



## Business Officers Cohort Gathering

Tuesday April 24 - Friday April 27, 2018

### General Information | Sponsors

On behalf of the Planning Committee of our JSN Business Cohort Gathering 2018, I would like to thank you for your generous sponsorship. Your gift and presence during our conference not only helps us keep costs affordable to member schools, but also provides school stakeholders with resources and support so that we can continue to educate students who will be intellectually competent, open to growth, loving, religious, and committed to justice in generous service to the people of God (*The Profile of the Graduate at Graduation, JSN*).

The JSN Business Cohort Gathering 2018 will be held at the [Hilton Tampa Downtown](#) in Tampa, Florida. The conference will begin with registration on April 24 and will conclude after a visit to Jesuit High School Tampa on April 27.

Conference presentations will be supplemented by large and small group discussions, benchmarking, as well as best practices breakout sessions – ***all set in the context of Jesuit secondary education and the vision of St. Ignatius.***

In addition, we will enjoy collegiality and networking opportunities at socials, off-site dinners, as well as opportunities to explore the city of Tampa. On the final day of our conference, we will travel to Jesuit High School Tampa, where they are graciously hosting us for school tours and lunch.

### Logistics

**Accommodations.** The Hilton Tampa Downtown is easily accessible to airports. Sponsors are responsible for their own room reservations. Please use this link [Hilton Tampa Downtown Reservations](#) to book your hotel room.

**Meals and Activities.** Meals and other activities within the context of the conference are provided to sponsor representatives who are attending, at no charge. Please let **Iliana Brown** know in advance what you will be participating in, so that we can plan for your attendance.

**Technology.** If you are a sponsor who is making a presentation to our group, you can expect standard technology on-site, which includes LCD projector, overhead screen, connection wires to PC or MAC, speakers, mic. Please provide your own device.

**Handouts, Table Tents.** Please feel free to bring any handouts, literature, or publicity to the conference.

**Sponsor Tables.** Sponsors will be allotted one small (6 ft) table in a room adjacent to our main meeting room, where they can set up and display. This room (*Palma Ceia III & IV*) will also be used for our daily breaks. **Space will be available to sponsors from noon April 24 to 11:00 pm April 25. The location will be changed for Thursday, April 26 (instructions will be provided).**

**Shipping.** Please ship materials so that they arrive at the Hilton Tampa Downtown a day or two in advance of the conference. Notify the hotel in advance that the materials are for the JSN Business Officers Cohort Gathering 2018. (Refer to for hotel specific instructions/charges.) Boxes should be addressed as follows:

Hilton Tampa Downtown  
211 North Tampa Street, FL 33602  
Attention: "Guest Name" "Guest Arrival Date"  
JSN Business Officers Cohort Gathering / Convention Sales Mgr: Elia Guerrero

**Payments.** Invoices have been prepared and sent to those sponsors who are helping us off-set the cost of the conference through a donation. Payments should be sent to the following address, and please include a notation that the check is for sponsorship of the JSN Business Officers Cohort Gathering 2018:

*Jesuit Schools Network (JSN)  
1016 16<sup>th</sup> Street NW  
Suite 200  
Washington, DC 20036*

### **Questions**

Conference related questions may be directed to:

Dr. Kristin R. Cully  
Director of Research Development and Global Initiatives  
Jesuit Schools Network  
[kcully@jesuits.org](mailto:kcully@jesuits.org)

Iliana Brown  
Operations Officer (Logistics contact)  
Jesuit Schools Network  
[ibrown@jesuits.org](mailto:ibrown@jesuits.org).

*Thank you again for joining us in Tampa. We look forward to learning from you.*