



## 2012 NCSM Annual Conference Philadelphia PA Conference Bag Insert Request Form

**THE LAST DAY TO SUBMIT A REQUEST TO INSERT AN ITEM IN THE ANNUAL CONFERENCE BAG IS MARCH 1, 2012.**

Complete this form and return it along with a sample of the proposed item to be inserted to the NCSM Executive Director. Use one of the following methods:

- Email: [tbelcher@berkeley.edu](mailto:tbelcher@berkeley.edu)
- US Mail: NCSM • 6550 Vallejo St Ste 202 • Emeryville CA • 94608-1112
- Fax: (510) 547-6276

PLEASE PRINT CLEARLY OR TYPE

Contact Name: \_\_\_\_\_  
Contact Title: \_\_\_\_\_  
Your Affiliation: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_  
Cell Phone (     ) \_\_\_\_\_ Needed if we have to contact you once on site  
Email: \_\_\_\_\_

General description: \_\_\_\_\_  
\_\_\_\_\_

Purpose for insertion: \_\_\_\_\_  
\_\_\_\_\_

Item's dimensions: \_\_\_\_\_ Item's approximate weight: \_\_\_\_\_

Title, headline, or branding on the item: \_\_\_\_\_

Item's Color: \_\_\_\_\_

File name: \_\_\_\_\_  
(Indicate file name if the item is an electronic file, or if you are sending an electronic file to show a picture of the item to be inserted)

**IF YOU HAVE QUESTIONS, PLEASE CONTACT:**

- NCSM Sponsor Partner Liaisons: Sherry Lane (479-632-4791) or Ann Webb (501-624-3372) or at [nscsmadvertise@mathedleadership.org](mailto:nscsmadvertise@mathedleadership.org)
- NCSM Executive Director: Terri Belcher at [tbelcher@berkeley.edu](mailto:tbelcher@berkeley.edu) or (510) 601-NCSM
- NCSM Membership and Conference Services at [office@mathedleadership.org](mailto:office@mathedleadership.org) or (303) 758-9611