



**NSBE**  
NATIONAL SOCIETY OF BLACK ENGINEERS



**TAMPA, FL**

**2019-20**  
**FRC PARTNERSHIP GUIDE**  
**REGION III**



# TABLE OF CONTENTS

About Region III	2
Collegiate Chapters	3
Letter from the Region III Finance Chair	4
Fall Regional Conference	5
Conference Partnership Opportunities	6
Conference Event Sponsorships	8
Academic Excellence	9
Pre-Collegiate Initiative (PCI) Programming	10
All Grade Levels	10
Grades 9 through 12	11
Grades 8 and under	12
Powerhouse Outreach Opportunities	13
FAQ/Troubleshooting/Cancellation Policy	14
Commitment Form	15

## ABOUT REGION III

Region III of the National Society of Black Engineers comprises all NSBE members and chapters in Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee and the Caribbean islands. Region III is known as the “Powerhouse Region,” because of the exceptional leadership, academic and technical capabilities continually exhibited by our collegiate and professional members. The Powerhouse Region demonstrates its dedication to NSBE’s mission by utilizing our leadership talents and professional experience to enhance the abilities of members in technical fields. With more than 35 collegiate chapters, 17 professional chapters and over 30 NSBE Jr. Chapters, the Powerhouse Region possesses the enthusiasm to successfully bring NSBE’s mission to life.

Over the last year, both our membership numbers and our average GPA have increased. The “Powerhouse Region” knows that growth is an important factor in achieving success. We provide our members with the tools and opportunities to grow personally, academically and professionally within STEM environments. Through participating in study halls, workshops on soft skills and events to enhance leadership skills, members across Region III strive to make an impact on their campuses.

We, as well as our partners, enjoy giving back to our community. NSBE Region III and our partners seek to provide valuable experiences to those we interact with in our communities. Our commitment to STEM and our communities is evident through our PCI programming with STEM camps, our community outreach programs and many more events across the region. The “Powerhouse Region” uses its power to be proactive members to enhance our communities.



# COLLEGIATE CHAPTERS

## GEORGIA

Atlanta University Center  
Fort Valley State University  
Georgia Institute of Technology  
Georgia Southern University  
Kennesaw State University  
Mercer University  
Savannah State University  
University of Georgia

## TENNESSEE

Christian Brothers University  
Tennessee State University  
Tennessee Technological University  
University of Memphis  
University of Tennessee–Chattanooga  
University of Tennessee–Knoxville  
Vanderbilt University

## ALABAMA

Alabama A&M University  
Auburn University  
Oakwood University  
Tuskegee University  
The University of Alabama–Birmingham  
The University of Alabama–Huntsville  
The University of Alabama–Tuscaloosa  
University of South Alabama

## FLORIDA

Embry Riddle Aeronautical University  
Florida A&M University/Florida State University  
Florida Atlantic University  
Florida Gulf Coast University  
Florida Institute of Technology  
Florida International University  
Florida Polytechnic University  
University of Central Florida  
University of Florida  
University of Miami  
University of North Florida  
University of South Florida  
Valencia College

## KENTUCKY

University of Kentucky  
University of Louisville

## MISSISSIPPI

Jackson State University  
Mississippi State University  
Mississippi Valley State University  
University of Mississippi

## CARIBBEAN ISLANDS

College of The Bahamas  
University of Technology–Jamaica  
University of the Virgin Islands



# LETTER FROM THE REGIONAL TREASURER

Dear Future Partner,

My name is Chayanne Burey, and I am the 2019–2020 Region III Treasurer for the National Society of Black Engineers (NSBE). On behalf of Region III, NSBE’s “Powerhouse Region”, I am delighted to provide you with an opportunity to collaborate with us for the 2019–2020 fiscal year.

Since its beginnings at Purdue University in 1975, NSBE has grown to become one of the largest student-governed organizations based in the United States. Our organization comprises more than 17,000 members and more than 500 chapters, within the United States and abroad. Utilizing strategic planning, creative programming and continued support from partners such as you, we are moving toward our goal: to lead the U.S. to graduate 10,000 Black Engineers annually, with bachelor’s degrees, by 2025.



NSBE initiatives and programs target students as early as elementary school with engagement in STEM activities through our Pre-Collegiate Initiative (PCI) Program. This commitment to exposing young students to the benefits and possibilities of STEM continue through high school with NSBE Jr. chapters. Our collegiate chapters strengthen the pipeline to engineering careers by providing innovative programs that lay a foundation for academic and professional success and make a positive impact on the students’ communities. We work to increase the impact on our members by employing NSBE Professionals as mentors, resources and role models for college students. Our NSBE Professionals members receive training to develop themselves as leaders within their workplaces and in their fields.

At the Fall Regional Conference of the “Powerhouse Region,” you will experience the impact of NSBE in an intimate setting with our most driven members: our chapter leaders. The “Powerhouse Region” is known for our large membership numbers and for producing many national leaders of NSBE. Joining us as a partner welcomes you to the “Powerhouse Family” of corporate, government and nonprofit partners. With the support of our partners, we aim to attract even more members to our organization and provide them with ample opportunities to achieve success. Being a part of the “Powerhouse Family” affords you opportunities to recruit some of the nation’s most innovative and talented individuals into your organization to promote your growth and success.

I appreciate your consideration of a partnership with us. Please feel free to reach out to me as your main point of contact. I am excited to speak with you about our available opportunities and how Region III can support your organization. I look forward to working with you!

Sincerely,

**Chayanne Burey**

2019–2020 Region III Treasurer | NSBE

Email: [r3treasurer@nsbe.org](mailto:r3treasurer@nsbe.org) | Mobile: 646.549.8923

# FALL REGIONAL CONFERENCE

## FALL REGIONAL CONFERENCE

Tampa, FL | Grand Hyatt Tampa Bay

Nov. 15-17, 2019

The premier event for each region is the Fall Regional Conference (FRC). This conference is held annually to enable corporate, government and nonprofit partners to interact with NSBE collegiate, pre-collegiate and professional members, as well as to enhance personal and professional development among NSBE members. At this event, our partners also have the opportunity to recruit our members through our Career Fair. The 2019 NSBE Region III Fall Regional Conference will take place in Tampa, FL., November 15 - 17, at The Grand Hyatt Tampa Bay. Logistical details such as hotel, flight and shipping information will be sent in the confirmation packet upon confirmation of attendance.

This year's theme for the Fall Regional Conference is: Engineering the Revolution. Through outreach programs, engagement with local businesses, and connecting our members with the community of Tampa, Region III is bringing the power to Florida as we encourage the membership to explore the city. The "Powerhouse Region" is working to engineer better students with workshops to enhance their skills. Technical skills, leadership skills, and additional professional skills are all going to be emphasized during the conference and pre-conference activities. Members of Region III are always working hard. We do our best to elevate them and their accomplishments continuously throughout the year. At FRC, their different accomplishments will be highlighted during special events and receptions. The "Powerhouse Region" has a Fall Regional Conference that embodies the NSBE mission, encourages exploration, develops our engineers, and elevates our members.



# CONFERENCE PARTNERSHIP OPPORTUNITIES



## DIAMOND PARTNER \\ \$20,000 \\ LIMITED TO ONE (1) SPONSOR

- Twelve (12) Corporate Conference Registrations
- Two (2) exhibitor tables at the FRC College & Career Fair
- Eight (8) tickets to Graduating Seniors Reception
- Two (2) on-site interview booths
- Opportunity to conduct two (2) FRC Collegiate Workshops (topic subject to approval)\*
- Opportunity to host a Hospitality Suite at no charge (Does not include food beverage and A/V)
- Naming rights to either Opening, General or Closing Sessions (pending availability)
- Access to membership at the APEX Networking Event
- Reserved table at the FRC Closing Reception
- Advertisement in the NSBEGuide conference mobile app
- Logo and web link on the NSBE Region website until April 30, 2020
- Three (3) personalized postings from the NSBE Region social media outlets (Instagram and Twitter)
- Three (3) months of complimentary access to the NSBE Career Center resume Database
- Two (2) complimentary job postings on the NSBE Career Center
- Access to the 2019-2020 Region Executive Board Resume Book



## PLATINUM PARTNER \\ \$15,000 \\ LIMITED TO TWO (2) SPONSORS

- Eight (8) Corporate Conference Registrations
- Two (2) exhibitor tables at the FRC College & Career Fair
- Six (6) tickets to Graduating Seniors Reception
- Two (2) on-site interview booths
- Opportunity to conduct one (1) FRC Collegiate Workshop (topic subject to approval)\*
- Reserved table at the FRC Closing Reception
- Advertisement in the NSBEGuide conference mobile app
- Logo and web link on the NSBE Region website until April 30, 2020
- Two (2) personalized postings from the NSBE Region social media outlets (Instagram and Twitter)
- Three (3) months of complimentary access to the NSBE Career Center resume Database
- Two (2) complimentary job postings on the NSBE Career Center
- Access to the 2019-2020 Region Executive Board Resume Book

\*Substitutions of events are available at this level. Contact R3 Treasurer at [r3treasurer@nsbe.org](mailto:r3treasurer@nsbe.org)



## GOLD PARTNER \\ \$6,500

- Six (6) Corporate Conference Registrations
- One (1) exhibitor table at the FRC College & Career Fair
- One (1) on-site interview booths
- Recognition in the NSBEGuide conference mobile app
- Logo and web link on the NSBE Region website until April 30, 2020
- Three (3) months of complimentary access to the NSBE Career Center resume Database
- Two (2) complimentary job postings on the NSBE Career Center
- Access to the 2019-2020 Region Executive Board Resume Book

# CONFERENCE PARTNERSHIP OPPORTUNITIES



## SILVER PARTNER \\ \$5,000

- Four (4) Corporate Conference Registrations
- One (1) exhibitor table at the FRC College & Career Fair
- Recognition in the NSBEGuide conference mobile app
- Recognition NSBE Region website until April 30, 2020
- Three (3) months of complimentary access to the NSBE Career Center resume Database
- Two (2) complimentary job postings on the NSBE Career Center
- Access to the 2019-2020 Region Executive Board Resume Book



## BRONZE PARTNER \\ \$4,000

- Three (3) Corporate Conference Registrations
- One (1) exhibitor table at the FRC College & Career Fair
- Recognition in the NSBEGuide conference mobile app
- Recognition NSBE Region website until April 30, 2020
- One (1) month of complimentary access to the NSBE Career Center resume Database
- One (1) complimentary job postings on the NSBE Career Center



## NONPROFIT PARTNER \\ \$1,000

\*Non-profit partner refers to an organization that is tax-exempt under Internal Revenue Code Section 501(c)(3) as public charities because they are formed to provide public benefit. Non-profit partner also refers Federal Organizations.

- Two (2) Corporate Conference Registrations
- One (1) exhibitor table at the FRC College & Career Fair
- Recognition in the NSBEGuide conference mobile app
- Recognition NSBE Region website until April 30, 2020



## UNIVERSITY AFFILIATE \\ \$500

- Two (2) Corporate Conference Registrations
- One (1) exhibitor table at the FRC College & Career Fair
- Recognition in the NSBEGuide conference mobile app
- Recognition NSBE Region website until April 30, 2020

## CUSTOM PACKAGE

Not finding what you are looking for? We are happy to work with you to create a custom package that works best for you and your recruitment goals.

# CONFERENCE EVENT SPONSORSHIPS



## INTERVIEW BOOTHS \\ \$500

Interview booths give your organization the chance to take the recruitment process one step further by conducting interviews on site. Take advantage of the opportunity to connect with engineering talent, then follow-up with more in-depth, one-on-one conversations with the students who best suit your needs. Interview booths give you the opportunity to discuss your job opportunities with your top candidates and conduct interviews before leaving the conference. Interview booths are open on Saturday, November 16, 8 a.m.–4 p.m. Each booth is equipped with one table and two chairs. Placing branding and signage in the aisle space outside of the interview booth space is strictly prohibited.

**Interview booths are extremely limited. We strongly encourage you to sign up early to reserve your space.**



## CAREER FAIR EXHIBITOR REGISTRATIONS

Each conference partnership level includes a specific allotment of conference registrations. Registrations include access to the Career Fair, Opening Session, General Session, workshops, competitions and the Closing Banquet. Receptions, luncheons and invitation-only activities are not included.

Additional registrations are available for a fee of **\$100** for NSBE BCA Partners and **\$150** for non-BCA Partners. NSBE does not offer Career Fair-only passes.

Instructions for submitting attendee names will be sent to confirmed FRC partners at a later date.

# CONFERENCE EVENT SPONSORSHIPS

## **WORKSHOP \\ \$1,000**

*Seeking Six (6) Sponsors*

As a workshop sponsor, you receive the opportunity to give a presentation to our attendees that will build their leadership, professional and/or technical skills. This may provide a more memorable connection with the conference attendees. Workshops may attract 20-50 students. The subject of the workshop is subject to approval.

## **RESUME REVIEW STUDIO \\ \$1,500**

The FRC attracts many NSBE collegiate members seeking to boost the skills and knowledge necessary to realize NSBE's mission. This session will ensure they have the skills to develop and assess a great resume in preparation for future careers and internships.

### **BENEFITS:**

- Recognition as the event sponsor in the name of the workshop (i.e., "Resume Review Studio, Sponsored by...")
- Exclusive ability to create database of preferred resumes
- Recognition on NSBE Region III website for additional three (3) months after FRC
- Engagement session or panel with the Region III Executive Board and NSBE general members

## **GRADUATING SENIORS RECEPTION \\ \$4,000 + COST OF MEALS**

*Seeking Two (2) Sponsors*

The Graduating Seniors Reception is an event for all students who will be graduating within the academic year. This event is held in conjunction with a local NSBE Professionals chapter to guide graduating seniors as they transition to the workforce. Partners have the opportunity to speak directly to students about the partner's organization and also provide useful insight for students to better prepare them for the professional world.

### **BENEFITS:**

- Access to graduating seniors in attendance at the Fall Regional Conference
- 2 complimentary registrations
- Opportunity to provide a speaker to interact directly with students
- Premier networking opportunity with students
- Recognition via Region III social media outlets (Twitter, Facebook, etc.)
- Representation at the event (maximum 6 representatives)

## **OPENING SESSION \\ \$5,000**

*Seeking One (1) Sponsor*

The Opening Session at FRC is the event to welcome and engage the members as soon as they get there. An energetic and valuable opening session can elevate their spirits for an amazing weekend to engage with those in attendance.

### **BENEFITS:**

- Recognition as the event sponsor in the name of the workshop (i.e., "Session, Sponsored by...")
- Opportunity to provide a speaker at the event
- Recognition on NSBE Region III website for additional five (5) months after FRC
- Recognition via Region III social media outlets (Twitter, Facebook, etc.)
- Two (2) complimentary conference registrations and commemorative gift

# CONFERENCE EVENT SPONSORSHIPS

## **CLOSING SESSION \\ \$5,000 + COST OF MEALS**

*Seeking One (1) Sponsor*

The Fall Regional Conference attracts many NSBE collegiate members and this event is a culmination of their experience. Closing session can be a time to provide a lasting impression on the members.

### **BENEFITS:**

- Recognition as the event sponsor in the name of the workshop (i.e., "Session, Sponsored by...")
- Opportunity to provide a speaker at the event
- Recognition on NSBE Region III website for additional five (5) months after FRC
- Recognition via Region III social media outlets (Twitter, Facebook, etc.)
- Two (2) complimentary conference registrations and commemorative gift

## **GENERAL SESSION \\ \$5,000**

*Seeking One (1) Sponsor*

General Session at FRC is an event to address the attendees of the conference and offer them a bit of inspiration right before the career fair.

### **BENEFITS:**

- Recognition as the event sponsor in the name of the workshop (i.e., "Session, Sponsored by...")
- Opportunity to provide a speaker at the event
- Recognition on NSBE Region III website for additional five (5) months after FRC
- Recognition via Region III social media outlets (Twitter, Facebook, etc.)
- Two (2) complimentary conference registrations and commemorative gift

## **ACADEMIC EXCELLENCE**

### **APEX RECEPTION \\ \$2,000**

*Seeking One (1) Sponsor*

APEX stands for the "Academic Pyramid of Excellence." It is our initiative for recognizing members who have earned at 3.0 or higher GPA. The APEX Reception is to serve as an opportunity to acknowledge the academic achievements of students as they develop connections with other APEX students across the region as well as with corporate representatives.

### **BENEFITS:**

- Recognition as the event sponsor in the name of the workshop (i.e., "Reception, Sponsored by...")
- Connect with Region III academically excellent students.
- Four (4) representatives can be utilized during the event to attract top talent

### **TECHNICAL RESEARCH EXHIBITION \\ \$2,500**

*Seeking Two (2) Sponsors*

The Technical Research Exhibition (TRE) is designed to showcase the NSBE members' technical accomplishments and technical communication skills. This is done by having the members display their most recent research or technical project. The exhibition contains an oral presentation and a poster presentation. Both styles of presenting will give the members the opportunity to practice their professionalism and public speaking skills. This year's TRE will have an amazing mix of technical talent on display!

### **BENEFITS:**

- Recognition as a regional scholarship supporter
- Connect with attendees on their STEM research and projects

# CONFERENCE EVENT SPONSORSHIPS

## **NSBE HACKATHON \\ \$3,000**

*Seeking Two (2) Sponsors*

One of Region III's goal is to increase members' technical proficiency. The NSBE Hackathon provides a valuable learning experience as well as challenges our members. Participants will work in groups to solve a given scenario. Each group's solution will also focus on the betterment of the organization and the community. Groups will showcase their work to the general body and judges.

### **BENEFITS:**

- Recognition as sponsor of Region III Hackathon on NSBEGuide Mobile App and social media platforms
- Opportunity to provide one (1) judge on the panel
- Opportunity to suggest problem for the competition (subject to approval)

## **PRE-COLLEGIATE INITIATIVE (PCI) PROGRAMMING**

### **ALL GRADE LEVELS**

## **NSBE TAKEOVER \\ \$3,000**

*Seeking Three (3) Sponsors*

The purpose of Technical Outreach and Community Help is to make NSBE a household name by acts of community outreach through STEM Community Training, informal science and engineering, technical expertise services, and traditional community service. The NSBE Takeover is a Region III signature event focused on strengthening the pipeline to engineering careers for underrepresented minority students. Each year at FRC, we hope to leave a positive footprint in the local community of the conference host city. It is also just as important to strengthen their relatives and acquaintances knowledge about STEM. This event targets community members as well as students to increase their technical skills from composing emails to learning about robots.

### **BENEFITS:**

- Increase outreach and exposure in local community
- Opportunity to network with collegiate conference participants
- Recognition in all marketing and promotional materials
- Up to two (2) representatives to volunteer at event

## **“ARE YOU SMARTER THAN A COLLEGE FRESHMAN?” \\ \$2,500**

*Seeking One (1) Sponsor*

This event promotes the interaction between NSBE PCI and collegiate students by allowing students to participate in a competitive, but fun event. Students will test their technical knowledge by attempting to answer STEM-based trivia questions. Partners will have the opportunity to promote their respective organization during this event, while also fostering relationships formed with PCI and collegiate students.

## **SPEED MENTORING \\ \$1,000**

*Seeking Five (5) Sponsors*

This creatively designed program allows NSBE Jr. students to network with NSBE Collegiate students. In 5 sessions of 7 minutes each, collegiate students will rotate among moderately sized groups of PCI students to personally interact and network with them. This event provides a space for PCI students to learn first-hand what it means to be a collegiate student in STEM and how to navigate environments of higher education.

### **BENEFITS:**

- Ability to connect your ambassadors with prospective students
- Opportunity to increase outreach through connecting with our PCI students at our largest event of the year

# CONFERENCE EVENT SPONSORSHIPS

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## GRADES 9 THROUGH 12

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### **MINI-HACKATHON \\ \$2,000**

*Seeking Two (2) Sponsors*

Similarly designed to the collegiate NSBE Hackathon, students from grades 9 - 12 will be exposed to design and website development by completing a one-hour technical challenge. Before the challenge begins, the high school participants will be taught fundamental skills such as how to approach a coding challenge and the essential element of teamwork. Through this powerful experience, NSBE PCI students will gain necessary skills needed in today's STEM industries.

#### **BENEFITS:**

- Recognition as the event sponsor in the name of the workshop (i.e., "Mini Hackathon, Sponsored by...")
- Interact with the pre-collegiate students interested in coding and STEM

### **TRY-MATH-A-LON (TMAL) \\ \$800**

*Seeking Two (2) Sponsors*

This popular annual event exposes students in grades 9 - 12 to challenging math problems by creating a fun, competitive atmosphere. In this event, students will have the opportunity to participate in a jeopardy-style math event, which includes a paper test as a pre-qualifier. As students work towards solving a series of advanced math problems, they will be challenged to utilize their classroom concepts while learning the essentials of teamwork.

#### **BENEFITS:**

- Opportunity to provide one (1) judge for the competition
- Opportunity to help with the design of the math problem sets for students

### **HIGH SCHOOL SENIORS RECEPTION \\ \$2,000 + COST OF MEALS**

*Seeking One (1) Sponsor*

Celebrating the success of NSBE Jr. seniors, an annual High School Seniors Reception will be held at this year's Fall Regional Conference. This event is designed to promote the continued progress of NSBE Jr. students by exposing them to educational and professional opportunities that extend past their high school careers. Partners will have the opportunity to present to these high school seniors about their respective organization while also fostering personal interactions.

#### **BENEFITS:**

- Recognition as the event sponsor in the name of the workshop (i.e., "High School Seniors Reception, Sponsored by...")
- Representation at the event (maximum 6 representatives)

## GRADES 8 AND UNDER

### **MATHCOUNTS \\ \$800**

*Seeking Two (2) Sponsors*

Similar to the Try-Math-A-Lon, students in grades 6 - 8 have the opportunity to participate in interactive jeopardy-styled and paper-based math competitions. This program is designed to improve math competency among NSBE Jr. students. Math is an important skill that builds throughout the rest of their education even into college. Preparing them now is one important step into getting us closer to graduating 10,000 Black engineers annually by 2025.

#### **BENEFITS:**

- Opportunity to provide two (2) judges for the competition
- Opportunity to help with the design of the math problem sets for students

### **FUTURE CITY INTRODUCTION WORKSHOP \\ \$800**

*Seeking One (1) Sponsor*

In this innovative technical challenge, students in grades 6 - 8 have the opportunity to design an environmentally-friendly futuristic city while maintaining a budget of \$100. At the Fall Regional Conference, this workshop will serve as an opportunity to expose students to the competition rules and regulations while also providing methods for student's success in this National Competition. With this workshop, students will be better prepared to compete in the Future City Competition held at NSBE nationals. Sponsors will be given the opportunity to present information about their respective organization while also providing assistance for the flow of this workshop.



# POWERHOUSE OUTREACH OPPORTUNITIES

Our Powerhouse Outreach Opportunities are ways all our partners can get involved with Region III membership throughout the year. The value of NSBE is not only in our Fall Regional Conference once a year. The steps towards progress, reaching our goals, and fulfilling our mission statement is a year-round event. Our chapter leaders and members work throughout the year to provide for and impact their communities. This year's opportunities to continue your positive outreach impact throughout the year for Region III.

## A WALK FOR EDUCATION \\ \$2,000

A Walk for Education (AWFE) is a region-wide single day outreach activity within NSBE under the Technical Outreach Community Help (TORCH) program section. During AWFE, NSBE collegiate chapters walk to symbolize the journey we, as minorities, take to get through school and to a career in STEM. We walk with parents, community supporters, and students of all ages to show this journey has been accomplished by others so it can be accomplished by them. It shows there is a community to help them through it. The STEM fair showcases the various aspects of STEM that young students can explore in higher education and careers. The fair also highlights a keynote speaker who embodies the purpose and motivation of this event. With this event, the hope is to show students and parents what's possible especially in communities where STEM is considered an impossible feat.

\*\* Multiple Sponsors Permitted

## ACADEMIC AND TRAVEL SCHOLARSHIPS \\ \$3,000

Region 3 Scholarships are provided for the members to further their education. Region 3 Scholarships reward members who consistently excel academically and showcase those who are the epitome of what we stand for as a society. Scholarship opportunities will be available for International Students, First Generation Students, students overcoming adversity, etc. This year we're looking to increase our scholarships to a total of \$9,000 throughout the year.

\*\* Multiple Sponsors Permitted



## FAQs

### Whom do I contact if I have questions?

Please contact Chyanne Burey, NSBE Region III Treasurer, if you have any questions about the information in this packet.

Mobile: 646.549.8923

Email: [r3treasurer@nsbe.org](mailto:r3treasurer@nsbe.org)

### How do I commit to a partnership level/event?

If you and/or your organization would like to commit to a partnership level or sponsor an event, please contact Chyanne Burey using the information provided above, to confirm the availability of your choice. She will then forward our official commitment form via PDF or online web form to your representative.

### How and when do I make my payment?

Final payment information will be provided once you inquire about a particular partnership level or event.

Final submission of a commitment form must be made no later than 45 days before the event.

Final payments must be made no later than 30 days before the event. Any invoices paid after this time will incur an additional 15 percent (15%) late fee. This fee will increase by 15 percent (15%) per week that the payment is late. Failure to pay invoice on time will jeopardize participation in the Career Fair and other conference activities.

Within 30 days of the event date, there will be absolutely NO REFUNDS. A full invoice will be issued for all sponsored items ordered 30 days or more prior to the event date, except for registrations (Payment for registrations must be made by credit card.). Within 30 days of the event date, only credit card payments will be accepted as the form of payment for the event.

## Troubleshooting/Cancellation Policy

The deadline for submission of this fully completed form is 30 days prior to the event date. Payment in full for any sponsored item included in the 2019–2020 Partnership Guide must be received no later than Friday, October 25, 2019. Otherwise, access to the NSBE Regional Conference events will not be permitted.

Within 30 days of the event date, there will be absolutely NO REFUNDS. A full invoice will be issued for all sponsored items ordered 30 days or more prior to the event date, except for registrations (Payment for registrations must be made by credit card.). Within 30 days of the event, only credit card payments will be accepted as the form of payment. A 10 percent (10%) late fee will be assessed on any unpaid invoices falling within 30 days of the event date. If you have any questions or need assistance, please email us at [r3treasurer@nsbe.org](mailto:r3treasurer@nsbe.org).

# 2019-2020 SPONSORSHIP COMMITMENT FORM

The following form may be used to reserve sponsorship items related to any National- or Regional-Level NSBE events/items. Please follow the instructions below when completing this form. The NSBE fiscal year is August 1 to July 31. Benefits are generally applicable during this period of time.

Please fill out our online commitment form found here: [2019-20 NSBE Commitment Form](#)

Questions, please reach out to [corp\\_relations@nsbe.org](mailto:corp_relations@nsbe.org).

## 1/ Complete Contact Information

Please fill out contact information in its entirety. Note that the primary contact will receive all email notifications, invoices and other general information. Billing (Secondary) contacts are generally contacted when the primary contact is unreachable.

## 2/ Select a National Partnership Package

You can choose to become a Board of Corporate Affiliates (BCA) or Affiliate Partner. These levels are active year-round.

## 3/ Select a National or Regional Sponsorship Level

To exhibit on our regional or national Career Fair floor, you must sign up for a particular sponsorship level. If you selected a National Partnership Package above, you will again need to indicate which sponsorship level you would like to choose for the specific event, other than the Annual Convention, in which your organization is participating. Registration of personnel is handled separately from this form. Note: All exhibiting packages are bundled as defined in the sponsorship guides. There is no separate pricing to just reserve a booth.

## 4/ Add On Additional Items/Sponsorships

Use this section of the form to select additional items for your order. You may reserve additional booth space, onsite interview rooms, Hospitality Suite space, and more.

## 5/ Sign & Date

Enter the grand total of all requested items in the Grand Total box. After reviewing the cancellation policy, place your signature and date on the next line. Unsigned or incomplete forms will not be accepted.

## 6/ Submit Your Form

Complete, sign and submit the form, following the instructions listed on the form. We cannot guarantee receipt of your request through any other means, unless specifically agreed to separately in writing. A PDF of your invoice will be delivered to the billing contact's email address on the 15th and 30th of every month. This policy is subject to change.

## Cancellation/Change/Refund Policy - *subject to change* -

### Annual Convention

All payments must be received no later than February 13, 2020. Invoices that remain unpaid after February 13, 2020, will be subject to having their associated sponsorship forfeited. ANY outstanding invoice(s) with NSBE after this date will prohibit entrance to the career fair and/or college fair/graduate school floor(s). Additional items purchased after February 13, 2020, will require credit card payment only; no other form of payment will be honored after this date (with the exception of forms mailed in along with a check with prior approval). There will be no invoicing after February 13, 2020.

A 10% late fee will be assessed to all payments made after February 13, 2020. There will be a 25% Administrative Fee for any sponsorship cancellations after January 3, 2020. This includes paid and unpaid invoices. There will be no refunds after February 1, 2020.

Certain sponsored events/items will require advance payment prior to January 1, 2020. Such event/items include but are not limited to: Convention Bags, Tours, Lanyards, Sessions, Registration and more. Please visit [nsbe.org](http://nsbe.org) for up-to-date information.

Cancellations and/or changes will not be honored until approved in writing by NSBE Corporate Relations.

#### DEADLINES AT A GLANCE

January 1, 2020	Last day to cancel sponsorships (besides those needing advance payment) without paying 25% admin fee.
February 1, 2020	No refunds after this date
February 13, 2020	Deadline for payments. Credit card payments only accepted after this date with 10% late fee applied unless otherwise specified.

**If participating in the Annual Convention, please note that there is a minimum fee requirement of \$200.00 for carpet per 10x10 Career Fair Booth (see Exhibitor's Manual).**

**If there is a requirement for additional investment such as additional food, beverages, gifts or equipment, above and beyond the NSBE purchase price within the applicable NSBE Partnership Guide, your organization will be responsible for payment. You will be directly billed from the supplying vendor and required to pay them accordingly.**

### Regional and Professional Conferences (Fall and Leadership)

Payment in full for any sponsored item must be received no later than 30 days prior to the Regional or Professional Conference event date. Otherwise, access to the NSBE Regional or Professional Career Fair Floor and conference events will not be permitted. Within 30 days of the event date, there are absolutely NO REFUNDS and a full invoice will be issued for all sponsored items, except registrations (credit card only).

# ORGANIZATION PARTNERSHIP CODE OF CONDUCT AGREEMENT

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The National Society of Black Engineers (NSBE) is privileged to partner with many wonderful corporate and other organization sponsors who support our mission. We are so thankful for your support. These partnerships take many different forms, almost all of which involve employees of the sponsor interacting in some way with NSBE employees and many of which involve employees of the sponsor interacting in some way with NSBE members.

When it comes to NSBE employees, it is the policy of NSBE to maintain a workplace that is healthy and safe and free from harassment and other forms of discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, and any other applicable legally protected category. Accordingly, NSBE has zero tolerance for harassment or any other form of unlawful discrimination or other inappropriate conduct.

When it comes to NSBE members, all members are subject to NSBE's Code of Conduct, which similarly prohibits unacceptable personal conduct at any NSBE-sponsored event, which includes, for example, harassment of any kind, disorderly conduct, or blatant disregard of publicized rules and regulations.

NSBE must also insist that employees of partner organizations act in accord with the above standards. Because most of NSBE's collegiate members are under 21 years of age, NSBE is particularly protective of the environment in which NSBE-sponsored events are conducted.

We know that you share our values of embracing diversity and respect for the personal dignity of our employees and members. As such, NSBE asks that you confirm the following:

1. You understand and agree that all employees of your organization who interact with NSBE employees and/or members will conduct themselves at all times professionally and refrain from any conduct or comments that are or could be construed as harassing, discriminatory, offensive, or inappropriate.
2. You will notify all employees of your organization who will interact with NSBE employees and/or members of these standards.
3. You will notify all employees of your organization who will attend any NSBE-sponsored event that they are expected to act professionally at all times, including refraining from the excessive consumption of any alcohol and abiding by set rules and regulations of the society.

If any employees of your organization violates any of the above rules, NSBE reserves the right to communicate the matter to NSBE's relevant points of contact within your organization, have them removed from an event and/or preclude them from any future involvement with NSBE.

**REGION III CONTACT INFORMATION**

r3treasurer@nsbe.org · region3.nsbe.org

**WORLD HEADQUARTERS**

205 Daingerfield Road, Alexandria, VA 22314

Phone: 703.549.2207 · Fax: 703.683.5312



**NSBE**  
NATIONAL SOCIETY OF BLACK ENGINEERS

