

# 2008 Driver Assist & Autonomous Vehicle Technology Symposium

June 4 – 5, 2008 • Carnegie Mellon University • Pittsburgh, PA USA

## Tabletop Exhibitor Manual

### Tabletop Display includes:

- One 8-foot x 30 inch table with two chairs
- One complimentary symposium registration (*includes refreshment breaks, evening receptions and handout materials.*)
- Company recognition and profile in the symposium handout
- Company recognition onsite

### Setup and Exhibit Hours

- Tabletop displays may be set on Wednesday, June 4, 2008 between 6:30 – 7:30 am.
- Tabletop displays are considered “static displays” and do not require booth staffing at all times.

### Shipping Information

- To ship your display materials to Carnegie Mellon, materials may begin to arrive on Tuesday, May 27, 2008 and no later than Tuesday, June 3, 2008.
- Shipping address:

Michael Scampone  
Mechanical Engineering  
Carnegie Mellon University  
5000 Forbes Avenue  
Pittsburgh, PA 15213

HOLD FOR: JONI MINEHART, SAE SYMPOSIUM, YOUR NAME, YOUR COMPANY NAME

### Exhibitor Badge Registration

- Go to <http://www.sae.org/events/training/symposia/driverassist/>
- Click on “**Register**”
- Click on “**Exhibitor**”
- Click on “**Exhibitor Group Registration**”
- Registration requires your EXHIBITOR ID and PASSWORD. (*Received in your tabletop email confirmation*)

### Online Exhibit Directory

- Go to <http://www.sae.org/events/training/symposia/driverassist/>
- Under **Exhibit, Sponsor and Advertise**, click on “**Online Exhibit Directory**”
- In the box at the right, click on “Exhibitor Login”.
- Enter **Exhibitor ID** and **Password** into respective fields.

(**NOTE:** Your company password is **both** font-style and case sensitive.  
For easiest use, **copy** the **Password** from the confirmation email and **paste** into the field. )

- Click “**Submit**”
- “Stars” denote required fields and must be completed

### All Exhibitors

Exhibitors are requested to provide (2) profiles:

[a] Print Directory profile (up to 50 words, *maximum*)

[b] Web Profile (approximately 100 words, *maximum of 1000 characters*)

NOTE: If you exceed the maximum number of allowable words per profile category and click “Submit”, the system will not capture any information and you will need to begin again.

After updating this basic information, be sure to **Select Product Categories** via the “link on the left navigation bar.