



# THE NATIONAL SYMPOSIUM ON STUDENT RETENTION

Hosted by the Consortium for Student Retention Data Exchange at The University of Oklahoma

## Exhibitor/Sponsor Information

October 24-27, 2022  
San Diego, California

The Consortium for Student Retention Data Exchange (CSRDE) at the University of Oklahoma invites you to participate in the 18<sup>th</sup> Annual [National Symposium on Student Retention \(NSSR\)](#) in San Diego, California. Each year, administrators, researchers, advisors, faculty, and more from almost every aspect of higher education gather to discuss student success in a diverse environment. [These charts](#) offer a snapshot of the diverse population of professionals who attended the 2021 virtual Symposium.

The Symposium provides multiple levels of access to key decision-makers in the higher education community. Develop relationships beyond the exhibit space with networking opportunities including a welcome reception, awards breakfast, morning and afternoon breaks, and concurrent sessions throughout the conference.

Space is limited. Register early to help ensure your participation.

### Exhibitor/Sponsor Registration

Registrations must be received by **August 1, 2022** and accompanied by full payment. If space is available after this date, there will be a \$200 late fee.

To make changes to your registration or representatives at any time, please email the CSRDE office at [csrde@ou.edu](mailto:csrde@ou.edu).

### [Register Online Here](#)

### Payment Terms & Notice of Cancellation

Full payment by credit card is due when registering. No refunds will be granted.

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### Important Dates

#### **August 1, 2022**

Optional session proposal due (see details below)

Registration and full payment due

*\*\$200 late registration fee after this date if space available*

Signed agreement due

Company logo due

#### **August 8, 2022**

Booth selection process begins

#### **August 22, 2022**

Prize for Exhibitor Visits Activity due (optional)

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## Exhibitor/Sponsor Comparison

| Benefits Description                                                                      | Sponsor | Exhibitor |
|-------------------------------------------------------------------------------------------|---------|-----------|
| Cost                                                                                      | \$2,500 | \$1,000   |
| Number of reps included with registration*                                                | 2       | 1         |
| Booth includes 6' skirted table, 2 chairs, and waste bin. Maximum booth space is 10' wide | X       | X         |
| Company name and logo listed on Guidebook                                                 | X       | X         |
| Recognition on conference website                                                         | X       | X         |
| Electronic attendee lists (pre- and post-conference)                                      | X       | X         |
| Copy of Conference Proceedings                                                            | X       | X         |
| Access to all conference activities, including meals                                      | X       | X         |
| Recognition during plenary session                                                        | X       |           |
| One-hour presentation during concurrent session                                           | X       |           |

\*Cost for each additional representative is \$600.

### Booth Selection Process

The process for selecting booth space will begin on August 8. *Selection will be first-come, first-served based on registration date. Sponsors will choose first, followed by exhibitors.* We will email all of the sponsors and exhibitors with details about the process as we get closer to the time.

### Exhibitor Visits Activity

We encourage attendees to stop by each exhibitor booth throughout the conference. In addition, we will reserve a dedicated time for attendees and exhibitors to interact. The special Exhibitor Visits will take place either Tuesday or Wednesday. Exhibitor participation in this activity is optional. Attendees will visit each participating booth where exhibitors will sticker their form (stickers provided by us). Once they have visited all of these booths, they will be eligible to receive a prize, donated by the exhibitors. The drawing will be held at the Best Practices Awards Breakfast.

*If you would like to participate in the optional sticker activity during the Exhibitor Visits, please respond as soon as possible. Also, if you choose to donate a prize it must be received by August 22.* Donations will be noted in the conference app and each prize announcement will include the name of the company donating. Previous prizes have included a Kindle, Apple AirPods, iPad Mini, Fire tablet, Fit Bit, donation to charity of your choice, fleece pull-over, leather padfolios, books, and gift cards.

### Presentation Options ***Due by Monday, August 1<sup>st</sup>***

#### **Concurrent Session (Sponsors)**

Present during a one-hour concurrent session. Partnering with a client to show how your company can help meet the needs of students is the audience preferred format. After registering, sponsors interested in presenting will email their proposal to include the following:

- Title of the Presentation
- Abstract (200-word max): Provide a clear and concise description of the presentation, including purpose, focus, and plan for engaging audience. This will be used in the digital program and the virtual platform.
- Names, job titles, and contact information (including e-mail addresses) for the presenters, including clients.
- Email should be directed to:
  - [csrde@ou.edu](mailto:csrde@ou.edu)
  - Subject: Abstract for Vendor Presentation

Whether you are presenting with a team from your organization or with a customer from a college or university, each person presenting in the concurrent session must be a paid conference registrant. If your co-presenter is a client from an institution, that person will register as a regular attendee, not an additional representative from your organization. Regular attendee registration will open in May.

## **Payment Terms & Notice of Cancellation**

Full payment by credit card is due when registering. No refunds will be granted. The deadline to register and pay in full is August 1, 2022. If space is available after this date, there will be a \$200 late fee. Registration must be paid in full in order to participate in the booth selection process. Upon receipt of both the completed registration and signed rules and regulations, the information for Exhibitors/Sponsors will be reviewed for acceptance by the Center for Institutional Data Exchange and Analysis at the University of Oklahoma (C-IDEA), coordinator of the CSRDE and host of the National Symposium on Student Retention. Registrations are reviewed for acceptance on a first-paid, first-come, first-reviewed basis. Acceptance of the registration as an Exhibitor/Sponsor is at the sole discretion of the C-IDEA. Exhibitors/Sponsors will be notified of the status of their registration and those not accepted will receive refunds of their deposits.

## **Exhibitor/Sponsor Rules & Regulations**

| <b>Exhibitor Showcase Set Up and Registration Check-In:</b> | <b>Exhibitor Showcase Hours:</b>                                                                                                                                                                                                      | <b>Exhibitor Showcase Tear Down:</b>                 |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| <b>Monday, October 24, 2022:</b><br>1:00 pm – 6:00 pm       | <b>Tuesday, October 25, 2022:</b><br>9:30 am – 4:00 pm<br><br><b>Wednesday, October 26, 2022:</b><br>9:30 am – 4:00 pm<br><br>Please Note: A time designated only for exhibitor visits will be scheduled either Tuesday or Wednesday. | <b>Wednesday, October 26, 2022:</b><br>After 4:00 pm |

*Unless other arrangements are approved by the conference organizer, the exhibitor agrees to have exhibits in place no later than 6:00 pm Monday, October 24, 2022, and stay in place through 4:00 pm Wednesday, October 26, 2022. All representatives must check in at the conference registration desk by 6:00 pm Monday, October 24, 2022. Please note: the Welcome Reception will begin at 5:00 pm on Monday, October 24, and all exhibit representatives are invited to join us. These times are subject to change with notification.*

1. At all times during the term of this Agreement or any extensions thereof, Exhibitor, at its own expense, shall maintain such insurance as is reasonably necessary to safeguard the parties from any liability or loss that may occur as a result of the work performed under this Agreement.
2. The exhibitor agrees to accept responsibility for moving in, setting up, dismantling, and removing his/her own exhibit.
3. The exhibitor agrees not to affix any tape, staples, thumbtacks, nails, or other items to walls of the conference hotel or in any other way deface hotel property for which the Center for Institutional Data Exchange and Analysis might be held responsible.
4. The Exhibitor agrees to provide any a/v equipment needed for the exhibit and to keep a/v or video presentations with sound adjusted to low volumes. Exhibitor further agrees that music will not be played in and around exhibit area, unless exhibitor is selling music or musical instruments.
5. The exhibitor agrees to have at least one attendant present representing the exhibitor at said exhibit during all exhibit hours. Special arrangements with the Center for Institutional Data Exchange and Analysis will be necessary in order to exhibit equipment, supplies, processes, or services without an attendant present.
6. The exhibitor agrees to accept full responsibility for compliance with local, city, and state, fire, safety, and health ordinances regarding the installation and operation of equipment. This includes use of safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials should be used in displays. Any necessary fire precautions will be a responsibility of the exhibitor.
7. The exhibitor agrees to make no claim, for any reason whatsoever, against the conference sponsors, or other contractors for loss, theft, damage, or destruction of goods, or for any injury to the exhibitor or employees. The property of the

exhibitors shall at all times remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the exhibitor.

8. In the event that the conference and/or exhibit is cancelled by the University of Oklahoma, a full refund of exhibit rental fees will be made. The University of Oklahoma's liability is limited to refunding the rental fees, and University shall not be liable for any damages by reason of failure to provide space for the exhibit, or for removal of the exhibit, or for failure to hold the conference as scheduled.

9. Further, exhibitor agrees to indemnify, defend and hold harmless the University of Oklahoma, its agents, representatives, and employees, from any and all liability for damages, fees, claims, and expenses (including attorney fees) for bodily injury, including death, and property damage arising out of exhibitor's attendance, participation, or exhibition at the National Symposium on Student Retention.

10. The exhibitor agrees that exhibit space will be selected based on participation level and registration date. Although every effort will be made to accommodate exhibitors' needs, The Center for Institutional Data Exchange and Analysis reserves the right to assign exhibit location and approve exhibition materials.

11. If applicable, with respect to the Americans with Disabilities Act of 1990 (Public Law -101-336) and all amendments thereto ("ADA"), Exhibitor acknowledges and agrees that it is responsible for the readily achievable removal of physical barriers to access the premises such as, but not limited to, wheel chair ramps, elevator standards, door width standards and restroom accessibility, the provision of auxiliary aids and services where necessary in the common areas of the premises, and the modification of Exhibitor's policies, practices and procedures as necessary to provide goods and services to disabled individuals. The Exhibitor assures that it is compliant with the ADA and all requirements imposed by the regulations issued pursuant to the ADA.

Exhibitor/Sponsor Company Name: \_\_\_\_\_

Authorized Representative Name (printed): \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Shipping, Electrical, and Internet**

Exhibitors will work directly with the hotel for their shipping, electrical, and internet needs using [this form](#). Please email the completed form to Anthony Zito, [anthony.zito@encoreglobal.com](mailto:anthony.zito@encoreglobal.com).

Due to limited space, the hotel cannot accept packages more than 48 hours prior to the beginning of the conference date.

For shipping materials to the hotel use the following format:

The Westin San Diego **NSSR 2022**  
<Exhibitor/Vendor Company>  
c/o The Westin San Diego  
400 West Broadway  
San Diego, CA 92101

For questions about packages, contact the hotel operator at (619) 239-4500.