

Dear 2009 Supporting Organization,

Thank you for partnering with us to make this year's Women's Global Leadership Conference a success. Hosted by leading energy publications *World Oil*, *Hydrocarbon Processing* and *Petroleum Economist*, this global conference will feature high-ranking female executives and world leaders. Below is a summary of the supporting organization agreement, as well as a few action items for you and answers to our frequently asked questions.

As a Supporting Organization You Will Receive:

- Inclusion of your logo or organization name in online marketing materials
- Link on the event website to your organization's website
- The ability to distribute your organization's collateral and information at a table at event
- One (1) complimentary delegate pass (an \$800 value)
- \$100 registration discount for your members who register (Special discount code provided, as well as a PDF registration forms)

As a Supporting Organization, We Request That You:

- Post information about the event on your website (Online button ad, Events calendar, etc)
(We will be happy to design a custom link to accommodate your site's size specifications)
- Send email or printed announcements alerting and reminding your members about the event
- Distribute Event brochures at any of your meetings held prior to the event

Answers to Commonly Asked Questions

What are the Exact Dates, Times and Location of the Event?

3-4 November 2009
Hilton Americas Hotel
1600 Lamar
Houston, TX 77010

Check the latest agenda online at www.WGLNetwork.com

Registration will be available from 5:30 PM – 8:30 PM on 2 November 2009 as well as during the duration of 3-4 November.

How Should I Register My Complimentary Pass?

All complimentary pass attendees must register on or before **15 October** in order for us to ensure registration and prepare registration materials. Please provide their full contact information including name, title, address, email and phone, all of this information is mandatory for registration. The person who will be working your booth during break times must be the person utilizing your complimentary pass, unless registered with payment. Please note that registration materials are not mailed out in advance of the conference. Simply visit the registration desk to pick up your badge and attendee material.

How Can We Help Promote the Event?

We welcome your participation in contacting your clients and prospects about the event. Please encourage people to visit the website to view the agenda and register (www.WGLNetwork.com). We can also create customized emails for your organization as well as website buttons and banners. We will also send you a discount flyer in PDF format with a discount code for your customers/members. If there is anything we can do to help you promote this event further please contact Gwen Hood at Gwen.Hood@GulfPub.com.

How Do We Arrange for Shipping Our Materials to/from the Conference?

Due to very limited storage facilities, please do not ship any materials to the hotel prior to 1 November. You are responsible for return shipping of all packages at the end of the event; your items may not be stored at the hotel. Please email your package tracking information with number of boxes to be shipped to Gwen Hood (Gwen.Hood@GulfPub.com) so we have your shipment ready for you the morning of the event.

Shipment of packages should be addressed as follows:

Hilton Americas Hotel
Attn: Ashley Williams
Please hold for Women's Global Leadership Conference
1600 Lamar
Houston, TX 77010
(713) 739-8000

Person Working Booth at Event and Using the Free Delegate Pass:

Name Company

Title

Email

Booth information (Please check one):

- We will have a booth at the conference.
 - We will use the 10x10 skirted table provided.
 - We will bring our own booth.
 - We will need internet (extra fee)
 - We will need power (extra fee)
- We will not need a booth at the conference.

Please Email the Following:

- Logo (The preferred formats are vector-based EPS files or .AI (Adobe Illustrator) files with fonts embedded because we can enlarge these as needed. We can also accept TIFF files or JPEG files that are 300 dpi at actual print size (the largest size we would ever print the logo.)
- Blurb (A 3-4 sentence explanation of your organization, its goals, or whatever message you would like to convey to the attendees. If you have already submitted this in years past, please let us know if you would like to update it.)

Please sign and return to:
Gwen Hood
Gulf Publishing Company
FAX: +1-713-520-4412 or Email: Gwen.Hood@GulfPub.com