



The Association for Information Communications
Technology Professionals in Higher Education

PLEASE NOTE: For Corporate Affiliate Members Only

2012 FOCUS GROUP (FG) APPLICATION FORM

Four optional venues. Complete separate applications for each FG event desired. Check only one:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACUTA Conference/ Seminar Meeting	Independent Meeting	Webinar
ACUTA Fee: \$850 <u>Preferred Meeting:</u> ___ Seminar: Please note preference below: _____ -or- ___ Annual Conference April 29-May 2, Indianapolis <u>Additional Costs to be paid direct to providers:</u> • Meeting room rental, A/V, refreshments, etc.	ACUTA Fee: \$300 <u>Additional Costs to be paid direct to providers:</u> • Meeting room rental, A/V, refreshments, etc. • Facilitator Fees (Optional, below)	ACUTA Fee: \$1,250 <u>Additional Costs to be paid direct to providers:</u> • Webinar provider charges and administration fees • Facilitator Fees (Optional, below)

Please Note: No cancellations will be accepted after the release of the attendee list to the undersigned company. Payment must be received with the application before the attendee list will be released.

X I, the undersigned, an authorized signature representative of my company, agree to pay the above indicated fees to ACUTA at the time of application submission, and to pay any and all additional costs directly to the appropriate providers as they may require. Further, I have read, understood and agree to the terms, conditions and responsibilities of the Focus Group Program.

Signature _____ Date _____
 Name (print) _____ Title _____
 Company _____
 Address _____
 City, State, Zip _____
 Telephone _____ FAX _____
 Email Address _____

___ Check Attached
 ___ **Charge to:** ___ VISA ___ MasterCard ___ American Express ___ Discover
 Card # _____ Exp. Date _____
 Name on Card _____ Email for Receipt _____
 Signature _____

• **Email, Fax or Mail to:** Amy Burton, 152 W. Zandale Dr., Suite 200, Lexington, KY 40503-2486
 Phone 859/278-3338 • FAX 859/278-3268 • Email: aburton@acuta.org

Focus Group Programs Available to Corporate Affiliates

Several options are available to our member companies regarding Focus Groups, which are briefly explained below. If you are interested in setting up a Focus Group with ACUTA institutional members, please complete and return the application form on the following page.

Concurrent with ACUTA Conference or Seminar

ACUTA Will:

- Provide list of attendees/schools from database that meet vendor criteria
- Schedule sessions and coordinate room assignments
- List Focus Group in the event brochures and other promotional materials (at vendor's option)
- Provide required session evaluation criteria

Corporate Affiliate Will:

- Provide list of schools invited and final participation/attendee list to ACUTA
- Pay any meeting room and AV fees associated with the focus group
- Provide and forward results of attendee evaluation form using ACUTA-specified questions, at a minimum

Price:

\$850 plus direct meeting costs (room rental, AV, refreshments, etc.)

Other Face-To-Face Venues

ACUTA Will:

- Provide list of attendees/schools from database that meet vendor criteria
- Provide required session evaluation criteria

Corporate Affiliate Will:

- Provide list of schools invited and final participation/attendee list to ACUTA
- Pay any meeting room and AV fees associated with the focus group
- Provide and forward results of attendee evaluation form using ACUTA-specified questions, at a minimum

Price:

\$300 plus facilitator fee (optional)

Webinar

ACUTA Will:

- Provide list of attendees/schools from database that meet vendor criteria
- Help to promote via available email or Web tools (at vendor's option)
- Set up and coordinate call with vendor's staff
- Provide required session evaluation criteria

Corporate Affiliate Will:

- Provide list of schools invited and final participation/attendee list to ACUTA
- Pay any costs associated with focus group conference call as well as any other costs incurred to develop/deliver session
- Provide and forward results of attendee evaluation form using ACUTA-specified questions, at a minimum

Price:

\$1,250 plus web service provider charge and facilitator fee (optional)

For more information, contact
Amy Burton
aburton@acuta.org
phone (859) 278-3338 x240