



SPONSORSHIP PROSPECTUS

2024 AES CONFERENCE
17 - 21 NOVEMBER 2024 | HOBART, TASMANIA

Invitation to Participate

On behalf of the Organising Committee, we are pleased to invite your organisation to participate as either a sponsor or exhibitor at the 2024 Australian Entomology Society 55th AGM and Scientific Conference (2024 AES).

The 2024 conference will take place from 17 – 21 November at the Old Woolstore Apartment Hotel in Hobart, Tasmania. The theme for the conference is *Entomology, in all its life stages*.

The AES Conference will bring together industry professionals from across Australia who are passionate about entomology. This conference acts as a platform for students and scientists alike to share their findings and join in innovative discussions and collaborations. Support of this event will provide your organisation with key benefits including:

- Exposure to a qualified, relevant and influential audience before, during and after the event
- Networking opportunities during the event to promote your organisation's products and services directly to key decision-makers
- Your organisation will be perceived to be a keen and vital supporter of Entomology Australia
- Supporters of the event will consolidate existing industry relationships and develop new ones

The following opportunities are designed to give you maximum brand awareness and fit into your budget. We have presented a range of sponsorship opportunities but also invite any new proposals you may wish to put forward. The committee is pleased to discuss specially curated packages that will meet your objectives for participating and be of maximum benefit to your organisation and the conference.

Your participation and support of the event are greatly valued, and we thank you for your consideration.

Please contact Evita Burns or Jessie Lahey at Conference Design to discuss your support of the 2024 Australian Entomology Conference.

mail@conferencedesign.com.au

+61 3 6231 2999

All costs are in AUD and include GST.

Conference Partner - \$5,500 inc. GST - SOLD

Exclusive

Exhibition and Registration:

- A display site (3m x 2m footprint)
 - Display board with your company name
 - 1x trestle table and 2x chairs
 - 1 x 4-amp power supply (subject to available power on site)
- Two (2) full registration including access to all conference session, Welcome Reception and Conference Dinner.

Onsite Benefits:

- Company logo and acknowledgement as *Conference Sponsor* on all materials including print, PDFs, and broadcast emails.
- Opportunity to introduce a keynote speaker of your choice (3 minutes)
- Two (2) banners displayed during:
 - 1x in the plenary hall
 - 1x in the exhibition area
- Full-page ad (A6) in the pocket program. (sponsor to supply artwork)
- Company logo included in the printed pocket program.
- Company logo displayed on an individual sponsor's slide.
- Soft copy of delegate list (subject to delegate opt-in option) with name, organisation, state and email address to be provided prior to the conference.

Online Benefits:

- Logo and hyperlink on the conference website.
- Profile on the conference website.
- Logo and hyperlink on the conference App.
- Profile on the conference App.
- Two (2) eSatchel insert in the conference app.

Conference Supporter - \$3,500 inc. GST - SOLD

Multiple Opportunities Available

Registration:

- One (1) full registration including access to all conference session, Welcome Reception and Conference Dinner.

Onsite Benefits:

- Company logo and acknowledgement as *Conference Supporter* on all materials including print, PDFs, and broadcast emails.
- One (1) banner displayed in the exhibition area.
- Company logo included in the printed pocket program.
- Company logo displayed on a shared sponsor's slide.
- Soft copy of delegate list (subject to delegate opt-in option) with name, organisation, state and email address to be provided prior to the conference.

Online Benefits:

- Logo and hyperlink on the conference website.
- Profile on the conference website.
- Logo and hyperlink on the conference App.
- Profile on the conference App.
- Two (2) eSatchel insert in the conference app.

Social Function Sponsor - \$3,000 inc. GST

Two Available

Registration:

- Two (2) complimentary ticket to the sponsored social function.

Welcome Reception Benefits:

- Exclusive naming rights for the chosen social function.
- Opportunity to address delegates during the chosen social function (5 minutes).
- A pull-up banner displayed in a prominent location during the chosen social function.
- Logo displayed alongside chosen social function on conference website and in printed program.
- Verbal acknowledgement as sponsor during the chosen social function.

Onsite Benefits:

- Company logo and acknowledgement as *Social Function Sponsor* on all materials including print, PDFs, and broadcast emails.
- Company logo included in the printed pocket program.
- Company logo displayed on a shared sponsor's slide.
- Soft copy of delegate list (subject to delegate opt-in option) with name, organisation, state and email address to be provided prior to the conference.

Online Benefits:

- Logo and hyperlink on the conference website.
- Profile on the conference website.
- Logo and hyperlink on the conference App.
- Profile on the conference App.
- Two (2) eSatchel insert in the conference app.

Field Trip Sponsor – \$2,500 inc. GST - SOLD

Exclusive

Registrations

- One (1) complimentary ticket to the sponsored field trip.

Field Trip Benefits

- Exclusive name rights for the chosen field trip.
- Opportunity to address delegates during the chosen field trip (3 minutes).
- Logo displayed alongside chosen field trip on the conference website and in printed program.
- Verbal acknowledgement as sponsor during the chosen field trip.

Onsite Benefits

- Company logo and acknowledgement as *Field Trip Sponsor* on all materials including print, PDFs, and broadcast emails.
- Company logo included in the printed pocket program.
- Company logo displayed on a shared sponsor's slide.
- Soft copy of delegate list (subject to delegate opt-in option) with name, organisation, state and email address to be provided prior to the conference.

Online Benefits

- Logo and hyperlink on the conference website.
- Profile on the conference website.
- Logo and hyperlink on the conference App.
- Profile on the conference App.
- Two (2) eSatchel insert in the conference app.

Catering Sponsor - \$2,500 inc. GST

Exclusive

Day Catering Sponsor

- Two (2) pull-up banners displayed in a prominent location in the catering area.
- Sponsor name and logo displayed on serving tables in catering area.
- Logo printed next to catering breaks in conference program.

Onsite Benefits:

- Company logo and acknowledgement as *Catering Sponsor* on all materials including print, PDFs, and broadcast emails.
- Company logo included in the printed pocket program.
- Company logo displayed on a shared sponsor's slide.
- Soft copy of delegate list (subject to delegate opt-in option) with name, organisation, state and email address to be provided prior to the conference.

Online Benefits:

- Logo and hyperlink on the conference website.
- Profile on the conference website.
- Logo and hyperlink on the conference App.
- Profile on the conference App.
- Two (2) eSatchel insert in the conference app.

Exhibition Display - \$2,000 inc. GST

Multiple Opportunities Available

Exhibition and Registration

- A display site (3m x 2m footprint)
 - Display board with your company name
 - 1x trestle table and 2x chairs
 - 1 x 4-amp power supply (subject to available power on site)
- Two (2) full registration including access to all conference session, Welcome Reception and Conference Dinner.

Promotional Benefits

- Company logo included in the printed pocket program.
- Soft copy of delegate list (subject to delegate opt-in option) with name, organisation, state and email address to be provided prior to the conference.
- Logo and hyperlink on the conference website.
- Profile on the conference website.
- Logo and hyperlink on the conference App.
- Profile on the conference App.
- One (1) eSatchel insert in the conference app.

Terms and Conditions

These terms and conditions apply to organisations and their staff (you, your organisation, your group) participating in this event (the event) being organised by Conference Design Pty Ltd on behalf of the Host (us, we, Conference Design, the Host). By participating in the event, you are deemed to have agreed to these terms and conditions. It is your responsibility to ensure all your staff participant are aware of these terms and conditions.

Acceptance

Acceptance of all applications is subject to our approval and we reserves the right to decline any application.

Payment

Payment is required within 14-days of Conference Design issuing your tax invoice. Sponsorship and exhibition entitlements, including the allocation of exhibition space, do not commence until payment has been received.

Currency and GST

All prices are quoted in Australian Dollars (AUD\$) and include GST, unless otherwise stated.

Confirmation of Bookings and Tax Invoice

Once you have completed an online booking, you will be sent a confirmation email with a PDF Tax Invoice.

Point of Contact & Conference Updates

You will provide a single point of contact when booking to coordinate your participation. All information and updates be sent via email to your point of contact.

EFT Payments

Please include the EFT Reference shown on your Tax Invoice when submitting an EFT and email Conference Design the details including date, amount and your bank's reference.

BSB: 017 010

Account #: 1085 82575

Account Name: Conference Design Pty Ltd

Bank: ANZ Bank, 61 Liverpool Street, Hobart 7000

Swift Code: ANZBAU3M

Credit Card Payments

Credit card charges appear as Conference Design Pty Ltd on your card statement. When using the online payment system credit card transactions will be processed directly by ANZ eGate and Conference Design does not store or transmit your credit card details. ANZ eGate is a secure and PCI compliant platform.

Attendee Numbers

We will promote the event to maximise participation, but we do not guarantee a minimum number of attendees either onsite or online.

Package Inclusions & Associated Costs

Refer to the sponsor and exhibitor prospectus for inclusions for each package. All costs associated with your inclusions in the event will be borne solely by you and we shall have no liability for any costs unless we have explicitly agreed in writing.

No Cancellation of your Booking

All payments are non-refundable once an application has been accepted. If you are no longer able to attend the event, please contact Conference Design to discuss your participation.

Cancellation or Postponement of an In-person Event

We do not accept any liability for losses incurred, including but not limited to travel, accommodation, exhibition and displays, or any other costs or expenses, if the in-person Event is cancelled or postponed due to an unforeseen circumstances or any occurrence that renders performance of the Event inadvisable, illegal, impracticable or impossible in our sole opinion. An unforeseen event could include, but is not limited to, an infectious disease outbreak; industrial disruptions; service provider failures; governmental restrictions or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension or restriction on transportation; or any other emergency.

If an in-person conference is cancelled or postponed, refunds will not be issued but available funds will be credited towards an online conference or a in-person conference.

Moving to an Entirely Online Event

If we believe, at our sole discretion, that a hybrid or in-person event needs to be held entirely online, all bookings will be transferred to the online event. The package fees will be revised to reflect an online format and you will be refunded any difference between the in-person and online package fees. Full refunds of sponsor and exhibitor bookings will not be available due to an event moving online.

Changes

We reserve the right to change any and all aspects of the event, including but not limited to, the name, themes, content, program, speakers, format, performers, hosts, moderators, venues, and times. We reserve the right to amend or remove any sponsorship package, exhibition package or exhibition floor plan.

Disclaimer

Every effort has been made to present all the information accurately, however, we do not accept any liability for any inaccuracies in any published information. We will correct any published information as soon as possible and advise you as soon as possible.

Code of Conduct and Disruptive Behaviour

You agree your representatives will abide by the Conference Code of Conduct.

Codes of Practice

Where relevant, we urge you to observe and follow the Codes of Practice of the Medical Technology Association of Australia (MTAA) which are available at www.mtaa.org.au. This includes sponsors and exhibitors who may not be members of the MTAA. We also encourage sponsors and exhibitors to adhere to the Medicines Australia Code of Conduct and associated guidelines available at <https://medicinesaustralia.com.au/code-of-conduct/>.

Revocation of Participation

We may revoke an agreement with you, if we believe, in our sole opinion, the participation of an organisation is prejudicial to the interests and objectives of the event Host.

Product or Service Endorsement

Your participation in the event or sponsorship of any activity does not indicate endorsement of your products or services and must not be stated or inferred in any way.

Exhibition Floor Plan

The exhibition floor plan is subject to change without notice. The floor plan is not to an exact scale but accurately represents the position and sizes of exhibition spaces at in-person conferences.

Allocation of Exhibition Space

Exhibition spaces are selected when booking online. We may revise allocated spaces after taking into account an organisation's sponsorship, the date of application, preferences, proximity to competitors and any other matters deemed relevant by us.

Insurance

No insurance is provided.

All sponsors and exhibitors must have adequate insurance for the period of the conference, including public and product liability cover and professional indemnity insurance. You will need to provide a certificate of currency to confirm your participation onsite.

Indemnity

You shall indemnify and hold harmless the Host and Conference Design for any loss, damage to property or injury to persons suffered as a result of your participation in the conference, except where the Host or Conference Design are found to be negligent.

Supply of Goods and Services

The supply of any goods, services, samples or advice is entirely at your own risk.

Security

Valuable items should NOT be left unattended at your exhibition space at any time and especially not overnight. No responsibility is accepted for any loss or damage to equipment and display materials.

Representatives

Anyone from your organisation attending the conference or guests you wish to invite to the conference must register with Conference Design before the conference. An official name badge will be required to access the in-person meeting and exhibition areas.

Registration Terms and Conditions

All terms and conditions listed on the Registration page apply to your representatives.

Custom Stands

All custom stands must fit within the purchased exhibition space. Custom stands must not exceed 3.0 metres high. If you have any questions please email us a floor plan and elevations of your proposed stand.

Opt-in Delegate List

The opt-in delegate list will be supplied to eligible sponsors and exhibitors prior to the conference and will include name, organisation, state and email address. The list provided will exclude the names of delegates who have not provided their consent.

Interactive Exhibitions

Whilst we encourage you to develop entertaining and interactive displays to attract delegates, please be mindful not to disturb other exhibitors or delegates.

Signage at the venue

Your signage should be free standing to allow for easy placement and should be contained within your exhibition space.

Dismantling Displays

Due to safety requirements you will not be able to dismantle your display before the published closing time.

Damage to the Venue

You indemnify us from all liability for damage to the venue deemed to have been caused by your staff, contractors, agents or guests. The cost of repairs will be the sole responsibility of your organisation.