

# 2018



**The Board of Directors of ACC–NYC is pleased to present the Chapter’s 2018 Sponsorship Program.** The Association of Corporate Counsel (ACC) is the world’s largest community of in-house counsel, with more than 40,000 in-house counsel members in over 75 countries. ACC-NYC is one of the organization’s largest chapters with over 1,700 members, serving New York City (serving Long Island and the Boroughs). ACC-NYC was awarded the Chapter Achievement Award by ACC for the 2011-2012 program year and was the recipient of the prestigious “Outstanding Chapter of the Year” in 2013. The Chapter was also a proud recipient of the ACC Chapter Achievement Award in both 2015 and 2016.

The Chapter’s annual sponsorship program provides private law firms and legal service vendors the opportunity to network with in-house counsel and demonstrate expertise through continuing legal education (CLE) programs, networking, professional growth, thought leadership and collaborative partnering with ACC-NYC.

### *Overview of 2018 Sponsorship Packages*

The 2018 Sponsorship Program for the Chapter has a variety of annual sponsorship levels, each of which provides a robust bundle of Programming, Networking and Promotional opportunities:

<b>Sponsor Level</b>	<b>Sponsorships Available</b>	<b>Sponsorship Fee</b>
<b>Diamond</b>	2	\$ 32,000
<b>Platinum</b>	4	\$ 27,500
<b>Gold</b>	4	\$ 21,000
<b>Spotlight Practice Groups</b>	8	\$ 16,000
<b>Diversity</b>	2	\$ 12,000
<b>Women's</b>	4	\$ 12,000
<b>All Abilities</b>	1	\$ 4,000
<b>Career Development</b>	2	\$ 4,000
<b>Regional (Long Island)</b>	1	\$ 6,000
<b>Collaborative Partnership</b>	5	\$ 5,000
<b>Signature Socials</b>	2	\$ 5,000
<b>Core CLE</b>	3	\$ 8,000

### *Sponsor Program General Provisions*

The term of an annual Sponsorship under the 2018 Sponsorship Program runs **January 1, 2018** through **December 31, 2018** (“Sponsor Term”). Any deviations must be approved by the ACC-NYC Executive Director (Amy Adams, [ednyc@accglobal.com](mailto:ednyc@accglobal.com)), VP, Sponsorships and VP, Programming.

All Sponsors must complete the Sponsorship Application. By completing the Sponsorship Application, you represent that: (1) you have carefully reviewed the terms and conditions of the 2018 ACC-NYC Sponsorship Program and that you are committed to working within the Sponsorship Guidelines (set forth in Appendix 1) and will commit the necessary resources to maintaining the Chapter's reputation for best-in-class programming; 2) you are authorized to submit the Sponsorship Application; and 3) you will remit the requisite Sponsorship Fees to ACC-NYC by the posted deadline.

Payment in full must be received by **January 15, 2018** ("Payment Due Date") for the awarded Sponsorship or within thirty (30) days of invoice, whichever occurs later, unless other payment arrangements have been approved by the Executive Director (Amy Adams, [ednyc@accglobal.com](mailto:ednyc@accglobal.com)). In the event that Sponsorship Fees are not timely received, ACC-NYC may elect to cancel the Sponsorship and Sponsor forfeits all benefits of the Sponsorship. The Sponsorship may be reassigned to another Sponsor. All Sponsorship Fees are non-refundable.

### *Sponsorship Application Process*

The 2018 Sponsorship Application is available online at: [www.sponsoraccnyc.com](http://www.sponsoraccnyc.com)

**All Sponsorship Applications will be due November 17, 2017.** We hope to announce sponsor awards by **December 15, 2017**. Sponsorship packages are not awarded on a first come, first serve basis. Instead, all applications submitted by the filing deadline will be reviewed and evaluated based upon responsiveness to the Sponsor Selection Criteria set forth below. **Note that this is an application for sponsorship only. Submitting this form does not guarantee Sponsorship for the 2018 ACC-NYC Sponsorship Program.**

### *Sponsor Selection Criteria*

The ACC-NYC Board of Directors has adopted the following criteria for the selection of its Sponsors:

1. ACC-NYC is committed to selecting a mix of Sponsors that offer a variety of information, expertise, services and/or products to our members. The Chapter is committed to aligning Sponsors with membership needs and interest in terms of practice areas, industries, diversity and size of firm and/or company.
2. ACC-NYC seeks Sponsors that are able to provide information that is valuable to our members whilst still leveraging creativity and flexibility in developing and presenting Programming for the Chapter. The Chapter values innovation and uniqueness.
3. The ACC-NYC is an active Chapter with over 1,700 members. Therefore, the Chapter is dedicated to selecting Sponsors that have a history of working closely and effectively with our Chapter's Board and Executive Director. Chapter sponsors who have experienced significant attendance at our prior events and who have received favorable feedback with respect to their Programs will be favorably considered. In addition, the Chapter places great value on its relationships with Sponsors who have demonstrated a willingness to step in and assist the Board when needed.
4. The ACC-NYC emphasizes the importance of growth (for itself, its Members and its Sponsors). As such, the Chapter will give preference to prior Sponsors who have helped the Chapter grow and have been consistent and cooperative partners.

***Sustaining Sponsorship Package Summary***

	Diamond	Platinum	Gold	Spotlight Practice Groups
In-House Counsel Full Day CLE (Plenary Session)	*			
In-House Counsel Full Day CLE (Track Session)		*	*	
Core Programming CLE Session	*	*		
Signature CLE <sup>+</sup>	*	*	*	*
Signature Social <sup>+</sup>	*		*	*
Winter Gala <sup>Σ</sup>	*	*	*	*
	(5 tickets)	(4 tickets)	(3 tickets)	(2 tickets)
Summer Associate Presentation <sup>±</sup>	*	*		
Newsletter Article	*	*	*	*
	(limited to 3)	(limited to 2)	(limited to 1)	(limited to 1)
Linked Articles	*	*	*	
	(limited to 3)	(limited to 3)	(limited to 1)	
Event Promotion	*	*	*	*
CLE Presentation Material Access on ACC-NYC Website	*	*	*	*
Host ACC-NYC Board of Directors Meeting <sup>Ω</sup>	*	*	*	

<sup>+</sup> Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

<sup>Ω</sup>Optional; Sponsor must staff this event.

<sup>±</sup>Light meal and beverages to be supplied by Sponsor.

<sup>Σ</sup>Additional tickets to the Winter Gala may be available for purchase, on a first-come, first serve basis, and at the discretion of ACC-NYC. Additional ticket cost is set at \$150.

***Inclusion Sponsorship Package Summary***

	Diversity	Women's	All Abilities
Signature CLE <sup>+</sup> , Signature Social <sup>+</sup> or a combination (up to 2 hours)	*	*	*
Winter Gala <sup>Σ</sup>	(2 tickets)	(2 tickets)	(2 tickets)
Newsletter Article	(limited to 1)	(limited to 1)	
Linked Articles on Forum Page	(limited to 2)	(limited to 1)	(limited to 1)
Event Promotion	*	*	*
CLE Presentation Material Access on ACC-NYC Website	*	*	*

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.  
 ΣAdditional tickets to the Winter Gala may be available for purchase, on a first-come, first serve basis, and at the discretion of ACC-NYC. Additional ticket cost is set at \$150.

*Sustaining Sponsorship Package Descriptions*

Sustaining Sponsorship: Diamond		Description of Benefit
\$32,000	2 Sponsorships Available	
<b>Programming and Networking</b>		
In-House Counsel Full Day CLE (Plenary Session)	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present a one (1) one-hour CLE (topic to be agreed on with ACC-NYC) plenary session to be attended by all participants at the full day, multi-program event.</p> <p>An exhibitor table for promotional materials will be available for up to two (2) marketing representatives.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may be present at the event (and attendees are not interchangeable).</p>
	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present a one-hour CLE (topic to be agreed on with ACC-NYC) at one (1) ACC-NYC Core Programming event (Ethics Marathon; Special Event Marathon (theme to be determined each year by ACC-NYC); or Compliance Institute) during a plenary session to be attended by all participants at the event. Core Programming events are usually hosted seasonally throughout the year.</p> <p>An exhibitor table for promotional materials will be available for up to two (2) marketing representatives.</p> <p>No more than four (4)</p>

		<p>representatives (exclusive of in-house panelists) may be present at the event (and attendees are not interchangeable).</p>
<p>Signature CLE<sup>+</sup></p>	<p>*</p>	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present one (1) exclusive chapter-wide CLE presentation for up to two-hours (topic to be agreed on with ACC-NYC) with a networking reception prior to or after the CLE presentation.</p> <p>If requested by the Sponsor, ACC-NYC will inform its members (through the ACC-NYC Quarterly Newsletter) that the Sponsor is available to make the same presentation to ACC-NYC member companies at their respective offices.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.</p>
<p>Signature Social<sup>+</sup></p>	<p>*</p>	<p>Sponsor has the option to host or co-host a signature social event. To improve attendance, we recommend the event be held at an outside location.</p> <p>Up to ten (10) Sponsor representatives may attend the sponsored Signature Social.</p> <p>No exhibitor tables are provided. Sponsor may raffle prize(s) and collect business cards for such raffles.</p>

Winter Gala	* (5 tickets)	The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.  Up to five (5) Sponsor representatives may attend the Winter Gala.
<b>Promotional</b>		
Summer Associate Presentation <sup>±</sup>	*	At Sponsor's request, ACC-NYC may provide one (1) presentation to Sponsor's junior lawyers/summer associates targeted at relationships with outside counsel and/or working with in-house counsel.
Newsletter Article	* (limited to 3)	ACC-NYC publishes a substantive e-newsletter, distributed quarterly by e-mail to our Members. The Sponsor Article shall be written (or co-written) by the Sponsor and can be linked to Sponsor's Web page if a link exists. Article deadlines will be assigned based on the quarterly distribution and cannot be rescheduled. If the Sponsor misses the required deadline, the benefit will not be re-assigned.
Linked Articles	* (limited to 3)	ACC-NYC will link to a substantive Sponsor article or news alert (up to three (3) per Sponsor Term) on the Sponsor's Web page via the ACC-NYC home page,
Event Promotion	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.
CLE Presentation Material Access on ACC-NYC Website	*	CLE presentation materials will be posted on the ACC-NYC Web site after the event.

Host ACC-NYC Board of Directors Meeting	*	Opportunity to host one (1) ACC-NYC Board of Directors meeting during the Sponsor Term (Note that based on the Board schedule, there may be fewer meetings than there are Diamond/Platinum/Gold Sponsors. This opportunity is first come, first served) and opportunity to interact with Board prior to commencement of Board meeting.
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◊ Note that a one (1) hour CLE is equivalent to a 50-minute session.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

±Light meal and beverages to be supplied by Sponsor.

Sustaining Sponsorship: Platinum		Description of Benefit
\$27,500		4 Sponsorships Available
<b>Programming and Networking</b>		
In-House Counsel Full Day CLE (Track Session)	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present a one (1) one-hour CLE (topic to be agreed on with ACC-NYC) track session that will run concurrent with one additional session - participants at the event may select between two track options during each available time slot.</p> <p>An exhibitor table for promotional materials will be available for up to two (2) marketing representatives.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may be present at the event (and attendees are not interchangeable).</p>
Core Programming CLE Session (Plenary)	*	Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present a one-hour



		<p>CLE (topic to be agreed on with ACC-NYC) at one (1) ACC-NYC Core Programming event (Ethics Marathon; Special Event Marathon (theme to be determined each year by ACC-NYC); or Compliance Institute) during a plenary session to be attended by all participants at the event. Core Programming events are usually hosted seasonally throughout the year.</p> <p>An exhibitor table for promotional materials will be available for up to two (2) marketing representatives.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may be present at the event (and attendees are not interchangeable).</p>
Signature CLE <sup>+</sup>	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present one (1) exclusive chapter-wide CLE presentation for up to two-hours (topic to be agreed on with ACC-NYC) with a networking reception prior to or after the CLE presentation.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.</p>
Winter Gala	* (4 tickets)	<p>The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.</p> <p>Up to four (4) Sponsor representatives may attend the</p>

		Winter Gala.
<b>Promotional</b>		
<b>Summer Associate Presentation<sup>±</sup></b>	*	At Sponsor's request, ACC-NYC may provide one (1) presentation to Sponsor's junior lawyers/summer associates targeted at relationships with outside counsel and/or working with in-house counsel.
<b>Newsletter Article</b>	* (limited to 2)	ACC-NYC publishes a substantive e-newsletter, distributed quarterly by e-mail to our Members. The Sponsor Article shall be written (or co-written) by the Sponsor and can be linked to Sponsor's Web page if a link exists. Article deadlines will be assigned based on the quarterly distribution and cannot be rescheduled. If the Sponsor misses the required deadline, the benefit will not be re-assigned.
<b>Linked Articles</b>	* (limited to 3)	ACC-NYC will link to a substantive Sponsor article or news alert (up to three (3) per Sponsor Term) on the Sponsor's Web page via the ACC-NYC home page,
<b>Event Promotion</b>	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.
<b>CLE Presentation Material Access on ACC-NYC Website</b>	*	CLE presentation materials will be posted on the ACC-NYC Web site after the event.
<b>Host ACC-NYC Board of Directors Meeting</b>	*	Opportunity to host one (1) ACC-NYC Board of Directors meeting during the Sponsor Term (Note that based on the Board schedule, there may be fewer meetings than there are Diamond/Platinum/Gold Sponsors. This opportunity is first

		come, first served) and opportunity to interact with Board prior to commencement of Board meeting.
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◊ Note that a one (1) hour CLE is equivalent to a 50-minute session.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

±Light meal and beverages to be supplied by Sponsor.

Sustaining Sponsorship: Gold		Description of Benefit
\$21,000	4 Sponsorships Available	
<b>Programming and Networking</b>		
<b>In-House Counsel Full Day CLE (Track Session)</b>	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present a one (1) one-hour CLE (topic to be agreed on with ACC-NYC) track session that will run concurrent with one additional session - participants at the event may select between two track options during each available time slot.</p> <p>An exhibitor table for promotional materials will be available for up to two (2) marketing representatives.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may be present at the event (and attendees are not interchangeable).</p>
<b>Signature CLE<sup>+</sup></b>	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present one (1) exclusive chapter-wide CLE presentation for up to two-hours (topic to be agreed on with ACC-NYC) with a networking reception prior to or after the CLE presentation.</p> <p>No more than four (4) representatives (exclusive of in-</p>

		<p>house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.</p>
Signature Social <sup>+</sup>	*	<p>Sponsor has the option to host or co-host a signature social event. To improve attendance, we recommend the event be held at an outside location.</p> <p>Up to ten (10) Sponsor representatives may attend the sponsored Signature Social.</p> <p>No exhibitor tables are provided. Sponsor may raffle prize(s) and collect business cards for such raffles.</p>
Winter Gala	* (3 tickets)	<p>The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.</p> <p>Up to three (3) Sponsor representatives may attend the Winter Gala.</p>
<b>Promotional</b>		
Newsletter Article	* (limited to 1)	<p>ACC-NYC publishes a substantive e-newsletter, distributed quarterly by e-mail to our Members. The Sponsor Article shall be written (or co-written) by the Sponsor and can be linked to Sponsor's Web page if a link exists. Article deadlines will be assigned based on the quarterly distribution and cannot be rescheduled. If the Sponsor misses the required deadline, the benefit will not be re-assigned.</p>
Linked Articles	* (limited to 1)	<p>ACC-NYC will link to a substantive Sponsor article or news alert (up to one (1) per Sponsor Term) on the Sponsor's Web page via the ACC-</p>

		NYC home page,
Event Promotion	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.
CLE Presentation Material Access on ACC-NYC Website	*	CLE presentation materials will be posted on the ACC-NYC Web site after the event.
Host ACC-NYC Board of Directors Meeting	*	Opportunity to host one (1) ACC-NYC Board of Directors meeting during the Sponsor Term (Note that based on the Board schedule, there may be fewer meetings than there are Diamond/Platinum/Gold Sponsors. This opportunity is first come, first served) and opportunity to interact with Board prior to commencement of Board meeting.

◊ Note that a one (1) hour CLE is equivalent to a 50-minute session.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

Sustaining Sponsorship: Spotlight Practice Group		Description of Benefit
	\$16,000	8 Sponsorships Available
<b>Programming and Networking</b>		
<p>The Spotlight Practice Groups is meant to address the evolving and ongoing needs of the in-house legal community. Thus, we offer Sponsors with certain expertise an opportunity to present programming that is specifically tied to that designated niche. Examples of this may include, intellectual property, litigation, insurance, employment, gaming regulation, healthcare, etc. The Spotlight Practice Group Sponsorship offers flexibility year to on year for its Members and Sponsors. It is within the discretion of ACC-NYC to award up to two (2) Sponsorships in a given Spotlight Practice Group; however, we use reasonable efforts to limit each area of expertise to one (1) Sponsor.</p>		
Signature CLE, Signature Social or a combination <sup>+</sup>	*	Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present either (i) <b>two (2) exclusive chapter-wide CLE presentations, each up to one and half hours</b> , (topic to be agreed on with ACC-NYC) followed by networking; or (ii) hold <b>one (1) Signature CLE presentation up to one and half</b>

		<p><b>hours, (topic to be agreed on with ACC-NYC) and one (1) Signature Social event no longer than two (2) hours in length.</b></p> <p>No more than four (4) representatives (exclusive of in-house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend a CLE event; and up to five (5) additional Sponsor representatives may attend the sponsored Signature Social should Sponsor select option (ii) above.</p>
Winter Gala	<p>*</p> <p>(2 tickets)</p>	<p>The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.</p> <p>Up to two (2) Sponsor representatives may attend the Winter Gala.</p>
<b>Promotional</b>		
Newsletter Article	<p>*</p> <p>(limited to 1)</p>	<p>ACC-NYC publishes a substantive e-newsletter, distributed quarterly by e-mail to our Members. The Sponsor Article shall be written (or co-written) by the Sponsor and can be linked to Sponsor's Web page if a link exists. Article deadlines will be assigned based on the quarterly distribution and cannot be rescheduled. If the Sponsor misses the required deadline, the benefit will not be re-assigned.</p>
Event Promotion	<p>*</p>	<p>Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.</p>
CLE Presentation Material Access on ACC-NYC	<p>*</p>	<p>CLE presentation materials will be posted on the ACC-NYC Web site</p>

Website

after the event.

◊ Note that a one (1) hour CLE is equivalent to a 50-minute session.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

*Inclusion Sponsorship Package Descriptions*

Inclusion Sponsorship: Diversity		Description of Benefit
\$12,000	2 Sponsorships Available	
<b>Programming and Networking</b>		
Signature CLE, Signature Social or a combination (up to 2 hours) <sup>+</sup>	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present one (1) exclusive chapter-wide CLE presentation for up to two-hours (topic to be agreed on with ACC-NYC) or Sponsor has the option to host or co-host a signature social event for ACC-NYC members. The Sponsor may also select to hold a combination Signature CLE/Social event no longer than two (2) hours in length.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.</p>
Winter Gala	* (2 tickets)	<p>The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.</p> <p>Up to two (2) Sponsor representatives may attend the Winter Gala.</p>
<b>Promotional</b>		
Newsletter Article	* (limited to 1)	ACC-NYC publishes a substantive e-newsletter, distributed quarterly by e-mail to our Members. The Sponsor Article shall be written (or co-written) by the Sponsor and can be linked to Sponsor’s Web page if a



		link exists. Article deadlines will be assigned based on the quarterly distribution and cannot be rescheduled. If the Sponsor misses the required deadline, the benefit will not be re-assigned.
Linked Articles on Forum Page	* (limited to 2)	Ad on the ACC-NYC Forum page for the related Inclusion Sponsor, with link to a substantive article or news alert (up to two (2) per sponsorship year) on the Sponsor's Web site.
Event Promotion	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.
CLE Presentation Material Access on ACC-NYC Website	*	CLE presentation materials will be posted on the ACC-NYC Web site after the event.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

Inclusion Sponsorship: Women's		Description of Benefit
\$12,000		4 Sponsorships Available
<b>Programming and Networking</b>		
Signature CLE, Signature Social or a combination (up to 2 hours) <sup>+</sup>	*	Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present one (1) exclusive chapter-wide CLE presentation for up to two-hours (topic to be agreed on with ACC-NYC) or Sponsor has the option to host or co-host a signature social event for ACC-NYC members. The Sponsor may also select to hold a combination Signature CLE/Social event no longer than two (2) hours in length.  No more than four (4) representatives (exclusive of in-

		house panelists) may present.  Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.
Winter Gala	*  (2 tickets)	The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.  Up to two (2) Sponsor representatives may attend the Winter Gala.
<b>Promotional</b>		
Newsletter Article	*  (limited to 1)	ACC-NYC publishes a substantive e-newsletter, distributed quarterly by e-mail to our Members. The Sponsor Article shall be written (or co-written) by the Sponsor and can be linked to Sponsor's Web page if a link exists. Article deadlines will be assigned based on the quarterly distribution and cannot be rescheduled. If the Sponsor misses the required deadline, the benefit will not be re-assigned.
Linked Articles on Forum Page	*  (limited to 1)	Ad on the ACC-NYC Forum page for the related Inclusion Sponsor, with link to a substantive article or news alert (up to one (1) per sponsorship year) on the Sponsor's Web site.
Event Promotion	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.
CLE Presentation Material Access on ACC-NYC Website	*	CLE presentation materials will be posted on the ACC-NYC Web site after the event.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

Inclusion Sponsorship: All Abilities		Description of Benefit
\$4,000	1 Sponsorships Available	
<b>Programming and Networking</b>		
Signature CLE, Signature Social or a combination (up to 2 hours) <sup>+</sup>	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present one (1) exclusive chapter-wide CLE presentation for up to two-hours (topic to be agreed on with ACC-NYC) or Sponsor has the option to host or co-host a signature social event for ACC-NYC members. The Sponsor may also select to hold a combination Signature CLE/Social event no longer than two (2) hours in length.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.</p>
Winter Gala	* (2 tickets)	<p>The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.</p> <p>Up to two (2) Sponsor representatives may attend the Winter Gala.</p>
<b>Promotional</b>		
Linked Articles on Forum Page	* (limited to 1)	Ad on the ACC-NYC Forum page for the related Inclusion Sponsor, with link to a substantive article or news alert (up to one (1) per sponsorship year) on the Sponsor's Web site.
Event Promotion	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.

CLE Presentation Material Access on ACC-NYC Website

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CLE presentation materials will be posted on the ACC-NYC Web site after the event.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

**Professional Growth Sponsorship Descriptions**

Note that the Professional Growth Sponsorship opportunities are *only available to firms that specialize in attorney staffing, career counseling, and professional development skills and/or attorney search/placement.*

The Professional Growth Sponsorship focuses on:

1. Career development/management programming that can enhance the career path of every in-house counsel
2. Networking opportunities that connect in-house counsel already in transition or otherwise looking to make a move with existing job openings and/or recruitment firms and consultants.

Professional Growth Sponsors should provide programming/thought leadership forum that focuses on topics such as, but not limited to, attorney work-life balance (intersection of career and personal life), general career topics, special gatherings for new to in-house, career advancement strategies and growth objectives, personal branding and coaching, mentoring, public speaking and negotiating, as well as sessions to help both active and passive job seekers find their next in-house opportunity!

Regional Professional Growth Sponsorship		Description of Benefit
\$4,000		2 Sponsorships Available
<b>Programming and Networking</b>		
<b>Thought Leadership Program/Forum (up to 2 hours)<sup>+</sup></b>	*	<p>Two or three representatives from your firm, and one (or more) in-house counsel of your choosing, may present one (1) exclusive chapter-wide thought leadership forum/program for up to two-hours (topic to be agreed on with ACC-NYC).</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.</p>
<b>Winter Gala</b>	* (2 tickets)	<p>The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.</p> <p>Up to two (2) Sponsor representatives may attend the Winter Gala.</p>

Promotional		
Newsletter Article	* (limited to 1)	ACC-NYC publishes a substantive e-newsletter, distributed quarterly by e-mail to our Members. The Sponsor Article shall be written (or co-written) by the Sponsor and can be linked to Sponsor's Web page if a link exists. Article deadlines will be assigned based on the quarterly distribution and cannot be rescheduled. If the Sponsor misses the required deadline, the benefit will not be re-assigned.
Linked Articles on Forum Page	* (limited to 1)	Ad on the ACC-NYC Forum page for the related Inclusion Sponsor, with link to a substantive article or news alert (up to one (1) per sponsorship year) on the Sponsor's Web site.
Event Promotion	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor's event.
CLE Presentation Material Access on ACC-NYC Website	*	CLE presentation materials will be posted on the ACC-NYC Web site after the event.

+ Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

***Regional Sponsorship Descriptions***

The Regional Sponsorships focus on providing best-in-class programming to meet continuing legal education requirements and networking opportunities to our Long Island colleagues. Regional Sponsors will work directly with the Chapter’s Long Island Region chair(s) to maximize the value of the sponsorship (for both the Sponsor and members in the Region).

Regional Sponsorship: Long Island		Description of Benefit
<b>\$6,000</b>		<b>1 Sponsorship Available</b>
<b>Programming and Networking</b>		
<b>Signature CLE, Signature Social or a combination (up to 2 hours)<sup>+</sup></b>	*	<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present one (1) exclusive chapter-wide CLE presentation for up to two-hours (topic to be agreed on with ACC-NYC) or Sponsor has the option to host or co-host a signature social event for ACC-NYC members. The Sponsor may also select to hold a combination Signature CLE/Social event no longer than two (2) hours in length.</p> <p>No more than four (4) representatives (exclusive of in-house panelists) may present.</p> <p>Up to five (5) Sponsor representatives or Sponsor clients, in addition to presenter(s), may attend sponsored CLE event.</p>
<b>Winter Gala</b>	* (2 tickets)	<p>The Winter Gala is a premiere networking event and celebrates the membership and sponsor contributions throughout the year.</p> <p>Up to two (2) Sponsor representatives may attend the Winter Gala.</p>
<b>Promotional</b>		
<b>Event Promotion</b>	*	Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor’s event.
<b>CLE Presentation Material Access on ACC-NYC Website</b>	*	CLE presentation materials will be posted on the ACC-NYC Web site after the event.

<sup>+</sup> Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.

### *Supporter Sponsorship Descriptions*

Supporter Sponsorship: Collaborative Partnership	Description of Benefit
\$5,000	5 Sponsorships Available

The Supporter Sponsorships provide a third-party organizations with an opportunity to collaboratively partner and promote its programs, conferences, and other events of interest to in-house attorneys that are held in the New York City area. For purposes of this Sponsorship, the Chapter may, upon mutual agreement, publicize the third party program or event through a link on the Chapter website, communication to the Chapter membership via email, promotional material or its quarterly newsletter, or agree to work collaboratively with the Sponsor in connection with the event (“Collaborative Partnership”).

The ACC-NYC Executive Director and VP, Sponsorship along with the President and/or President-Elect will consider each request for Collaborative Partnership based on the Sponsor Selection Criteria set forth on page 3. In addition, any Collaborative Partnership will be evaluated based on the following factors:

1. whether the Collaborative Partnership competes with a currently scheduled or anticipated Chapter program (which may be based on content, time or proximity);
2. uniqueness of the program topic and potential value to a significant segment of the membership (e.g., special focus on corporate counsel issues);
3. financial benefit to ACC-NYC (e.g., sponsorship fees) or its members (discounted registration fee), as well as potential financial risk;
4. participation by Chapter members as faculty or program organizers;
5. target audience (e.g. members of the bar, in-house attorneys, paralegals, non-legal managers, law firms);
6. obligations imposed on ACC-NYC such as promotion, finding faculty, program registration and administration, site and hotel identification and contract negotiation and potential impact on ACC New York City resources, including finances and staff time;
7. nature of the third-party organization (profit or non-profit), its reputation and the extent to which ACC-NYC benefits through association with such third-party;
8. ongoing relationship between ACC-NYC and the third-party organization and whether the relationship will be enhanced by such co-sponsorship; and
9. whether or not the program or the sponsoring third-party organization might pose a conflict of interest with an existing or pending ACC-NYC Sponsor.

The Collaborative Partnership is designed to promote and provide joint and mutual benefit for the third party organization and ACC-NYC and its members. The Collaborative Partnership Sponsor agrees to include the ACC-NYC name and logo on all email communications, hard copy invitations (if applicable) and featured signage at the applicable program or event along with recognition at the event. ACC-NYC will also have the opportunity to distribute marketing materials during the applicable program or event and/or utilize an exhibitor space.

Collaborative Partnership approvals will be given on a case-by-case basis, and will not create an obligation on the part of ACC-NYC to support or partner on future programs. The nature of this Sponsorship does not give the Sponsor or any other person or entity the right to use the name of the Chapter or the Association of Corporate Counsel (“ACC”) in any program materials, publicity, or advertising unless that right is explicitly granted in an agreement signed by an authorized officer of the Chapter, and as noted above. Approval will not be given if the program is designed to trade upon the Chapter’s name and the associated good will in a way that would confuse others and be detrimental to ACC-NYC. Collaborative Partnership Sponsors will also be required to complete the form set forth in Appendix 2 with respect to its approved programs, conferences, or other events approved.



***A La Carte Sponsorship Descriptions***

Non-package (a la carte) sponsorships are also available and provide sponsors the opportunity to make a limited commitment to familiarize with the Chapter to add-on to the Sustaining, Inclusion, or other Sponsorship Packages. As part of an A La Carte Sponsorship, Sponsors are permitted to post signage, distribute promotional materials, and offer brief remarks during the Program.

<b>A La Carte Sponsorship: Signature Social</b>		<b>Description of Benefit</b>
\$5,000		2 Sponsorships Available
<b>Programming and Networking</b>		
<b>Signature Social<sup>+</sup></b>		<p>Sponsor has the option to host or co-host a signature social event for ACC-NYC members.</p> <p>Up to ten (10) Sponsor representatives may attend the sponsored Signature Social.</p> <p>No exhibitor tables are provided, but a raffle prize is permitted (the Sponsor may collect business cards for such raffles).</p> <p>To improve attendance, ACC-NYC recommends the event be held at an outside location.</p>
<b>Promotional</b>		
<b>Event Promotion</b>		Logo inclusion on all communications and the ACC-NYC Web site regarding Sponsor’s event.
<b>A La Carte Sponsorship: Core CLE</b>		<b>Description of Benefit</b>
\$8,000		3 Sponsorships Available
<b>Programming and Networking</b>		
<b>Core Programming CLE Session (Plenary)</b>		<p>Two or three representatives from your company or law firm, and one in-house counsel of your choosing, may present a one-hour CLE (topic to be agreed on with ACC-NYC) at one (1) ACC-NYC Core Programming event (Ethics Marathon; Special Event Marathon (theme to be determined each year by ACC-NYC); or Compliance Institute) during a plenary session to be attended by all participants at the event. Core Programming events are usually hosted seasonally throughout the year.</p> <p>An exhibitor table for promotional materials will be available for up to two (2) marketing</p>

	representatives.  No more than four (4) representatives (exclusive of in-house panelists) may be present at the event (and attendees are not interchangeable).
<b>Promotional</b>	
<b>CLE Presentation Material Access on ACC-NYC Website</b>	CLE presentation materials will be posted on the ACC-NYC Web site after the event.

<sup>+</sup> Venue, food, beverage, ticket, parking and other costs, as applicable, to be provided and/or paid by Sponsor.  
<sup>°</sup> Note that a one (1) hour CLE is equivalent to a 50-minute session.

*Please note that Signature Social events may be held based on calendar availability. Please submit your ideas for unique venues and/or activities for your social networking event along with your application. Past examples include sporting events, wine tastings, exclusive museum access and tours, Shakespeare in the Park, Top of the Rock and other cultural or performing arts opportunities. Preference will be given to Sponsors with unique/unusual/interesting ideas.*

## Appendix 1: General Sponsorship Guidelines

The ACC-NYC Board of Directors have developed the below Sponsorship Guidelines in an effort to create consistency and to provide rules and procedures in connection with a successful Sponsorship Program.

### Part I: General Guidelines

1. ACC-NYC selects a diverse group of Sponsors for its events to offer a variety of information, services, products and expertise to its members.
2. ACC-NYC works collaboratively with its Sponsors (and expects its Sponsors to follow the below general processes):
  - Sponsors may list preferences for Program dates. However, Program dates are awarded on a first-come, first served basis and are finalized by the Chapter's Executive Director. Once selected for a Sponsorship, a Sponsor may not hold more than two (2) Program dates at any given time. Program dates will be held for a period of two (2) weeks at which time if the Sponsor has not selected or confirmed such dates, they will be released to other Sponsors.
  - ACC-NYC works collaboratively with its Sponsors. All CLE topics will be reviewed and approved by an ACC-NYC Board volunteer or the Programming Committee for subject, content and expertise demonstrated to ensure it is relevant and of interest to our members.
  - Each CLE must include in-house counsel as a panelist, moderator or speaker for a substantial portion of the CLE. Exceptions will be made only in highly unusual circumstances and must be pre-approved by the Programming Committee. In the event the Sponsor wishes to engage a paid or out-of-state speaker for a Program, all speaker fees and/or speaker-related expenses are the responsibility of the Sponsor. If, after a CLE is scheduled, a speaker or in-house participant is unable to participate, Sponsor is responsible for substituting another qualified individual with similar experience and skill.
  - All event topics, themes, and details should be made available to ACC-NYC as soon as reasonably practical, but in no event less than thirty (30) days prior to the Program date so that the event can be advertised to the membership and to enable the Chapter to obtain CLE certification. The Chapter does not guarantee a minimum level of attendance at any program. The longer an event is promoted to our membership with event details, the more likely the event attendance will meet your reasonable expectations.
  - Sponsors must submit written materials and/or PowerPoint presentations for all CLE programs at least three (3) weeks prior to the Program date for review and approval by and ACC-NYC Board volunteer, the Practice Group Chair and/or Co-Chair, and the Programming Committee. All written material must include the Chapter's logo anywhere the firm logo is used (in as prominent a manner) and must be submitted for approval by the ACC-NYC Executive Director.
  - Sponsors must make written materials available at the CLE. Materials will later be posted on the ACC-NYC website for download by members. Sponsors may not require attendee contact information in order for materials to be provided.
  - All venue and food costs are paid by the Sponsor (with the exception of Core Programs). Subject to ACC-NYC agreement, Sponsors may choose to host CLE programs at their offices, provided that they possess adequate space, room set-up, catering, audio/visual technology support and other requirements. However, ACC-NYC recommends that Sponsors investigate the use of outside venues for certain events. Past Sponsorship seasons have proven that unique and creative venues attract member attendance.

- ACC-NYC will handle the promotion, CLE certification application and attendance certificates (if applicable and as set forth below in Part II), invitation, registration, and check-in for all events, except as otherwise noted in this Sponsorship Program, or agreed with the Sponsor.
- Sponsors are welcome to invite in-house clients who are not members of ACC-NYC to ACC-NYC Programs hosted by the Sponsor. The Sponsor may forward the Chapter invitation directly to clients. All RSVPs for Sponsor guests should be sent directly to the Chapter (either from the individual or the Sponsor). Sponsor guests may pay the non-member fee by registering online, or ACC-NYC can invoice the firm for the cost of attendance.
- Sponsors will be provided with an attendance list for their sponsored events (**name, title and company name only**). Please note that we are unable to provide specific member contact information.
- ACC-NYC will consider co-sponsorship or partnering opportunities with other associations, organizations or groups, subject to ninety (90) days prior written notice to and the express written approval of the ACC-NYC Board and Programming Committee.
- Sponsorship fees and admission fees are used by the Chapter to subsidize the cost of a broad variety of Chapter programs throughout the programming year. All Chapter financial activity is subject to and part of an annual accounting audit process. Our Chapter is a non-profit § 501(c)(6) trade association and all Sponsor fees paid through this Sponsorship Program are allocated to program and Chapter expenses as well as to fund our chapter treasury reserves.
- Sponsor benefits are only valid during the Sponsorship Program year and are non-transferable. If a Sponsor does not take advantage of an available Sponsor benefit, the Sponsor forfeits such benefit.
- ACC-NYC reserves the right to cancel, change or modify all aspects of Programming, including topic, venue, time, etc. or for reasons related to weather or other exigent circumstances. Additionally, based on the popularity of some events, the Chapter reserves the right to limit attendance (close registration) or, alternatively, to give the Sponsor the option to cover the increased costs of the additional attendance.

## Part II: Continuing Legal Education (CLE) and Program Content Guidelines

1. ACC-NYC is an approved CLE provider for the State of New York and will handle the processing of all CLE applications as part of the organizing the Sponsors CLE program. The Sponsor must comply with the State of New York CLE guidelines, available at: <https://www.nycourts.gov/attorneys/cle/regulationsandguidelines.pdf>.
2. CLE programs shall be free to Chapter members (unless specifically noted); all other attendees **must** be in-house counsel and will be charged an admission fee for all Chapter CLE programming (unless a specific membership promotion grants them free admission or as otherwise specified as part of a Sponsorship Package).
3. Occasionally, CLE topics may have already been planned by the Chapter or committed to other Sponsors; therefore, a specific topic may not be available for presentation by the Sponsor. Preference for certain topics may be reserved for Practice Groups that have a subject matter expertise and have been previously selected for a CLE by Spotlight Practice Group Sponsors.
4. All CLE topics will be reviewed for the subject, content, expertise, and relevance to in-house counsel. The Chapter will favorably consider a sponsor's proposed panel or speaker, topics, and methods of presentation that demonstrate not only substantive qualifications, but also the sponsor's commitment to diversity and the inclusion of in-house clients/speakers on any panel and presentation.
5. ACC-NYC recommends the following Program Content restrictions:

- a. Create an engaging and unique title and description for your event to attract more attendees!
  - b. Provide event details 6-8 weeks prior to the Program date (title, description, speakers, location, time, etc.) to allow for maximum promotion to our members.
  - c. Don't try and cover too much ground – carefully choose learning points, topics, theories, and practical tips and tricks to demonstrate your expertise to our members taking into consideration the audience (in-house counsel).
  - d. **Sponsors are strongly encouraged to provide forms, agreements, checklists, and other practical guidance and resources in connection with their CLE program.** By submitting a Sponsorship Application, a Sponsor agrees to this sharing, use and distribution requirement. Our members find programs that offer sample forms, concise action plans, and practical guidance the most valuable.
  - e. Avoid too much PowerPoint – the PPT should be a tool to aid and supplement your CLE not the foundation. An effective one hour CLE should have no more than 20 PPT slides. The font on those slides should be at least 24. Experts suggest no more than 6 bullet points per slide and no more than 6 words per bullet. The Chapter also encourages alternate visual media formats. And, “interactive” programs are well received.
  - f. **Sponsors are expected to prepare and provide all attendees with useful, informative, and practical written educational materials on the topic** (which should at a minimum include a legible handout of any presentation slides). While some written materials are required at CLE programs, the ACC-NYC is committed to ‘going green’ and also welcomes materials made available of thumb drives or other removable, electronic media. All final versions of presentations should be submitted to the Assistant Executive Director (Roz Essex-Cope, [AEDNYC@accglobal.com](mailto:AEDNYC@accglobal.com)) for inclusion on our website.
6. ACC-NYC reserves the right to not accept program content, speakers or presenters at its sole discretion.

### Part III: Marketing and Publicity

1. ACC-NYC will actively advertise and seek publicity for all Chapter events, at its expense, and share such marketing material with the Sponsor. If the Sponsor creates its own promotional materials (i.e. to send to Sponsor clients and to post on Sponsor's website), any such promotional materials must be submitted to the Executive Director for approval prior to distribution.
2. The Sponsor's name and logo will appear along with the Chapter name and logo in promotional material and advertisements for the program(s) that it is being sponsored (of the same size and appearance). Sponsors should email their logo to the Executive Director for review and approval, within thirty (30) days of acceptance by the Chapter of the sponsorship (.jpg or .eps format is preferred). Note that certain size limitations apply. The size of sponsor logos is limited to 120 pixels width by 240 pixels height. The acceptable file types are gif, png, or jpeg. There is no required resolution, but 300 dpi is preferred.
3. The ACC-NYC Executive Director will coordinate all mailings to its members. You will not be given the list of Chapter members to send out your own mailing to our group. This is a strict requirement placed upon the Chapter by the Association of Corporate Counsel Headquarters.
4. Sponsors may obtain event attendee contact information by having a fish bowl style business card drawing for a door prize or upon in-person individual request at the event. If engaged in discussions with event attendee(s).

#### Part IV: Rules of Conduct

1. All Chapter programs and events follow ACC and ACC-NYC Chapter Rules of Conduct, which *strictly prohibit* the following activities:
  - a. The targeting of any individual member(s) for solicitation of services and/or products.
  - b. Attendance of firm or company marketing personnel at events for the express purpose of solicitation of members. Marketing personnel may be present to operate the sponsor display/exhibit table.
2. Sponsorship of ACC-NYC Chapter events by outside counsel and vendors is not intended to and will not result in a member's organization (or its in-house attorney) being obligated to purchase the services or products of any Sponsor.
3. Attendance at ACC-NYC events is limited to ACC-NYC members and their guests, Sponsors and their guests, speakers and panelists on Sponsor programs (whether or not a member of ACC-NYC) and prospective ACC-NYC members.
4. The Chapter reserves the right to refuse any Sponsor, as well as the right to restrict or remove any presentation or exhibit that, in the opinion of the Chapter, detracts from the general character or content of the program. This reservation applies to displays, printed matter, promotional materials, noise, inappropriate personal conduct, and method of operation. In the event of such restrictions, the Chapter will not be liable for any refunds or other program expenses.
5. Failure to comply with this Appendix may lead to the following:
  - a. Warning to the Sponsor (verbal and/or written);
  - b. Removal of Sponsor from an event; and/or
  - c. Termination of the Sponsorship and forfeiture of all Sponsorship Fees paid to ACC-NYC.

#### Part V: Disclaimers

**IN NO EVENT WILL THE NEW YORK CITY CHAPTER OF THE ASSOCIATION OF CORPORATE COUNSEL, THE ASSOCIATION OF CORPORATE COUNSEL, OR THEIR AFFILIATES OR THEIR DIRECTORS, OFFICERS, EMPLOYEES OR REPRESENTATIVES BE LIABLE FOR ANY LOSS OR DAMAGE, WHETHER DIRECT, CONSEQUENTIAL, INDIRECT, SPECIAL OR OTHERWISE, ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ITS SUBJECT MATTER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST INVESTMENT, BUSINESS INTERRUPTION, OR GOODWILL, EVEN IF EXPRESSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS AGREEMENT IS GOVERNED BY NEW YORK LAW WITHOUT REGARD TO ITS CHOICE OF LAW RULES. THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE AMENDED EXCEPT THROUGH AN EXPRESS WRITTEN AGREEMENT SIGNED BY BOTH OF THE PARTIES.**

**YOUR REGISTRATION AND ATTENDANCE AT ACC-NYC EVENTS INDICATE YOUR CONSENT TO BE FILMED AND/OR PHOTOGRAPHED AND TO THE USE OF YOUR IMAGE, SPONSOR LOGO, AND VENUE/LOCATION WITHOUT PAYMENT OF ANY KIND, FOR USE IN PROGRAM(S) AND FOR OTHER PROMOTIONAL/EDITORIAL ACTIVITIES OF THE ASSOCIATION OF CORPORATE COUNSEL - NEW YORK CITY CHAPTER (ACC-NYC) FOR FUTURE USE ON OUR WEBSITE AND IN ANY AND ALL MEDIA, NOW KNOWN OR HEREAFTER CREATED.**

## Appendix 2: Collaborative Partnership Form



Dear \_\_\_\_\_:

The **Association of Corporate Counsel – New York City Chapter** is proud to discuss a Collaborative Partnership Sponsorship with \_\_\_\_\_ for 2018. The term of an annual Sponsorship under the 2018 Sponsorship Program runs January 1, 2018 through December 31, 2018 (“Sponsor Term”) and any program or event must be held during that time.

In an effort to easily and regularly communicate with you during the Sponsor Term, please provide the information below for the requested contact(s):

	Primary Contact	Secondary Contact
<b>Name</b>		
<b>Email</b>		
<b>Address</b>		
<b>City, State, Zip</b>		
<b>Phone</b>		
<b>Fax</b>		

In addition, please provide **responses below** for evaluation by the VP, Sponsorship and the Chapter Programming Sub-Committee.

<b>1.</b>	<b>Name of Organization</b>	
<b>2.</b>	Website	
<b>3.</b>	Non-Profit or For-Profit	
<b>4.</b>	Name of Proposed Program	
<b>5.</b>	Description of Proposed Program	
<b>6.</b>	Date and Time of Proposed Program	
<b>7.</b>	Location of Proposed Program	
<b>8.</b>	Audience of Proposed Program	
<b>9.</b>	Registration Fee (if any)	
<b>10.</b>	Discount available to ACC-NYC Members (if any)	
<b>11.</b>	Continuing Legal Education Credits available to ACC-NYC Members (if any). Please specify number and type of credits.	
<b>12.</b>	Participating ACC-NYC Members (if any) or other in-house counsel faculty/organizers	
<b>13.</b>	Any other sponsor/partner organizations	
<b>14.</b>	Speakers	
<b>15.</b>	Expectation of ACC-NYC (if any)	
<b>16.</b>	Copy of promotional literature, or link	
<b>17.</b>	Other pertinent information for evaluation	

Collaborative Partnership approvals will be given on a case-by-case basis, and will not create an obligation on the part of ACC-NYC to support or partner on future programs. The nature of this Sponsorship does not give the Sponsor

or any other person or entity the right to use the name of the Chapter or the Association of Corporate Counsel (“ACC”) in any program materials, publicity, or advertising unless that right is explicitly granted in an agreement signed by an authorized officer of the Chapter, and as noted above.

**Please submit this Form to the ACC-NYC Executive Director (Amy Adams, [ednyc@accglobal.com](mailto:ednyc@accglobal.com)) within ten (10) days for evaluation by the Chapter.** As a reminder, if awarded the Collaborative Partnership, payment in full must be received within **thirty (30) days of invoice**, whichever occurs later, unless other payment arrangements have been approved. In the event that Sponsorship Fees are not timely received, ACC-NYC may elect to cancel the Sponsorship and Sponsor forfeits all benefits of the Sponsorship. The Sponsorship may be reassigned to another Sponsor. All Sponsorship Fees are non-refundable.

On behalf of the Officers and Board of Directors, we look forward to working with you in the upcoming programming year and we thank you in advance for supporting our endeavors.

Sincerely,

Ashley Miller  
VP, Sponsorships and President - Elect

Simon Kyriakides  
President