Thank you, [Sponsor Name], for sponsoring World Information Architecture Day 2018.

We’re delighted that you’ve decided to invest in sponsorship of World Information Architecture Day. World IA Day continues to grow with 58 locations internationally spanning 24 countries and is the flagship event of the Information Architecture Institute (IAI), a 501(c)6 organization with over 1400 members, 18,000+ followers on Twitter, over 9,000 members of the IAI LinkedIn group and nearly 4,000 newsletter subscribers.

World IA Day is about bringing the information architecture community together. We're fostering links within local communities and on a global scale. We're sharing information, ideas, and research. And we're doing it through unconventional, exciting, and engaging IA events next February. Attendees include information architects, user experience designers, scholars, students, content strategists, entrepreneurs, business leaders, developers and others interested in learning and discussing IA.

Your participation in this year’s celebration can have a truly global impact.In exchange for your financial support of [AMOUNT] as a sponsorship donation, World IA Day [LOCATION NAME] agrees to provide the following consideration for the term of this contract date through February 2018:

* [BENEFIT]
* [BENEFIT]
* [BENEFIT]

**Required Elements** (edit as needed)

Along with payment, provided by [DATE], the sponsor agrees to supply a World IA Day representative with:

* Logo in RGB, CMYK, and Grayscale in .eps, .png or.ai format (preferred in vector)
* Tagline to appear, where appropriate, as deemed by the WIAD18 staff for the environment within which the sponsorship appears
* Link to appear with brand mention
* Names of company representatives staffing a table

**Payment Details:**

* Payment must be received by [DATE]
* By Check:
  + Pay to the order of [NAME] in [CURRENCY]
  + Please include ‘WIAD18 [LOCATION NAME]’ in the memo area
  + And Mail to:   
    Information Architecture Institute   
    c/o Amy Espinosa, Treasurer  
    6002 N 9th Street  
    Tampa, Florida 33604  
    USA
* OR By PayPal:

1. Login to your PayPal account.
2. Go to Tools > Send money then select ‘Pay for goods or services’.
3. Enter [LOCATION EMAIL ADDRESS or[payments@iainstitute.org](mailto:payments@iainstitute.org)] as the email address and click next.
4. Enter the amount and the currency. Then in the field entitled ‘Enter special instructions to seller’, enter “WIAD 2018 [LOCATION NAME]”.  
   **Note: It is extremely important to note the location that will receive the donation. Please do not skip this step.**
5. Select the payment source and click ‘Send Money’.

**Sponsorship Agreement Acceptance:**

World IA Day Authorized Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Sponsor Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: