



IIA Washington, D.C. Chapter Programs & Events Sponsorship Letter

Our IIA Washington D.C. Chapter is excited to invite your Company to sponsor and participate in **our Annual 2016 to 2017 Chapter Programs and Events. Our Chapter Programs and Events will be held throughout the D.C. and Northern Virginia area.** Expert speakers will address areas such as Internal Controls, Enterprise Risk Management, data analytics, fraud investigations and other relevant and current hot internal audit topics of interest to Internal Audit and Risk Management professionals.

For the most current and up-to-date schedule of events, please visit our [Training and Events](#) page. It is easy for you and your organization to sponsor an event! Follow these 3 basic steps:

1. Select an upcoming event at our Chapter's [Training and Events](#) page.
2. Select a Sponsorship Tier with unique benefit packages as described below.
3. Complete the Sponsorship Form below and submit via email to DCIIAPrograms@Gmail.com.

Our VP of Programs will follow-up with your sponsorship request and work with you to ensure that you receive all of the benefits outlined and to make the most of your contributed dollars.

These Programs and Events are marketed to Professionals in the fields of Financial, Operational & Information Systems Audit and Compliance. **We anticipate over 500 attendees throughout the Program Year.** With a clear understanding of your organization's marketing strategy, desires and needs, IIA Washington, D.C. Chapter Events can provide your organization with the right exposure and platform. You will enjoy all the benefits of associating your organization with our target market audience. We will take care of the event's administrative, marketing and promotional needs, leaving you free to concentrate on your plans for the Event and to generate new business. Please send any inquires to Toan Do, VP of Programs (Toan.Do.CISA@Outlook.com).

Benefits of being an Exhibitor and Sponsor:

- IIA Washington, D.C. Chapter outreach to approximately 2,000 members, and partner organizations which represent a range of Corporate Internal Audit, Compliance, Governance & IT Security responsibilities in a cross section of industries and business sizes
- Extensive networking opportunities, face-to-face contact and one-on-one meetings
- Display of your latest products and services to all attendees
- Traffic flow throughout the exhibition area before the events and during breaks
- Bingo Style Sponsor Game to promote sponsor/attendee interaction
- Display a logo and link to your home page on our IIA Washington, D.C. Chapter web site
- Tagline or short paragraph describing your Company as a Sponsor on our web site

Sponsorship Opportunities and Tiers:

Presenting Sponsor \$3,500

- *Exclusivity, only one Presenting Sponsor per Event and Presenting Sponsor plaque with the following inscribed:
 - Name of the Sponsoring Organization
 - Name of the Chapter Event and Date
 - Chapter statement of appreciation to the Sponsoring Organization
 - Chapter President's Signature
 - Chapter logo
- *Fifteen-minute opening and speaking opportunity from podium
- *3 admission tickets; up to 2 additional tickets can be purchased at a 50% discount
- Company Information/Logo on invitation and all marketing materials – printed and emailed
- Logo on the chapter marketing material and website for the year of sponsorship.
- Logo on [Training and Events](#) page
- Display area placed in premiere position in meeting/exhibitor space of your choice
- Limited to two banners to be displayed in reception/exhibitor space
- Special Raffle Drawing during lunch – attendees must visit booth for a chance to win
- *\$500.00 will be offered in your company's name along with the Chapter's name and match of \$500.00 to a local charitable organization as an appreciation for your support at this level. In addition, 2 admission ticket vouchers to attend any Chapter sponsored events including multi-day training and charity events with no expiration date!

Platinum Sponsor \$2,500

- *2 admission tickets; up to 2 additional tickets can be purchased at a 50% discount
- Company Information/Logo on invitation and all marketing materials – printed and emailed
- Logo on the chapter marketing material and website for the year of sponsorship.
- Logo on [Training and Events](#) page
- Display area placed in premiere position in meeting/exhibitor space of your choice (first come, first serve basis, Presenting Sponsor has first choice)
- One banner to be displayed in reception/exhibitor space
- Special Raffle Drawing during breaks – attendees must visit booth for a chance to win
- *2 Admission ticket voucher to attend any Chapter sponsored events including multi-day training and charity events, plus 2 additional ticket for a Luncheon Event of choice with no expiration date!

Silver Sponsor \$1,500

- *1 admission ticket; up to 2 additional tickets can be purchased at a 50% discount
- Logo on invitation and all marketing materials – printed and emailed
- Logo on the chapter marketing material and website for the year of sponsorship.
- Logo on [Training and Events](#) page
- Display area placed in area with continual traffic flow
- Special Raffle Drawing during breaks – attendees must visit booth for a chance to win
- *2 Admission ticket voucher to attend any Chapter sponsored events including multi-day training and charity events with no expiration date!

Bronze Sponsor \$1,000

- 1 admission ticket; up to 1 additional tickets can be purchased at a 50% discount
- Logo on invitation and all marketing materials – printed and emailed
- Logo on [Training and Events](#) page
- *1 Admission ticket voucher to attend any Chapter sponsored events including multi-day training and charity events, plus 2 additional ticket for a Luncheon Event of choice with no expiration date!

Supporting Sponsor \$500

- 1 admission ticket; up to 1 additional tickets can be purchased at a 50% discount
- Logo on invitation and all marketing materials – printed and emailed
- Logo on [Training and Events](#) page
- *2 tickets for a Luncheon Event of choice with no expiration date!

*Exclusive to that Sponsorship Tier

Cancellations: Cancellation and/or reduction of any or all vendor participation options must be directed in writing and emailed to Programs (DCIIPrograms@Gmail.com). Penalties will be assessed in accordance with the following schedule. Written cancellation must be emailed and received on or before the following dates:

- If received before 1 week prior to the Event, a penalty equal to 50% of total fees will be assessed
- After 1 week prior to the Event, a penalty equal to 100% of total fees
- All contracted options must be paid in full and will be assessed

Exhibitor Acceptance: The IIA Washington, D.C. Chapter reserves the right to deny vendors exhibition space that the Conference Planning Committee does not deem appropriate or supportive of the mission and goals of the IIA organization (www.theiia.org).

Marketing: Logos need to be in EPS format and emailed to Programs following Sponsorship Commitment (DCIIPrograms@Gmail.com).

Thank you again for your sponsorship consideration. We look forward to seeing you at our Chapter Events. We pledge to you a worthwhile experience because we go the extra mile so that your Company benefits from your sponsorship commitment. For further information on how to become a part of the 2016 to 2017 IIA Washington, D.C. Programs Team, please contact Toan Do, VP of Programs, at Toan.Do.CISA@Outlook.com.

Cordially,



Angela Davis
President, Washington DC Chapter

IIA-Washington, D.C. Chapter Sponsorship Form

Sponsorship Levels (*Select One*)

- Presenting Sponsor**
\$3,500 **Platinum Sponsor**
\$2,500 **Silver Sponsor**
\$1,500 **Bronze Sponsor**
\$1,000 **Supporting Sponsor**
\$500

Company Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Telephone: () _____ Fax Number: () _____

PayPal payment process: Please process sponsorship payment by going to [PayPal](https://www.paypal.com) and pay directly to username: IIADC.Chapter@yahoo.com. Please print receipt of confirmation and attach to this Sponsorship Form. The deadline for returning this completed form is 2 weeks prior to our scheduled Event.

Sponsor Signature: _____

Payment is due upon receipt of this registration form.

Sponsorship confirmation will be mailed upon receipt of form and sponsorship payment. Please mail the completed form and confirmation of payment to: DCIIAPrograms@Gmail.com.