

Sponsorship for Continuing Education Events

1 – 8 hour Workshops*

NOTIS strives to provide continuing education that is high quality, affordable, and accessible to all T&I professionals in the Pacific Northwest. Your valuable support helps us reach our goal. Thank you!

How can I help?

❖ Provide a Venue Free of Charge

Organizations and companies with an appropriate meeting space are welcome to provide their venue for any given workshop in exchange for recognition as co-organizers with NOTIS.

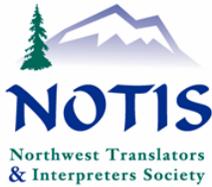
Room needs:

- Access to the room for at least one hour before and after the scheduled class, for the presenter and/or NOTIS contact person
- Enough chairs and tables for the projected number of attendees, and an appropriate seating arrangement (the instructor will determine what seating arrangement best supports the particular workshop)
- Table for check-in, either inside or immediately outside the room
- Access to restrooms
- Enough space to set up a projector and screen, and to provide reasonable comfort for everyone in the room

Recognition:

- Free entry to the event for up to three of your staff members (using a registration code provided by NOTIS)
- Your organization or company name on all workshop announcements and advertisements
- The option to provide business cards, brochures, or flyers at the event registration table
- The option to display your organization or company name in the back or on the side of the classroom, as long as it does not distract from the class

*Please note: Some events may have a separate, event-specific sponsorship schedule.



❖ Financial Contribution

Organizations and companies that do not have a venue available may also facilitate the event by helping NOTIS offset costs. Workshop costs may include: room rental, media equipment (projector & screen), furniture rental, service fees, and sales tax, among other potential costs.

Requested participation:

- A contribution of \$200 to offset workshop-related fees

Recognition:

- Free entry to the event for one of your staff members (using a registration code provided by NOTIS)
- Your organization or company name on all workshop announcements and advertisements
- The option to provide business cards, brochures, or flyers at the event registration table
- The option to display your organization or company name in the back or sides of the room, as long as it does not distract from the class

Payment

- Card/PayPal – Please contact Naomi Uchida at officemanager@notisnet.org to make a payment by card or PayPal.
- Check – Checks made to the order of NOTIS, with “Event Sponsorship” indicated on the memo line, will be gladly accepted. Please send your check to:

Naomi Uchida / NOTIS
12626 SE 42nd St. C-3
Bellevue, WA 98006 USA

Sponsors are accepted at the discretion of NOTIS. If sponsors are no longer needed for the event that interests you, we’re always happy to discuss other opportunities.

Is there anything else I can do?

Yes! Here are some additional ways you can help.

- We appreciate your support for the T&I community, and invite you to **spread the word** about continuing education opportunities in your area, whether or not they are sponsored by NOTIS.



- **Cover registration costs** for your employees and/or collaborators. To do so, please contact the NOTIS Office Manager, Naomi Uchida, at: officemanager@notisnet.org.
- **Provide coffee, tea or other refreshments.** In order to make the workshops financially accessible to more interpreters by keeping costs low, NOTIS does not as a rule provide refreshments or lunch at its workshops. However, a coffee service at the event is always much appreciated by attendees! All donated food and beverages will be recognized with a small sign stating "[FOOD/BEVERAGE] provided by [NAME]."
- **Donate to the NOTIS Scholarship Fund.** This fund helps interpreters and translators defray the costs of attending either a conference in their field or classroom training. For donations over \$100, the name of the donor will be posted on the NOTIS scholarship web page within a week following the donation and will remain for a total of six months. Please visit the NOTIS scholarship page for more information. To make a donation, please contact the NOTIS Office Manager, Naomi Uchida, at: officemanager@notisnet.org.