



**Analysis
Division**



ISA Analysis Division Symposium AD'2009

*Marriott Hotel Houston Hobby Airport; Houston, Texas USA
19-23 April 2009*

General Information for Sponsoring Vendors and Invitation to Participate

AD Symposium

The Analysis Division (AD) of ISA - The International Society of Automation sponsors a technical Symposium annually in the spring. This Symposium covers all aspects of process composition analysis including various analyzer technologies such as chromatography, spectroscopy, mass spectrometry, chemical analysis, physical analysis methods, and gas and liquid sensors, and detectors. The Symposium also includes the practical use of these analytical technologies and encompasses topics in maintenance, systems integration, safety and networking, and communications.

Three days of technical papers, presentations, and panel discussions pertaining to process analysis are highlighted beginning Monday morning and daily through Wednesday afternoon. Also, the Symposium offers short courses in analyzer technology on Sunday preceding the sessions with additional courses on Thursday. There is a general banquet with a noted industry speaker, business meetings, and meetings of various standards committees. In the hosting city, recreational and entertainment opportunities exist for participants and spouses.

Attendees at the Symposium are from all over the world and from all segments of the industry. Typical attendance is 200+ persons with varying levels of education and experience, involved in analyzer system engineering, design, maintenance, and operation. Attendees work in multiple industries such as hydrocarbon processing, pharmaceuticals, chemicals, power generation, and others. Symposium enrollment is offered on a daily basis, but most attendees arrive on the weekend and remain throughout the technical program. Attendance is usually 20-40 persons at the short courses on Sunday and Thursday.

Vendor Opportunities

Vendors with products and services of interest to process analyzer users are invited to be present at the Symposium to meet and visit with attendees and to provide information. The Symposium does not conduct a formal exhibition. Vendors are offered two opportunities for participation:

1. Hospitality Suites

The Analysis Division invites vendors to open hospitality suites on Sunday, Monday and Tuesday evenings. These events are informal; vendors often provide beverages. A buffet is provided by the Analysis Division in the hospitality suite area. **The Division charges each vendor hospitality suite \$125 per night to fund a buffet for attendees.** Contact the Symposium host hotel at your convenience to make beverage arrangements. Vendors may have literature, graphics and/or products on display as space permits.

Suitable facilities at the host hotel are reserved by the Analysis Division and are released to registered vendors. Actual facilities provided depend on the capabilities of the host hotel but are usually rooms of about 200 ft² (19m²) with the option of furniture removal. All suites are located in near proximity so attendees may conveniently move among them. There is no charge from ISA or the Analysis Division to the vendors for this service; however vendors pay all costs including room (negotiated rate \$186 + Tax per room) and service

charges directly to the host hotel. Vendors are responsible for coordinating their own beverage/catering needs, shipment or baggage handling, and other services with the host hotel.

Suites are offered on Sunday, Monday, and Tuesday nights. Vendors may reserve space for any or all of these nights. The Analysis Division allows Hospitality Rooms to open at 5:30 p.m. and close at the vendor's preference. On Tuesday, the night of the banquet, vendors may choose not to open their suites until 8:00 p.m., after the banquet.

The Analysis Division does not permit vendor activities during the day (other than as described in #2 below) during technical sessions. In addition, AD does not endorse any vendor or competing activity which is off-location on the nights the hospitality suites are offered.

2. Break Sponsorship

Vendors are invited to sponsor breaks and lunches during the technical program. The program provides breaks each morning, at lunch, and each afternoon on Monday, Tuesday, and Wednesday. In addition, there is a morning and afternoon break for the short courses and training events on Sunday and Thursday. The breaks are scheduled as 30 minutes for mid-sessions and 1 hour for lunch.

The Analysis Division arranges the breaks and the food service. Vendors who wish to sponsor these breaks, for a fee paid to the Analysis Division, may have a table in the break area and may place literature, graphics and small product displays for viewing and discussion with attendees. The display may be operated for one hour before and one hour after the break. The Analysis Division provides the table and location; the vendor is responsible for set up and removal of the display. Sponsorships are limited to two vendors per break on a first-come, first-serve basis.

3. Banquet Reception Hour

Vendors are invited to sponsor a reception prior to the General Banquet. The Analysis Division arranges for beverage service. Vendors who wish to sponsor this event, for a fee paid to the Analysis Division, will have their name/logo on a recognition sign. Sponsorships are limited to eight vendors on a first-come, first-serve basis.

Registration Information

To host a hospitality suite or sponsor a break, complete the form, including your preferences, and send to the Symposium Hospitality Chairperson as noted on the form. Upon receipt of your registration form, the Symposium Hospitality Chairperson will respond with a confirmation.

Hospitality Suite Room Payment, Break, Reception Payments to:

Provide contact and company information to the Symposium Hospitality Chairperson for assignment to a reserved hospitality suite room. The Symposium Hospitality Chairperson will provide the host hotel with your information to reserve your suite. You may then contact the Symposium host hotel at your convenience to make any arrangements required including payment by credit card.

Send sponsorship payment information to **ISA Headquarter in RTP, NC** per the following methods:

- Credit card information for banquet sponsorship shall be sent by mail or fax to:

ISA
PO Box 3561
Durham, NC 27702
919-549-8411-P
919-549-8288-F

Registration Deadline

Vendor space is limited and is assigned on a first-come, first-serve basis. We urge you to register as early as possible. The final deadline for hotel registration is **Friday, 27 March 2009**

Hospitality Suites Beverage/Catering:

Please contact the host hotel Event Manager to coordinate vendor catering needs, shipment, baggage handling, and other services:

Gail Melancon, Catering Manager
Marriott Hotel Houston Hobby Airport
9100 Gulf Freeway (I-45 South)
Houston, TX 77017
Phone: (713) 943-4026
Fax: (713) 943-1621
Email: gail.melancon@jqh.com

To register Attendees for the Symposium, or to reserve hotel sleeping rooms at special Symposium room rates, a separate "Attendee Registration Form" is available. This Attendee Registration Form may be obtained on-line at www.isa.org/AnalysisSymp or from the Vendor Coordinator. As noted above, there is a buffet charge from AD for coordinating the hospitality suites. *The Analysis Division requests each vendor register at least one (preferably all) participant for the Symposium.*

Note: This form is available as an Adobe Acrobat (".PDF") document which may be printed, completed manually, and faxed, or sent to the Vendor Coordinator. This form is also available as a Microsoft Word "E-form" which may either be printed as above or completed electronically and then emailed to the Vendor Coordinator.

If using the E-form, you may move between information fields by pushing "tab" and "shift-tab" on your keyboard or by clicking on fields with the mouse. Type directly in text and number fields; use your space bar to toggle check-box fields. When complete, save the complete form and email to the address provided.

We thank you for your interest in supporting the ISA Analysis Division Symposium and look forward to seeing you there!



AD'2009

Vendor Hospitality Registration Form

ISA Analysis Division Symposium

Analytical Solutions for Energy Optimization & Environmental Compliance

Marriott Hotel Houston Hobby Airport; Houston, Texas USA

19-23 April 2009

Instructions:

See complete information and instructions attached to this form. A form may also be obtained at www.isa.org/AnalysisSymp or by emailing a request to the Symposium Vendor Coordinator.

Symposium Vendor Coordinator

Cindy Cauthen; Telephone: (713) 569-4225.; Fax: (call for fax information); Email: cpcauthen@yahoo.com

Vendor Registration Information

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<i>Company Name</i>			
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<i>Contact Person Full Name</i>			
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<i>Billing Address, Line 1</i>			
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<i>Billing Address, Line 2</i>			
<hr/>			
<i>Billing City</i>	<i>State / Province</i>	<i>Postal Code</i>	<i>Country</i>
<hr/>	<hr/>	<hr/>	<hr/>
<i>Contact Telephone</i>		<i>Contact Fax</i>	
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<i>Contact Email</i>			
<hr/>			
<i>Credit Card Number/ Expiration Date</i>			
<hr/>			
<i>Name on Credit Card</i>			
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<i>Credit Card Billing Address</i>			
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<i>Credit Card Security Code (Three digit number on back of Visa, Master, and Discover Cards or four digit number on front of American Express)</i>			
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Registration Requests

Company Name

1. Hospitality Suite:

- Sunday, 19 April Monday, 20 April Tuesday, 21 April

A. Hospitality Suite Room Charge

Room Charge: \$186 per night (Paid to Hotel)

TOTAL (U.S. Dollars) _____

Above charges to be paid to Hotel

B. Hospitality Suite Food Charge: \$125 per night

TOTAL (U.S. Dollars) _____

2. Break Sponsorship:

- | | | |
|---|---|---|
| <input type="checkbox"/> Sunday Morning; \$50 | <input type="checkbox"/> Monday Lunch; \$250 | <input type="checkbox"/> Sunday Afternoon; \$75 |
| <input type="checkbox"/> Monday Morning; \$250 | <input type="checkbox"/> Tuesday Lunch; \$250 | <input type="checkbox"/> Monday Afternoon; \$250 |
| <input type="checkbox"/> Tuesday Morning; \$250 | <input type="checkbox"/> Wednesday Lunch; \$250 | <input type="checkbox"/> Tuesday Afternoon; \$250 |
| <input type="checkbox"/> Wednesday Morning; \$250 | | <input type="checkbox"/> Wednesday Afternoon; \$200 |
| <input type="checkbox"/> Thursday Morning; \$50 | | <input type="checkbox"/> Thursday Afternoon; \$50 |

TOTAL (U.S. Dollars) _____

3. Banquet Reception Sponsorship:

- Tuesday Evening; \$125

TOTAL (U.S. Dollars) _____

Above charges to be paid to ISA Analysis Division (send this payment to ISA)

NOTE: All fees to be paid prior to or upon registration in U.S. Dollars.