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Cynthia Barcelon Yang, Ron Kaminecki and Susanne Hantos, Directors



# PIUG 2015 Annual ConferenceAn International Conference for Patent Information Professionals

# From Search Strategy to Business Strategy:Domestic and International Practices, Styles, and Viewpoints

Saturday, May 2 – Thursday, May 7, 2015
[Westin Lombard Yorktown Center](https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1411244594&key=3ABF71F1)
70 Yorktown Center
Lombard, IL 60148
+1-630-719-8000

**WORKSHOP INFORMATION AND REQUEST FORM**

**WORKSHOP INFORMATION**

**Days available**

Saturday May 2, 2015

Sunday May 3, 2015 (until 3:30 pm)

Thursday May 7, 2015

**Procedure for arranging a workshop**

* For Saturday May 2nd workshops, please fill in and submit this request form to Martha Yates (martha.j.yates@monsanto.com) by January 31, 2015, for priority consideration.
* For Sunday May 3rd or Thursday May 7th workshops, please fill in and submit this request form to Martha Yates (martha.j.yates@monsanto.com) by February 27, 2015, 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, but if the Organization is not a sponsor or exhibitor a participation fee of $500 in addition to the workshop hour fee of $1000/hr for the first hour and each hour thereafter will be incurred. Requests for workshops to be held on the available dates of either Sunday, May 3, 2015, or Thursday, May 7, 2015, must be submitted to Martha Yates (martha.j.yates@monsanto.com) for priority consideration by **February 27, 2015**.  Any workshop requests received after February 27 2015, and up to and including April 3, 2015, 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 January 31, 2015, for priority consideration. Sunday or Thursday workshop requests must be received by February 27, 2015.

\*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 **January 31, 2015.** The deadline to submit a request for priority consideration to hold a Sunday or Thursday workshop is **February 27, 2015.** Requests received after the specified date (January 31, 2015 or February 27, 2015) 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 4, 2015, to discuss your request.

**Workshop Request Form**

**Sponsorship Level** (Please check one)

[ ]  Amethyst or higher For a sponsor, a workshop fee of $1000/hr will be incurred for the first hour.  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 only for sponsors at the Amethyst level or higher.

[ ]  Exhibitor For an Exhibitor, a workshop fee of $1000/hr will be incurred for the first hour.  Additional workshop time in excess of the first hour may be available, depending on space and time, at the rate of $1000/hr.

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

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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 Alexandria during and around the conference week, May 2 –May 7. For details please see the Sponsorship Agreement Form under Business Meetings, Seminars and Entertainment Outside of Conference Program during and around the PIUG 2015 Annual Conference.