**M   E   M   O   R   A   N   D   U   M**

**TO:   VASBO Sponsors**

**FR:   Steven R Bateson, Executive Director**

**RE:   VASS-VASBO 2020 Winter Conference**

VASBO Sponsors are invited to attend, as guests of VASBO, the VASS-VASBO 2020 Winter Conference, January 6-7, at the Hilton Richmond Downtown.

The VASS-VASBO Winter Conference Program, with more information on the schedule of events, is attached.

Although this is a joint event, planned and organized for the School Division Members of both organizations, all VASBO Sponsors have the privilege of registering up to TWO representatives to attend the Winter Conference at no cost.

Additional representatives of VASBO Sponsors will each be charged a registration fee of $600.  Please contact Liza Scallet (L.Scallet@vassonline.org) if you would like to register more than your two complimentary representatives.

We will recognize Partner Representatives during the Opening Session which begins at NOON on Monday, January 6.  All Sponsor Representatives will be asked to stand at the same time and be acknowledged with applause.  Due to a packed agenda and limited time schedule, we will forgo having Sponsors provide welcoming remarks or videos.

Sponsors will have their company logo included in the Winter Conference Program.

All Sponsors who wish to have a six-foot skirted display table need to RESERVE your table by contacting Liza Scallet (L.Scallet@vassonline.org).

Sponsors are asked to have their display tables set up by NOON on Monday, January 6, and to break-down after NOON on Tuesday, January 7.

***We have limited space, so you need to contact Liza by FRIDAY, DECEMBER 13, if you DO want to reserve a display table.***

All Sponsors are welcome to place promotional materials on the conference tables where Superintendents and School Business Officials will be seated.

To register your complimentary representatives, you are asked to complete an online registration form for EACH of your representatives.

If you wish to make overnight reservations at the Hilton Richmond Downtown, **the deadline for receiving the conference rate on hotel rooms is FRIDAY, DECEMBER 20, 2019.**

**For more information on the VASS-VASBO Winter Conference (including hotel reservation information) and to REGISTER your REPRESENTATIVES to ATTEND the conference, please use this SPECIAL LINK for VASS and VASBO Business Partners:** [Winter Conference Registration Form (2020) - Representatives of VASS Partners](https://www.vassonline.org/vass-vasbo-2020-winter-conference-partners)

**The deadline for completing registrations is Friday, December 27, 2019.**

If you have any questions, please call me on my cell at 804-512-5443.

I look forward to seeing all of you.

***Steve***

Steven R Bateson

Executive Director

Virginia Association of School Business Officials (VASBO)

804-512-5443 (cell)

admin@vasbo.org