



Partners and Collaborator Contribution Report

Instructions: Please fill in the information requested assigning an estimate in dollar amounts for the contributions that your organization will make to the planning and organization of the Virtual Congress.

* Click on Partners or Collaborator hyperlink to see definitions. [CTRL +click]

**Write a brief budget narrative in the space provided below this table explaining how your organization's monetary or in kind contributions will support the project.

*Institution: Partner ____ Collaborator ____	
Contact Person - Name/Title:	
Contact Mailing Address:	
Telephone:	
E-mail:	
Fax:	
Type of Institution/Organization:	

CHECK (X) IN THE BLANKS THAT APPLY AND ESTIMATE A VALUE		
COLLABORATION EFFORT	DESCRIPTION	\$
1. Conceptualization ____		
Event Coordination (Organizing Committee)	Participate actively in the event coordination, conf. calls, meetings and fundraising efforts	
Proposal Selection Committee	Become an evaluator of the submitted proposals	
2. Website platform ____		
Programming Assistance	Staff released time to perform this task	
Web casting	Web cast the speakers presentations	
3. Marketing & Promotion		
Marketing assistance staff	Staff released time to perform this task	
Graphic Design	Staff released time to perform this task	
Launching event coordination	Staff released time to perform this task	
-PRESENTATIONS ____		
Presentations & Announcements	5 minutes personal presentations and/or announcements at organization's annual conferences, seminars and events	

	Individual presentations at organization's meetings	
Virtual Congress Kit	Paid for 500 virtual congress kits to be distributed at an annual conference including: Pen, Notepad and 1 Mug with a complimentary note. This kit will motivate participants to register in the Congress and stay connected; and will facilitate them making their own notes and feeling like they were in a face-2-face congress.	
-ELECTRONIC MEDIA _____		
Event Banner	Reciprocal Link Exchange: Event banner displayed at each collaborator website homepage	
Email campaigns	Through internal listservs forward any promotional or publicity material prepared by the coordination committee to disseminate: Call for Proposal/ Invitations to register/ Press releases /etc.	
Web-Cast	Web-casting the launching Ceremony or the keynote speaker(s)	
-PRINT MEDIA _____		
Full page AD	To be displayed at the annual organization's conference program	
News Story	Published at organization's newsletter	
Press Release	Distributed at organization's media listing	
Flyer, postcards, poster		
-RADIO		
-OTHER _____ (PLEASE SPECIFY)		
4. Miscellaneous		
<i>TOTAL</i>		

o ****Brief Narrative:**

o **Official Representative signing this commitment:**

Name: _____ Position: _____

Signature: _____ Date: _____

Notes

Definitions:

Partner Organization

- Is actively involved in the planning and organization of the Virtual Congress.
- Participates in the decision making process during coordination meetings and conference calls.
- Contributes to the event coordination with \$3,500 (in-kind + monetary) support or more.
- Participates in the conceptualization of the event, provides technological assistance and actively promotes the Virtual Congress.
- Agrees to collaborate in seeking external funds and outreach for potential corporate sponsors to provide support to the coordination, organization and delivery of the Virtual Congress to help defray the costs incurred by partners in the organization of the event.
- Help establish a funding source for research related to distance learning and collaboration for online projects that can benefit the Hispanic higher education community.

Collaborator

- Donate \$500 (in-kind + monetary) but less than \$3,500 to the event coordination
- Its participation consists in forwards Virtual Congress promotional material and email campaigns to its constituents and, motivates them to participate and register at the event.

Benefits:

Partner Organization

- Brief welcome message at the Virtual Congress website
- Virtual Congress website Organizing Committee section
 - o Main officer photograph
 - o 200 words organization or company profile
- Logo included in the Virtual Congress kit

Collaborator

- Logo included in the collaborators section