

# Welcome Conference Exhibitors

Thank you for your 2024 sponsorship of the New England Development Research Association (NEDRA). We look forward to seeing you in New Haven, CT for **NEDRAcon2024!** Please find details about our Annual Conference below.

**Dates:** Thursday and Friday, May 2<sup>th</sup> & 3<sup>th</sup>

**Location:** Omni New Haven at Yale, 155 Temple Street, New Haven CT 06510

**Overnight Rooms:** The Omni New Haven may be sold out and we urge you to call for availability at (203) 772-6664. Below is a link to additional hotel options nearby:

<https://www.nedra.org/resources/Conference/2024%20Conference/Other%20hotels%20by%20distance%20to%20Omni.pdf>

## Conference Registration:

*Sponsors receive complimentary registration for one (Gold Sponsors), two (Platinum Sponsors), or three (Diamond Sponsors) guests.*

- Please email the name(s) and email address(es) of any and all onsite company representatives to [office@nedra.org](mailto:office@nedra.org).

## Directions and Parking:

Parking at the Omni Garage has the following rates:

- Overnight Self-Parking: \$20.00 + tax
- Day Parking: \$6.40 per hour with a daily max of \$21.25

Additional Garages Near the Hotel:

- Crowne Street Garage (236 College Street)
- Temple Street Garage (1 Temple Street)

\*Please note that parking rates are subject to change.

## Onsite Information:

NEDRA will host an information desk in the front lobby of the hotel on both days. When you arrive, please check in with our staff and pick up a name badge.

The conference offers 24 educational sessions, a key note speaker, and plenty of opportunities built into the schedule to network with colleagues and sponsors. In addition, there are 2 pre-conference workshops that people can register for as an add-on registration. These workshops will be held at the hotel on Wednesday, May 1<sup>st</sup>.

### **Table Assignments:**

A member of the sponsorship committee will contact you in mid-April regarding your exhibitor table selection. Sponsor representatives can report to the pre-assembly space located on the second floor of the hotel (directly outside of the Ballroom) between 7AM – 8AM on Thursday to find their table and set up. Please see <https://nedra.org/conference> for more information. If you wish to set up your table on Wednesday, please contact the NEDRA office to make arrangements at [\*\*office@nedra.org\*\*](mailto:office@nedra.org).

### **Wi-Fi:**

The Omni New Haven provides complimentary access to Wi-Fi internet system throughout all areas of the hotel. The code for guest wi-fi is **NEDRAcon24**.

### **Shipping:**

If you are shipping equipment or materials to the hotel, below is the address where all materials should be shipped. NEDRA cannot be held responsible for any missing, damaged, or late packages. Exhibitors are responsible for all arrangements and expenses pertaining to shipped materials, merchandise, exhibits or any other items to and from the hotel. The boxes must be appropriately labeled to ensure acceptance of these items upon arrival at the hotel.

To ensure that all the arrivals stay organized for your group, it's also important that each box is labeled with the same information (see label provided below) - this will prevent an unforeseen loss of material or equipment. All shipments must be prepaid, no COD's will be accepted.

#### **Label:**

Boxes can be shipped to arrive **3 business days** prior to the start of the conference.

Omni New Haven at Yale  
Attn: Sponsor Company  
C/O NEDRA Conference  
155 Temple Street  
New Haven, CT 06510

### **Conference Benefits:**

NEDRA will post company logos on the NEDRA website as they are received, including a hyperlink to your company's website. **If you've recently changed or replaced your logo, please send us a new one.** It will be included in a variety of conference materials.

### ***30 MINUTE PRESENTATION***

Sponsors have the option to give one **30-minute presentation**, coordinated in conjunction with the NEDRA Sponsorship Committee. The Sponsorship Committee should have already been in touch with you about the time and particulars of your presentation. Please reach out directly to [\*\*sponsorship@nedra.org\*\*](mailto:sponsorship@nedra.org) if you have any questions.

### ***EMAIL BLASTS***

Diamond Sponsors may send six email blasts to the NEDRA community from NEDRA throughout the year, Platinum Sponsors may send four emails, and Gold Sponsors may send two emails. Sponsors may choose to begin to utilize this benefit before the Conference. If your e-blast has not yet been submitted to NEDRA office, please send the contents to [office@nedra.org](mailto:office@nedra.org) – this can be in any format including Word or email message – including an indication of the preferred date(s) on which you would like your blast sent. If we do not receive the contents of your email by **4/25**, we will assume you would prefer to send it after the Conference.

### ***RAFFLE***

Sponsors will be included in a conference raffle to be held during conference general session. When attendees pick up their name badge, they will receive a card with the names of all the sponsors printed on it. Conference attendees are encouraged to visit each sponsor booth and have their card stamped to be entered into the raffle. Attendees who have visited each booth and received a stamp will be entered into the conference raffle. Winners will be drawn during lunch on Friday.

### **Contact Information:**

Your onsite NEDRA contacts will be Abby Warren, Kim Salley, Stephanie Snow and Erin Gianni. While onsite, please don't hesitate to ask any of the NEDRA staff or board members for help.

**Please feel free to contact us if you have any questions –**

**Erin Gianni: [egianni@suffolk.edu](mailto:egianni@suffolk.edu) or 508-942-1792**

**Kim Salley: [kimberly.salley@tufts.edu](mailto:kimberly.salley@tufts.edu) or 774-254-5968**

**Stephanie Snow: [stephanie\\_snow@harvard.edu](mailto:stephanie_snow@harvard.edu) or 617-909-7618**

**Abby Warren: [office@nedra.org](mailto:office@nedra.org) or 781-894-1457**

### **Post Conference:**

#### **Attendee Lists:**

After the event, sponsors can expect to receive a list of opt-in conference attendees in Excel format which can be used to contact conference attendees. Please be informed this list is intended for a one-time use only.

#### **Membership:**

Sponsors are entitled to one (Gold Sponsors) or two (Platinum & Diamond Sponsors) complimentary NEDRA annual memberships. This membership will automatically be set up in the name of your primary contact(s) (as submitted on your sponsor agreement) unless otherwise noted by the sponsoring organization. **If you wish to transfer it to another name, please let us know the name of the person who will accept the membership.** The membership will be valid through April 1, 2025.