

In accordance with the regulations governing sponsorship outlined in this contract, the undersigned hereby applies for sponsorship of The NEMA Webinar Series Presents: Emergency Management Virtual Learning Lab. We have read and agree to the stated regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by NEMA. We understand that all fees are to be paid in full at the time of submission.

### Section 1: Organization Information

Organization Name \_\_\_\_\_  
(as it will be listed)  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Website \_\_\_\_\_

### Section 2: Sponsorship Options and Fees

See the NEMA website, [www.nemaweb.org](http://www.nemaweb.org), for sponsorship descriptions and benefits. **Please indicate your first, second and third choice** in order of preference. Second or third choice will automatically be assigned in the event that prior choices are not available.

There are two sponsorships options: **Learning Partner for a Tuesday session at \$3000** or **Learn and Lounge Partner for Thursday Sessions which include a webinar and Networking Lounge for \$5500.**

Choose your preferred dates below. Options are first come, first served.

_____ <b>Tuesday, March 2 \$3000</b> 2-2:15 pm NEMA introduction, kickoff 2:15-3 pm Sponsor content 3-3:45 pm Q&A and discussion breakouts	_____ <b>Tuesday, March 16 \$3000</b> 2-2:45 pm webinar – Sponsor Topic 2:45-3:30 pm Q&A, discussion breakouts
_____ <b>Thursday, March 4 \$5500</b> 2-2:45 pm webinar – Sponsor Topic 2:45-3:30 pm Q&A, discussion breakouts 7-8 pm Networking Lounge - Sponsor	_____ <b>Thursday, March 18 \$5500</b> 2-2:45 pm webinar – Sponsor Topic 2:45-3:30 pm Q&A, discussion breakouts 7-8 pm Networking Lounge - Sponsor
_____ <b>Tuesday, March 9 \$3000</b> 2-2:45 pm webinar – Sponsor Topic 3-3:45 pm Q&A and discussion breakouts	_____ <b>Tuesday, March 23 \$3000</b> 2-2:45 pm webinar – Sponsor Topic 2:45-3:30 pm Q&A, discussion breakouts
_____ <b>Thursday, March 11 \$5500</b> 2-2:45 pm webinar – Sponsor Topic 2:45-3:30 pm Q&A, discussion breakouts 7-8 pm Networking Lounge - Sponsor	_____ <b>Thursday, March 25 \$5500</b> 2-2:45 pm webinar – Sponsor Topic 2:45 pm - NEMA wrap up (Trina/Sima) 2:45-3:30 pm Q&A, discussion breakouts 7-8 pm Networking Lounge - Sponsor

**Webinar topics must be submitted to NEMA for approval.** Exact title is not necessary with the signed application however a one paragraph description must be submitted with the signed application. The sponsor will be notified within 1 business day if submission is approved. If the proposed topic has already been submitted by another sponsors, 24 hours will be given to draft another topic. Topics will be posted on the website as soon as they are approved.

Payment is due with the signed contract.

Check enclosed: \_\_\_\_\_ Credit Card: \_\_\_\_\_ Circle One: Visa MasterCard American Express

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Signature: \_\_\_\_\_

### Section 3: Pre-Planning Contact

Designate below the name of the person in your organization who is to receive all pre-Webinar Series correspondence and information, including confirmations, scheduling updates and alerts. It will be the responsibility of this person to share any and all Webinar Series information and updates with other affected staff within the organization.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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**Section 4: Event Arrangements**

NEMA staff will make all necessary technical arrangements for all scheduled Webinar Series activities and events. Please do not contact vendors directly regarding details relating to the Webinar Series unless approved in advance by NEMA staff.

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**Section 8: Deadlines**

To realize the full benefit of NEMA Webinar Series sponsorship, it is very important to make note of all deadlines associated with the Webinar Series. A list of important dates and deadlines will be provided and posted on the NEMA website. The pre-planning contact for each sponsor will be notified of changes in advance and with reasonable notice to respond, however, if submission deadlines are missed it could result in loss of benefits or opportunities all together.

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**Section 9: Cancellation**

After the contracted is accepted by NEMA, no refunds will be given.

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**Section 10: Signature and Acceptance of Terms**

*This contract must be signed in order to confirm reservations. No changes may be made to this contract.*

I have read and understand the information provided and agree to abide by the rules and provisions set forth in this document, the Webinar Series brochures, the Official Exhibit Rules and Regulations, NEMA Webinar Series Terms, Conditions & Code of Conduct, Private Sector Guidelines, and those, which govern the membership and board of directors of the National Emergency Management Association.

Signature	Title	Date	Initial to confirm signature

Return this completed contract and payment via email to:

Karen Langdon  
klangdon@csg.org  
National Emergency Management Association  
NEMA 2021 Webinar Series  
(859) 244-8239