



EDUCATIONAL SERIES

MEMORANDUM OF UNDERSTANDING (MOU)

NHF Colorado to provide Educational Series Sponsor:

- Sponsor-branded, promotion, and marketing of sponsored educational session through the Educational Series including, but not limited to:
 - Direct Mail (snail mail)
 - E-newsletter
 - NHF Colorado blog
 - In-person meetings/webinars
 - Other social media such as Twitter and Facebook
 - NHF Colorado website
- Coordinated logistics for educational session including securing venue, providing food, and audiovisual needs. Webinar platform (i.e. GoToMeeting, ReadyTalk) coordinated with appropriate sponsor level.
- Table at the educational session for the sponsoring company for collateral and information related to the educational session.
- Verbal recognition at the educational session for the sponsorship.
- Compiled educational session evaluations without any participant identifying information.

Educational Series sponsor to provide NHF Colorado:

- Completed application with session topic/title, description, and speaker information at least four weeks prior to session.
- Sponsorship funding based on sponsor level (see application).
- Signed copy of Industry Ethical Guidelines prior to educational session for all company representatives and speakers present at the educational session.
- Session speaker and session handouts (print and electronic). In Spanish and English where applicable.
- Recognition of NHF Colorado as the host for educational session in any marketing outside NHF Colorado's commitment noted in the MOU.

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Term

Term for this MOU will be valid through the approved date [INCLUDE DATE] of said educational session.

Read and agreed by:

NHF Colorado Executive Director: _____ Date: _____

Company Sponsor: _____ Date: _____

