



REQUEST-FORM FOR CONFERENCE SPONSORSHIP BY THE VIRGINIA STATE OFFICE OF RURAL HEALTH (VA-SORH)

What are the requirements for VA-SORH Conference sponsorship?

VA-SORH requires that the meetings benefit rural Virginia, focuses on one of VA-SORH's target areas and include rural Virginia community members, health care organizations, and/or stakeholders. Request for funding must be received **no less than 90 days** before the expected event.

Who decides?

The decision is normally made by the Division Director of Primary Care and Rural Health. If beneficial, the Office of Health Equity Office Director will decide on the sponsorship for meetings of general interest or when the request fulfills the mission of two or more divisions. The conference organizers must specify in the form whether they would like to get such a sponsorship from VA-SORH or from the Office of Health Equity (OHE) if funding requested does not support VA-SORH's mission.

What are the obligations of the organizers?

The organizers are required to publicize the VA-SORH sponsorship in all the official documents related to the meeting (announcements, program, website etc.). At the meeting, a representative of VA-SORH must be allowed to attend free of charge if scheduling permits and VA-SORH must have the opportunity to advertise and have a vendor booth, if applicable free of charge. After the meeting, the organizers must submit a short report to VA-SORH of the conferences summary of events, outcomes met, agenda and an attendance list.

What about funding requested vs. funding received?

VA-SORH sponsorship is contingent upon the available funds each fiscal year. Funding received **may not** reflect the amount requested and sponsorship is **not guaranteed** each year. The applicant must **reapply** for consideration.

How to apply for VA-SORH Conference sponsorship?

If you would like to be sponsored by VA-SORH please fill in the form below and **send it as an e-mail attachment to the Virginia State Office of Rural Health Director, Heather Anderson** (Heather.Anderson@vdh.virginia.gov) at 90 days before the time of the meeting.

Sponsorship Levels

- **Platinum Sponsorship (one available):** \$5,000 as an exclusive sponsorship of meeting including standing display. Meeting must have over 500 expected attendees for sponsorship.
- **Emerald Sponsorship (one available):** \$2,000 as an exclusive sponsor of the event.
- **Gold Sponsorship (one available):** \$1,500 toward facility, event materials, and speaker.
- **Silver Sponsorship (one available):** \$1,000 toward facility and event materials.
- **Bronze Sponsorship (one available):** Sponsorship of \$500 toward event materials.



Please fill in ALL sections below. Incomplete forms <u>will not be considered</u> for funding. Please allow 7-10 business days for a decision.	
FULL CONFERENCE NAME:	
REQUESTED SPONSORSHIP AMOUNT/LEVEL:	
CONFERENCE DATES (day-month-year):	
ORGANIZATIONS ADDRESS:	
CITY:	
WEBSITE URL:	
CONTACT PERSON First Name: Last Name: Organization: E-mail:	
CONFERENCE LOCATION AND ADDRESS:	
ORGANIZERS List of the Organizing Committee and Advisory Board members	
SCOPE OF THE CONFERENCE List of topics	
KEY LECTURERS List of expected principal lecturers / Preliminary program (if available)	
EXPECTED NUMBER OF PARTICIPANTS	
MOTIVATION FOR THE REQUEST OF FINANCIAL SUPPORT.	
HOW WILL THIS SUPPORT BE USED IF GIVEN?	
WOULD YOU LIKE TO BE CONSIDERED FOR FUNDING FROM OHE?	YES NO N/A