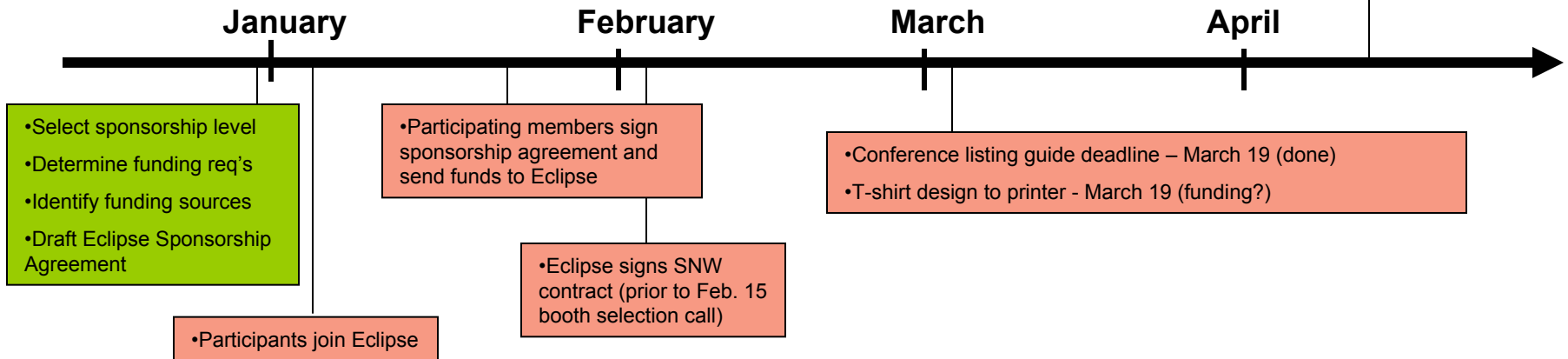# SNW Spring 2007 Event Timeline

**SNW Spring
April 16-19
San Diego, CA**

- Booth properties ordered thru Eclipse – April 2
- Update trifold – final due to printer April 4
- Updated FAQ for internal distribution – April 9
- Updated presentation for Website – April 9

January   **February**   **March**   **April**

- Select sponsorship level
- Determine funding req's
- Identify funding sources
- Draft Eclipse Sponsorship Agreement

- Participating members sign sponsorship agreement and send funds to Eclipse

- Conference listing guide deadline – March 19 (done)
- T-shirt design to printer - March 19 (funding?)

- Eclipse signs SNW contract (prior to Feb. 15 booth selection call)

- Participants join Eclipse

Key Dates	January	February	March	April
	• Participants interested in sponsoring SNW join Eclipse	• Feb 15 – Booth selection meeting & contract due	• Mar 16 – sent registration list to CW • Mar 19 – deadline for ordering t-shirts (need add'l $1k funding) • Mar 19 submit conference guide listing	• April 2 - Booth properties ordered thru Eclipse • April 4 - Update trifold – final due to printer • April 9 - Updated FAQ for internal distribution • April 9 - Updated presentation for Website • April 16 - show begins

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Booth Coverage Times

- Need commitments prior to show

- Two individuals for each timeslot

- Need to agree on second laptop (i.e., personal machines or second dedicated demo)

SNW Spring 2007 Booth Plan

Exhibit hours: Tuesday April 17, 5:40 – 8:40pm
Wednesday April 18, 12:15 – 2:00pm; 4:00 - 7:15pm

Tuesday	Name	Name	Name	Wednesday	Name	Name	Name
5:30 - 7:00pm	Allen Marin			12:15 – 2:00pm	Allen Marin		
7:00 - 8:30pm	Allen Marin			4:00 - 5:30pm			
				5:30 - 7:15pm	Allen Marin		

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