



## ITI Summit

### "DIAMOND PARTNER" FOLLOW-UP 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"> <li>• Vectorized, color, black/white, and upside-down .eps format</li> <li>• Colour .png format, black/white (with transparent background)</li> </ul>
<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') <b>before October 21, 2024*</b> <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"> <li>▪ <b>A rate of \$200 per additional person will be applied</b></li> </ul> <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 WORKSHOPS AND CONFERENCES	
<input type="checkbox"/>	In order to appear on the program and our website, <b>please send us (<u>for each session</u>) the following preliminary details* as soon as possible (no later than October 21, 2024).</b> <ul style="list-style-type: none"> <li>▪ Title of your sessions (FR and EN)</li> <li>▪ Description of your conferences and workshops (FR and EN)</li> <li>▪ Specify the language in which the conferences will be held (FR or EN)</li> <li>▪ First name, last name and email address of your speakers</li> </ul> <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 workshop will be 30 minutes
	The duration of your conference will be 45 minutes
<input type="checkbox"/>	The room of your workshop will be determined by the organization
EVENT MAKER – New!	
<input type="checkbox"/>	This year, a <b>partner area</b> 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 <b>person responsible</b> for the partnership so that <b>they can receive a list of all attendees scanned by other members of the organization</b> at the event.



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

*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](mailto:siti2024@altitudec.com)