

[SAMPLE]

Information Sheet for Prospective Cooperating Organizations of the

[insert name of G-I event]

[provide description of G-I event, including name of event, date, mission statement, description of event format and content, expected number and profile of attendees, anticipated registration cost]

A Cooperating Organization is:

A professional society or trade association involved in the geotechnical or related industry which announces support for the [name of event]. There is no financial support requested from a cooperating organization.

A Cooperating Organization receives: [to be modified as appropriate for a specific event - some suggestions are provided below]

- Recognition as a supporter for this event whenever possible in advance promotional material
- A description of your organization in the official conference program
- A complimentary information display stand at the conference for distribution of membership and program information about your organization
- An invitation to hold meetings during the conference in complimentary meeting rooms

The Cooperating Organization Commitments:

1. Actively promote the [insert name of event] to your membership through mention in your publications [and web page, if appropriate].
2. Participate in mailings of promotional material to your membership. Participation can include either inserting our promotional material into your mailers, or providing us with event-specific permission to use your mailing list for endorsement and promotion of our event.