

# 2026 ACC National Capital Region Sponsorship Program Guide

The Board of Directors of ACC National Capital Region is pleased to present the chapter's 2026 Sponsorship Program.

<u>Returning Sponsors</u>: We are grateful for our sponsors every year and never more so than now, as we look back over the past five years. Thank you for your partnership and persistence.

New Applicants: ACC NCR is the regional bar association for in-house counsel, serving companies, non-profits, and other private-sector organizations in the District of Columbia, Virginia, and nearby Maryland. With approximately 2,500 members from more than 800 organizations, ACC NCR is among the largest chapters of the global Association of Corporate Counsel (ACC). ACC NCR provides vital professional services to a vibrant in-house bar and is proud to be the premier provider of continuing legal education and networking opportunities for the in-house legal community in our region. Our sponsors play a critical role in connecting members and enriching the experience. There are a wide range of options for you to consider below, and we hope you will reach out if you have any questions.

#### 2026 Sponsorship Program OPTIONS

The 2026 Sponsorship Program has a variety of levels of annual relationship sponsorships, each of which provides a robust bundle of benefits with excellent and creative visibility for sponsors.

ACC NCR will continue to offer several add-on options for annual relationship sponsors and a range of a la carte sponsor options open to non-relationship sponsors. We provide a chart summarizing the sponsorship options and benefits on pages 5 - 7. Detailed explanations start at the bottom of page 8.

#### **NEW** in 2026:

We are introducing three new features to sponsorship in 2026:

- ➤ Claim your Level. We will cap the number of Bronze annual relationship sponsors to 16. This will mean more visibility, less noise, and a better return on investment at every level.
- ➤ **GovCon at Gold**. Hosting CLE programs on Government Contracts topics will require Gold level or higher sponsorship. Sponsors of Government Contracts CLE programs will be featured in the Chapter Directory and invited to an annual Government Contracts event (two representatives of each sponsor; three for Diamond).
- ➤ Ruby Sponsors May Publish Three News Alerts and Receive Three Tickets. Ruby Annual Relationship Sponsors may publish three news alerts and will receive three (not two) tickets to events open to sponsors. See page 11 for more information.

### **Application Process**

The first step in the application process is to apply – and apply early! Sponsors that apply by Friday, August 22, and are accepted in the first round, will receive preference for sponsor option, committee, and event dates in 2026. Additionally, these sponsors may send an additional representative to the Sponsor and Volunteer Thank You Reception held on November 20, 2025.

The application timeline (all times by 5 PM Eastern):

- **Friday, August 22**: Deadline for submission of Sponsorship Application Form to be included in the "first-round" priority selection of sponsors.
- **Friday, September 19**: We will notify sponsorship applicants who met the August 22 submission deadline about the status of their applications.
- **Friday, October 17**: Deadline for submission of Sponsorship Application Form to be included in the "second-round" selection of sponsors.
- **Monday, November 24**: We will notify sponsorship applicants who met the October 17 submission deadline about the status of their applications.
- After October 17, 2025: While we welcome applications after October 17, we cannot guarantee availability after this date. We evaluate these later applications according to the criteria listed below, first-come, first-served. We will notify applicants about their applications within four weeks of receipt. We do not pro-rate sponsor fees.

## **KEY Sponsorship Program Provisions**

Annual sponsorship under the 2026 Program runs from <u>January 1, 2026, through December 31, 2026</u>.

All prospective sponsors (new and returning) must complete the Sponsorship Application Form online (see page 30 for the list of questions).

By completing and submitting the application form, you represent that:

- (1) You have reviewed and understand the terms of the 2026 ACC NCR Sponsorship Program.
- (2) You are committed to working within the Program and its requirements, specifically the ACC NCR Sponsor Guidelines (pages 26 29);
- (3) You are authorized to submit the Sponsor Application on behalf of the sponsor applicant; and
- (4) You will pay the sponsorship fee to ACC NCR by the applicable deadline.

Payment in full of the sponsorship fee must be received by January 31, 2026, or within 30 days of notification of the sponsorship award and an invoice for the fee, whichever occurs later, unless other arrangements are made with the ACC NCR Executive Director. Late payment may result in

cancellation of the sponsorship and forfeiture of benefits. We will offer cancelled sponsorship spots to other sponsors under the caps. Please note that sponsorship fees are not refundable.

Please also note the following select provisions of the Sponsor Guidelines (pages 26 - 29):

- a. Presenting sponsor(s) are responsible for food/beverage, venue, and other out-of-pocket costs for programs held outside of the sponsor's offices.
- b. ACC NCR organizes multi-session programs (e.g., half or full-day conferences). Participation in one session of a multi-session program constitutes a sponsor's allotted CLE or other program. Sponsors typically may not participate in more than one program in a multi-session event. In addition, sponsors will share the out-of-pocket costs (see above).

## **Sponsor Selection Criteria**

ACC NCR has been very fortunate to work with sponsors that truly contribute to our efforts to be the premier professional resource for our members. We greatly value our sponsors' dedication to helping us achieve our mission.

In selecting sponsors and assigning sponsorship levels for 2026, ACC NCR will:

- Attempt to select a mix of sponsors that will offer a variety of information, services, or products
  to our members to assist them in providing the highest level of service to their clients. We try
  to make sure that our sponsors are well aligned with the interests of our membership in terms
  of practice areas, industries represented, and sizes of firms/companies.
- 2. Seek sponsors that are able to provide information, services, ideas, and expertise that are valuable to our members and conform to our guidelines (see pages 26-29 of this document).
- 3. Consider, if applicable, the applicant's previous creativity in developing and presenting CLE programming for ACC NCR.
- 4. Consider the applicant's proffered or proven commitment to diversity and its ability to work closely and effectively with ACC NCR on CLE programs, events, and other chapter activities.

### Sponsorships at a glance.

The next few pages offer a summary of all sponsorship options. For more detail, see the particular page numbers noted at the top of the summary.

ANNUAL RELATIONSHIP SPONSORS									
	Diamond	Ruby	Emerald	Platinum	Gold	Bronze	Prof. Growth Partner (not available to law firms)	Business Partner (not available to law firms)	
Details on page:	10	11	12	13	14	15	16	17	
General Ben	General Benefits:								
Fee	\$51,000	\$38,400	\$31,800	\$25,600	\$19,200	\$12,800	\$6,400	\$6,400	
Programs	3*, plus 1 social and 1 special event	3*	2*	2*	1	1*	1	0 (see p. 17 for exceptions)	
Social Media	Pre- and Post-Event Posts N/A								
Banner ad on website	Yes	Yes	Yes	Yes	Yes	No, listing only	Listing on Career Dev Committee webpage	No, listing only	
News Alerts	6	3	2	1	1	0	1	0	
Directory Ad	Full-page (front cover)	Full-page (prime placement)	Full-page	Half-page	Half-page	Logo	Logo	Logo	
Portion of Fee to Fund Corp Scholars	\$5,100	\$3,840	\$3,180	\$2,560	\$1,920	\$1,280	\$640	\$640	
Tickets to Corporate Scholars Social	6	4	3	2	1	1	1	2	
Tickets to Most Events Open to Sponsors	3	3	2	2	2	2	2	2	
Awards Reception:									
Tickets	14	12	12	10	6	4	2	2	
Program Book	Full-page prime	Full-page	Half- page	Quarter- page	Quarter- page	logo	logo	logo	

<sup>\*</sup>one or more of the sponsor's programs will be held at a conference or online only

#### **ADD-ONS AVAILABLE ONLY TO ANNUAL RELATIONSHIP SPONSORS CLO Club Reception or** News Leadership Roundtable Lunch or Dinner, Leadership **Affinity** Alert with Leadership Academy ٥r Academy Academy Group Social Engagement Social, Community-Based, or Champion Host Social Media **GVA/MD** or Nonprofit CLE **Event Host** Post Program Details 17-19 17-19 17-19 20 21 21 on page Fee \$6.400 \$3.900 \$3.200 \$3.200 \$1.500 \$700 Host module Host of An Kev Host opening Host an Host event for key group of **Benefits** day or closing event for our ACC NCR members or additional and social module and 250+ alums leaders event for news alert opportunity reception with to network and current one of in the Fellows, with Fellows ACC Fellows - up chapter's OR **Advisory Board** and coming NCR's newsletter and Host event open to members Members and Advisory leaders in the affinity groups\*\*\* **Chapter Leaders** Board community. \*\* see below for options Members Website N/A N/A N/A Logo on Logo on Logo on Academy Academy Academy website website website

Post-event

#### \*\* Social, Community-Based, and Greater Virginia or MD CLE Options Include:

Social Events

Social

Media

- Events in Greater Virginia or Maryland
- CLE or other Event with our Nonprofit & Associations Committee
- Pro Bono or Community Service Events

#### \*\*\* Affinity Groups Include:

- AAPI Affinity Group
- Accessibility Affinity Group
- Black & African American Affinity Group
- Café con Leche Affinity Group
- LGBTQ+ Affinity Group
- Young Lawyers Affinity Group
- Veterans Affinity Group

A LA CARTE SPONSOR OPTIONS								
	Leadership Academy Champion	Leadership Academy Host	Leadership Academy Engagement Event Host	Social, Community- Based, or GVA/MD or Nonprofit CLE Program	Affinity Group Social			
See page	17-19	17-19	17-19	23	23-24			
General Be	General Benefits:							
Fee	\$8,900	\$5,000	\$4,500	\$6,400	\$2,000			
Key Benefits	Host opening day or closing module and reception with Fellows, Advisory Board Members and Chapter Leaders  Logo on Academy website	Host module and opportunity to network with Fellows and Advisory Board Members  Logo on Academy website	Host event for our 180+ alums – up and coming leaders in the community.	Host event open to members ** see above for options	Host social event for one of ACC NCR's affinity groups***			
Directory Ad	Logo	Logo	Logo	Logo	Logo			
Social Media	Post-Event Posts	Post-Event Posts Post-Event Posts		Pre- and Post- Event Posts	Pre- and Post- Event Posts			
Awards Reception:								
Tickets	0 (but may purchase 2 tickets)	0 (but may purchase 2 tickets)	0 (may purchase 2 tickets)	0 (may purchase 2 tickets)	0 (may purchase 2 tickets)			
Program Book	No	No	No	No	Logo			

	Awards Reception	VIP Reception	Conference Meal Sponsor	Conference Exhibit Sponsor			
See page	22	22	22 - 23	23			
General Benefits:							
Fee	\$6,400 \$12,800		\$5,000	\$2,500			
Key Benefits	Logo items and signage.	Exclusive sponsor of pre- event for finalists, their nominators, and ACC NCR leaders – logo items, signage, and provide welcome	Sponsor breakfast, lunch, or happy hour; logo items, signage, and provide welcome	Host table during breakfast, lunch, happy hour, and breaks; distribute information and merchandise; host a drawing			
Directory Ad	Logo	Logo	Logo	Logo			
Social Media	Pre- ar	nd Post-Event Posts	Thank you post	Thank you post			
Awards Reception:							
Tickets	4	5	0 (may purchase 2 tickets)	0 (may purchase 2 tickets)			
Program Book	Logo Logo		No	No			

### **Sponsorship Benefits: Details**

The benefits included in each of the 2026 Sponsorship Program levels provide visibility for our sponsors and recognition of the valuable support that sponsors provide to ACC NCR:

- CLE and Thought Leadership Opportunities: Among the most valued aspects of this Program, Sponsors have opportunities to demonstrate their expertise by developing or presenting content for ACC NCR that will help our members do their jobs better and smarter.
- ❖ CLEs: ACC NCR prides itself on providing programs on cutting-edge topics and practical approaches of special value to in-house counsel. We host programs in each jurisdiction we serve (D.C., Virginia, and nearby Maryland). We offer programs both in-person and live virtual to ensure easy accessibility for our membership which means more attendance for sponsors. Sponsors should network with attendees before and after their Program. PLEASE NOTE: As indicated on the chart of benefits, with the exception of Gold Sponsors, all other Annual Relationship Sponsors may be asked to host one or more of their CLE or other programs either during a conference or virtual-only.
- News Alerts: We also provide opportunities for sponsors at certain levels and through an addon option to share written updates and analyses with our members via our weekly newsletter and social media accounts. Sponsors provide a link to a substantive article or client alert, along with contact information and a link to the sponsor's home page. Sponsors may author new content or repurpose recent thought leadership. ACC NCR staff sets the newsletter schedule and content, may decline to publish a news alert (in which case the sponsor will be given the opportunity to submit an alternative), and may push a given alert to a later newsletter.

Other Ways to Get to Know ACC NCR Members Through Your Sponsorship: The Program provides a variety of ways for sponsors to meet and develop relationships with members:

- ❖ CORPORATE COUNSEL AWARDS RECEPTION: ACC NCR's annual reception for in-house counsel and sponsors is the premier networking event for in-house counsel in the region. At this event, we present the Corporate Counsel Awards to celebrate the accomplishments and contributions of the in-house bar and recognize some of the best in-house lawyers and legal departments in our region. The reception attracts attendees from the in-house, legal, and business communities, and is designed to maximize opportunities for networking. Each annual relationship sponsorship includes tickets for attendees to the reception, as well as inclusion in the various sponsor recognition features we produce in conjunction with the reception. Date for the 2026 reception to be determined.
- ❖ GENERAL COUNSEL ROUNDTABLE LUNCHEON: Each year, ACC NCR brings together a panel of three to five General Counsel from leading companies and organizations, representing a variety of industries, sizes of companies, and sizes of departments, for a roundtable discussion. The discussion is always candid, and both in-house and outside counsel value the insights provided. All annual relationship sponsors receive two tickets to this event (Diamond receives three). This is also one of our best-attended luncheon programs, which now includes a networking reception after the panel presentation.

- ❖ <u>ADDITIONAL NETWORKING EVENTS:</u> In 2026, we will hold at least two events for sponsor representatives to meet and network with ACC NCR leaders.
- CORPORATE SCHOLARS RECEPTION: Sponsor levels that contribute to the Corporate Scholars Program may send representatives to an informal social that ACC NCR will host for its members and the Corporate Scholars in 2026.

#### **Recognition Items:**

- ❖ <u>ACC NCR WEBPAGE:</u> ACC NCR's webpage includes banner advertisements on its home page for certain categories of sponsors. In addition, we host a general "Sponsors" page that lists all sponsors, with a link to each sponsor's webpage.
- ❖ <u>ACC NCR DIRECTORY:</u> ACC NCR publishes a downloadable chapter directory with listings of all ACC NCR volunteer leaders and sponsors, as well as a guide to ACC NCR and ACC benefits. Members may retain and refer to the directory all year long. All annual relationship sponsors receive either an advertisement or other acknowledgement in the directory.

ACC NCR Corporate Scholars Program: ACC NCR created the Corporate Scholars Program in 2004 to expose students from the law schools in our area to in-house practice as a career option and develop a diverse pipeline of future in-house lawyers. Students chosen for the program hold paid internships in the legal departments of chapter-member organizations. More than 220 students have been Scholars. The fees for Annual Relationship Sponsors include an amount that ACC NCR uses to operate the program and fund the paid internships. Our Annual Relationship Sponsors play a key role in this important program.

## Diamond Sponsorship (\$51,000; Limit 1) - SOLD OUT!

#### **General Features**

- CLE and Thought Leadership Opportunities:
  - Participate as a presenter at and/or host of three ACC NCR CLEs or other programs, as well as one social event and a special event (e.g., live taping of Executive Leaders Radio).
    - ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
  - Have a substantive article or news alert published six times during the year in the ACC NCR e-newsletter, distributed weekly by email to our membership, three of which will be shared via ACC NCR's social media accounts. Articles will link to sponsor's webpage.
- Ad on the ACC NCR website home page, with link to the sponsor's website.
- Prominent listing on ACC NCR website as the 2026 Diamond Sponsor of the Chapter, with link to sponsor's website.
- Full-page ad in ACC NCR 2026 Chapter Directory prime (inside-front-cover) placement.
- \$5,100 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- 14 tickets for attendees to the reception
- Full-page, inside-front-cover ad in Program Book for the Awards
- Prominent listing as Diamond Sponsor on slide show

- Six representatives may attend the Corporate Scholars Reception
- Three representatives may attend events open to sponsors, including:
  - ACC NCR Annual Meeting
  - o sponsor appreciation networking events with members of the ACC NCR leadership
  - General Counsel Roundtable

## Ruby Sponsorship (\$38,400)

#### **General Features**

- CLE and Thought Leadership Opportunities:
  - Participate as a presenter at and/or host of three ACC NCR CLEs or other programs.
    - ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
  - Have a substantive article or news alert published three times during the year in the ACC NCR e-newsletter, distributed weekly by email to our membership, both of which will be shared via ACC NCR's social media accounts. Articles will link to sponsor's webpage.
- Ad on the ACC NCR website home page, with link to the sponsor's website.
- Listing on ACC NCR website as a 2026 Ruby Sponsor of the Chapter, with link to sponsor's website.
- Full-page ad in ACC NCR 2026 Chapter Directory prime placement.
- \$3,840 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- 12 tickets for attendees to the reception
- Full-page ad in Program Book for the Awards
- Prominent listing as Ruby Sponsor on slide show

- Four representatives may attend the Corporate Scholars Reception
- Three representatives may attend all other events open to sponsors, including:
  - ACC NCR Annual Meeting
  - o sponsor appreciation networking events with members of the ACC NCR leadership
  - General Counsel Roundtable

## **Emerald Sponsorship (\$31,800)**

#### **General Features**

- CLE and Thought Leadership Opportunities:
  - o Participate as a presenter at and/or host of two ACC NCR CLEs or other programs.
    - ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
  - Have a substantive article or news alert published two times during the year in the ACC NCR e-newsletter, distributed weekly by email to our membership, both of which will be shared via ACC NCR's social media accounts. Article will link to sponsor's webpage.
- Ad on the ACC NCR website home page, with link to the sponsor's website.
- Prominent listing on ACC NCR website as a 2026 Emerald Sponsor of the Chapter, with link to sponsor's website.
- Full-page ad in ACC NCR 2026 Chapter Directory.
- \$3,180 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- 12 tickets for attendees to the reception
- Half-page ad in program book for the Awards
- Prominent listing as an Emerald Sponsor on slide show

- Three representatives may attend the Corporate Scholars Reception
- Two representatives may attend events open to sponsors, including:
  - ACC NCR Annual Meeting
  - o sponsor appreciation networking events with members of the ACC NCR leadership
  - General Counsel Roundtable

## **Platinum Sponsorship (\$25,600)**

#### **General Features**

- CLE and Thought Leadership Opportunities:
  - o Participate as a presenter at and/or host of two ACC NCR CLEs or other programs.
    - ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
  - Have a substantive article or news alert published one time during the year in the ACC NCR e-newsletter, distributed weekly by email to our membership. Article will link to sponsor's webpage.
- Ad on the ACC NCR website home page, with link to the sponsor's website.
- Prominent listing on ACC NCR website as a 2026 Platinum Sponsor of the Chapter, with link to sponsor's website.
- Half-page ad in ACC NCR 2026 Chapter Directory.
- \$2,560 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- 10 tickets for attendees to the reception
- Quarter-page ad in program book for the Awards
- Prominent listing as a Platinum Sponsor on slide show

- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two representatives may attend events open to sponsors, including:
  - ACC NCR Annual Meeting
  - o sponsor appreciation networking events with members of the ACC NCR leadership
  - Corporate Scholars Reception
  - General Counsel Roundtable

## Gold Sponsorship (\$19,200)

#### **General Features**

- CLE and Thought Leadership Opportunities:
  - o Participate as a presenter at and/or host of one ACC NCR CLE or other program.
    - ACC NCR will publicize such program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
  - Have a substantive article or news alert published one time during the year in the ACC NCR e-newsletter, distributed weekly by email to our membership. Article will link to sponsor's webpage.
- Ad on the ACC NCR website home page, with link to the sponsor's website.
- Listing on ACC NCR website as a 2026 Gold Sponsor of the Chapter, with link to sponsor's website.
- Half-page ad in the ACC NCR 2026 Chapter Directory.
- \$1,920 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- 6 tickets for attendees to the reception
- Quarter-page ad in program book for the Awards
- Listing as a Gold Sponsor on slide show

- •
- One representative may attend the Corporate Scholars Reception
- Two representatives may attend events open to sponsors, including:
  - ACC NCR Annual Meeting
  - o sponsor appreciation networking events with members of the ACC NCR leadership
  - General Counsel Roundtable

## Bronze Sponsorship (\$12,800; Limit 16)

#### **General Features**

- CLE and Thought Leadership Opportunities:
  - Participate as a presenter at and/or host of one ACC NCR CLE or other program (excludes Government Contracts topics, which are reserved for Gold and higher level sponsors).
    - ACC NCR will publicize such program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- Listing on ACC NCR website as a 2026 Bronze Sponsor of the Chapter, with link to sponsor's website.
- Acknowledgement of Bronze Sponsorship in the ACC NCR 2026 Chapter Directory.
- \$1,280 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- Four tickets for attendees to the reception
- Logo (small) in program book for the Awards
- Logo as Bronze Sponsor on slide show

- One representative may attend the Corporate Scholars Reception
- Two representatives may attend events open to sponsors, including:
  - ACC NCR Annual Meeting
  - o sponsor appreciation networking events with members of the ACC NCR leadership
  - General Counsel Roundtable

## **Professional Growth Partner (\$6,400)**

Note: This category is open only to firms that specialize in attorney staffing, career counseling and professional development skills, and/or attorney search/placement.

#### **General Features**

- CLE and Thought Leadership Opportunities:
  - Participate as a presenter at one ACC NCR program on a career or professional development, and/or diversity topic.
  - Have a substantive article or news alert published one time during the year in the ACC NCR e-newsletter, distributed weekly by email to our membership. Article will be linked to sponsor's webpage.
  - ACC NCR will work with our Professional Growth Partners to provide other opportunities to share their thought leadership with our membership.
- Logo in ACC NCR 2026 Chapter Directory
- Listing on the ACC NCR website for the Career Development
   Committee (<a href="https://www.acc.com/chapters-networks/chapters/national-capital-region/elc-engagement-leadership-community-committees-1">https://www.acc.com/chapters-networks/chapters/national-capital-region/elc-engagement-leadership-community-committees-1</a>) with a link to the firm's webpage, and contact information for the firm's local point(s) of contact.
- \$640 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- Two tickets for attendees to the reception.
  - o Professional Growth Partners may buy an additional two tickets to the reception.
- Logo in program book for the Awards

- One representative may attend the Corporate Scholars Reception
- Two representatives may attend events open to sponsors, including:
  - ACC NCR Annual Meeting
  - sponsor appreciation networking events with members of the ACC NCR leadership
  - General Counsel Roundtable

## **Business Partner Sponsorship (\$6,400)**

Note: This category is for non-law firm organizations that are interested in getting to know our chapter and members through attending events but are either not interested in or not ready to provide CLE programming. Non-law firm organizations are welcome and invited to apply to sponsor at levels that offer CLE or other programming, but they may be required to present with a law firm sponsor to meet CLE requirements.

#### **General Features**

- Listing on ACC NCR website as a 2026 Business Partner Sponsor of the Chapter, with link to Sponsor's website.
- Acknowledgement of Business Partner Sponsorship in the ACC NCR 2026 Chapter Directory.
- \$640 of the sponsorship fee will fund the ACC NCR Corporate Scholars Program.

#### At the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- Two tickets for attendees to the reception
- Logo (small) in program book for the Awards
- Logo as Business Partner Sponsor on slide show

- Two representatives may attend the Corporate Scholars Reception
- Two representatives may attend events open to sponsors, including:
  - ACC NCR Annual Meeting
  - sponsor appreciation networking events with members of the ACC NCR leadership
  - General Counsel Roundtable

## Sponsorships for the ACC NCR Leadership Academy

The ACC NCR Leadership Academy provides the tools and skills in-house attorneys need to optimize their leadership potential and succeed at the highest levels of their organizations. The Academy consists of eight faculty-led sessions taking place over a nine-month period:

- Module 1 Fundamentals of Being a Leader Authentic, Inclusive, and Connected
- Module 2 Emotional Intelligence and Interpersonal Communication
- Module 3 Developing and Leading High Performing Teams
- Module 4 Creating and Inspiring Organizational Vision; Leading and Managing Change
- Module 5 Managing Difficult Conversations and Influencing Stakeholders
- Module 6 Problem Solving and Strategic Decision Making
- Module 7 Executive Presentation Skills
- Module 8 Capstone: My Journey Toward Leadership Mastery

Each class consists of 30 or more distinguished in-house counsel, known as Fellows, chosen through a selective application process. The Fellows participate in a highly interactive learning environment, both in the classroom and working, both inside and outside of the classroom, with a smaller learning cohort.

Nationally recognized faculty teach the Academy sessions. We select faculty members because of their expertise and ability to translate critical leadership concepts into the practical takeaways that in-house counsel need.

A Board of Advisors, comprised of 16 chief legal officers and senior lawyers from a broad array of companies and organizations across the National Capital Region, oversees the Academy experience. The Board members are deeply committed to helping advance the next generation of in-house leaders. Two Board members attend each Academy session. Members of the Board of Advisors also participate in various Academy events and interact with the Fellows.

Leadership Academy Sponsorships provide avenues to support this valuable program and interact with the Fellows, faculty, and members of the Board of Advisors.

## Leadership Academy Champion Sponsors (Add-On to an annual Sponsorship Level - \$6,400; A La Carte - \$8,900)

#### **General Features**

- Two Leadership Academy Champion Sponsorships expected in 2026. These
  opportunities are available as "add-ons" for 2026 ACC NCR Sponsors or a la carte
  sponsorships.
- Acknowledgement on the Leadership Academy website
  - Large logo on home page with link to sponsor's website

#### Opportunities to Engage with the Leadership Academy Program

 Host either the first day of the First Module (on Wednesday, January 14, 2026, or Wednesday, January 21, 2026) OR the closing Module (Wednesday, September 16, 2026) for the Class of 2026. Up to six representatives may participate in the Module day alongside the Fellows.

- o Hosting involves providing space for the session and cocktail reception that follows.
- Sponsor must cover all expenses for refreshments throughout the day (breakfast and lunch, food and beverages, continuous coffee, soft drinks), and during the reception.
- The Academy has developed a robust ROI program to provide sponsors with meaningful opportunities to interact with Fellows and alums. Among the ROI items provided are:
  - A guide to the people involved in that day's Module (Fellows, Faculty, Facilitator, Board of Advisors and Academy Steering Committee members) and an overview of the content that will be covered that day.
  - o Options for an engagement activity the sponsor can hold with Fellows and/or alums.
- Sponsor representatives may attend the cocktail reception at the end of the session.

## Leadership Academy Host Sponsorship (Add-on to an annual Sponsorship Level - \$3,900; A La Carte - \$5,000)

#### **General Features**

- Only seven host sponsorships are available in 2026. These opportunities are available as "add-ons" for 2026 ACC NCR Sponsors or a la carte sponsorships.
- Acknowledgement on the Leadership Academy website
  - Logo on home page with link to sponsor's website

#### Opportunities to Engage with the Leadership Academy Program

- Host a Module (session) of the Academy program.
  - Hosting involves providing space for the session, as well as breakfast and lunch food and beverages, and refreshments throughout the day (coffee, soft drinks).
  - Up to six representatives of the sponsor may participate in the Module day alongside the Fellows.
- At the end of the day, host sponsor may hold a happy hour for Fellows, faculty and Board
  of Advisors member(s) to network with representatives of the sponsor. Sponsor is
  responsible for all expenses for refreshments provided at the happy hour.

#### **Dates for Modules:**

- Thursday, January 15, 2026, OR Thursday, January 22, 2026 Day 2 of Module 1
- Thursday, February 12, 2026 Module 2
- Thursday, March 19, 2026 Module 3
- Thursday, April 16, 2026 Module 4
- Date TBD in May 2026 Module 5
- Thursday, June 11, 2026 Module 6
- Date TBD in July 2026 Module 7

## Leadership Academy Engagement Event Host (Add-on to an annual Sponsorship Level - \$3,200; A La Carte \$4,500)

#### **General Features**

- Four Leadership Academy Engagement Event Host Add-Ons expected in 2026. These opportunities are available as "add-ons" for 2026 ACC NCR Sponsors only.
- Acknowledgement on the Leadership Academy website
  - o Logo on home page with link to sponsor's website

#### Opportunities to Engage with the Leadership Academy Program

- Host an event for Academy alums and Fellows. (Examples are a half-day refresher course, a social event, etc.)
  - Sponsor may send representatives to the event, equal to the greater of six (6) or 20 percent of registration.
  - o Hosting involves providing space for the event and providing refreshments.
  - Sponsor is responsible for all expenses for refreshments.

Dates for hosting: TBD by ACC NCR and sponsor

## ADD-ON SPONSOR OPTIONS FOR ANNUAL RELATIONSHIP SPONSORS

# **CLO Club Reception or Roundtable Lunch or Dinner Host Sponsorship (\$3,200)**

#### **Features**

- These sponsorships are available ONLY as "add-ons" for a discounted fee to annual relationship sponsors.
- Opportunities include:
  - o Annual CLO Club Reception
  - o President's Roundtable
  - Roundtable Lunches or Dinners
- ACC NCR will publicize each program via its social media accounts, both before and after the program, noting the sponsor, and linking and tagging the organization as appropriate.
- As with all sponsored events, host sponsors will work with ACC NCR volunteer leaders
  and staff to schedule and develop the event or program and will be responsible for out-ofpocket costs associated with the event (e.g., refreshments).
- Host sponsorships offer an exclusive opportunity to network with ACC NCR members and will be open only to members, in-house guests, and a limited number of sponsor representatives (the greater of three representatives or 20 percent of registrants).

# Social, Community-Based, or Greater Virginia, MD, or Nonprofits & Associations Committee CLE Program Sponsorship (\$3,200)

#### **Features**

- These sponsorships are available as optional "add-ons" for a discounted fee to annual relationship sponsors, and then to others as an a la carte sponsorship opportunity.
- Opportunities include:
  - Social Events
  - CLE or Other Events in Greater Virginia or Maryland
  - CLE or Other Event with our Nonprofit & Associations Committee
  - Pro Bono or Community Service Events
- ACC NCR will publicize the program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- As with all sponsored events, sponsors will work with ACC NCR volunteer leaders and staff to schedule and develop the event or program and will be responsible for out-ofpocket costs associated with the event (e.g., refreshments).
- These sponsorships offer an exclusive opportunity to network with ACC NCR members and will be open only to members, in-house guests, and a limited number of sponsor representatives (the greater of three representatives or 20 percent of registrants).

## **Affinity Group Social Event Host (\$1,500)**

#### **Features**

- These sponsorships are available as optional "add-ons" for a discounted fee to annual relationship sponsors, and then to others as an a la carte sponsorship opportunity.
- ACC NCR will publicize the program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- As with all sponsored events, sponsors will work with ACC NCR volunteer leaders and staff to schedule and develop the event or program and will be responsible for out-ofpocket costs associated with the event (e.g., refreshments).
- These sponsorships offer an exclusive opportunity to network with ACC NCR members and will be open only to members, in-house guests, and a limited number of sponsor representatives (the greater of three representatives or 20 percent of registrants).

## **News Alert with Social Media Post (\$700)**

#### **Features**

- News Alert sponsorships offer an opportunity to share one additional written update with our members via our weekly e-newsletter and our social media accounts and are available ONLY as optional "add-ons" for annual relationship sponsors. Please note, many sponsorship levels include news alerts; those sponsors may select this add-on for an additional opportunity for exposure.
- Sponsors provide a substantive article or client alert with a link from the article to the sponsor's home page. ACC NCR staff sets the schedule and may decline to publish a news alert, in which case the sponsor will be given the opportunity to submit a different alert.

#### A LA CARTE SPONSOR OPTIONS

## **Corporate Counsel Awards Reception Sponsor (\$6,400)**

## Benefits at the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- Publicity at the largest event for in-house counsel in the DMV!
- Logo items and signage at the event. Options may include:
  - bar sponsor;
  - dessert and cocktail napkins;
  - o awards gifts bags/boxes; and
  - lounge area
- Four tickets for attendees to the reception
- Logo in program book for the Awards
- Logo as Reception Sponsor on slide show

#### Other benefits:

- ACC NCR will publicize the sponsorship via its social media accounts, both before and after the reception, noting the sponsor and linking and tagging the organization as appropriate.
- Logo in ACC NCR 2026 Chapter Directory

## VIP Reception Before the Corporate Counsel Awards Reception Sponsor (\$12,800)

## Benefits at the 22nd Annual Corporate Counsel Awards Reception (date to be announced)

- Sponsor of pre-event for finalists, their nominators, and ACC NCR leaders. Sponsor representative may provide welcome.
- Publicity at the largest event for in-house counsel in the DMV!
- Five tickets for attendees to the VIP reception and full reception
- Logo in program book for the Awards
- Logo as the VIP Reception Sponsor on slide show

#### Other benefits:

- ACC NCR will publicize the sponsorship via its social media accounts, both before and after the reception, noting the sponsor and linking and tagging the organization as appropriate.
- Logo in ACC NCR 2026 Chapter Directory

## **Conference Meal Sponsor (\$5,000)**

#### **Key Features**

- Publicity at a chapter conference
- Sponsor of breakfast, lunch, or happy hour (sponsor is responsible for cost of refreshments).
- Provide logo items and welcome at event.

- Host table and network during breakfast, lunch, happy hour, and breaks.
- Three representatives may attend the sponsored event.

#### Other benefits:

- ACC NCR will thank the sponsor via its social media accounts after the conference.
- Logo in ACC NCR 2026 Chapter Directory
- May purchase two (2) tickets to the 2026 ACC NCR Corporate Counsel Awards Reception

## **Conference Exhibit Sponsor (\$2,500)**

#### **Key Features**

- Publicity at an ACC NCR conference.
- Staff table during breakfast, lunch, happy hour, and breaks.
- Provide logo items.
- Two representatives may attend the sponsored event.

#### Other benefits:

- ACC NCR will thank the sponsor via its social media accounts after the conference.
- Logo in ACC NCR 2026 Chapter Directory
- May purchase two tickets to the 2026 ACC NCR Corporate Counsel Awards Reception

## Social, Community-Based, or Greater Virginia, MD, or Nonprofits & Associations Committee CLE Program Host Sponsorship (\$6,400)

#### **Features**

- These host sponsorships are available as optional "add-ons" in 2026 first to organizations selected as 2026 ACC NCR annual relationship sponsors, and then to others as an a la carte sponsorship opportunity.
- Opportunities include:
  - Social Events
  - CLE or Other Events in Greater Virginia or Maryland
  - CLE or Other Event with our Nonprofit & Associations Committee
  - Pro Bono or Community Service Events
- ACC NCR will publicize the program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- As with all sponsored events, host sponsors will work with ACC NCR volunteer leaders
  and staff to schedule and develop the event or program and will be responsible for out-ofpocket costs associated with the event (e.g., refreshments).
- Host sponsorships offer an exclusive opportunity to network with ACC NCR members and will be open only to members, in-house guests, and limited number of sponsor representatives (the greater of three representatives or 20 percent of registrants).
- Listed in the 2026 Chapter Directory as host sponsors and may purchase two tickets to the 21st Annual Corporate Counsel Awards Reception (date to be determined).

## **Affinity Group Social Event Host (\$2,000)**

#### **Features**

- These sponsorships are available as optional "add-ons" for a discounted fee to annual relationship sponsors, and then to others as an a la carte sponsorship opportunity.
- ACC NCR will publicize the program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- As with all sponsored events, sponsors will work with ACC NCR volunteer leaders and staff to schedule and develop the event or program and will be responsible for out-ofpocket costs associated with the event (e.g., refreshments).
- These sponsorships offer an exclusive opportunity to network with ACC NCR members and will be open only to members, in-house guests, and a limited number of sponsor representatives (the greater of three representatives or 20 percent of registrants).

## ACC National Capital Region SPONSOR GUIDELINES

The ACC NCR Board of Directors publishes these guidelines for a successful relationship with sponsors.

#### **Overall Guidelines:**

- 1. ACC NCR selects sponsors who will furnish information, services, ideas, opportunities, and expertise that will provide value to our members.
- 2. In developing programs for ACC NCR, sponsors shall note and follow these guidelines.
- 3. ACC NCR works cooperatively with its sponsors to develop and refine programs, including the topics of CLE programs.
  - a. All program topics will be reviewed by an ACC NCR volunteer leader and staff member for the subject, content, and expertise demonstrated to ensure it is relevant and of interest to our members.
    - i. ACC NCR will favorably consider a sponsor's proposed programs, panels, speakers, topics, and methods of presentation that demonstrate not only substantive qualifications, but also the sponsor's commitment to diversity.
    - ii. Every panel program shall include an in-house counsel as a panelist, moderator, or speaker for the substantive portion of the program, in addition to the sponsor speaker(s), unless the circumstances are highly unusual.
  - b. ACC NCR will assign a volunteer leader to work on each program to ensure that the program is at an appropriate level and aligns with the vision the sponsor and ACC NCR have for the content, and to help the speakers.
  - c. Ultimately, ACC NCR makes the final determination as to whether an idea is of interest to its members. ACC NCR reserves the right to not accept program content, speakers, or presenters at its sole discretion.
- 3. Program dates will be jointly decided by the sponsor and ACC NCR.
- 4. Sponsor and ACC NCR will work together to choose a venue for live presentation of the program that is beneficial for both sponsor and ACC NCR members. In addition, ACC NCR CLE programs may be provided simultaneously by webinar, which will be recorded and available on an archive maintained by ACC NCR.
- 5. ACC NCR is an approved MCLE provider in Virginia and will handle the processing of all MCLE applications as part of organizing any ACC NCR MCLE program. Sponsor must adhere to the Virginia MCLE Board guidelines regarding written materials (see http://www.vsb.org/site/members/mcle-opinion-14) in assembling the program materials.
- 6. ACC NCR will handle promotion, invitations, registration, and check-in for all events.
- 7. Sponsors are welcome and are encouraged to invite in-house counsel clients who are not members of ACC NCR to ACC NCR programs sponsored by that sponsor. The sponsor can forward the ACC NCR invitation or ACC NCR will send the invitation to a list provided by the sponsor. All RSVPs for these guests should come to ACC NCR (either from the individual or the sponsor organization) so we can track participation in our events. These clients should

- register as "Guest of Presenter."
- 8. ACC NCR does not guarantee a minimum level of attendance at any program.
- 9. Sponsors will be provided with an attendance list for their programs (registrants' names, titles, and company names, but not email addresses or other contact information per ACC Global policy).
- 10.ACC NCR is a non-profit 501(c)(6) trade association and all fees paid through the Sponsorship Program are allocated to chapter operations. Admission prices for events, if any, will be set by ACC NCR, based on several factors. Sponsorship fees and admission fees are used by ACC NCR to subsidize the cost of a broad variety of ACC NCR programs and activities throughout the programming year. All ACC NCR financial activity is subject to and part of an annual accounting process.
- 11. ACC NCR is exceedingly grateful to its sponsors, whose strong support plays an integral role in the chapter's successful programs, events, and initiatives. Nonetheless, each year's sponsorship program stands on its own and is completely open to current and potential new sponsors. As a result, from one year to the next, sponsors are not guaranteed that they will continue in their sponsorship level or as sponsors.

### **Program Logistics:**

- 1. Scheduling of all programs will take place through ACC NCR staff. Once a program is scheduled, the sponsor will work with ACC NCR staff on all logistics.
- 2. ACC NCR and sponsors will work together to select specific venues for programs.
  - a. Subject to ACC NCR agreement, sponsors that have adequate space at their offices may host programs at their office location, and will provide appropriate room set-up, catering, audio/visual technology and support, and other requirements.
  - b. If the sponsor's office is not the best place to hold the program, ACC NCR or the sponsor will arrange and/or book another venue, including contracting for the space and arranging appropriate catering, audio/visual technology, and support, etc. No sponsor may make booking arrangements, unless previously approved by ACC NCR.
  - c. For those programs held outside of the sponsor's offices and for which ACC NCR incurs out-of-pocket costs, the presenting sponsor(s) will be responsible for all food/beverage and venue costs.
  - d. Periodically and for various reasons, ACC NCR will organize a multi-session program (e.g., half or full-day conference). Participation in one session of a multi-session program constitutes a sponsor's allotted CLE or other program. In addition, sponsors will share in the out-of-pocket costs, such as meals/refreshments and AV.
- ACC NCR will determine whether or not to charge a fee for a CLE and will collect and retain all fees.
  - a. Non-member in-house counsel will be charged a fee to attend or participate by distance-learning in ACC NCR programming (unless a specific membership promotion grants them free admission).
  - b. If a non-member is invited to participate in an ACC NCR program by a sponsoring organization, the fee for that attendee will be waived or arrangements will be made to bill the sponsor for the fee, provided that attendee registers as a "Guest of Presenter."

- 4. ACC NCR reserves the right to cancel, change times, and modify all aspects of the programming, including venue, for reasons of weather or other exigent circumstances. In the event of a venue-driven cancellation or change, ACC NCR reserves the right to reschedule the program. Generally, ACC NCR makes every effort to ensure that the show will go on.
- 5. If, after a program is scheduled, a sponsor's speaker is unable to participate in that program, for whatever reason, we expect that another qualified individual from the sponsor will fill in for that person. Otherwise, ACC NCR may be able to find a replacement speaker for that program. Programs will not necessarily be canceled just because a speaker withdraws.

### **Program Content, Materials, and Procedures:**

- Sponsors are expected to prepare and provide all attendees with useful, informative, and practical written educational materials on the topic (which should, at a minimum, include a paper handout of any presentation slides), and to provide electronic versions to ACC NCR for sharing in electronic format on the ACC NCR website. Such materials must conform with the Virginia Bar MCLE guidelines (See Opinion 14; <a href="https://www.vsb.org/Site/Site/lawyers/mcle-essentials.aspx?hkey=7f1d5b52-8cbd-4103-9089-c3142266c0f7">https://www.vsb.org/Site/Site/lawyers/mcle-essentials.aspx?hkey=7f1d5b52-8cbd-4103-9089-c3142266c0f7</a>).
  - a. Visual presentation materials, such as a PowerPoint® presentation, are required for all CLEs. Supplemental materials to get across seminar subject matter are also encouraged.
  - b. Sponsors are strongly encouraged to provide forms, templates, agreements, checklists, and other practical guidance and resources in addition to presentation materials.
  - c. All program content and materials for the program must be reviewed in advance by the volunteer leader liaison and ACC NCR staff. Sponsors will provide program content and materials per the timetable specified by ACC NCR to allow adequate time for such review and sponsor speakers will make themselves available for conference calls with the volunteer leader liaison and ACC NCR staff to discuss the topic, content, and materials.
- 2. Presentation materials will be posted on the ACC NCR website (and, if applicable, the ACC NCR webinar site) for download by members. By returning the signed Sponsorship Application form, sponsor agrees to this sharing, use, and distribution requirement.
- 3. All hand-out materials and presentation materials must prominently display the ACC NCR logo, in addition to the sponsor(s) logo(s) and must clearly represent that the seminar is an ACC NCR event.
- 4. Program materials should include biographies for all speakers. They also may include brief promotional information on sponsor's firm, services, etc. Please note, however, that sponsor will not be permitted to make introductory comments about his/her firm and its services during the substantive presentation.
- 5. At the beginning of all programs, an ACC NCR representative will welcome attendees and introduce the program and speakers.

### Marketing and Publicity:

- 1. ACC NCR will advertise and seek publicity for all chapter events at its expense. ACC NCR will share such materials with the presenting sponsor.
- 2. If a sponsor creates its own promotional materials (i.e., to send to the sponsor's clients and to post on the sponsors' website), any such promotional materials shall be submitted to ACC NCR staff for approval prior to their distribution or posting.
- 3. ACC NCR staff members handle all mailings and communications to ACC NCR members.

#### **Rules of Conduct:**

- Sponsorship of ACC NCR events by outside counsel and vendors is not intended to and will
  not result in a member's organization (or its in-house attorney) being obligated to purchase
  the services of any sponsor.
- 2. Sponsorship fees are not intended as, and should not be considered as, an illegal, improper, or unethical gift or gratuity to a specific organization or in-house attorney.
- 3. Attendance at ACC NCR events is limited to ACC NCR members and their guests, sponsors and their guests, and prospective ACC NCR members.
- 4. Attendance by sponsor personnel, beyond the allotted number of invitees (if any), is not permitted. Sponsors may not attend programs that they are not organizing/presenting or explicitly invited to, unless their attendance is approved in advance by ACC NCR.
- 5. ACC NCR reserves the right to refuse any sponsor, as well as the right to restrict or remove any presentation or exhibit that, in the opinion of ACC NCR, detracts from the general character of a program or event. This reservation applies to displays, printed matter, promotional materials, inappropriate conduct, and method of operation. In the event of such restrictions, ACC NCR will not be liable for any refunds or other program expenses.
- 6. As determined by the Board of Directors, failure to comply with any provision of the Sponsor Guidelines may lead to:
  - a. Warning to the sponsor; and/or
  - b. Sponsorship termination and forfeiture of all fees paid by the sponsor.

## **ACC NCR 2026 Sponsorship Application**

The sponsorship application has the following parts to be completed:

#### All Applicants:

- Full contact information.
- Affirmation: By completing this form, you represent that:
  - You have carefully reviewed and fully understand the terms and provisions of the 2026 ACC NCR Sponsorship Program and that you are committed to working within the Program and its requirements, specifically the ACC NCR Sponsor Guidelines.
  - You are authorized to submit this sponsor application form on behalf of the sponsor applicant; and
  - You will pay the sponsorship fee to ACC NCR by the applicable deadline.
- Sponsorship applicants may rank up to 3 choices for annual relationship sponsorship levels.
- Sponsors can specify if they would like one or more add-on or ala carte sponsorships.
- Questions (Required):
  - o In one or two paragraphs, please state how your firm/company envisions having a successful relationship with ACC NCR and its members through sponsorship. If you have sponsored before, what have you found valuable about your sponsorship? If this would be your first time, what interests you about ACC NCR sponsorship? [30,000-character limit]
  - o If applicable, please indicate which practice area(s) or individual(s) at your organization are the stakeholders for this sponsorship (i.e., providing the funding for sponsorship). If the sponsorship is not tied to a specific practice area or individual, please type "General" in the box below. [500-character limit]
  - ACC NCR is committed to supporting and increasing diversity in the legal community.
     Please describe your organization's policies and practices that support diversity and steps that will be taken to ensure diverse representatives of your organization will have the opportunity to be engaged with ACC NCR and its members. [30,000-character limit]
  - If you are selected as an ACC NCR sponsor for 2026 that entails hosting program(s)/CLE(s), which practice area(s) would want to take advantage of the opportunities to present the program(s) that is/are provided by the sponsorship level(s) for which you are applying? [500-character limit]
  - Please indicate any specific topics your organization would want to present on, ideas for events you would want to host, or chapter programs you would like to be part of (a conference, etc.)? Include as much details as possible, including noting priorities if you have multiple ideas. [30,000-character limit]
  - o Comments or information that you would like us to know. [30,000-character limit]

#### New Applicants:

 Please indicate who will be the primary point(s) of contact for all administrative matters concerning the sponsorship (please include title, phone number, and email address). These communications include confirmation and invoice, as well as sponsor updates about benefits, deadlines, and deliverables.