



Council of Supply Chain
Management Professionals

The World's Leading Source for the Supply Chain Profession.™

COUNCIL OF SUPPLY CHAIN MANAGEMENT PROFESSIONALS' COSPONSORED EVENTS

The Council of Supply Chain Management Professionals (CSCMP) is interested in various supply chain executive development programs held throughout the world. If specific requirements are met, CSCMP is willing to cosponsor such programs with academic institutions.

An institution seeking CSCMP cosponsorship of a supply chain-related program must meet the following guidelines:

- (1) CSCMP will cosponsor programs that have other cosponsors, sponsored events, endorsers, hosts, advertisers, or paid exhibitors, if approved by CSCMP.
- (2) The sponsoring education institution must have a person on the faculty or in the administration that holds membership in CSCMP.
- (3) The sponsoring education institution must regularly teach a minimum of one supply chain course.
- (4) The program must have approval of the dean or director of the appropriate department of the sponsoring education institution.
- (5) To receive the most exposure for your event send your material to CSCMP in writing at least three months prior to the proposed event.
- (6) The institution will offer and publicize a discounted registration rate for CSCMP members. The institution will determine the discount offered.
- (7) The institution will supply CSCMP with the following information at the time of your request:
 - The objectives of the education program.
 - The education program as to the subject matter, time, and key speakers' names.
 - When and where the program will be held.
 - Use the CSCMP logo on marketing materials.
 - Cost to the attendee (including the discounted rate for CSCMP members),
 - and specifically, what the cost covers.
- (8) If CSCMP agrees to cosponsor the event, it will:
 - Provide the appropriate membership list for the institution to promote the event, based on the list purchased by the institution. The tiered pricing information for choosing your selection is on the [selection form](#).
 - Prepare a press release for industry publications on the event, identifying CSCMP as a cosponsor.
 - Distribute electronic and print material on the event to members.
 - List the event as a cosponsored on CSCMP's website.

- (9) A representative of CSCMP will be provided time on the program to share information on the organization and its programs. If a CSCMP representative is not available to attend the event, a representative of the cosponsoring institution will remind attendees that the event is cosponsored by CSCMP and will promote CSCMP membership. CSCMP membership materials will be distributed to attendees.
- (10) If a representative of CSCMP attends the program and its associated functions, there will be no registration costs to CSCMP or its representative.
- (11) If possible, the institution should furnish to CSCMP the following when the program is concluded:
 - **A list of all attendees, including names, business affiliations, titles, and addresses.**
 - **A list of speakers and their potential as a CSCMP conference or roundtable speaker.**
- (12) CSCMP will assume no financial responsibility for the program.
- (13) If CSCMP cosponsors a program, the institutions press releases and other publicity are to include reference to cosponsorship by CSCMP.
- (14) The educational institution agrees to reimburse CSCMP for its out-of-pocket expenses if CSCMP is asked to fund the creation of, or distribution of, the program promotional and marketing material beyond normal channels.
- (15) CSCMP members will be encouraged, when appropriate, to serve as speakers at the various education programs.
- (16) **Approval from CSCMP executive office for one event does not constitute approval for another. Approval for cosponsorship must be requested on an annual basis.**

By signing below, you agree to the terms as set forth above and abide by such.

Name: _____ **Date:** _____

Institution: _____

If you have questions about cosponsored events, please contact:

Council of Supply Chain Management Professionals (CSCMP)

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