

HESTEC 2011 Sponsor Checklist

Sponsorship Payment Information

Please remit payment to any of the following UTPA legal entities as appropriate:

- The University of Texas-Pan American: Tax ID: 74-6002942
Development Office ITT 1.210
1201 West University Drive
Edinburg, TX 78539-2999
(956) 318-5301

Or

- The University of Texas-Pan American Foundation: Tax ID: 74-2246970 – 501(c)3 Non-Profit
Development Office ITT 1.210
1201 West University Drive
Edinburg, TX 78539-2999
(956) 318-5301

Important Deadlines

Final HESTEC Sponsorship Commitment.....July 31, 2011

Registration and Submission of Panel Speakers.....July 31, 2011
Visit the HESTEC website at <http://hestec.utpa.edu/index.cfm?page=registration>

HESTEC Magazine Ad Submission.....August 19, 2011
See ad guidelines for magazine at:
http://hestec.utpa.edu/downloads/pdf/HESTEC_2011_Magazine_Guidelines.pdf

Registration and Submission of Bios & Photos of Keynote Speakers.....August 26, 2011
Submit at http://hestec.utpa.edu/?form=keynote_2011

Shipment of in-kind donations or booth giveaways.....August 31, 2011
Access shipping labels at <http://hestec.utpa.edu/?page=shipping>

Registration to the UTPA Fall Career Expo in conjunction with HESTECSeptember 15, 2011
To register, visit Career Services website at http://portal.utpa.edu/utpa_main/dsa_home/career_home

Although an exhibit booth may be a part of your sponsorship package, please be advised that registration for a Career Expo booth through Career Services is **REQUIRED in order to secure recruitment needs such as information sessions and on campus interviews.*

HESTEC Travel and Lodging Information

Visit the HESTEC website at <http://hestec.utpa.edu/?page=lodging>