



Convention Virtual Postcard

**OPPORTUNITIES TO GET YOUR
INFORMATION OUT TO OUR
ENTIRE NETWORK**

~CONVENTION VERSION~

We invite you to submit a Loom Virtual Postcard
in our Virtual Forums. Information is attached.

Contact: suzanne@nacsww.org





NACSW Convention 2023 Virtual Postcard Agreement

Please return with full payment of fees by **October 15th, 2023**

Please make a copy for your files.

Name of Organization _____

Contact Person _____ Position Title _____

Name of Person(s) In Virtual Postcard: _____

Email _____ Phone _____ Fax _____

Address _____ Zip _____

VIRTUAL EXHIBIT REQUEST

Online/In-Person

Conference **Only (\$400)**

Featured on Website AFTER Conference- "Groups We Network With"- (\$150)

Featured on "Focus Groups" website pages- \$120

PAYMENT FOR EXHIBIT TABLE

Check enclosed (*Make checks payable to: NACSW*)

OR

Credit Card Information: Visa Mastercard American Express

Cardholder Name _____

Credit Card # _____ Exp.Date _/____ CVV/Security Code: _____

Billing address, if different than address provided above: _____

VIRTUAL POSTCARD REGISTRATION AND PAYMENT ARE DUE BY 10/15/2023. Mail: NACSW, 6601 W. College Dr., Palos Heights, IL 60463.

- Email: suzanne@nacsw.org Once your agreement form and payment are received and processed at our office, we will send an acknowledgment email.

There will be an additional \$30 fee for any registrations or payments received after 10/20/23.

NUTS & BOLTS:

1. Videos should be approximately 30 seconds in length. They are a way to tell people what your group/organization does and why. Think of them as a mini-infomercial.
2. Virtual postcards will be aired during the online *and* the in-person convention to give more exposure.
3. Loom postcards are easy! The software is free. Here is a link for how to do them: [Recording & Editing – Loom](#)
4. NACSW Programs Director will contact you regarding uploading and ongoing use of the virtual postcard.
5. Please note either/or options about when the virtual postcard will be used (in case it should ONLY be used during the virtual conference).
6. If you want to be a part of the NACSW website's "Groups We Network With", the virtual postcard will be placed on the new portion of the website. We will give "Limelight" to several groups each week. We plan to do a lot with the virtual postcards after the convention! The postcard will be featured at least 4x per year.

7. "Focus Groups" webpages will be offered starting 2024. Please mark the appropriate box if you would like to opt-in to the focus group page pertaining to your professional focus.
8. Virtual postcards designated to be on the website and the focus groups timeline will be for one year. Renewable each year. The convention-only designation will last one week before, then through the convention and one week after.
9. **Once your virtual postcard is ready, please upload to your own server. Please send a download link to NACSW: suzanne@nacsww.org**
10. If you have questions, feel free to reach out to NACSW: suzanne@nacsww.org

TERMS AND RULES

Copyright Fees: The exhibitor is solely responsible for securing any approvals and paying applicable copyright fees.

Cancellation: Any request for cancellation and refund must be made in writing to NACSW no later than October 20, 2023. NACSW will refund money paid, minus a \$30 service charge, after the conference is over. An exhibitor will not receive a refund if a cancellation is requested after October 20, 2023.

Late Registration: Virtual Postcard presenters wishing to register after the October 15, 2023 deadline must add \$30 to the appropriate registration exhibitor's rate. Registrations and payments must be received by October 15, 2023 to be included in the convention promotional materials.

Reserve the Right to Refuse: NACSW reserves the right to not exhibit a virtual postcard if it deems it is contrary to the Mission of NACSW. If this becomes the case, NACSW will immediately refund all funds to the contributor.

NACSW Staff ONLY

Received Date:

NACSW Program Director Signature:

Confirmed Date:

Conference Viewing Dates:

Post-Conference Website Dates:

1-

2-

3-

4-

Focus Groups Designation:

1-

2-

3-

4-