



CM Sponsorship Conditions and Acknowledgements

Event: →

Host Organization: →

Contact Name: →

Contact Phone: →

Contact Email: →

As contact person for this event, I acknowledge that

- I am an APA member, and I am significantly involved in the organization of the event.
- The event will meet the minimum standards for CM credit delivery and administration.
- The organization that is hosting the event is a non-profit or governmental organization that is based in the NY Metro region.

I will ensure that as a condition of CM sponsorship of the event by APA NY Metro Chapter:

- The host organization will recognize APA NY Metro as a co-sponsor of the event in all written communications related to the event, including emails and program agendas and brochures, and will announce APA NY Metro's co-sponsorship at the event. In such communications and announcements, reference to APA NY Metro will be as "the New York Metro Chapter of the American Planning Association."
- The host organization will use APA NY Metro's logo to demonstrate sponsorship, unless circumstances dictate otherwise.
- Registration discounts offered to members of the host organization or to other sponsors of the event will also be offered to APA NY Metro members.

Once the event information is complete, I will submit information required for the CM application on a form specified by the Professional Development Officer. I acknowledge that review and approval of this application may take up to three weeks.

Signature

Date

Printed Name

Return this completed form to Tina Lund AICP, Vice President of Professional Development, at pdo@nyplanning.org.