Dear [“target funder”],

On behalf of the Organizing Committee for the 2016 Ontario Ecology, Ethology, and Evolution Colloquium (OE3C), we would like to kindly request your sponsorship for this year’s colloquium.

Ontario Ecology, Ethology, and Evolution Colloquium is an annual conference that, for the past 46 years, has inspired student researchers, post-docs, and faculty from across Ontario to share their work in ecology, ethology, and evolution. Although geared primarily towards these three fields, OE3C also includes work from academics and industries in conservation, genetics, psychology, and environmental science.

This year, OE3C will be held at the University of Toronto (St. George campus), on [May dd-dd, 2016]. As one of Canada’s top research institutions, the University of Toronto produces world-class research, and we anticipate high attendance this year. The colloquium will feature four plenary lectures, by professors whose research programs span the featured disciplines. Additionally, there will be two days of research talks by students and faculty from across Ontario, and one, three hour poster presentation session.

Each year, OE3C is organized by graduate student volunteers from the host institution. We are seeking support because the colloquium does not receive support from any Science Societies, and registration fees are traditionally kept low to encourage student participation. Should your organization wish to sponsor OE3C 2016, we would be pleased to offer premier promotional space in several places (see p.2). In turn, we commit to use sponsorship funds to reduce registration fees for students; to fund the poster session, plenary talks, student presentation and travel awards; and include company ‘swag’ items in students’ and plenary speakers’ gift baskets.

In all cases, your support will be gratefully and publically acknowledged on our webpage, twitter, Facebook, in the conference program, and in addresses to attendees. We are also implementing a sponsorship-level program in which promotional opportunities increase with the size of the sponsorship pledge (sponsorship levels include platinum, gold, silver, or bronze level sponsorship).

Thank you for considering our sponsorship request for OE3C 2016. Please do not hesitate to contact us should you have any questions.

Sincerely,

X

OE3C 2016 Organizing Committee

Email: [oe3c2016@gmail.com](mailto:oe3c2016@gmail.com)

1. LEAD SPONSOR (over $1500):
   * **In-Person Representation**: On-site promotional kiosk manned by company/organization representative.
   * **Oral Recognition**: Verbal recognition as sponsor during opening and closing remarks.
   * **Recognition on Print Materials**: Large company name and logo, sponsorship level, and short statement (e.g., company objectives) displayed in Conference Proceedings.
   * **Recognition on Marketing Materials**: Large company logo displayed on all OE3C communication and marketing tools.
   * **Recognition on the OE3C Website**: Large company name, logo, and web-link displayed prominently on the OE3C webpage.
2. PLATINUM ($1000):
   * **Oral Recognition**: Verbal recognition as sponsor during opening and closing remarks.
   * **Recognition on Print Materials**: Large company name and logo, sponsorship level, and short company statement (e.g., main objectives) displayed in Conference Proceedings.
   * **Recognition on Marketing Materials**: Large company logo displayed on all OE3C communication and marketing tools.
   * **Recognition on the OE3C Website**: Large company name, logo, and web-link displayed prominently on the OE3C webpage.
3. GOLD ($500):
   * **Oral Recognition**: Verbal recognition as sponsor during opening and closing remarks.
   * **Recognition on Print Materials**: Medium company logo and sponsorship level displayed in Conference Proceedings.
   * **Recognition on Marketing Materials**: Medium company logo displayed on all OE3C communication and marketing tools.
   * **Recognition on the OE3C Website**: Medium company logo and web-link on the OE3C webpage.
4. SILVER ($250):
   * **Recognition on Print Materials**: Small company logo displayed in Conference Proceedings.
   * **Recognition on the OE3C Website**: Small company logo and web-link on the OE3C webpage.
5. BRONZE ($100 or product donation):
   * **Recognition on the OE3C Website**: Small company logo and web-link on OE3C webpage.
   * **Oral Recognition (re. product donation)**: Verbal recognition as sponsor at awards reception