



GEORGIA
GMIS

in cooperation with



**Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA**

Presents



GA GMIS FALL CONFERENCE

October 21 - October 25, 2018

**The Desoto
Savannah, Georgia**

Sponsor Registration Packet

Registration and Sponsor Information: Registration Deadline is October 12, 2018. Please contact Karen Knight at (678) 449-3088 or knightk@douglasvillega.gov for additional information.

A Note from our President:

On behalf of the Georgia GMIS Board of Directors, I invite you to join us at the Georgia GMIS Fall 2018 conference and help us celebrate the theme “Hooray for Hollywood!!” The conference will be held at the DeSoto Savannah, located at 15 Liberty Street, Savannah GA.

Our main topic on Monday’s session will be “Strategic Budgeting”. On Tuesday we will continue our focus on CyberSecurity and will be coordinating member-led and vendor-led roundtable discussions on various CyberSecurity topics. Please see the guidelines below to participate in the roundtable discussions.

I look forward to seeing you in Savannah in October!

Cam Mathis
President, GA GMIS

Round Table Discussion Opportunities

For Fall 2018, we are planning to have vendor-led roundtable discussions on various CyberSecurity topics. We are going to draw from the “CIS Controls” list of twenty best practices published by the Center for Internet Security (CIS).

The Roundtable session will last 90 minutes in total. We will have a succession of two “roundtable” of discussions, one after the other. Each discussion will last approximately 40 minutes in length. Each roundtable will have 4-6 vendors participate.

Roundtable 1 will discuss the following Controls:

Control 3: Continuous Vulnerability Management

Control 4: Controlled Use of Administrative Privileges

Control 6: Maintenance Monitoring and Analysis of Audit Logs

Control 17: Implement a Security Awareness and Training Program

Roundtable 2 will discuss the following Controls:

Control 7: Email and Web Browser Protections

Control 8: Malware Defenses

Control 10: Data Recovery Capabilities

Control 13: Data Protection

If you would like to participate in a roundtable discussion, submit an outline of discussion points for each of the Controls listed by Friday, September 28th at 3:00pm for review and approval by the GA GMIS Board and Carl Vinson Institute of Government.

Participation in the roundtable is not an opportunity to “sell” or “advertise” your product or solution. The purpose of the roundtable is to offer explanations of complex solutions and offer practical instruction so GMIS members can become better informed and make better decisions.

Participation in the roundtable will be offered to highest level sponsorships on a first come, first served basis. Sponsorship payment must be paid in full prior to the conference.

IMPORTANT INFORMATION

The event location is The Desoto Savannah, located at 15 East Liberty Street, Savannah. There are a limited number of tables available. In order to participate, the registration form and fee must be received by **October 12, 2018**. **We do take credit cards through Pay Pal only.** Please contact Karen Knight at knightk@douglasvillega.gov or 678-449-3088 if additional information is needed. **NOTE: Do not register through the UGA/CVIOG link on the website. It is for the participants only. Sponsorship registration is by this brochure. There is no online registration.**

SPACE AND PARTICIPATION IS LIMITED TO THE FIRST 35 PAID SPONSORS.

Sponsor setup will be held on Monday, October 22.

- **Geek Trak, Entertainment and Gold Sponsors: your setup will begin at 11:00 am**
- **Silver Sponsors: your setup will begin at 1:45 pm**

Tear Down for all Sponsors will be on Wednesday, October 24 after 12:00 pm

IMPORTANT: Sponsors please note that our sponsor exhibit area will be in the Madison Ballroom and will be tabletop only. Your display table will be 6-feet long and you will have 2 chairs. All display materials and handouts should fit on top of this 6-foot table. You may have the roll-up screens that fit behind your table. Sponsors who bring free standing, floor displays will be asked to dismantle them. There will be no exceptions to this request.

HOTEL, LOGISTICS, LOGOS AND EXTRA ATTENDEES

Hotel Reservations

A block of rooms has been reserved at The Desoto at a special rate of \$159.00 per night plus tax for single occupancy. Valet Parking is \$15.00 per night. You may call 1-844-257-3520 and use Group Code: MIS or follow the link below to make your reservations. Deadline for group rate is Tuesday, September 25. Once the room block is met, availability of rooms is not assured, and the special rate cannot be honored. Check in time is 4:00 pm and check out time is 11:00 am. [GA GMIS Hotel Reservations Fall 2018](#)

Shipping

Shipping, receiving or storage of any items for the conference must be arranged directly with the hotel. Please see the attached information for shipping details. You may also contact Ann Mashburn at 912-231-1633 or amashburn@desotohilton.com for more information.

Electricity and Internet Access

Electrical and Internet service requests must be received by the Desoto prior to the event. Please see the attached order form for more information. You may also contact Ann Mashburn at 912-231-1633 or amashburn@desotohilton.com for more information.

Logos

Please email a high-resolution copy of your logo to Karen Knight so that we may use it on our website and signage at the conference.

Extra Attendees

Please note that sponsor attendees are limited to the number on your sponsorship level. If you have additional attendees, they must purchase extra passes at a cost of \$300 per person. **THEY MUST BE PURCHASED BEFORE THE CONFERENCE DEADLINE OF October 12. AFTER THIS DATE, THE COST IS \$350. ALL ATTENDEES MUST HAVE AN OFFICAL GA GMIS NAME BADGE FOR ACCESS TO ALL AREAS.**

GA GMIS Fall Conference 2018

GEEK TRAK SPONSOR	\$5,000.00
<ul style="list-style-type: none">• Title Sponsor of Geek Trak• Rest of Benefits of Gold Sponsorship	
ENTERTAINMENT SPONSOR	\$5,000.00
<ul style="list-style-type: none">• Title Sponsor of Entertainment• Rest of the Benefits of Gold Sponsorship	
GOLD SPONSOR	\$3,500.00
<ul style="list-style-type: none">• Company Name or Logo on GA-GMIS website• One 6-foot table, skirting, and 2 chairs• Sponsor meals for four• Tuesday night Banquet Tickets for four• Conference Attendance List• Recognition at Conference	
SILVER SPONSOR	\$2,500.00
<ul style="list-style-type: none">• Company Name or Logo on GA-GMIS website• One 6-foot table, skirting, and 2 chairs• Sponsor meals for two• Tuesday night Banquet Tickets for two• Conference Attendance List	
NETWORKING SUITE (1 available) SOLD OUT	\$1,500.00
<ul style="list-style-type: none">• Monday Night Available• Signage in Networking Suite• Must be a Gold Sponsor• First Come, First Serve	
SOCIAL Sponsor (1 available)	\$1,000.00
<ul style="list-style-type: none">• Tuesday Evening before the banquet• Signage during break• Must be a Gold Sponsor• First Come, First Serve	

By **no later than October 12, 2018**, mail your registration form and check (payable to GA GMIS) to:

Karen Knight, GA GMIS Tel: (678) 449-3088
P. O. Box 219 Fax: (678) 499-3089
Douglasville, GA 30133-0219 Email: knightk@douglasvillega.gov

If sending by overnight mail, please use the following:

Karen Knight, GA GMIS
6695 Church Street
Douglasville, GA 30134

For more information contact: Karen Knight (678) 449-3088

Web Site: www.gagmis.org

CANCELLATION & REFUND POLICY: See Registration Form

**GEORGIA GMIS
FALL CONFERENCE 2018
EXHIBITOR / SPONSOR REGISTRATION FORM**

COMPANY _____ PHONE _____

CONTACT _____ EMAIL _____

NAMES OF ATTENDEES FOR BADGES (use separate sheet for their local contact info):

ADDRESS: _____

Any dietary restrictions for your attendees (vegetarian, gluten, etc.):

EXHIBITOR AND SPONSORSHIP FEES:

	Quantity	RATE	TOTAL
Geek Trak Sponsor		\$5,000.00	SOLD OUT
Entertainment Sponsor		\$5,000.00	SOLD OUT
Gold Sponsor		\$3,500.00	
Silver Sponsor		\$2,500.00	
Extra Attendee (before October 12, 2018)		\$300.00	
Networking Sponsor (must be a Gold Sponsor) Monday Night		\$1,500.00	SOLD OUT
Social Sponsor (must be a Gold Sponsor – Tuesday night		\$1,000.00	
GRAND TOTAL			

CANCELLATION & REFUND POLICY:

Cancellation of registration must be made **ten** working days (September 29) prior to the beginning of the conference. Sponsors, who fail to cancel or attend, are liable for the full registration fee. Requests for refunds after this time will be charged a 25% processing fee. To cancel a registration, please notify Karen Knight at knightk@douglasvillega.gov

By ***no later than October 12, 2018***, mail your registration form and check (payable to GA-GMIS) to:

**GA-GMIS
P. O. Box 219
Douglasville, GA 30133-0219
ATTN: Karen Knight**



Shipping Instructions

Dear Guest,

In order to better serve your needs over your event dates we have created some directions for shipping for your convenience:

INSTRUCTIONS FOR SHIPPING MATERIALS TO THE HOTEL

Ship To:

The Desoto
15 East Liberty Street
Savannah, GA 31401
ATTN: Conference Name
Vendor Name: (Please have your company name on the box)

Shipping to the Hotel:

Boxes and pallets will be received no more than 3 business days prior to the start of the event. Shipments may be received Monday – Saturday 8AM-5PM on our loading dock.

Shipping fees may apply:

- Up to 5 Boxes (not weighing more than 50 lbs.) – Complimentary
- Additional Boxes - a handling fee of \$5 per box will apply and will be charged to your Master Account
- Pallets, Large Crated Items & Items weighing more than 80 pounds - Fees \$50 Handling fee applied per pallet
- If shipments arrive more than 3 Days out from event - storage fee of \$15 per day, per box will be applied

GA Sales Tax of 7% is applicable to all charges.

INSTRUCTIONS FOR RETURN SHIPMENTS:

When returning your packages after the conference:

- **Guest is to provide their own return Shipment label that they will need to attach to each box. The DeSoto does not have shipping labels on-site***
- Please complete the shipping labels with your account number and make sure each box has a label
- Please make sure your boxes are sealed with tape
- Schedule a pick-up with your preferred carrier
- Leave the box on the table at your booth and they will be placed on the loading dock for your carrier to pickup

Overnight Return Shipment's: If you need the boxes to get shipped overnight please make sure you inform the hotel staff and that you schedule your pick up directly with your preferred carrier.

The page includes labels that have been created for your convenience and to help expedite the process of receiving your materials on Hotel Property.

1. Please replace the red writing with your conference and company name
2. Make as many copies as you need for the number of boxes. Place one on each box.
3. In addition, place your shipping label you would normally use for your carrier (Example: Fed Ex label or UPS etc.)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)

TO: The Desoto
15 East Liberty Street
Savannah, GA 31401
Attn: **Conference Name/Vendor**
(Place Name of Company)



Shipping Materials

Dear Guest,

In order to better serve your needs over your event dates we have created some directions for shipping for your convenience. We ask that you please complete the following form if you are shipping materials directly to the Hotel and fax a copy of this form to **(912) 231-1633**.

Name of company _____

Number of Boxes	Weight	Charge per box	Total to be charged + 7% Sales tax

If you have charges related to your shipping materials please complete the above table and the credit card information below. If the shipment of materials falls under \$0 fees please complete the top portion of the form with the number of boxes we should be expecting.

Vendor Setup Date _____

Vendor Breakdown Date _____

Event Name _____

Company requesting the above _____ Booth Number (if known) _____

Company Address: _____

Phone Number _____

Credit Card Number _____ Expiration Date _____

Signature of Card Holder to Confirm and Order _____

Fax completed form with credit information to:

The DeSoto Savannah

Attn: Ann Mashburn/

amashburn@thedesotosavannah.com

912.231.1633



Vendor Order Form for Exhibit Halls

Product

Exhibitors are responsible for bringing their own materials to assist in display. Fees may apply for any additional items requested and for Hotel handling of exhibit materials/boxes.

Shipping:

Boxes and pallets will be received by the Hotel 3 business days prior to the start of the event. There is a \$50.00 pallet fee, per pallet that will be billed to the receiver of the product. For box shipments of 5 or more boxes, there is a \$5.00 per box storage and handling fee. Shipments may be received Monday – Saturday 8AM-5PM on our Harris Street loading dock.

Boxes will be delivered to the Exhibit Hall at the beginning of your Setup day by the Banquet Team and placed in a central location with easy access.

Number of Boxes to be received _____

ADDRESS FOR SHIPPING: 15 East Liberty Street
Savannah, GA 31401
Guest name/ Onsite contact _____
Group Name _____
Company Name _____

Loading/Set-Up/Breakdown

Load-in is at the side and back entrance of the Desoto. Do not load/unload equipment through the main entrance at the front. Check with your group contact regarding specific set-up and breakdown times

Exhibitor Essentials-Per Day Charges

ITEM	COST	QTY
Power Only	\$20.00	
Power Strip	\$15.00	
Extension Cord	\$15.00	
Flipchart	\$65.00	
Easel	\$15.00	
Packing Tape	\$5.00/roll	
Phone Line	\$150.00	
Internet Line	\$150.00	
55" Plasma	\$450.00	

24% Service charge and GA Sales Tax will be added

Items will be delivered to an exhibitor with credit card approval.
Payment must be received in full prior to arrival
Payment method: Pre-Paid by authorized credit application

Vendor Setup Date _____ Vendor Breakdown Date _____

Event Name _____

Company requesting the above _____ Booth Number (if known) _____

Company Address: _____

Phone Number _____

Credit Card Number _____ Expiration Date _____

Signature of Card Holder to Confirm and Order _____

A COPY (FRONT AND BACK) OF THE ABOVE CREDIT CARD MUST ACCOMPANY THIS FORM

Fax completed form with credit information to: The DeSoto
Attn: Ann Mashburn/ amashburn@thedesotosavannah.com
FAX: 912.231.1633