

<insert logo of host>

**SPONSOR INFORMATION**

**Title of event**

**Date(s) of event**

**Hosted by**

**Name of host and country**

# **INFORMATION FOR SPONSORS AND EXHIBITORS**

This conference and exhibition will provide an excellent opportunity to promote your products and services to participants from all over the world. The exhibition is scheduled to take in the <location>. It provides an excellent opportunity for attendees to interact with exhibitors and familiarize themselves with the latest advances and innovations.

# **SPONSORSHIP BENEFITS INCLUDE**

* Company / institutional logo on the conference website (<insert URL of event website>) with link to company / institution website and on the printed programme
* One printed brochure in attendee package
* For company sponsors, exhibitor’s space in the exhibition area during the days of the conference <dates> (from <day start time> until <day end time>) - the exact hours are up to you
* For company sponsors, a ten minute presentation during the conference
* For company sponsors two registrations for the conference with the same benefits as the delegates of the conference (meals/social activities). For institutional sponsors one registration for the conference with the same benefits as delegates.
* Introduction of a company representative during the conference opening ceremony

Exhibition space will be assigned on a ‘first-come, first-served’ basis according to the date of the exhibition space booking and the date of the receipt of the payment. Once the space is fully booked, we will put incoming registrations on a waiting list.

## **Meeting secretariat**

The conference secretary is <insert contact name>. You can contact the secretary during working hours (Greenwich Mean Time) by email at <insert email or other contact details as agreed>.

## **Confirm your sponsorship by completing the Sponsor Form**

If you decide to be a sponsor of our <name of event> (and we hope you will), we kindly request you to complete the attached form and e-mail it to <insert name and email> by <insert date>.

## **Payment for sponsorship (including exhibition space)**

Company sponsorship costs <insert amount, for example, Euros 1000>; institutional sponsorship costs <insert amount, for example, Euro 500>. You will receive a receipt of payment from the <insert name of host> on or before <insert date>. Sponsorship is not confirmed until <name of host> has received payment. Payment must be received in full by <insert date>. Payment may be made by electronic/wire transfer or by credit card.

## **Logo on meeting web site and in the printed programme**

Your logo should be sent by e-mail to <insert name and email> by <insert date> at the latest. The file format must be JPEG or PNG and the image resolution should be 300 dpi. Something smaller is fine so long as it resolves nicely at 200px on the long edge. The logo will be posted on the conference web site by <insert date>.

## **Printed material for the participant package**

You may provide one printed brochure or flyer to be inserted into each participant package. The size of the insert should not be larger than A4 format. Please provide <insert number> copies of your insert. Material must be delivered to <insert name> by <insert date>. Please include the following information on the shipping label:

<Insert full shipping address>

If you are using a courier, please provide the meeting organizers with the name of courier and the tracking number. Please send this information by email to <insert name and email>

## **Exhibition in the conference area**

During the two days of the Conference, an exhibition is organized for the sponsors who wish to promote their products and services to meeting attendees, at no additional costs.

The exhibition is scheduled to take place in <insert precise room location and proximity to lecture hall>. The space provides an excellent opportunity for attendees to interact with exhibitors and familiarize themselves with the latest advances and innovations.

The exhibition will be open during the hours of the conference (<insert times>). The <insert name of host venue> provides basic WiFi internet access in the meeting room and exhibition area. Details will be provided by the Conference reception desk onsite.

Each exhibition stand measures approximately 3 m2. The exhibition space will be assigned on a ‘first-come, first-served’ basis according to the date of the exhibition space booking and the date of the receipt of the payment. Once the space is fully booked by booking sponsors, we will put incoming registrations on a waiting list. Exhibition space is assigned by the <insert name of host venue>.

If you have any further requirements, please contact the meeting organizers as soon as possible: <insert list of contacts>.

## **Your exhibit stand**

Upon request, each stand can be equipped with:

* A low table (130x52 cm) (tables can be dressed with company logos or banners)
* Two chairs
* A power connection
* WiFi

Exhibitors can come with their own stand equipment; however, the display must not exceed this 3 m2.

All stand equipment and goods should to be delivered to <insert location> (address below). (describe parking situation if necessary and how to access the rooms)

## **Time of deliveries**

Exhibition equipment (stand/publicity materials/equipment) can be delivered to the <insert name of venue> prior to the conference session. Labeling your materials is vital; please see instructions below. You may also choose to ship your materials to the <insert name of venue> prior to the conference. That shipping address is also provided below.

Setup of sponsor exhibits can begin at <insert time> on <insert date>, the day before the start of the event at <insert time and date of start of event>.

## **Label your goods**

It is important to label your goods very clearly with one label on each package:

<NAME OF EVENT>

<DATE OF EVENT>

Contacts: <Insert name of local contacts>

<insert name of venue>

Name of your company

**<insert delivery address>**

Contacts: <insert local contacts>

**BE SURE TO LABEL YOUR MATERIALS AS SHOWN ABOVE!**

Number and size of your packages

We need to know how large your packages will be (for local transportation) and how many packages you will deliver. This information needs to be communicated in the Conference Sponsor Form.

# **DATES TO REMEMBER**

**<date>**

Deadline to SUBMIT PAYMENT and Sponsor Form to <insert name and email>.

**<date>**

Deadline to submit company logo to <insert name and email>..

**Week of <date>**

You will receive a receipt for your payment from the <insert name of local venue>.

**<date>**

Deadline for material to be inserted in the participant package delivered to the <insert name of venue>.

**<dates>**

Set-up and exhibit dates

**Contact Us**

<insert full contact details: name, postal address, telephone, email, etc)

\*\* Materials for participant packages should be delivered to:

<insert full postal address

\*\* These materials should arrive in <insert location> no later than <insert date>.