



**NorthWest Managers of Educational Technology (NWMET)  
ANNUAL CONFERENCE - April 5, 6 and 7, 2023**

**Carroll College/Downtown - Helena, Montana**

**Attendees: 120+**

**Vendors: Limited to 25**



**Northwest Managers of Educational Technology**  
2023 Conference in Helena, MT April 5-7

Hello!

We're thrilled to announce that in 2023, the Northwest Managers of Educational Technology will be returning to the mountains of Montana. We hosted the conference in 2017 and introduced a number of new changes to the organization that included a new logo and the introduction of MET money. This year we are planning on continuing that role of pushing the organization forward with a new website (coming soon), the introduction of NWMET grants to help even more attendees and a new focus of creating partnerships with vendors and engaging everyone with more sessions, more social events and designated open bar happy hours on the floor.

Our conference is the perfect environment for you to engage with your existing clients as well as potential new customers. With the conference taking place over three days, we offer our exhibitors a constant stream of visitors and provide an environment that maximizes exposure to your products and services. Take advantage of the high-quality visitors and traffic at the event where the education technology managers can both engage and learn about your new products, services and establish partnerships.

This year we are offering three levels of vendor registration: Platinum, Gold and Silver. The Platinum vendor (only 4 spots) registration includes your first choice of table space in the venue and a private sponsor of one of our 4 amazing evening events in the community of Helena. The Gold level will give you a secondary choice of your table location and a sponsor of either a floor happy hour or a conference lunch (only 7 spots available). The Silver level gives you third choice on table location and the gratitude of the organization. Each level of sponsorship includes access for two attendees from your organization, and we invite you to both attend sessions and attend all of our evening events.

You can learn more about our organization and our 2023 conference on our [NW/MET website](https://nwmet.org/) (Full URL: <https://nwmet.org/>). Vendor registration can be completed online shortly at Humantix. If you have any questions, please contact us by emailing Kylie at [nwmet.conference@gmail.com](mailto:nwmet.conference@gmail.com) or calling Dan Case at (406) 447-4503.

We look forward to seeing you in April here in Montana!

Sincerely,

Dan Case, Rachel Martin and Kylie Kackman - Carroll College



## Notes about the NW/MET Conference 2023

### Who Attends?

Educational technology touches on all aspects of an institution's core mission. At our annual conference we focus on professional development and networking as we bridge technology and pedagogy.

Northwest Managers of Educational Technology members come from various professions in Higher Education:

- Classroom Technology Managers
- Computer Lab Supervisors
- Audio Visual Technicians
- Streaming Media Coordinators
- Classroom Designers
- Teaching & Learning Managers
- Instructional Designers
- System and Cloud Service Administrators

Most of our attendees come from higher education institutions in Washington, Oregon, Idaho, Montana and Nevada but it is open to all folks with AV connections or job requirements. Here in Montana, we expect a number of folks from the medical industry, Commercial installers and State government as well.

### MET Money

Started right here in Montana in 2017, It has become an annual tradition for attendees to the conference to collect MET Money. MET Money is our special fake money usable only during this conference to entice attendees to interact with the sponsors and get engaged in the conference. Attendees then use the MET Money to buy prizes and swag at our big MET Money Bash on Thursday night.

### COVID-19 Message

The Northwest Managers of Educational Technology are keenly aware of the impact of the coronavirus on people's health. We will follow all local, state, and national guidelines as it pertains to this pandemic.

### Attendee Lists

This year **we will NOT be giving out all attendee lists to all of the sponsors. However**, for the first time all of the attendees will have scannable V-card information on their badges (easy QR code scanning). As a vendor you can just download a number of free or paid V-card apps and use that to scan attendees and capture their information as needed. This will give you better targeted marketing and also respect the privacy of our attendees. If you are a gold or Platinum sponsor you can get a list of attendees without contact information.

## Vendor Sponsorships

---

At the 2023 NW/MET Conference, there are three levels of sponsorship for our Vendors to choose from: Platinum, Gold and Silver. We don't have any add on opportunities but vendors at the Platinum and Gold level will have event sponsorship privileges, drink ticket handouts and the ability to briefly talk about their organization/products during the sponsored event. This is a great way to connect with the attendees and get your name in front of the entire group. If you have any questions, please feel free to reach out to Dan Case (conference chair for 2023 conference) at [dcase@carroll.edu](mailto:dcase@carroll.edu) or to our Marketing Director Kylie Kackman at [nwmet.conference@gmail.com](mailto:nwmet.conference@gmail.com)

A table will be provided as well as power and free internet access. It is strongly encouraged that all vendors become an active part of the conference for meals, drinks and all social events. In addition we request that vendors contribute some product for silent auction/live auction bash event.

**Levels of Sponsorship – Currently we are limited to only 25 vendors. We will sell out early. Spot is reserved as soon as payment is received.**



### Platinum Sponsorship - \$5,000

Platinum sponsorships are available for \$5000 and are limited to only 4.

Platinum sponsorship entitles a sponsor to a table in the main lobby (see map for locations) and access for 2 attendees.

- Platinum sponsors will be assigned a bundle of MET Money, our special fake money usable only during this conference, used to entice attendees to interact with the sponsor at the conference, and which will carry the logo of the sponsor.
- Platinum sponsors will be allocated exclusive sponsorship of one of the premiere evening events at the conference. These events are the opening night party at Mt Ascension Brewery Tuesday night, the special dinner and late night afterparty at the exclusive Montana Club on Wednesday night, and the big MET money auction party with heavy appetizers and drinks on Thursday night at the Lower Brewhouse. The events will be allocated on a first-come-first-served basis.
- Platinum sponsors will be allocated lots of drink tickets to distribute, which attendees can redeem for a drink during one of three evening events. It's a great way to be the most popular person at the party and get your name out.
- You also get billing at both of the lunches and the conference program and the gratitude of the entire NWMET community.
- You will get an opportunity to speak for 5 minutes at your selected event to talk about your company and/or products.
- Free storage of swag and table materials prior to conference at the college and or hotel.
- Attendee list without contact information. Contact info can be scanned from badges.
- other perks will be added as well including a huge thanks from the AV/IT community!





## Gold Sponsorship - \$2,500

Gold sponsorships are available for \$2500 and are limited to only 7.

Gold sponsorship entitles a sponsor to a table in the lobby (see map for locations) and access for 2 attendees.

- Gold sponsors will be assigned MET Money, our special play money usable only during this conference, used to entice attendees to interact with the sponsor at the conference, and which will carry the logo of the sponsor.
- Sponsorship of either of the two lunch events or either of the two-afternoon happy hour vendor events. With the sponsorship of either event you will get 5 minutes to promote your company and or products during the lunch of that day.
- other perks will be added soon.
- Acknowledgment on all marketing materials. The sooner you sign up the more exposure you will get.
- Attendee list without contact information. Contact info can be scanned from badges.
- Free storage of swag and table materials prior to conference at the college and or hotel.



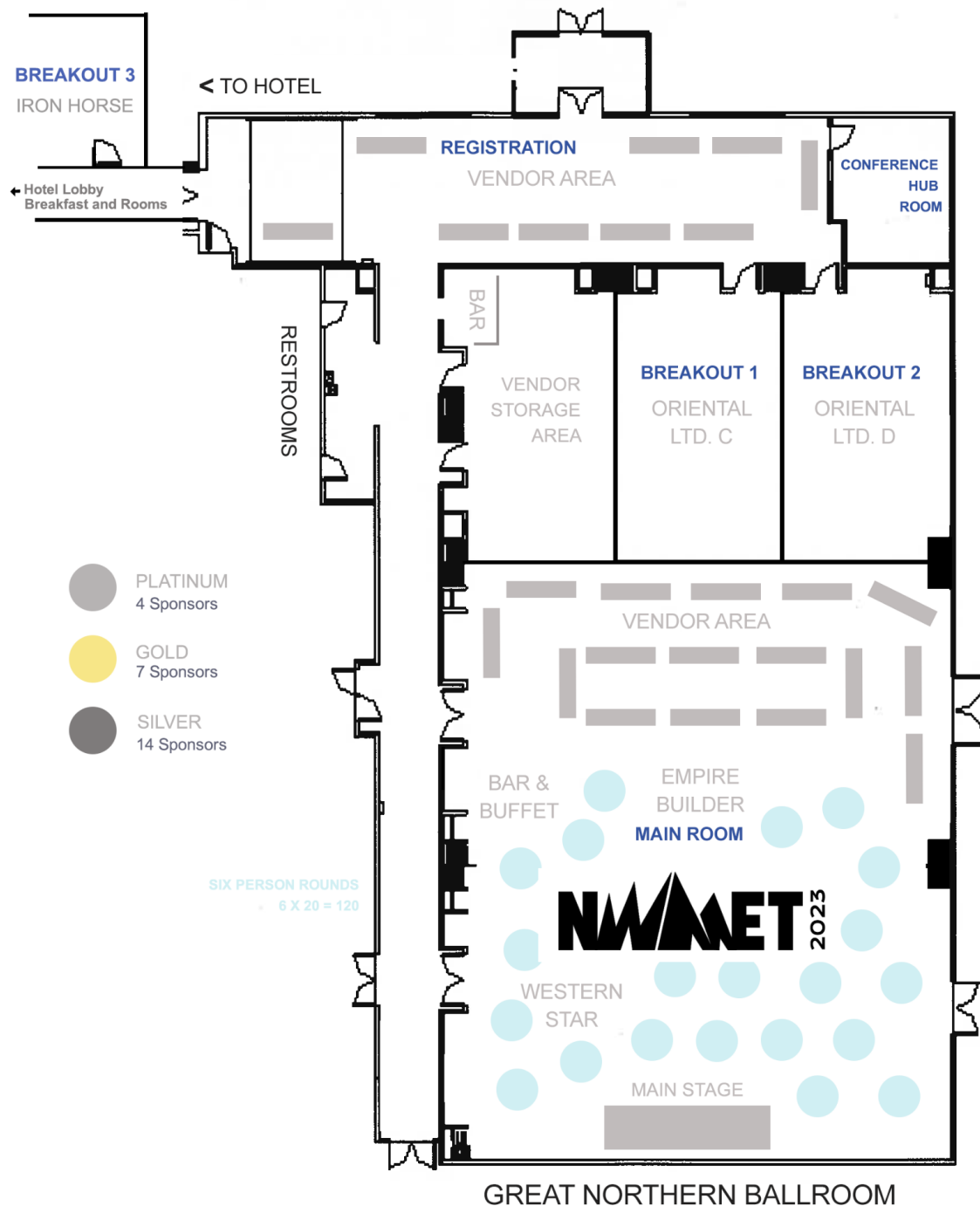
## Silver Sponsorship - \$1,000

Silver sponsorships are available for \$1000 and are limited to 14.

Silver sponsorship entitles a sponsor to a table in the ballroom (see map for locations) and access for 2 attendees.

- Tables will be allocated on a first-come-first-served basis after the selection by Platinum and Gold sponsors.
- Silver sponsors will be assigned a bundle of MET Money, our special play money usable only during this conference, used to entice attendees to interact with the sponsor at the conference, and which will carry the logo of the sponsor.

**NOTE:** We are expecting a HUGE turnout this year for attendees because it is in Montana and the fact that we have cut the registration rates for attendees by 60% from last year. In addition, we have added designated vendor time and two free happy hour slots. This is one conference you will not want to miss this year as a chance to directly connect with Technology folks from all over in a great setting with a chance for the one on one personal connection. We are looking forward to seeing you join us!



## Vendor Table Layout

Tables will be assigned on the basis of Sponsor Level. Platinum sponsors get first choice, Gold sponsors get second choice and Silver third choice. Within the categories, tables will be assigned on a first come first choice basis. We believe that ALL spots will be nice spots for vendors. During the Happy Hour events we hope to have two bar locations with one inside the main room and another located at the door to the vendor storage area that will accommodate the main hall vendors.

## The Venue

---

Just steps from the campus of Carroll College and an easy ten-minute walk to downtown Helena and all of the evening events, this is the perfect location to stay. They offer FREE shuttle service to and from the Helena International Airport (10 minutes away) so you don't even need to rent a car for this conference. Hiking, Biking, Shopping, restaurants, movie theaters and more are also just steps away.

In addition to a nice room, the hotel also offers a FREE breakfast and coffee all day. Located right next to the Silver Star Restaurant and Bar, it is also a great location for that late night food or drink item. This is not your typical Best Western and has the Premier mark that only a handful in the US bear.



NWMET obtained a special room rate for all conference registrants and sponsors. Click below to book your room at the Best Western Premier Hotel or use code "NWMET" when booking over the phone.



Using Group Code: NWMET

(URL: [https://www.bestwestern.com/en\\_US/book/hotel-rooms.27075.html?groupId=X11XP4Q1](https://www.bestwestern.com/en_US/book/hotel-rooms.27075.html?groupId=X11XP4Q1))

Lodging is also available at the Hilton Doubletree Hotel in Downtown Helena (8 blocks away) and at the Lamplighter cabins and suites (4 blocks away).