop, etc.) on the Request Form.

- The CASHE Board will have a podium and microphone available at each monthly membership meeting.
- The Request Form must list how many individuals the sponsor/presenter plans to have attend the meeting (i.e. company or product reps). Sponsor guests will be included as a courtesy to the sponsor, recognizing that there is a limit to how many guests can accompany the sponsor. Should the guest list exceed 5 individuals, the sponsor may be subject to additional guest attendance fees.
- The Request Form should be directed to the Education Chair. In lieu of the Education Chair, the requesting sponsor/presenter can send the Request Form to any CASHE Board Member.
- If the sponsor needs to cancel, they must do so 30 days in advance of the scheduled date for their sponsored meeting. This will allow the CASHE Board adequate time to identify a substitute. Failure to cancel within the prescribed time will result in having the canceling sponsor responsible for the \$ 1,000.00 sponsorship fee for that monthly meeting.