



SharePoint Saturday Barcelona 2015 Sponsorship Packet

Thank you for your interest in supporting SharePoint Saturday Barcelona, scheduled for **September 26th, 2015**.

Event Description

SharePoint Saturday is a free, community-focused SharePoint event dedicated to educating and engaging members of the local community across all roles and all levels of Microsoft SharePoint, Office365 and all surrounding technologies.

SharePoint Saturday provides high-quality sessions that are held by the members of the local community and international speakers. SharePoint Saturday is a global effort, and hundreds similar events have been successfully held throughout the world in many cities (see also www.spsevents.org). We want to add Barcelona to a growing list of SharePoint Saturday cities.

Event Details

SharePoint Saturday Barcelona will be held September 26th, 2015 and will be hosted at the **Institut Quimic de Sarrià (IQS)** located at **Via Augusta 390, 08017 Barcelona**. It is free to anyone who wants to attend. The event will run from **9:00h to 18:00h**.

Breakfast and lunch will be provided and there will be numerous giveaways at the end of the day. There will be 3 primary content tracks – **End User, Administrator and Developer**. Each time slot will probably have at least one session from each track lasting 1 hour and ranging from introductory, 100-level content to highly-technical, 300-level “expert” sessions. Speakers will represent a broad cross section of the SharePoint community and offer a variety of different perspectives and points of view.

Our intention is to make it a truly international event and we will encourage all speakers to deliver their sessions in English.

Event Attendance

Similar events in other cities have attracted an average of 100 – 500 attendees. As the event approaches we will share the registration numbers with sponsors in order to assist with staff planning and collateral quantities. We are targeting **200 attendees** in this first edition.

Sponsorship Packages

Since SharePoint Saturday Silicon Valley is a free, non-profit event, we rely on the support and generosity of sponsors to compensate for the expenses incurred during the event.

Sponsorships will go towards covering costs for things such as (but not limited to): Speaker Dinner, Event Breakfast/Lunch/Snack, Printed Materials etc.

Please Note: Sponsorship does NOT include a speaking slot. The call for speakers is separate.

There are four categories of sponsorships that are available: Gold, Silver, Bronze and Raffle.

Gold Sponsorship package (4):

- All Gold Sponsors will have a table with premium positioning during the event
- Sponsors will receive attendee information for attendees that have opted in
- Sponsors will have logos printed on all printed materials for the event
- Sponsors will get their logos on the SharePoint Saturday Barcelona website
- Sponsors will get their logos on the SharePoint Saturday Barcelona speaker slide deck
- Sponsor may provide any collateral of their choosing to attendees
- Sponsor may send one representative to the speaker dinner, in addition to any speakers from their own company
- Sponsor logo will be printed on attendee bags (if budget allows)
- Sponsor logo will be printed on attendee shirts (if budget allows)
- Sponsor will be mentioned on Twitter before and during the event

Gold Sponsorship Package: 1.500 €

Silver Sponsorship Package (5):

- All Silver Sponsors will have a table during the event
- Sponsors will have logos printed on all printed materials for the event
- Sponsors will get their logos on the SharePoint Saturday Barcelona website
- Sponsors will get their logos on the SharePoint Saturday Barcelona speaker slide deck
- Sponsor may provide any collateral of their choosing to attendees
- Sponsor logo will be printed on attendee bags (if budget allows)
- Sponsor will be mentioned on Twitter before and during the event

Silver Sponsorship Package: 1.000 €

Bronze Sponsorship package (6):

- Sponsors will get their logos on the SharePoint Saturday Barcelona website
- Sponsors will get their logos on the SharePoint Saturday Barcelona speaker slide deck
- Sponsors will have logos printed on all printed materials for the event
- Sponsor may provide any collateral of their choosing to attendees
- Sponsor will be mentioned on Twitter before and during the event

Bronze Sponsorship Package: 500 €.

Raffle Sponsorship package (5)

- Sponsors will get their logos on the SharePoint Saturday Barcelona website
- Sponsor may provide any collateral of their choosing to attendees
- Sponsor will be recognized at the time of the raffle
- Raffle Sponsors will provide goods/services specific to the company to give away during the event.

Sponsor Table Guidelines

Gold and Silver sponsors will be provided with a table and two chairs in the expo/dinner hall. Sponsors may decorate the table with any company logos, artwork, signage or other material as they see fit. Standing exhibits may be placed on the floor behind or in front of your table, not beside it and it can't be placed in such a way to impede foot traffic or access to other sponsors.

Collateral Guidelines

Sponsors can provide marketing materials that will be given to the delegates, placed inside their attendee bag. This could be a flyer, brochure or a booklet (max DIN A4) and/or a small item for each of the 200 attendees.

Attendee Information

A list of attendees who have opted in (name and email), will be provided to Gold, Silver and Bronze sponsors within two weeks after the conclusion of the event. Attendee information is contingent on attendee election to opt-in for the release of such information to be given to the sponsors.

Sponsors may use this information for direct marketing purposes only; this information may not be sold, traded, given away or otherwise provided to any third-party not directly affiliated with the sponsoring entity.

Sponsors will have access to the facility 30 minutes prior to the start of the event and for 30 minutes after the end of the event. Should you require more time for setup and/or teardown, please make a note on the attached form and we will do our best to accommodate your needs.

Sponsorship Summary

Sponsor Level	Cost	Logo on attendee shirts	Table	Logo on printed materials	Mention on Twitter	Attendee information	Bag collateral	Logo on web site
Gold	1500 €	X	X	X	X	X	X	X
Silver	1000 €		X	X	X	X	X	X
Bronze	500 €			X	X	X	X	X
Raffle	In kind						X	X

Sponsorship Commitment



Sponsorship for SharePoint Saturday Barcelona is on a first come, first serve basis. Kindly fill in the form for your sponsorship commitment and attach it with your sponsorship request at SPS Barcelona 2015 site.

My organization, _____ (company name), is committed to sponsor SharePoint Saturday Barcelona with the following sponsorship package:

- Gold Sponsor (1.500 €)
- Silver Sponsor (1.000 €)
- Bronze Sponsor (500 €)
- Raffle Sponsor:

Item _____ Value _____

Confirmed by: _____

Signature: _____

Date: _____

Name: _____

Company: _____

Please return a signed copy of this page attached to the form available at <http://www.spsevents.org/city/Barcelona/Barcelona2015/layouts/15/SPSEvents/Sponsors/SponsorForm.aspx>

When the sponsorship is confirmed by the organizers and invoiced, we expect your payment within four (4) weeks or latest by September 6th 2015 (whichever comes first).

Should you have any questions, feel free to contact info@sug.cat or one of the event coordinators:

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