

Sponsor Information Sheet

Thank you for volunteering to sponsor the Inland Empire SharePoint User Group meeting. The following information should help to make your visit to our group a happy one. Please feel free to contact us with any questions prior to your scheduled meeting date.

Our group meets on the 4th Tuesday of every month. Exceptions to that schedule are posted on our website, [http:// spugs.org/IESPUG](http://spugs.org/IESPUG). Our standard meeting agenda is as follows:

- 6:00 to 6:30pm** – Meet and greet
- 6:30 to 6:45pm** – Meeting & Sponsor Introduction
- 6:45 to 7:30pm** – Administrator Presentation
- 7:30 to 7:45pm** – Bio Break
- 7:45 to 8:30pm** – Developer Presentation
- 8:30 to 8:45pm** – Group Question & Answer
- 8:45 to ??** – Socializing & Ongoing QA

We ask that you make sure the food you are providing is delivered well in advance of the 6pm start time so that we can make sure its setup and easily available for our members.

While we maintain a strict No Sales policy in our user group we do want to make sure that you feel your participation in our group is worthwhile. Please be prepared to make a short introduction of your company and services during the opening introduction so we can know who you are and thank you for the great food!

Additionally, we encourage you to bring brochures or other leave behind materials for our table which our members can browse during breaks and before/after the meeting.

Lastly, please make sure you have provided us with your company logo and description for inclusion in our announcements and e-mails.

Please e-mail that information to rlawrence@hss.sbcounty.gov

If you are also speaking please make sure to review our Speaker Information Sheet which you will find on our website under Reference Materials.

Thank you again for sponsoring our meeting. Please contact us at iespug@spugs.org with any questions in advance of the meeting.