



2019 CSU Student Chapter of AAEP Equine Symposium

Dear Sponsor,

We are very excited that you have agreed to sponsor our eighth annual CSU Equine Symposium on February 9th-10th, 2019! In this letter, you will find important information that pertains to the weekend of our event. Please register who will be in attendance for badge purposes here:

<https://form.jotform.com/83046754731156>

Accommodations:

We have chosen the Hilton of Fort Collins (425 W Prospect Rd) and the Best Western University Inn (914 S College Ave) as our host hotels. The Hilton is 3.8 miles to the James L. Voss Veterinary Teaching Hospital where the lectures and trade show will be held. The Best Western University Inn is 4.6 miles from the VTH. More information on accommodations can be found on our website (<http://csu-scaaep.com>), via the "8th Annual Equine Symposium" tab.

Weekend Schedule:

In this letter you will find a schedule outline. We ask that you plan on arriving at the CSU Equine Reproduction Laboratory (3101 Rampart Road, Fort Collins, CO 80521) by **7:00am on Saturday morning, February 9th**, to set up your booths. However, if you would like to set-up your booth Friday, February 8th please contact myself (Miss Kirby Brown, Kirby.brown@colostate.edu). A map of the CSU Foothills campus has been included where you will find details about the location of the ERL and Adams Atkinson Arena as well as designated parking lots in the area. Driving directions below and also on our website: <https://csu-scaaep.com/symposium/directions-maps/>. Lunch on Saturday will be provided at the Equine Reproductive Laboratory classroom. Lunch on Sunday will be provided and held in the trade show at the ERL Stallion Suite.

Social Events:

Friday Evening:

To kick off the weekend, we would like to invite you to attend an informal social event at the Mayor of Old Town Fort Collins (632 S Mason St, Fort Collins, CO 80524) from 7-9PM. Invited to the event will be all Equine Symposium attendees and lecturers as well as CSU faculty and staff. Food and drinks will be on the attendees.

Saturday Evening:

We also invite you to attend our Evening Reception starting at 6pm at Coopersmith's Pub & Brewing Poolside (7 Old Town Square).

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Equine Symposium Lecture, Wet Lab, and Trade Show Schedule. Please see further detailed schedule for more information.

Saturday, February 9th

Registration: 7:00

Breakfast & Tradeshow: 7:00-7:55am

Opening Remarks: 8:00-8:10am

Lecture Block 1: 8:10-9:00am

Lecture Block 2: 9:05-9:55am

Coffee Break: 9:55-10:15am

Lecture Block 3: 10:10-11:05am

Transfer to wet labs: 11:05am-11:20am

Wet lab #1: 11:20am-12:00pm

Lunch & Lecture 4: 12:00-1:00pm

Tradeshow: 1-1:45pm

Sunday, February 10th

Registration: 7:00

Breakfast & Tradeshow: 7:00-7:55am

Thank yous: 8:00-8:10am

Lecture Block 1: 8:10-9:00am

Lecture Block 2: 9:05-9:55am

Coffee Break: 9:55-10:15am

Lecture Block 3: 10:15-11:05am

Lecture Block 4: 11:10am-12:00pm

Lunch & Trade Show: 12:00-1:00pm

Sponsorship Responsibilities:

For those that are sponsoring a breakfast, lunch, or coffee break:

We would like to recognize you for your generous support. Please feel free to bring a banner or other promotional items from your company to display during this time. Per the detailed schedule, you will have two minutes during this time to give a pitch. Please confirm that you will take advantage of this time.

For all sponsors:

If there is anything you would like to include in the registration packet for each attendee, such as pens, paper, etc., please mail those items to myself, **Miss Kirby Brown** (501 Spaulding Ln, Fort Collins, CO 80524) by February 7, 2019. Please feel welcome to bring your company's promotional items to display at your booth. If you have not done so, please send us a high quality JPEG of your logo to display on our website and any CSU Equine Symposium paraphernalia.

Lastly, please register who will be in attendance to prepare badges for them as well as adequately plan numbers for our social events. Register here: <https://form.jotform.com/83046754731156>

We look forward to having our sponsors be fully involved in this event. It is as much for you as it is for our attendees.

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Venue: Adams Atkinson Arena at the B.W. Pickett Equine Center & Equine Reproduction Lab

CSU Foothills Campus – Equine Center

735 S. Overland Trail, Fort Collins, Colorado 80523

From Interstate 25:

1. Traveling either from the north or south, exit west off of I-25 to Prospect Road (exit 268)
2. Travel west on Prospect Road approximately 7 miles to Overland Trail
3. Turn right (north) onto Overland Trail
4. Travel north on Overland Trail for less than a mile and the B.W. Pickett Equine Center will be on your left.
5. Turn into the parking lot and park on the large lot on the left (yellow).
6. Adams Atkinson Arena where lectures will be held is the southwest most building.

CSU Foothills Campus – Equine Reproduction Lab

This is where the Trade Show will be held!

3101 Rampart Road, Fort Collins, Colorado 80521

From Adams Atkinson Arena:

1. Turn right (north) onto Overland Trail from B.W. Pickett Equine Center.
2. Travel 0.3 miles and turn left onto Rampart Road.
3. The ERL will be on the first building on the left.
4. **Parking will be along the fence line on the east side on dirt or across the street in the dirt lot.**



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Emergency Contact:

In case you get lost in your travels to the venue, please feel free to contact the following individuals via phone or text:

Kirby Brown: (512) 573-1340

Meredith Frey: (650) 814-1930

Emma Krakoff: (480) -292-4241

If you have any other questions or concerns, please do not hesitate to ask. We thank you again for your generous support for this exciting annual event.

Sincerely,

Kirby Brown & the CSU SCAAEP Officer Team

We look forward to seeing you soon!