

The College Music Society Association for Technology In Music Instruction

2009 Annual Conferences, October 22 - 25
DoubleTree & Meeting Center Portland - Lloyd Center
Portland, Oregon

— Exhibitor Focus Group Specifications —

The College Music Society provides the opportunity for exhibitors participating at the national conference in Portland to sponsor a Focus Group.

A Focus Group may be used by exhibitors for the following purposes:

- Introduction or demonstration of musical products and services, including instruments, publications, textbooks, recordings and other materials or equipment of benefit to music faculty and students, music researchers, composers, performers, and others working in the music field.
- Artists, clinicians, and small (6-8 person limit) demonstration groups. (Full performance groups or concerts are not possible due to space limitations)
- Video presentations related to musical products, publications, or services.
- Other media directly relating to the research, teaching, creation, or presentation of music.

The Focus Group maybe used for activities contributing to the discussion of music, education in music, and/or its related products, services, or support mechanisms. All functions to be held as a Focus Group require the approval of Exhibit Management. On the attached application, please describe the type of program you intend to present. List your topic, content, and clinician as you wish it to appear in the conference program book. Program copy must be factual. Advertising or promotional claims will be deleted. The copy is limited to 30 words.

Exhibit Management will determine best location based on room availability. All expenses for special set-up, re-set fees, and other equipment are the responsibility of the exhibitor. 15 minutes for set-up prior to and 15 minutes for take-down following the event are allotted. Audio-visual equipment and technical assistance must be arranged through CMS, but will be billed to your company at cost. Focus Groups may only take place during arranged times and will conclude as scheduled.

Catering may be ordered for Focus Group sessions. Call CMS for details.

The College Music Society
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Missoula MT 59802
phone: (406) 721-9616; fax: (406) 721-9419
e-mail: cms@music.org Web address: <http://www.music.org>

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— APPLICATION FOR AN EXHIBITOR FOCUS GROUP —

We must receive the following information by September 15, 2009, in order to include your organization in the program book.

Name of Organization _____

Address _____

City-State/Zip _____

Contact Person _____ Phone (____) _____

Fax (____) _____ E-Mail _____

Section A: Exhibitor Focus Group

_____ Exhibitor Focus Group @ U.S. \$100.00 each

Total \$ _____

Section B: Description of Focus Group

Note: So that we may list your company's Focus Group in the conference program book, please provide a succinct description of your Focus Group plans. Use a separate sheet if necessary. Listings in the Program Book are limited to 30 words. Days/times will be assigned.

Section C: Preferred Day(s) and Time(s)

Note: Please indicate preferred days and times for the Focus Group. Requests for specific days and times will be honored as much as possible and will be confirmed well before the conference.

PAYMENT OPTIONS (Please choose one of the following):

_____ Check/Money Order Enclosed (must be drawn in U.S. funds on a prime U.S. bank and made payable to The College Music Society.)

_____ VISA _____ MasterCard _____ AMEX _____ Discover

Credit Card #: _____ Exp. Date: _____ Security Code _____

Signature: _____

Credit Card Name & Billing Address: _____

Please complete the application form above, and return it to The College Music Society. Requests for Focus Groups will be considered in the order received. You will be notified concerning your time and room assignment by October 1, 2009. A limited number of these events are available. If for some reason an assignment cannot be made; you will be notified promptly.