



2012 AAEOY Sponsorship and Nomination Process

To complete your company's sponsorship and nomination, please follow the three steps below:

1. Complete the 2012 AAEOY Sponsorship Agreement Form

Please complete the Sponsorship Agreement Form and e-mail it to contact@aaeoy2012.org by **August 31, 2011**.

Payment:

Payment of the sponsorship amount is due by **November 30, 2011**. Please make check payable to **AAEOY2012** and send it to the following address:

AAEOY 2012 Treasurer
Ms. Sim-wing Gohard (E-mail: simwing@yahoo.com)
PO Box 51507, Albuquerque, NM 87181
Phone: 505-228-6228 (work)

Early payment will be greatly appreciated. AAEOY (CIE/USA-NM) is a registered 501.C (3) not-for-profit organization (Tax Payer ID: 85-0392391).

2. Complete the 2012 AAEOY Award Nomination Package

The 2012 AAEOY Award Nomination Form and other information in this package must be e-mailed to contact@aaeoy2012.org by **September 30, 2011**. Please follow the requirements below when completing the nomination package:

1. The 2012 AAEOY Award Nomination Form should be typed. Nominator is responsible for nominee's acceptance of the nomination, and his or her attendance of the award ceremony.
2. Include a typed copy of relevant supporting statements or documents based on the selection criteria and requirements delineated in the 2012 AAEOY Award Nomination Program.
3. Include a half page nominee biographical profile to be published in the 2012 award program.
4. Include one 3"x5" photographs (head and shoulders) of each nominee in your nomination package. Photographs should be in PDF, TIF or JPG format with 300 dpi or better resolution.

3. Submit Your Company Information

Submit the following company or organization information to contact@aaeoy2012.org by **October 31, 2011**:

1. Company profile or website address
2. Company logo (PDF, TIF or JPG format, at 300 dpi)
3. A paragraph of the company description to be used for introduction at the banquet
4. Name/phone number/e-mail address of the company representative responsible for this submittal.
5. If you have a company promotion page in the program book, please provide a camera-ready art work per the following specifications:

Half Page Ad - Size 5" x 8" (No bleed) or

Full Page Ad - 8" x 10-1/2" (No bleed)

Format: PDF, TIF or JPG (300 dpi resolution)

Note: Material submitted to the AAEOY will not be returned.