Partnership Prospectus

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CIES 2019 San Francisco, the 63rd Annual Conference of the Comparative and International Education Society, is managed by the CIES Office of the Executive Director (OED) in partnership with Indiana University Conferences (IUC).

CIES OFFICE OF THE EXECUTIVE DIRECTOR
11200 SW 8TH STREET, PC 244D
MIAMI, FL 33199 USA
TEL: 305-348-5464

Mariusz Gałczyński
Managing Director, CIES
mariusz@cies.us

INDIANA UNIVERSITY CONFERENCES
801 NORTH JORDAN AVENUE, SUITE 101
BLOOMINGTON, IN 47405-2107
TEL: 812-856-4039

Cheryl Gilliland
Senior Conference Manager, IUC
cgillila@indiana.edu
CIES, the Comparative and International Education Society, is an academic association dedicated to increasing understanding of educational issues, trends, and policies through comparative, intercultural, and international perspectives.

CIES is the largest and oldest of 47 comparative and international education societies around the world. Its more than 3,000 individual members — researchers, analysts, practitioners, and students — represent over 1,000 universities, research institutes, government departments, non-governmental organizations, and multilateral agencies across the globe.

CIES members explore educational issues related to schools, students, teachers, and administrators — from early childhood and primary school to secondary and higher education, as well as non-formal education and lifelong learning. Some compare achievement inequalities across socio-economic status, gender, ethnicity, and language. Others examine the relationship between education and cultural processes, democratization, globalization, economic development, and political conflict.

Established in 1956, CIES has attracted a diverse audience in working towards its mission to foster cross-cultural understanding and scholarship. Within the last decade alone, CIES membership has doubled — reflecting the global expansion of academic and professional positions as well as a commitment to international education and cooperation.

 Truly international, CIES includes members from over 105 countries. As of 2018, the countries with the highest numbers of CIES members were: the United States, Canada, Japan, the United Kingdom, Mexico, China, India, Kenya, Germany, Australia, South Africa, and Chile.

CIES MEMBERSHIP BY REGION, 2018
La Sociedad de Educación Comparada e Internacional — CIES, por sus siglas en inglés — es una asociación académica dedicada a incrementar el entendimiento de temas, tendencias, y políticas educativas, mediante perspectivas comparadas, interculturales e internacionales.

CIES es la mayor y más antigua de las 47 sociedades de educación comparada e internacional en el mundo. Sus más de 3,000 miembros individuales — investigadores, analistas, profesionales, y estudiantes — representan más de 1,000 universidades, instituciones de investigación, oficinas de gobierno, organizaciones no gubernamentales, y agencias multilaterales a nivel internacional.

Los miembros de CIES exploran temas educativos relacionados con escuelas, estudiantes, maestros, y administradores, desde educación inicial y básica, hasta educación secundaria y superior, así como educación no formal y aprendizaje permanente. Algunos comparan desigualdades de aprendizaje según nivel socio-económico, género, etnia, y lenguaje. Otros examinan las relaciones entre educación y procesos culturales, democratización, globalización, desarrollo económico, y conflicto político.

Establecida en 1956, CIES ha atraído un público diverso para lograr su misión de fomentar entendimiento entre culturas a través de la investigación académica. Sólo en la última década, se ha duplicado su membresía, lo que se ve reflejado en la expansión global de puestos tanto de académicos como de profesionales, así como compromisos con la educación internacional y la cooperación internacional.

Verdaderamente internacional, CIES incluye miembros de más de 105 países. Actualmente los diez países con la mayor membresía son: Estados Unidos, Canadá, Japón, Reino Unido, México, China, India, Kenia, Alemania, Australia, Sudáfrica, y Chile.

MEMBRESÍA DE CIES
POR REGIÓN, 2018

65% Norteamérica
10% Europa
6% África & Medio Oriente
11% Asia-Pacífico
ABOUT CIES 2019 SAN FRANCISCO

CIES 2019 San Francisco is the 63rd Annual Conference of the Comparative and International Education Society, to be held in San Francisco, California, from April 14-18, 2019.

CIES Annual Conferences are academic conventions attended by researchers, students, practitioners and policymakers interested in comparative and international education. As part of these events, Society members and the interested public gather together for scholarly and practical exchange, as well as for debate and networking — via lectures, research presentations, workshops, book talks, social events, and more.

Each CIES conference has a theme that is intended to serve as a broad umbrella under which a wide range of work can be presented. This year’s conference theme is “Education for Sustainability,” which aims to connects the CIES audience with a reconsideration of human progress — by scholars, governments, corporations, international agencies, and civil society at the grassroots level. This reconsideration is also reflected in the 2030 Agenda for Sustainable Development adopted by UN member states. The agenda finds its power by setting goals and building peaceful partnerships for the simultaneous pursuit of human well-being and ecological integrity. Our theme will remind us that, while education is both a public and private good, its impact is global.

AUDIENCE

With an extensive network of education scholars and stakeholders, CIES welcomes sponsors, exhibitors, and advertisers to engage with its global audience. Among those who attend the CIES annual conference each year are professors, deans, and department heads from the world’s best universities; officials and decision-makers from government agencies; and personnel from non-governmental organizations (NGOs) worldwide.

Last year’s event in Mexico City, Mexico, attracted 3,000 registrants who participated in over 800 sessions—with nearly 70 partner organizations promoting engagement via a range of sponsored events, in program advertisements, and on-site at exhibitor tables. Once again this year, we invite organizations, institutions, and businesses to promote their activities, brands, and products to the global educational leaders that make up our Society.

CIES also provides complimentary registration for members of accredited media organizations and encourages press coverage of our event.

VENUES

CIES 2019 San Francisco will take place at the Hyatt Regency San Francisco hotel. Featuring dramatic architecture, including the world's largest hotel lobby, and distinctive rooms with bay views, the hotel is across from the Ferry Building on the Embarcadero waterfront and steps away from the Financial District, Nob Hill, and San Francisco’s vibrant cultural destinations.

Get inspired in our event space in San Francisco, which will featuring over 35 flexible meeting rooms, including the elegant Grand Ballroom, and 72,000 square feet of contemporary meeting space. This conference venue will help ensure that your experience at CIES 2019 San Francisco is engaging, motivating, and entertaining.

What’s more, a special ticketed lecture event will inaugurate the week of conference activities. Held off-site at the historic Herbst Theatre—and livestreamed simultaneously at the conference hotel—the event will invite CIES 2019 participants into the distinguished site of the United Nations Charter signing in 1945. Housed in the Veterans Building of the San Francisco War Memorial & Performing Arts Center, the theater auditorium echoes Beaux-Arts design and is adorned by a series of stunning Frank Brangwyn murals originally painted for the 1915 Panama-Pacific International Exposition.

HYATT REGENCY SAN FRANCISCO
5 EMBARCADEO CENTER
SAN FRANCISCO, CA 94111
TEL: +1 415 788 1234
sanfrancisco.regency.hyatt.com

HERBST THEATER, VETERANS BUILDING
401 VAN NESS AVENUE (AT MCALLISTER)
SAN FRANCISCO, CA 94102
TEL: +1 415 621 6600
sfwmpac.org/herbst-theatre
CIES 2019 San Francisco will mark the introduction of formalized opportunities for Sustaining Partnerships between CIES and external organizations. The purpose of this formalized partnership opportunity is to promote a deeper sense of community among networks of scholars and practitioners who work within and advocate for the field of comparative and international education.

CIES Sustaining Partnerships reflect a commitment to furthering the mission of the Society by helping to offset costs associated with organizing events on a global scale.

To become a Sustaining Partner by pledging a $5000 contribution to CIES on behalf of your organization, please contact Managing Director Mariusz Gałczyński by email at mariusz@cies.us or by phone at 305-348-5464.

**Sustaining Partnerships**

**Partnership Benefits**

- Official designation as “sustaining partner” with recognition in print and digital versions of CIES 2019 San Francisco conference program
- Promotion of “sustaining partner” status via the CIES website, social media channels, and member communications
- Highlighted listing in CIES 2019 mobile app, with description of organization, Twitter account, and link to URL of choice
- “VIP” access for your organization’s guests and representatives at keynote lectures and receptions
- Priority access to sponsorship opportunities at CIES Annual Conferences, with negotiable custom benefits such as discounted rates for registration, advertising, and/or exhibit tables

SEE MORE DETAILS UNDER “SPONSORSHIP OPPORTUNITIES”
Collaboration with external organizations and institutions furthers the mission of CIES in advancing the field of comparative and international education—and creates more meaningful experiences for our conference participants. Our partnership opportunities are designed to encourage conference-goers to engage with your organization, all while helping to make our event more sustainable.

Sponsorships for CIES 2019 San Francisco are customized for each partner organization and may include benefits such as discounted conference registrations, exhibit tables, or program advertisements. If you do not see a sponsorship opportunity in this prospectus that is the right match for your brand or budget, feel free to suggest alternative ideas.

To build a custom sponsorship package, please contact CIES Managing Director Mariusz Gałczyński by email at mariusz@cies.us or by phone at 305-348-5464.

**Basic Benefits**

_Guaranteed for all sponsors_

- Official designation as “partner organization,” with recognition in print and digital versions of CIES 2019 San Francisco conference program
- Promotion of “partner organization” status via CIES social media channels and member communications
- Listing in CIES 2019 mobile app with description of organization, Twitter account, and link to URL of choice
- Signage/branding recognition as part of sponsored event and/or item

**Custom Benefits**

_Negotiable, based on sponsorship package_

- Discounted “member” registration rates at CIES 2019 San Francisco for your organization’s representatives/guests
- Discounted or complimentary rates for pre-conference workshop registration at CIES 2019 San Francisco for your organization’s representatives/guests
- Discounted or complimentary advertisement in print and digital versions of CIES 2019 San Francisco conference program
- Discounted or complimentary table(s) in exhibit hall
- Screens/TVs to display slideshow at sponsored event
$10,000+

**Keynote Lecture**

By sponsoring the keynote lecture at CIES 2019 San Francisco, you will have the opportunity to align your organization with an internationally recognized scholar. This year’s keynote is expected to feature Jeffrey Sachs, Professor of Sustainable Development at Columbia University and special adviser to the UN Secretary-General on the Sustainable Development Goals.

The keynote lecture will be organized as part of a special ticketed event held off-site at the historic Herbst Theatre, the distinguished site of the United Nations Charter signing in 1945. Although the event will be professionally recorded and livestreamed simultaneously at the conference hotel, there is potential to broadcast the event to other locations and to select audiences via web platforms.

The keynote sponsorship package may be priced to include livestream sponsorship only, or with add-on commitments for event hosting and video production. Sponsorship may be further negotiated to include meet-and-greet with the invited speaker, reserved VIP seats for representatives or guests, and distribution of company swag to on-site attendees.

**Wi-Fi Network**

Associate your organization’s brand with wireless internet capability as the official Wi-Fi sponsor of CIES 2019 San Francisco. In order to help conference participants get online, the name of the Wi-Fi network itself will reference your organization and its logo will appear on signage and business cards with log-in information distributed at the registration desk. Particularly as this year’s event takes place in the Bay Area tech hub, reliable Wi-Fi connection will be essential in helping all attendees make the most of their conference experience.

**Institutional Receptions**

As our post-conference surveys have shown, our audience prioritizes opportunities to have conversations, share ideas, and network with colleagues. And even after panel sessions have ended for the day, conference attendees continue dialogue and networking into the evening by attending receptions hosted on-site at the conference venue. Institutional receptions offer attendees a place to extend thoughtful conversations with peers and with representatives from the institutions that sponsor them.

At CIES 2019 San Francisco, an institutional reception hosted by your organization can be scheduled to take place between 8:30pm and 9:45pm on either Tuesday, April 16th or Wednesday, April 17th.

Receptions may be sponsored independently or co-sponsored jointly by multiple institutions to cover food and beverage costs, which vary depending on the specific menu and audience size. Receptions may be open to all conference attendees or restricted to invited guests. We will work directly with your organizational representative(s) to ensure that all arrangements are made to suit your tastes and budget.

**Breakfast/Lunch Networking Receptions**

75-minute breakfast or lunch networking receptions may also be hosted at the conference hotel, including food and beverage catering for up to 100 guests. Management of the guest list will be entirely at the discretion of your organization. Several spaces have been identified on-site at the venue in order to accommodate setup for buffet-style or sit-down meals. We will work directly with your representative(s) to ensure that all arrangements are made to suit your needs.

**On-site Meeting Space**

We understand that external organizations take advantage of CIES 2019 San Francisco as an opportunity to host meetings among their own personnel and partners. As we regularly receive requests for on-site meeting space, we plan to dedicate use of one formal boardroom (seating up to 12 persons) for this purpose.

Organizations or institutions who partner with CIES as sponsors, advertisers, or exhibitors will be permitted to reserve 1-hour blocks of meeting space on a first-come, first-served basis.
Help CIES support gender equity by making a contribution to subsidize arrangements for on-site childcare at CIES 2019 San Francisco. With over 1,300 square feet of space, our childcare area will be managed by a nationally-recognized and fully accredited childcare provider offering high-quality activities for children ranging in age from infants to pre-teens. By recognizing your organization as our official childcare sponsor in the CIES 2019 conference program and all promotional materials, this opportunity will not only contribute to raising the profile of your work with children and youth, it will also earn sincere gratitude from conference-goers. Feedback collected from our post-conference surveys has made clear that our conference participants emphatically support the availability of childcare services on-site.

Help CIES 2019 San Francisco participants get an extra boost by sponsoring a refreshment break with coffee and tea. With conference sessions starting at 8am daily, coffee refreshment break sponsorships offer your organization an excellent opportunity to promote and publicize its work while inviting highly-appreciative conference participants to take advantage of a much-needed break. CIES attendees consistently identify socializing and network opportunities among the primary reasons they come to the annual conference, and each full conference day offers the opportunity for sponsorship of a 30-minute refreshment break from 9:30am to 10am where your organization can display signage, project media, and interact with participants. Four coffee refreshment break sponsorships are available for CIES 2019, with one break scheduled each day between Monday, April 15, and Thursday, April 18.

Even in a crowded venue, power zones and charging stations for portable electronic devices get noticed and usually are in great demand — providing a convenient way to recharge computers and cell phones. As they plug-in and charge their devices, participants at CIES 2019 San Francisco will undoubtedly recognize the visibility of your organization and appreciate its forward-thinking in making such a well-used resource available. Set up in high-traffic networking spaces around the conference venue, PowerZone charging stations will ensure that conference-goers stay “plugged in” as they interact with colleagues and with your organization’s representatives.

Encourage conference participants to stay hydrated throughout the non-stop conference day, all while helping the environment, too! Hydration station sponsorship creates an eco-friendly on-site space where fresh drinking water is dispensed. Your organization can display its branding at hydration stations on each floor of the conference venue, where fresh drinking water will be distributed daily. Take your sponsorship to the next level by also providing refillable water bottles or drinking cups, which can be distributed to conference participants either at the hydration stations or alongside the sustainable tote bags handed out with registration materials.

As CIES 2019 San Francisco attendees rush from session to session at the conference venue, they will be delighted to encounter a table offering a nutritious grab-and-go snack. Sponsoring a snack station not only offers a superb opportunity to display signage at the event space, but also a chance to earn kudos from appreciative conference participants. With concurrent sessions running from 8am to 6:30pm every day, this sponsorship opportunity associates your brand with a much-needed energy boost. And with great flexibility in terms of scheduling, your sponsored snack break can appear at the perfect time and place to attract an audience for a key session or presentation.

Provide CIES 2019 San Francisco registrants with a practical gift they can make use of both during and after the event. USB flash drives emblazoned with your logo will be distributed inside the conference bags, making your organization stand out in high-tech fashion with the added benefit of long-term brand exposure—as attendees use their USB flash drives over and over to store and transfer important data. USB flash drives may be ordered via a local supplier or donated in-kind by your organization (in lieu of any monetary sponsorship).
**$3,000+**

### Hotel Room Key Cards

With most conference-goers taking advantage of the discounted rates for hotel accommodation reserved as part of the CIES room block, the Hyatt Regency San Francisco offers your organization a very unique way to stand out among the crowd: custom-printed room key cards. Simply design a graphic that displays your logo and any information you want to highlight—a key session presentation, your spot in the exhibit hall, Twitter handle, or even a QR code that links to much more!

### Espresso Cart

Start your own coffee shop by setting up an espresso cart in the middle of the exhibitor space at CIES 2019 San Francisco! Whether to attract those aficionados who crave more than drip coffee or to satisfy conference participants who need a pick-me-up long after the morning coffee breaks have ended, your branded espresso cart station will serve as a gathering place that simultaneously draws an interested crowd to your exhibitor display.

### Twitter Feed Projections

As more and more attendees engage with social media each year as part of their conference experience, your organization can sponsor highly-visible, on-site screens dedicated to projecting a live Twitter feed. Not only will signage credit your organization as “host” of the Twitter feed, your organization’s representatives are invited to engage with participants and keep contributing to the conversation by using the official conference hashtags: #CIES2019 and #Ed4Sustainability.

### Writing Notepads

Be on the minds of all attendees as they jot notes down from engaging sessions on the official conference notepad, which prominently showcases your organization’s logo alongside CIES 2019 San Francisco branding. Notepads will be distributed to conference registrants inside complimentary tote bags constructed from sustainable materials, in reflection of the conference theme. Notepads graphics may be designed either by the sponsor or by CIES, and both parties must approve the final design.

### $1,000+

### Photo Frame Cutout

It won’t be easy to forget your organization when your brand is featured as part of the social media traffic coming out of CIES 2019 San Francisco. Conference participants will be lining up to take group photos and “selfies” in front of a cutout picture frame branded with your organization’s logo, CIES 2019 hashtags, and graphics inspired by San Francisco.

### Running Route Map

Getting exercise and sticking to a healthy routine while on the road is a priority for many of our conference attendees. Your organization is invited to sponsor wellness and exercise by branding our CIES 2019 San Francisco Running Route Map. A morning run on the conference day of your choice will be advertised via this promotional flyer included in the conference tote bags, guiding participants on a round-trip path from the hotel past Bay Bridge towards AT&T Park, and back!

### Networking Pods for Professional Consultation

Many CIES 2019 San Francisco attendees will jump at an opportunity to get expert advice or to discuss hot topics with those working in the field of comparative and international education. We invite your organization to sponsor “micro-meetings,” or short consultation and mentoring sessions on-site at the conference venue. Four micro-meeting “pods” in our highly-visible atrium networking space are available for sponsorship, so that each organization can oversee its own coordination of meeting dates and times based on their representatives’ availability.

### Travel Support for Conference Participants

Promote the inclusion of more diverse voices at CIES 2019 San Francisco by pledging travel support for select conference participants. The CIES Office of the Executive Director (OED) will work with you to identify benefactors who have greater financial need and/or merit special recognition. This may include students, scholars from the Global South, delegates from under-represented institutions, or presenters sharing research on noteworthy topics.
Exhibits will be located across three foyer spaces within the Hyatt Regency San Francisco: Grand Ballroom, Seacliff, and Market Street. This placement ensures that exhibits are in an area of maximum traffic flow.

Your organization will be provided name badges for any representatives who will be stationed at your tables in the exhibit hall. Please note that exhibitor registration does not substitute for CIES 2019 San Francisco conference registration, which permits full access to academic sessions and social events. CIES 2019 conference participants will need to register separately via the official conference website, cies2019.org. However, registered (and paid) conference participants may also represent your organization at its exhibitor tables and do not require additional "Exhibit Hall Only" badges.

Exhibitor tables will be covered with black linens and skirted. Each table will be equipped with two chairs.

The exhibit hall is protected by security during non-exhibit hours. Space in the exhibit hall will be assigned on a first-come, first-served basis. CIES reserves the right to alter the official floor plan and/or re-assign any exhibitor’s location as deemed advisable.

### Tentative Exhibit Hall Schedule

**Exhibitor Set-Up**

Monday, April 15
7:00am – 9:00am

**Show Hours**

Monday, April 15
9:00am – 6:30pm

Tuesday, April 16
9:00am – 6:30pm

Wednesday, April 17
9:00am – 6:30pm

Thursday, April 18
9:00am – 5:00pm

**Exhibitor Dismantle**

Thursday, April 18
5:00pm – 6:30pm
ALL EXHIBIT TABLES MEASURE:
6 ft. Length x 2 ft. Width

DISCLAIMER: While reasonable security and periodic monitoring will be provided on a 24-hour basis, CIES, IUC, and the Hyatt Regency San Francisco will not assume any liability for damage, theft, or loss related to vendor materials or equipment.

INDIVIDUAL EXHIBIT TABLES
Attended by on-site company representative(s)

<table>
<thead>
<tr>
<th>Tables</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Table</td>
<td>$800</td>
</tr>
<tr>
<td>2 Tables</td>
<td>$1,500</td>
</tr>
<tr>
<td>3 Tables</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

INCLUDES:
✓ Two (2) chairs per table
✓ Complimentary name badges for your representative(s)
✓ Listing in CIES 2019 mobile app with description of organization, Twitter account, and link to URL of choice

SHARED EXHIBIT / COMMON TABLE ITEMS
To display publications/materials without on-site company representatives

<table>
<thead>
<tr>
<th>Items</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150 per item (up to 5 items)</td>
<td></td>
</tr>
</tbody>
</table>

INCLUDES:
✓ Up to 5 individual items to be displayed on an unmanned “common table” in the exhibit area
(Note: Order forms are not considered a separate item; please provide 300 copies to accompany individual books, brochures, or other samples)
✓ Listing in CIES 2019 mobile app with description of organization, Twitter account, and link to URL of choice

IMPORTANT INFORMATION FOR EXHIBITORS

CIES has partnered with San Francisco-based company FREEMAN to support CIES 2019 vendors with shipping needs. FREEMAN will oversee drayage of materials between its warehouse and the conference venue. To guarantee timely arrival, you should plan for your shipment to begin arriving at the Freeman warehouse around March 14, 2019. The cut-off date for receiving shipped materials is April 11, 2019.

After completion of vendor registration, FREEMAN will contact your organizational representative(s) to provide them with an Exhibitor Kit. The kit will include specific shipping instructions for exhibitor materials, as well as contact information for Freeman Exhibitor Services representatives who can assist you with the shipping process.

While Wi-Fi internet service is expected to be provided by conference organizers, any additional requirements for power strips, meter boards, dedicated internet lines, or audio visual needs should initially be requested at the time of vendor registration. After registration has been completed, FREEMAN will make contact for electrical and internet order placement and payment. Audio visual requests will be shared with the contracted AV vendor for order placement and payment. Exhibitor requests for extra services should be made by March 15, 2019.

Unless otherwise pre-arranged, CIES cannot return any materials. Leftover samples will be distributed to students and volunteers during the exhibitor dismantle period.
Get your message out to conference attendees by placing advertisements within the official CIES 2019 San Francisco conference program or inside conference tote bags!

A complete CIES 2019 San Francisco program book (250-300 pages) will be available for attendees to purchase in printed form at a cost of $20 USD, or they may access program information online and via mobile app at no charge. Advertisements will be included in both the print and digital (PDF) versions of the program. Please note that external advertising opportunities such as banner ads will not be integrated into the mobile app, so that conference attendees are guaranteed an ad-free browsing experience.

**PRINT ADVERTISEMENT**

- Full-page Ad
  - 8.5” x 11” *(portrait orientation)*
  - $500
- Half-page Ad
  - 8.5” x 5.5” *(landscape orientation)*
  - $350

**TOTE BAG INSERTS**

- Any Size
  - 8.5” x 11” or smaller
  - $1,500

Your organization must provide camera-ready artwork (no-bleed) in black and white (grayscale) for printing in the hard-copy conference program, as well as in color for publication in the digital version (PDF) of the program.

Advertisement via tote bag inserts includes a complimentary full-page conference program ad. The program advertisement must conform to the requirements listed here, but may differ from the promotional tote bag inserts.

Tote bag inserts must be printed by your organization (at your own additional cost). We anticipate 3,000 copies of the inserts will be needed for placement in CIES 2019 conference tote bags.

Due to space constraints, shipments of tote bag inserts must be scheduled to arrive at the Hyatt Regency San Francisco no earlier than April 8, 2019, and no later than April 10, 2019. Please use the following labeling for shipping:

YOUR COMPANY NAME [BOX # OF #]
HYATT REGENCY SAN FRANCISCO
5 EMBARCADERO CENTER
SAN FRANCISCO, CA 94111
ATTN: AJ PATEL / CIES
STANDARDS & APPROPRIATENESS
The Comparative and International Education Society (CIES) is a scholarly association dedicated to increasing the understanding of educational issues, trends and policies through comparative, cross-cultural and international perspectives. Its approximately 3,000 individual members—researchers, policymakers, practitioners, and students—use different conceptual frameworks to explore topics related to education. These include a focus on schools, students, teachers, and administrators, and on issues spanning early childhood and basic education to secondary and higher education, as well as non-formal education and life-long learning. Many CIES researchers compare learning and other educational disparities related to wealth, gender, ethnicity, language, and socio-demographic status. Others examine the relationships between education and cultural processes, democratization, globalization, economic development, and political conflict. The discourses, practices and programs of international actors—both governmental and non-governmental—are also an important topic of interest.

CIES is opposed to discrimination based upon sex, actual or perceived gender, age, race, color, religion, creed, national or ethnic origin, disability, sexual orientation, gender identity, and expression, genetic information, parental, marital, domestic partner, civil union, military, or veteran status.

All promotion by “VENDORS” (defined as sponsors, exhibitors, and/or advertisers) must relate to the professional interests of CIES membership and be in accordance with CIES’s commitment to ethical standards and to non-discrimination. CIES reserves the right to reject any advertisement which in CIES’s sole discretion is not in keeping with the organization’s editorial purpose or not meeting its production standards. CIES also reserves the right to place the word “advertisement” in any promotional materials that resemble editorial matter, or to reject or request redesign of any promotional materials too closely resembling editorial matter.

LIABILITY & INDEMNIFICATION
Although security service will be furnished at the Hyatt Regency San Francisco for CIES 2019 San Francisco, CIES cannot and will not be responsible for damage to, loss and/or theft of property belonging to any vendor, its agents, employees, business invitees, visitors or guests. Each vendor must carry its own insurance. Vendors agree to make no claim for any reason whatsoever against CIES, IUC, its officers, directors, employees, agents and authorized representatives, or the facility/hotel.

Vendors assume total and complete liability for the copy in their promotional materials and warrant that same does not represent or contain false claims or infringe on the trademarks or copyrights of others. Vendors hold CIES harmless from and all liabilities or claims which may arise from any such infringement, alleged infringement, or other claims arising from the nature or context of the advertisements, and agree to indemnify and to reimburse CIES for any and all costs, including legal fees, incurred as a result of any such claims.

Vendors assume complete responsibility for the copy and artistic content of their promotional materials. CIES’s liability to vendors for any act or omission in connection with the reproduction of an advertisement or the performance of any other obligation is and shall be limited to the cost of the ad or portion thereof.

ELIGIBILITY & TERMINATION
CIES reserves the right to determine the eligibility of any vendor to sponsor, exhibit, or advertise as part of CIES 2019 San Francisco and further reserves the right to reject any application and/or limit space assigned to any one company or product.

CIES reserves the right to terminate without notice a vendor’s right to sponsor, exhibit, or advertise if the vendor or any of its representatives fail to observe the policies outlined in this prospectus, or if in the opinion of CIES, they conduct themselves in an unethical or unprofessional manner. Such vendors will be dismissed without refund.

NON-ENDORSEMENT
The sponsorship, exhibition, or advertising of products or services at CIES 2019 San Francisco does not constitute an endorsement by CIES. Vendors are not permitted to represent that their products or services have been endorsed by CIES unless express written endorsement has been provided.

NON-SOLICITATION
Solicitation is allowed only in the exhibit hall. No organization or individual without assigned exhibit space, sponsorship, or CIES endorsement will be permitted to solicit business or distribute promotional materials during CIES 2019 San Francisco, being held at the Hyatt Regency San Francisco hotel.

PHOTOGRAPHY & VIDEO RECORDING
Photography and video recording is permitted during CIES 2019 San Francisco proceedings and within the exhibit hall. Please be advised, however, that certain conference registrants may have opted not to grant CIES and its affiliates permission to use their image. IUC will help vendors identify such participants so that their requests may be accommodated.

HOTEL ACCOMMODATION
CIES has reserved sleeping rooms for annual conference attendees at the conference venue at preferential rates. Visit cies2019.org for more information.

PAYMENT INFORMATION
Payment for sponsorships, exhibit space, or advertisements must be received in full by 28 February 2019. The full balance is required in order to proceed as outlined in this prospectus. Available payment options include check, credit card, or wire transfer.

CANCELLATION POLICY
Vendors shall give written notice of cancellation. If a sponsor, exhibitor, or advertiser cancels prior to 28 February 2019, CIES will retain $200 for handling and processing charges and return all other fees. Refunds will not be made past 28 February 2019 under any circumstance.

VENDOR POLICIES