

Rooted in our Values;
Growing in Our Vision

The Future of ACPE and the Craft of Spiritual Care and Education



ACPE's Annual Conference 2023

Sunday, May 21, 2023 - Thursday, May 25, 2023

Intercontinental Hotel; New Orleans, Louisiana

Sponsorship and Marketing Opportunities Await!

ACPE is the premier, DOE-recognized organization that provides the highest quality CPE (Clinical Pastoral Education) programs for spiritual care professionals of any faith and in any setting. We do this through a rigorous accreditation and certification process for centers and educators that provide CPE. The depth of our training enables students to realize their full potential to strengthen the spiritual health of people in their care and themselves.

We invite you to support our efforts to provide excellent continuing education opportunities that improve the quality of ministry and pastoral care offered by spiritual caregivers of all faiths through the clinical educational methods of Clinical Pastoral Education (CPE).

Annual Conference

ACPE hosts an Annual Conference each spring to enhance our mission and vision through multicultural and multidimensional programs rich in education and hands-on experiences for our members and other attendees. This event averages 450 attendees annually.

The theme for the 2023 Annual Conference presented by ACPE: *The Standard for Spiritual Care & Education* is "Rooted in Our Values; Growing in Our Vision: The Future of ACPE and the Craft of Spiritual Care and Education." This will be our first in-person conference held since 2019, at the Intercontinental Hotel in the charming city of New Orleans, Louisiana.

The ACPE Curriculum Committee is proud to present this year's lineup of workshops. These offerings will highlight the wisdom of our members and highlight the inspirational and innovative education that our educators and programs are offering to our students.

This conference will provide professional development resources for spiritual care professionals to explore anti-bias practices for teaching, healing, and ministering to those in need of spiritual support. Please, explore the details of this critical program we have planned. We believe you will find immediate connection and support for the difficult yet important work that we, as an organization, have chosen for the road ahead. And, through this work, we will all become our better selves and be able to provide for those in our care from that spirit.

Investing in ACPE

The ACPE seeks your help in providing these dynamic educational programs for our target audience(s). Your support helps ACPE fulfill its mission of nurturing connections to the sacred through experiential, transformational education, and spiritual care regardless of faith tradition or culture.

In return, ACPE's 2023 Annual Conference will bring an estimated 450 attendees, ranging from clinical pastoral educators, students, institutional administrators, and other pastoral care professionals who will be engaged in progressive conversation, eliciting new directions of competency through pre-conferences, plenary addresses, workshops, and inspirational gatherings. By collaborating with our program through sponsorship or marketing, you can build relationships, establish new business and connect with existing customers.

Sponsorship Opportunities

Why Be a Sponsor of ACPE's Annual Conference Program

While the cost of providing on-going education for professionals continue to rise, so does the demand for highly skilled individuals to serve our communities, people in crisis, in hospitals, hospices, prisons, and many other clinical settings. We need your partnership to continue providing the highest quality of educational events to those serving in spiritual care professions.

Please consider sponsoring a specific session at ACPE's 2023 Annual Conference, or make a general donation in the amount of your choice. Every gift is put to good work within our program, and your generosity is appreciated. In return for your support, ACPE will provide a benefits package to inform our attendees about your support of their service and dedication to spiritual health. More information about sponsorship levels and conference sessions can be found on the enclosed *Agreement to Sponsor* form.

Donations

Another way to sponsor and support ACPE in our educational conference programs is to donate items for a silent auction, raffle or give away. We are seeking donations of exciting adventures, amazing getaways, memorabilia, sports tickets, gift cards, art pieces, the gift of time, books from our wealth of published supervisors, etc. We welcome and appreciate your donations.

Marketing Opportunities

Why Market Your Program or Product with ACPE

ACPE welcomes vendors offering a variety of goods, services, and information that support the mission of the ACPE. Previously, we have hosted vendors from ACPE-accredited centers promoting programs and seeking pastoral care employees, fellow/related organizations gaining exposure in our field of expertise, merchandise, and gifts related to our professional focus, a nursing station offering general health information, career consultants with a specialty in pastoral care and health care, and more.

Reserve Your Space Today

If hosting a tabletop exhibit or promoting your related business sounds of interest to you, please complete the enclosed Application for Exhibit Space. The coordinator must receive this form and all applicable fees by March 31, 2023. Space is limited, and tables will be assigned first come, first served. A *Vendor/Exhibitor Agreement* is attached for your use.

We look forward to having you with us!

Advertising Opportunities

ACPE will print and stuff your registration inserts in all registration packets to help you make your products and information known to all attendees. Your product must agree with the mission of the ACPE, and a camera-ready file must be provided to us by electronic file (pdf, jpeg), sized at 8.5 x 11, full color, one-sided. What an easy way to promote your company, center, and product. An *Advertising Agreement* form is enclosed for your convenience and use in submitting your print materials.

Please note: ACPE reserves the right to decline a sponsorship/marketing based on content not suitable to the mission/vision of ACPE, Inc.

ACPE's 2023 Annual Conference Agreement to Sponsor

On behalf of _____,
 Print name of Entity or Individual

I am authorized to make the following commitment of sponsorship to the ACPE's 2023 Annual Conference:

Sponsorship Levels

PARTNER in CONTINUING EDUCATION	PLATINUM	GOLD	SILVER	BRONZE	SUPPORTING	CHAMPION	FRIEND
\$25,000 & Above	\$17,501 - \$25,000	\$10,001 - \$17,500	\$5,001 - \$10,000	\$3,001 - \$5,000	\$1,001 - \$3,000	\$500 to \$1,000	Up to \$499
Partners in Continuing Education will receive the following benefits at the sponsored program:	Platinum Sponsor will receive the following benefits at the sponsored program:	Gold Sponsor will receive the following benefits at the sponsored program:	Silver Sponsor will receive the following benefits at the sponsored program:	Bronze Sponsor will receive the following benefits at the sponsored program:	Presenting Sponsor receive the following benefits at the sponsored program:		
Token of appreciation, presented at the Annual Conference Annual Banquet. Four complimentary conference registrations. Reserved table for ten at the Annual Banquet (up to six comp tickets in addition to the four, above-stated, comp registrations). Participation in Partner's Round Table, held during the Annual Conference, bringing ACPE leadership together with partners. Complimentary listing as an ACPE Partner in Continuing Education on ACPE's website home page. Complimentary advertisement in conference registration packets. Logo visibility throughout conference, via various signage and on-screen displays. Logo visibility on one promotional item of the conference planning committee's selection. Vendor/Exhibit space, one six-foot table at the conference.	Three complimentary conference registrations to the sponsored conference program. Reserved table for ten at the Annual Banquet (up to seven comp tickets in addition to the three, above-stated, comp registrations) of the sponsored conference program. Participation in Partner's Round Table, held during the Annual Conference, bringing ACPE leadership together with our partners. Right of First Refusal to sponsor this event again at the next year's program. Complimentary advertisement in conference registration packets. Logo signage at the specific sponsored session. Vendor/Exhibit space, one six-foot table at the sponsored all-member conference. Public recognition during the ACPE Annual Conference.	Two complimentary conference registrations to the sponsored conference program. Reserved table for ten at the Annual Banquet (up to eight comp tickets in addition to the two, above-stated, comp registrations) of the sponsored conference program. Participation in Partner's Round Table, held during the Annual Conference, bringing ACPE leadership together with our partners. Right of First Refusal to sponsor this event again at the next year's program. Complimentary advertisement in conference registration packets. Logo signage at the specific sponsored session. Vendor/Exhibit space, one six-foot table at the sponsored conference. Public recognition during the ACPE Annual Conference.	One complimentary conference registration to the sponsored conference program. Right of First Refusal to sponsor this event again at the next year's program. Complimentary advertisement in conference registration packets. Logo signage at the specific sponsored session. Vendor/Exhibit space, one six-foot table at the sponsored all-member conference. Public recognition during the ACPE Annual Conference.	Right of First Refusal to sponsor this event again at the next year's program. Complimentary advertisement in conference registration packets. Logo signage at the specific sponsored session. Vendor/Exhibit space, one six-foot table at the sponsored all-member conference. Public recognition during the ACPE Annual Conference.	Right of First Refusal to sponsor this event again at the next year's program. Complimentary advertisement in conference registration packets. Logo signage at the specific sponsored session. Vendor/Exhibit space, one six-foot table at the sponsored all-member conference. Public recognition during the ACPE Annual Conference.	Right of First Refusal to sponsor this event again at the next year's program. Complimentary advertisement in conference registration packets. Logo signage at the specific sponsored session. Vendor/Exhibit space, one six-foot table at the sponsored all-member conference. Public recognition during the ACPE Annual Conference.	All gifts of any size help us to reach our goals of providing quality educational events for our members and many other industry professionals. We deeply appreciate your support. Your name will be listed on the sponsored program's list of sponsors.

Sponsorship Amount \$ _____ Do you wish to designate a specific conference session? _____

Is an invoice required for payment of above stated sponsorship? Yes _____ No _____

Planning Contact Name: _____

Email: _____ Phone: _____

Signature: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Fax to: (404) 320-0849, Attn: Jasmine Okafor

Email: jasmine.okafor@acpe.edu

For more information, please call ACPE at (404) 320-1472 x 6211 or email jasmine.okafor@acpe.edu

Conference Sessions Cost Sheet

ACPE Annual Commencement Ceremony <i>Guest Speaker & Presentation of Certificates</i> Awards/Certificates, Speaker Honorarium and Expenses (1 night + air x 2), AV Equipment, Photography and Recording	Anticipated Cost	\$5,000 - \$6,000
Plenary Presentations <i>Plenary and Workshop (including travel, AV & other related costs)</i> Speaker Honorarium and Expenses (1 night + air x 3); AV Equipment, Photography and Recording	Anticipated Cost	\$45,000 - \$50,000
ACPE Academy Pre or Post Conference <i>Two to four sessions, including ACPE Leadership Education and American Red Cross Training</i> Speaker Honorarium and Expenses; AV Equipment and Recording	Anticipated Cost	\$5,000 - \$8,000
Workshops & Breakouts <i>Up to ten offerings per session, for two sessions</i> AV Equipment, (ACPE does not provide compensation to workshop presenters.)	Anticipated Cost	\$12,000 - \$15,000
Annual Member Meeting AV Equipment Rental, Coffee/Tea Catering	Anticipated Cost	\$3,000 - \$4,000
Celebration and Welcome Reception Catering, Entertainment, AV Equipment	Anticipated Cost	\$18,000 - \$20,000
ACPE's Foundation: Thanking Our Donors Event Entertainment/Honorarium, AV Equipment, Catering	Anticipated Cost	\$8,000 - \$10,000
ACPE Annual Banquet VIP Awards, AV Equipment, Catering, Printing	Anticipated Cost	\$36,000 - \$40,000
ACPE Communities of Practice Gatherings Light hor d'oeuvres, Cash Bar, Bartender/Server Fees	Anticipated Cost	\$3,000 - \$5,000 each
Dessert and Dance After-Party Entertainment/Honorarium, AV Equipment, Cash Bar/Desert Bar	Anticipated Cost	\$15,000 - \$20,000
Advisory Council Breakfasts <i>Gatherings for Religious Endorsing Reps, Seminary Reps, and Regional Clinical Member Reps</i> Catering, AV Equipment	Anticipated Cost	\$500 - \$1,000
Special Interest Gatherings (Networks, Faith Groups, etc.) Catering, AV Equipment	Anticipated Cost	\$5,000 - \$8,000
Memorial Service AV Equipment, Supplies/Flowers/Candles	Anticipated Cost	\$1,500 - \$2,000

Other Opportunities for Sponsorship

Coffee Breaks	\$1,500
On-Site Office (internet, equipment rental and supplies)	\$5,000
Printing of On-site Schedules	\$2,500
Banners/Signage	\$5,000
Registration Packets (supplies)	\$1,500
General Gift to ACPE Conferences & Education Programs	actual cost
Conference Tote Bags with Sponsor Logo for all attendees	actual cost
Give-Away Items with Sponsor Logo for all attendees	actual cost
Gift Baskets or Items for VIP thank you	actual cost
Silent Auction Items (proceeds go to ACPE's Foundation)	actual cost

Please note: ACPE reserves the right to decline sponsorship based on content not suitable to the mission/vision of ACPE, Inc.

ACPE's 2023 Annual Conference

Agreement to Donate

I wish to donate the following item(s) to ACPE's 2023 Annual Conference, to be made available for auction, raffle or give away as deemed appropriate by the ACPE/FCPE:

Section 1: CONTACT INFORMATION

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PH: _____ E-MAIL: _____

Section 2: PRIZE INFORMATION

Detailed Description of Prize for Bid Sheet (use additional sheets, if necessary):

*PLEASE INCLUDE ANY BLACK-OUT DATES, RESTRICTIONS:

*Prize Expiration Date: ____/____/____ (Suggested Expiration date: one year from auction)

*Retail Value of Prize (REQUIRED): \$ _____

Donation Option: If you would like to make a small donation to a themed basket (Dining Out, Date Night, Wine Country, Family Fun, etc.), just let us know & we will package your donation with other donations to create a fabulous gift basket!

Section 3: DELIVERY METHOD

Please indicate your delivery method. If your prize is too large to deliver, please indicate on this form so that the winner can arrange direct delivery.

- Mail— I will send the prize and/or prize certificate to the ACPE office to be received by **April 30, 2023**.
- Deliver—I will deliver the prize and/or prize certificate to the ACPE Conference Registration Desk in New Orleans, LA on **Monday, May 22, 2023**. *I understand that if my prize is not received by that time, the bid sheet for my item will be removed from the auction, and I will not get credit for contributing.*

Section 4: FORM SUBMISSION

Return this form to ACPE to enter your prize in the raffle or silent auction.

Return this form by mail to: **OR** Return this form by fax or e-mail to:

ACPE, ATTN: Jasmine Okafor
We Work, Floor 4, 120 West Trinity Place

Fax: (404) 320-0849
E-mail: jasmine.okafor@acpe.edu

Please note: ACPE reserves the right to decline a sponsorship/marketing based on content not suitable to the mission/vision of ACPE, Inc.

ACPE's 2023 Annual Conference Vendor/Exhibitor Agreement

APPLICATION DEADLINE: RECEIVED NO LATER THAN MARCH 31, 2023

Contact Information

Company Name _____

On-Site Contact Name and Cell # _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

E-mail _____ Website _____

Exhibit Information

Products/Services to be Exhibited:

Will exhibit include tabletop display? Yes No Approximate height of this display? _____ (In feet)

Audio Visual: Audio/visual services, including internet, are not available. Please plan your exhibit/vendor space accordingly.

Cost Information

Enclosed is \$500 for initial space w/ one 6-foot table & two chairs.

PAYMENT: Check number _____ -or- Credit Card # _____ Expiration _____ Zip Code _____

The following statement MUST be initialed for the Exhibitor Application to be accepted.

I have reviewed and understand the Procedures and Regulations on the reverse side of this application, regarding exhibiting at the Association for Clinical Pastoral Education, Inc.'s Conference 2023, New Orleans, LA. I have included payment for my space. Moreover, I understand that additional fees may be assessed by the hotel for applicable shipping costs. It is understood that the assigned space, one 6-foot table with two chairs, will be rented at the rate quoted in this agreement. It is also understood that all space must be paid for in full on or before March 31, 2023. If assigned space is not paid for in full by the specified date, it may be reassigned to another exhibitor at the discretion of the ACPE. We agree to abide by all regulations governing exhibits set forth in this agreement.

Hold Harmless Clause: The exhibitor assumes full responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the association, hotel, agents, service representatives, and employees from any and all such losses, damages, and claims. In addition, the exhibitor acknowledges that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by the exhibitor.

Cancellation Policy: Cancellations made in writing before March 15, 2023 will receive a 90% refund; cancellations received between March 15 - April 15, 2023 will receive a 50% refund. No refunds will be issued for cancellations that do not have acknowledgement of receipt from ACPE, or if received after April 15, 2023.

Agreement: By signing below, I confirm that I am the authorized signor on behalf of the exhibitor, and that I fully understand the exhibitor information and responsibility.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Please note: ACPE reserves the right to decline a sponsorship/marketing based on content not suitable to the mission/vision of ACPE, Inc.

Exhibitors Procedure Information

PROCEDURES

1. Exhibitor applications will be reviewed and assigned a table(s) on a first come, first served basis.
2. Once the application has been received, the exhibitor will be sent a confirmation by email.
3. The exhibitor is responsible for all shipping processes as well as shipping costs, including any that may be assessed by the hotel.

REGULATIONS

Cost: The cost for exhibiting includes one 6-foot skirted table, name badge and two chairs. Additional tables may be purchased at an additional cost. **Cost does not include conference registration.**

Cancellations/Waiting List: If accepted as an exhibitor and for unforeseen circumstances, are unable to attend, please notify the coordinator in writing as soon as possible (see cancellation policy in the application). If not initially accepted as an exhibitor, a waiting list will be kept and we will offer cancelled space to the next wait-listed applicant.

Audio Visual: Audio Visual options and services, including electrical outlets or internet, will not be available at this event. Please plan your exhibit / vendor display accordingly.

Exhibitor Tables: Exhibitor tables will be set-up prior to arrival based on how many tables were requested and paid for. Due to limited space, exhibitors can only use those tables provided by the hotel.

Hotel Property: In respect to the hotel and its property, exhibitor information, displays, products or any other exhibitor material may not be hung, taped, nailed, stapled or in any other way posted onto the hotel walls, pillars, or other hotel property.

Security: Security will not be provided. Exhibitors are responsible for covering and/or securing their goods and valuables at close of business each day.

Signage: Table identification and display signs are the responsibility of the individual exhibitor.

Deadline: Postmark deadline for submission of applications is March 31, 2023.

Form and Payment: Send completed form with payment to Terry Izaguirre, terry.izaguirre@acpe.edu.

Exhibitors Hours, Set-Up & Breakdown

ACPE's 2023 Annual Conference	DATE	TIME
Table Exhibit Hours:		
	Monday, May 22	10 AM – 3 PM
	Tuesday, May 23	9 AM – 5 PM
	Wednesday, May 24	9 AM – 5 PM
	Thursday, May 25	9AM - 12PM
	Table Set-Up: Monday, May 22	7 AM – 10 AM
	Table Breakdown: Thursday, May 25	12 PM – 2 PM

Shipping Information

All shipping efforts and costs are the responsibility of the exhibitor. **Boxes must not arrive prior to May 19, 2023**, addressed to:
The Intercontinental Hotel
Attn: Sales and Catering for Terry Izaguirre, ACPE Conference
Hold for Arrival May 19, 2023
444 St. Charles Ave.
New Orleans, LA 70130

Please note: ACPE reserves the right to decline a sponsorship/marketing based on content not suitable to the mission/vision of ACPE, Inc.

ACPE's 2023 Annual Conference Advertising Agreement

APPLICATION DEADLINE: RECEIVED NO LATER THAN MARCH 31, 2023

Contact Information

Company Name _____

On-Site Contact Name and Cell # _____

Mailing Address _____

City _____

State _____

Zip _____

Phone _____

Email _____

Website _____

Printed Matter Information

ACPE will print and stuff your registration inserts in all registration packets for \$250.00. Your product must be in agreement with the mission of the ACPE, and a camera-ready file must be provided to us by electronic file (pdf, jpeg), sized at 8.5 x 11, full color, one sided. What an easy way to promote your company, center, product.

Submission Information

This completed form and the print copy shall be submitted via electronic file to terry.izaguirre@acpe.edu, no later than March 31, 2023.

Cost Information

I have enclosed a check in the amount of \$250.00 for camera-ready, full color, one-sided, 8.5 x 11 add copy to be stuffed in all ACPE Annual Conference registrant packages.

PAYMENT: Check number _____ -or- Credit Card # _____ Expiration _____ Zip Code _____

Cancellation Policy: Cancellations made in writing before March 15, 2023 will receive a 90% refund; cancellations received between March 15 - April 15, 2023 will receive a 50% refund. No refunds will be issued for cancellations that do not have acknowledgement of receipt from ACPE, or if received after April 15, 2023.

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