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Bo Peng, Secretary Martha Yates, Treasurer

Cynthia Barcelon Yang, Ron Kaminecki and Susanne Hantos, Directors



# PIUG 2016 Annual ConferenceAn International Conference for Patent Information Professionals

# Patent Information: Our Continuing Quest for Quality

Saturday, May 21 – Thursday, May 26, 2016
[Hilton Vancouver Washington](http://www.hilton.com/en/hi/groups/personalized/P/PDXVAHH-PIU-20160519/index.jhtml)
301 W. 6th Street
Vancouver, WA, USA 98660
+1-360-993-4500

**WORKSHOP INFORMATION AND REQUEST FORM**

**WORKSHOP INFORMATION**

**Days available**

Saturday May 21, 2016

Sunday May 22, 2016 (until 3:30 pm)

Thursday May 26, 2016

**Procedure for arranging a workshop**

* For Saturday May 21st workshops, please fill in and submit this request form to Martha Yates (martha.j.yates@monsanto.com) by February 19, 2016, for priority consideration.
* For Sunday May 22nd or Thursday May 26th workshops, please fill in and submit this request form to Martha Yates (martha.j.yates@monsanto.com) by March 18, 2016, for priority consideration.
* We will do our best to accommodate date and time preferences but cannot guarantee all requests will be met.
* PIUG Planning Committee will review each request.
* Erin Fontana (erin@piug.org) will arrange for any food requests and will arrange for audiovisual needs.
* All costs related to food, beverages and internet services are the responsibility of Workshop Hosts.

**Workshop Options and Costs**

In keeping with its mission to further develop members’ patent research and analysis skills, PIUG offers the opportunity for companies to host workshops in conjunction with the Annual Conference The cost of **workshop time for the Annual Conference is $1000/hr** and the minimum workshop duration is one hour. If a non-sponsor or non-exhibitor requests to hold a workshop, **a one-time participation fee of $500** will be incurred **in addition** to the hourly rate of $1000/hr. **Please note that all registered conference attendees** **may attend your workshop, including your competitors.** Additional workshop time in excess of the first hour may be available, depending on space and time, at the reduced rate of $500/hr or $250/half-hour for sponsors at the Amethyst level or higher. Exhibitors (excluding Exhibitor Plus) and non-sponsors or non-exhibitors who wish to hold a workshop longer than one hour will not be eligible for the reduced rate of $500/hr, but can hold a workshop that is longer than one hour subject to available space and time. For Exhibitor Plus, no workshop fee will be incurred, but the request to hold the workshop must be submitted to the PIUG Board for approval as it will be deemed a PIUG sponsored workshop if the request is approved.

Requests for workshops to be held on the available dates of either Sunday, May 22, 2016, or Thursday, May 26, 2016, must be submitted to Martha Yates (martha.j.yates@monsanto.com) for priority consideration by **March 18, 2016**.  Any workshop requests received after March 18, 2018, and up to and including April 22, 2016, will only be considered for workshop privileges if space and time permit. Workshop hour feeincludes the following items.

1. Basic Audiovisual package\* for up to 50 people.
2. An introductory Power Point Slide with your specific workshop information and your Organization’s Logo.
3. Inclusion in the meeting schedule on the PIUG website.
4. Inclusion in the meeting schedule in the 2015 Annual Conference Meeting Book.
5. Listing in Workshop announcements on the PIUG Discussion List.

Price does not include food, internet connection, or other setup. Equipment upgrades to accommodate larger audiences are available at additional costs.

Saturday workshop requests must be received by February 19, 2016, for priority consideration. Sunday or Thursday workshop requests must be received by March 18, 2016.

\*Basic Audiovisual for up to 50 people:

1 3500 lumen LCD Projector

1 Cart for LCD Projector
1 8' Tripod Screen w/Skirting
1 Wired microphone
1 set of cables
1 Laser pointer
1 technician on-site support

**Registration**

Sunday and Thursday Workshop Hosts will handle their own registration.

**Cancellations**

Please notify Martha Yates if you need to cancel your workshop. Any refunds for costs related to food, beverages and AV equipment and services will need to be coordinated with Erin Fontana (erin@piug.org).

Cancellations by Workshop Hosts will be accepted only at the discretion of PIUG. The deadline for cancellations is 15 days before the start of the conference.

**Deadline**

The deadline to submit a request for priority consideration to hold a Saturday workshop is **February 19, 2016.** The deadline to submit a request for priority consideration to hold a Sunday or Thursday workshop is **March 18, 2016.** Requests received after the specified date (February 19, 2016 or March 18, 2016) may be granted depending on availability. However, any requests received after the deadline will be handled on a first-come-first-served basis and the guarantee of a workshop for Emerald and Diamond Sponsors will not apply for a workshop request received after the deadline. You will be contacted by March 25, 2016, to discuss your request.

**Workshop Request Form**

**Sponsorship Level** (Please check one)

[ ]  Amethyst or higher

[ ]  Exhibitor

[ ]  Exhibitor Plus

**Workshop without Sponsorship**

[ ]  Workshop (Workshop depending on space and time availability--$1000 per hour +$500 participation fee)

**Preferred Time**: Please list two choices of your preferred day and times. While we will do our best to accommodate all requests there is no guarantee that you will be able to secure your first choice

Choice One\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Choice Two\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshop Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presenters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time\_\_\_\_\_\_\_\_\_\_\_\_\_

Finish Time\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Number of Attendees\_\_\_\_\_\_\_

Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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URL or email for Workshop Registration to be listed on PIUG website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Workshop Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please send completed form by email or regular mail to:

***Martha Yates***

***Monsanto***

***800 N. Lindbergh Blvd.***

***St. Louis, MO 63167***

***Tel: (636) 737-5830***

If you have any questions, please contact ***Martha Yates*** *(*[*martha.j.yates@monsanto.com*](file:///C%3A%5Cpiugorg%5C2013%5Cmartha.j.yates%40monsanto.com)*)*.

Please note that sponsors and exhibitors are prohibited from holding other workshops and other events in the Vancouver area during and around the conference week, May 21 –May 26. For details please see the Sponsorship Agreement Form under Business Meetings, Seminars and Entertainment Outside of Conference Program during and around the PIUG 2016 Annual Conference.