November 2017

[SPONSOR NAME/ADDRESS]

Dear Sponsor:

On behalf of the membership of the Society for Collegiate Travel & Expense Management (SCTEM), I would like to invite you to become engaged with our collegiate members at this year’s annual conference and trade show, September 23-26, 2018 at the Renaissance Austin Hotel in Austin, TX.

Representing institutions across North America, SCTEM is the only organization created by and dedicated to travel and expense management in higher education. The annual conference provides an intimate setting for networking and collaboration.

**SCTEM Annual Conference**

**Renaissance Austin Hotel, Austin, TX**

**September 23-26, 2018**

[**www.sctem.org**](http://www.sctem.org)

University Travel Office

SCTEM

Michigan State University

426 Auditorium Road,

Administration Building, Room 360

East Lansing, MI 48824

gullive5@ctlr.msu.edu

517.355.0343

Opportunities for networking, in addition to educational content, bring our members back year after year. Providing relevant, cutting edge topics and speakers combined with support from our supplier partners, are the building blocks of our organization and the reasons SCTEM continues to grow year after year.

Our Collegiate Travel members want to meet and learn from you at our annual conferences in order to better understand your products and services. The Society for Collegiate Travel & Expense Management higher education membership includes representatives from various colleges and universities, academic medical centers, and research institutions from across the United States and Canada.

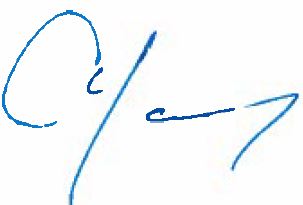
If you and your company would like to create or maintain a strategy within the Collegiate Travel Marketplace, then actively participating as a Sponsor of The Society for Collegiate Travel & Expense Management should be part of your 2018 Business and Marketing Plan.

Many of our Travel Supplier members and their companies target this multi-billion dollar market proactively through sponsorship and active participation in SCTEM including the following:

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| --- | --- | --- |
| * Card Companies | * Airlines | * Technology Providers |
| * Financial Institutions | * Hotels | * T & E Systems Providers |
| * Media Companies | * Rental Car Companies | * Ride Sharing Companies |
| * Travel Management Companies |  |  |

There are several sponsorship packages, detailed in the attached Sponsorship Guide, and available on a first-come, first-serve basis. To become a SCTEM sponsor, or get more information on the benefits of participating in SCTEM, please contact Cathy Young at [cyoung45@uillinois.edu](mailto:cyoung45@uillinois.edu) or 217-244-8750. I hope you will join us in Texas and share your ideas, products and services with the higher education community.

Sincerely,



Cathy Young

SCTEM Sponsorship Chair