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Kimberly Miller, Secretary Ken Koubek, Treasurer

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**PIUG 2013 Annual Conference**

**An International Conference for Patent Information Professionals**

**Celebrating our Past 25 Years… Preparing for Our Future: Best Practices for Keeping Up with the Rapidly Changing Patent Landscape**

Saturday, April 27 to Thursday, May 2, 2013
Hilton Alexandria Mark Center
5000 Seminary Road
Alexandria, VA

**WORKSHOP INFORMATION AND REQUEST FORM**

**WORKSHOP INFORMATION**

**Days available**

Saturday April 27, 2013

Sunday April 28, 2013 (until 3:30 pm)

Thursday May 2, 2013

**Procedure for arranging a workshop**

* For Saturday April 27th workshops, please fill in and submit this request form to Martha Yates (martha.j.yates@monsanto.com) by March 4, 2013, for priority consideration.
* For Sunday April 28th or Thursday May 2nd workshops, please fill in and submit this request form to Martha Yates (martha.j.yates@monsanto.com) by March 18, 2013, 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. A company does not have to be a sponsor or exhibitor to apply for a workshop. Cost for a workshop is **$1000 per hour** and includes 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 2013 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 March 4, 2013, for priority consideration. Sunday or Thursday workshop requests must be received by March 18, 2013

\*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 **March 4, 2013.** The deadline to submit a request for priority consideration to hold a Sunday or Thursday workshop is **March 18, 2013.** Requests received after the specified date (March 4, 2013 or March 18 2013) 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 18, 2013, to discuss your request.

**Workshop Request Form**

**Sponsorship Level** (Please check one)

[ ]  Emerald (Guaranteed 3-hour workshop, possibly multi-track, with 2 hours non-competing time--$3000 credit toward cost, additional hours beyond 3 at $500/hour depending on space and time availability)

[ ]  Diamond (Guaranteed 2-hour concurrent workshop--$2000 credit toward cost, additional hours beyond 2 at $500/hour depending on space and time availability)

[ ]  Sapphire (Option to hold 1 hr concurrent workshop, depending on space and time availability--$1000 credit toward cost, additional hours beyond 1 at $500/hour)

[ ]  Amethyst (Option to hold 1 hour concurrent workshop, depending on space and time availability--$500 credit toward cost, additional hours beyond 1 at $500/hour)

**Workshop without Sponsorship**

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

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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City / State / ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*](martha.j.yates%40monsanto.com)*)*.

Please note that sponsors and exhibitors are prohibited from holding other workshops and other events in Alexandria during and around the conference week, April 27 –May 2. For details please see the Sponsorship Agreement Form under Business Meetings, Seminars and Entertainment Outside of Conference Program during and around the PIUG 2013 Annual Conference.