



ITI Summit

PREMIUM PARTNER TRACKING SHEET



Event: ITI Summit

Date: November 05, 2024

Location: Palais des congrès de Montréal –
455 Sherbrooke Street W, Montreal, QC H3A 1B7

Room: 517AB

CHECKLIST | ELEMENTS TO BE PROVIDED

ON RECEIPT OF THE AGREEMENT	
<input type="checkbox"/>	Logos: <ul style="list-style-type: none">• Vectorized, color, black/white, and upside-down .eps format• Colour .png format, black/white (with transparent background)
<input type="checkbox"/>	Hyperlink to your website for electronic communications
<input type="checkbox"/>	Display name for written and oral communications
REPRESENTATIVES AT YOUR BOOTH	
<input type="checkbox"/>	Send us the names of the four (4) people who will be present in your exhibition space (10'x10') <u>before October 21, 2024*</u> <i>*Please note that after this date we cannot guarantee that the scan list of the added people will be visible and saved by the person in charge.</i>
<input type="checkbox"/>	If you would like to add registrations to your partnership, please contact us to receive the next steps. <ul style="list-style-type: none">▪ A rate of \$200 per additional person will be applied <i>*Please note that after this date we cannot guarantee that the scan list of the added people will be visible and saved by the person in charge.</i>
YOUR CONFERENCES	
<input type="checkbox"/>	In order to appear on the various broadcasting media (programming, website and newsletter for the publication of the conferences), please send us (<u>for each session</u>) the following preliminary details* as soon as possible (no later than October 14, 2024). <ul style="list-style-type: none">▪ Title of your sessions (FR and EN)▪ Description of your conferences (FR and EN)▪ Specify the language in which the conferences will be held (FR or EN)▪ First name, last name and email address of your speakers <i>*It will be possible to send us a more detailed version, if necessary, in order to improve your draft version.</i>
<input type="checkbox"/>	The duration of your session will be 45 minutes
EVENT MAKER – <i>New!</i>	
<input type="checkbox"/>	This year, a partner area will be available ahead of the ITI Summit. You will be able to find all the important documentation relating to your participation.
<input type="checkbox"/>	Your organization will need to provide the name and information of the person responsible for the partnership so that they can receive a list of all attendees scanned by other members of the organization at the event.



<input type="checkbox"/>	Please share the following information as soon as possible: <ul style="list-style-type: none">• Name of Responsible Person• Email of the person in charge
A DRAW WILL BE HELD AT THE END OF THE DAY TO WIN PRIZES FOR PARTICIPANTS	
<input type="checkbox"/>	Are you planning to give us a prize to win? Please notify the organization. <ul style="list-style-type: none">▪ Please note that the organization will pick up the gifts at your booth on the day of assembly, November 04, 2024.
<input type="checkbox"/>	Are you planning to hold a draw at your booth? Please notify the organization.
ON-SITE LOGISTICS WORKFLOW	
<input type="checkbox"/>	<ul style="list-style-type: none">• The assembly of your booth will take place on November 04, 2024 between 1 pm and 6 pm.• The dismantling of your booth will be authorized on November 05, 2024 at around 6 p.m.
<input type="checkbox"/>	<ul style="list-style-type: none">• For each registration for your partnership, a lunch box will be included and delivered directly to your booth by the organization. The choice of lunch boxes will be made beforehand.

The exhibitor's and/or speaker's guide will be available soon on your partner area.

Please send all requested documents to:

Altitude/C

Email: siti2024@altitudec.com