



INTERNATIONAL
OMBUDSMAN
ASSOCIATION

The International Ombudsman Association (IOA) is a tax-exempt organization under IRS Section 501(c)6. All contributions to the IOA are deductible as business expenses (not as charitable contributions) and are dedicated to advancing the mission of the association.

Dear IOA Supporter:

We hope that we can count on your support once again this year. We've enclosed a description of available support opportunities for your consideration. IOA offers Support, Advertising and Exhibiting Opportunities. The support received goes beyond conferences offered in the U.S. and other countries. The support we receive also provides educational opportunities to our members throughout the year and enhances our ability to promote the Ombudsman* role and profession to a variety of constituencies. With the IOA Board of Directors approval, the Conference Committee created several imaginative ways to contribute to the growth of the organization. Please find attached information on Support, Advertising and Exhibiting Opportunities. We are sure there are several other ways to show one's support not included in this list, so please share with us your suggestions and comments.

The International Ombudsman Association (IOA) is an international organization of over 600 professional organizational ombudsmen. IOA works to enhance the quality and value of the Ombudsman profession by: establishing and communicating IOA's Code of Ethics and Standards of Practice; developing and disseminating ethical guidelines; training new and experienced ombudsmen in techniques of dispute resolution; teaching principles of best practice; providing information on current developments in the profession; and promoting communication through networking opportunities.

In addition to monetary funding, the Conference Committee thanks all members who have donated their time, experience, and wisdom to benefit the profession and IOA. We recognize that individual contributions appear in many different forms. Thank you to our faculty, committee members, committee chairs, board of directors, conference participants and anyone we may have unintentionally excluded. You are all appreciated!

Thank you for helping IOA reach its goals!

Thank you in advance for your help. If you have questions regarding any of the above opportunities please contact the Member Services Director/ Meetings Coordinator, Marie Ashton at info@ombudsassociation.org or +1 (908) 359-0246.

Sincerely,

The Conference Committee and IOA Board

Enclosures

*The term ombudsman is used to communicate to the widest possible community and is not intended to discourage others from using alternatives. IOA respectfully acknowledges that many practitioners use alternative forms of this word."

The logo consists of two overlapping circles, one light blue and one light purple, positioned to the left of the text.

Support Opportunities

We hope you will participate in the IOA Annual Conference as one of our valued supporters.

Platinum Supporters for \$15,000 receive the following benefits:

- Three (3) complimentary registrations either to the annual conference OR (3) complimentary registrations for a one day specialized training course
- Complimentary full-page advertisement in conference program book
- Recognition in pre-conference publicity, including organization logo
- Recognition in the conference program book, including organization logo
- Recognition with signage at the conference, including organization logo
- Recognition in the IOA newsletter
- Recognition on the IOA web site

Gold Supporters for \$10,000 receive the following benefits:

- Complimentary full-page advertisement in conference program book
- Recognition in pre-conference publicity
- Recognition in the conference program book
- Recognition with signage at the conference
- Recognition in the IOA newsletter
- Recognition on the IOA web site

Silver Supporters (\$5,000) receive the following benefits:

- Complimentary half-page advertisement in conference program book
- Recognition in pre-conference publicity
- Recognition in the conference program book
- Recognition with signage at the conference
- Recognition in the IOA newsletter
- Recognition on the IOA web site

All other Supporters receive the following benefits:

- Recognition in pre-conference publicity
- Recognition in the conference program book
- Recognition with signage at the conference
- Recognition in the IOA newsletter

Please note that your contribution may be tax-deductible as an ordinary business expense. Contributions are not deductible as charitable contributions.



Advertising Opportunities in the program book

Deadline: Ads due by: Friday, February 22, 2008 for the 2008 Conference Program Book

Ad Size: Full page Ad live area: 7.5" wide x 10" high; no bleeds Cost: \$500.00
Half-page Ad live area: 7.5" wide x 4.75" high; no bleeds Cost: \$250.00

Orientation: Portrait

Digital File Requirements:

Platforms and Programs:

Ads must be provided in the 2 colors designated and must be supplied on disk. Macintosh is the preferred platform, but we can accept PC files as long as they are of compatible software. QuarkXPress 6.5 or 7 is the recommended page layout program for Macintosh and Windows. Other acceptable programs are Adobe Illustrator 10, CS or CS2 and Adobe Photoshop CS or CS2. ***InDesign or PageMaker documents cannot be accepted.*** A high resolution PDF (minimum 300 dpi) may be supplied as long as it is black and white/grayscale. All fonts must be embedded. Any full color PDF's sent will be converted and print in black and white only.

Fonts: All fonts must be included (both screen and printer fonts). Use Type 1 fonts only. True type fonts are not acceptable and will be replaced if sent. Note: Non-Mac fonts will be replaced with similar fonts.

Color: Ads supplied must be composed and provided as directed below. No CMYK or RGB Ads or any components within will be accepted. **This Program Book will print in 2-color: PMS 259 Purple and PMS 2758 Blue and must be supplied composed in one or both of those two colors.**

Graphics /Resolution: All graphics should be supplied in TIFF or EPS format. Resolution must be minimum 300 dpi. No GIF images are acceptable.

Transfer Media: A color proof MUST accompany your submitted materials. Accepted media: Zip disk or CD. No high-resolution materials should be emailed.

We cannot accept responsibility if the above specs are not followed.

Copy and Contract Regulations

- A. The advertiser agrees to indemnify the publisher against any and all claims or suits arising out of the publication of this advertising.
- B. All copy is the responsibility of the advertiser.
- C. Advertising placement is subject to the editor's discretion.
- D. Ads are non-commissionable to agencies and payment is the ultimate responsibility of the advertiser.
- E. IOA assumes no liability, including but not limited to, indirect, special or consequential damages, or for any errors or omissions in connection with any ad. IOA reserves the right to reject any ad.
- F. Advertising rates are based on camera-ready copy. A \$50 hourly charge will be assessed for non-camera-ready copy.

Note: IOA has the right to refuse any proposed advertisement unsuitable for publication.



Exhibiting Opportunities at the conference

IOA invites vendors to exhibit at the annual conference. Exhibitors are expected to promote products and services appropriate to the practice of organizational ombudsmen. IOA reserves the right to limit the number of exhibitors; placement is at the discretion of IOA and IOA reserves the right to refuse any exhibitor for any reason. The exhibitor agrees to hold IOA harmless from any and all claims or suits. IOA assumes no liability, including but not limited to, compensatory or consequential damages, or any errors or omissions in any printed material.

The exhibitor rate is \$150 per day per tabletop. This includes:

- One 6' draped table and a chair
- One Conference Pass, which includes breakfast, coffee breaks and lunch for the day exhibiting. This does not include access to educational sessions. *Additional conference passes may be purchased for \$50 per person per day.
- An attendee roster onsite that includes mailing address, email, phone and FAX (please note the attendee roster may be available prior to the conference upon request if exhibitor is paid in full).
- This exhibit fee does not include av or electrical which the exhibitor may order separately through the hotel.

Exhibit Hours will be

Monday, April 14, 2008 Exhibit hours will be 8:00 am – 5:00 pm

Tuesday, April 15, 2008 Exhibit hours will be 8:00 am – 5:00 pm

Wednesday, April 16, 2008 Exhibit hours will be 8:00 am – 12:00 pm

Although exhibit hours are listed for the entire time the conference is in session, exhibitors are allowed to use discretion on exactly when to staff the exhibit. Suggested times are during breakfast, breaks, lunch, and at day's end. Please note that during educational sessions, most attendees will be attending sessions and may not be visiting exhibits.

Exhibit Policies:

Applications to exhibit are subject to specified criteria as well as review and approval by IOA. Exhibits may not be inconsistent with the professional nature and goals of the event.

Approval criteria includes:

- Exhibit fees must be paid in full prior to the conference.
- No recruiting agencies are permitted to exhibit.
- IOA reserves the right to request a description of each exhibitor as well as information/materials intended to exhibit.

Exhibit space is not intended for publicizing views of a controversial social, political, or professional issue. In addition, the Association reserves the right to decline exhibit requests from companies exhibiting products and services that could be considered competing with the intent of the event. Potential exhibitors are advised that contests, lotteries, raffles, and games of chance may not be conducted without prior approval of the Association.

CONTRACTUAL AGREEMENT

It is agreed that an exhibitor will abide by the rules and regulations cited during and after the exhibit and by other reasonable rules considered necessary by the Association or Hotel provided these rules do not materially alter the exhibitor's contractual rights. All matters and questions not covered by these regulations are the decision of Conference Management. These regulations may be amended at any time by the Association, and all amendments shall be equally binding upon publication on all parties affected by them, as are the original regulations.

Disclaimer: All matters and questions not covered by this prospectus are at the discretion of, and may be amended at any time, by the Association executive office. Exhibitors agree to adhere to the space restrictions as defined in the 'Exhibit Fees' section of this Exhibitor Prospectus. Failure to comply may result in the termination of Exhibit privileges, at the discretion of Conference Management. In such cases, no refund of Exhibitor fees will be offered.

Yes I wish to support IOA

Please check below which opportunities you wish to select.

SUPPORT OPPORTUNITIES

- | | | | |
|---|----------|---|--------|
| <input type="checkbox"/> Platinum Supporter | \$15,000 | <input type="checkbox"/> Ruby Supporter | \$ 750 |
| <input type="checkbox"/> Gold Supporter | \$10,000 | <input type="checkbox"/> Sapphire Supporter | \$ 500 |
| <input type="checkbox"/> Silver Supporter | \$ 5,000 | <input type="checkbox"/> Patron of IOA | \$ 250 |
| <input type="checkbox"/> Bronze Supporter | \$ 3,000 | <input type="checkbox"/> Individual "Ombuddy" Supporter | |
| <input type="checkbox"/> Diamond Supporter | \$ 2,000 | | |
| <input type="checkbox"/> Emerald Supporter | \$ 1,000 | | |

YOUR PERSONAL CONTRIBUTION OF \$ _____
IS GREATLY APPRECIATED

ADVERTISING OPPORTUNITIES IN THE PROGRAM BOOK

- | | |
|---------------------------------------|--------|
| <input type="checkbox"/> Full Page Ad | \$ 500 |
| <input type="checkbox"/> Half Page Ad | \$ 250 |

EXHIBITING OPPORTUNITIES AT THE CONFERENCE

- The exhibitor rate is \$150 per day per tabletop.
- That would include a 6' draped table and a chair plus breakfast, coffee breaks and lunch for one person. This does not include access to educational sessions.
- This table fee does not include av or electrical which can be ordered through the hotel.

Check the following days you will be exhibiting Additional conference passes may be purchased for \$50 per person per day

Monday, April 14, 2008

Exhibit hours will be 8:00 am – 5:00 pm . \$150.00 _____

Tuesday, April 15, 2008

Exhibit hours will be 8:00 am – 5:00 pm \$150.00 _____

Wednesday, April 16, 2008

Exhibit hours will be 8:00 am – 12:00 pm \$150.00 _____

Name _____

Organization _____

Address _____

City _____ State _____ Postal Code _____

Country/Province _____ Email _____

Telephone (_____) _____ Fax (_____) _____

IOA Federal Tax#: 54-1785444

Method of Payment:

- Amex MasterCard Visa Please Invoice Check Enclosed

Total Amount \$ _____

Credit Card # _____ Expiration Date _____

Card Holder's Name _____

**Return this form to the office: International Ombudsman Association, 203 Towne Centre Drive, Hillsborough, NJ 08844
OR Fax to: +1 (908) 842-0376**

