



2010

Dear Prospective SCT&EM Sponsor:

I am pleased to extend an invitation for your company to sponsor the 2010 conference of the Society for Collegiate Travel & Expense Management (SCTEM).

SCTEM's 2010 conference intends to attract 200 collegiate professionals of travel management, procurement, and finance. Collegiate attendees represent U.S. and Canadian-based universities, colleges, medical centers, state governments, and research institutions, and they participate in SCTEM to network with colleagues and suppliers, benchmark institutional policies and practices, and facilitate supplier contract negotiations.

Sponsors of SCTEM gain access to these administrators, many of whom are key decision makers for their respective institutions.

To keep the conference affordable and, correspondingly, well attended, we appreciate financial support from our strategic suppliers. Sponsorships are tax deductible. SCTEM is a department within Michigan State university, which is a not-for-profit 501 (c).

There are several sponsorship packages, and they are detailed on page two of this letter. They are available on a first-come, first-serve basis.

If you are interested in becoming an SCTEM sponsor or would like more information on the benefits of participating in SCTEM, please contact me.

I hope you will join us in September, and share with the higher education community your products and services.

Sincerely,

Debbie Gulliver  
Executive Director, SCT&EM  
University Travel Manager  
Michigan State University  
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**SCTEM Annual  
Conference**

**New Orleans, LA**

**September  
26 – 29, 2009**

[www.usc.edu/sctem](http://www.usc.edu/sctem)

**SCTEM 2010  
SPONSORSHIP PACKAGES**

<b>Platinum Sponsor</b>	<b>Package A</b>	<b>Amount</b>
	Dinner Sponsor (includes dinner, entertainment, table decorations, and open bar) 2 Free Registrations 1 Free Tradeshow Booth <b>1 Speaking Slot</b> Sponsor name/logo on agenda and website	\$15,000
<b>Gold Sponsor</b>	<b>Package B</b>	<b>Amount</b>
	Keynote Sponsor (Speaker TBD) 1 Free Registration 1 Free Tradeshow Booth <b>1 Intro Speaker</b> Sponsor name/logo on agenda and website	\$10,000
<b>Silver Sponsor</b>	<b>Package C</b>	<b>Amount</b>
	Shared Dinner Sponsor (includes dinner, entertainment, table decorations, and open bar) 1 Free Tradeshow Booth Sponsor name/logo on agenda and website	\$5,000
	<b>Package D</b>	<b>Amount</b>
	Lunch Sponsor (Hot lunch, entertainment and table decorations) 1 Free Tradeshow Booth Sponsor name/logo on agenda and website	\$5,000
	<b>Package E</b>	<b>Amount</b>
	Sponsor of Conference Bags & Name Tags 1 Free Tradeshow Booth Sponsor name/logo on agenda and website	\$5,000
<b>Bronze Sponsor</b>	<b>Package F</b>	<b>Amount</b>
	Keynote: Glenn Sparks (Best-Selling Author & Purdue University Professor: "Refrigerator Rights") 1 Free Tradeshow Booth Sponsor name/logo on agenda and website	\$5,000
<b>Elite Sponsor</b>	<b>Package G</b>	<b>Amount</b>
	Breakfast Sponsor (includes hot/full breakfast and table decorations) Sponsor name/logo on agenda and website	\$3,000
<b>Elite Sponsor</b>	<b>Package H</b>	<b>Amount</b>
	Break Sponsor (includes beverages and appropriate snacks) Sponsor name/logo on agenda and website	\$1,800