



ACP2023 ADELAIDE

6 - 9 MAY 2023



**23RD ANNUAL SCIENTIFIC MEETING OF
THE AUSTRALASIAN COLLEGE OF PHLEBOLOGY
HILTON ADELAIDE
SPONSORSHIP AND EXHIBITION PROSPECTUS**

INVITATION

Dear Colleagues and Friends,

It is my pleasure to invite you to Adelaide, South Australia for the 23rd Annual Scientific Meeting (ASM) of the Australasian College of Phlebology (ACP).



Following on from our previous meetings you can expect to see our courses, keynote lectures, original papers and highly valuable panel discussions.

We will also be bringing back our debates with delegates given the opportunity to choose who they want to see debating and what topics they will be debating.

In addition we will be bringing back our Hands-on Workshops (HOWS), which will incorporate interactive learning using the latest products and equipment from the field.

As past delegates have come to expect the ASM will offer a great social program including a wonderful Welcome Reception where you can catch up with colleagues in a relaxed setting prior to the conference, this year we will be offering a wine tasting during the function alongside the best South Australian produce.

There will also be the prestigious Award Ceremony followed by the Gala Dinner that will be sure to provide a great night of entertainment and fun with an exciting theme planned.

I look forward to your participation in the Annual Scientific Meeting and seeing you all in Adelaide.

Dr Simon Thibault
President
Australasian College of Phlebology

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ASM CONVENER

Dr David Connor

EXECUTIVE MANAGER

Zivka Nicholls

SPONSORSHIP & EXHIBITION

Jan Cornay

LOCATION

ADELAIDE, SOUTH AUSTRALIA

Originally called Tarntanya (red kangaroo place) by the Kurna people, the original custodians of the land, Adelaide is the capital city of South Australia and was first settled by European free-settlers in 1836.

With a packed events calendar and some of the country's best restaurants and small bars, there's always something exciting happening in Adelaide. If you're around for a few days, experience the best the city has to offer before taking your explorations further to the surrounding wine regions, beaches and outback that make South Australia such a fascinating place to visit.

Autumn is festival season with major events such as WOMADelaide and Tasting Australia. It's also a great time for spotting autumn foliage in the surrounding wine regions.

GETTING THERE

There are numerous ways to get to the city from the airport. Take a taxi or ride-share (Uber) for around \$20 to \$25 AUD. Public transport services JetExpress and JetBus offer cheap bus transport to the city. Refer to the Adelaide Metro website for timetables and costs. For a door to door service to major city hotels, Northern Flyer offers a shuttle service. Just jump on board at the airport (after you've paid of course!).

Getting around Adelaide is easy. Adelaide Metro provide connections via bus, train or tram from greater metropolitan Adelaide. Once in the city the tram is free between South Terrace and the Adelaide Entertainment Centre, as well as along North Terrace. The Adelaide Connector bus links North Adelaide to the city and loops throughout the inner city areas and is free too.

WEATHER

In autumn, the weather is pleasant with average temperatures between 12.7 - 22.7°C (55 - 73°F) and very little rainfall.



VENUE

HILTON ADELAIDE

The hotel overlooks Victoria Square in the heart of Adelaide's entertainment and shopping district. It is under 500 meters from local attractions like the Central Market and Chinatown, and two kilometres from Adelaide Botanic Gardens and the University of Adelaide. Take a relaxing dip in the heated outdoor pool or visit the wine cellar with over 500 labels.



ACCOMMODATION

Designed with the discerning traveller in mind, Hilton Adelaide's choice of 377 rooms, ranging from stylish Deluxe rooms to the exclusive luxury of the Executive Floor and suites, sets the standard for guest rooms in South Australia. As a standard, each guest room offers individually controlled air conditioning, Chromecast and WiFi. Other amenities include hairdryer, safe and tea and coffee-making facilities. Smoking and accessible rooms are also available.



HOTEL DINING

Coal Cellar + Grill, Hilton Adelaide's signature restaurant, is at the height of dining sophistication in the heart of the city. With a focus on South Australian produce, the modern grill menu is a food and wine enthusiast's playground! The menu has a balance of seafood, vegetarian and meat dishes including the show-stopping signature tomahawk steak – served with grilled vegetables and a selection of homemade sauces. Compliment your meal with a wine from the impressive glass-encased cellar, home to over 500 wine labels including bold Shiraz's from the world famous Barossa Valley to crisp Clare Valley Rieslings!



Modern, stylish, and sophisticated, **The Collins Bar** is an exclusive escape from city life offering a relaxed lounge atmosphere, and cocktails to excite, intrigue and amaze. There's always something marvellous being mixed behind the bar, and something captivating happening in front of it. The bar offers a staggering range of spirits, wines, beers and snacks.



EXAMPLE: PROGRAM AT A GLANCE

	Saturday	Sunday	Monday	Tuesday
830	Phlebology Training Course	Scientific Sessions	Scientific Sessions	Scientific Sessions
900				
930				
1000				
1030	Morning Tea			
1100	Phlebology Training Course	Daily Debate	Daily Debate	Daily Debate
1130		Scientific Sessions	Scientific Sessions	Scientific Sessions
1200				
1230				
1300	Lunch			
1330	Phlebology Training Course	Scientific Sessions	Hands On Workshops	Scientific Sessions
1400				
1430				
1500				
1530	Afternoon Tea			
1600	Masterclass	Poster Session		
1630				
1700				
1730				
1800			Conferring Ceremony and Gala Dinner	Speakers Dinner
1830	Welcome Reception			
Registration	0800-1600	0800-1600	0800-1600	0830-1400
Exhibition		1000-1600	1000-1600	1000-1330
Speaker		0800-1600	0800-1600	0830-1500

* Program is indicative only

SOCIAL FUNCTIONS

Welcome Reception Saturday 6 May

The welcome reception will take place after the Phlebology Training Course. It is a chance to catch-up with friends, meet new people and make connections. This year will include a special treat incorporating what South Australia is known for. Dress is smart casual.



Ceremony and Gala Dinner Monday 8 May

Enjoy drinks on arrival, before moving through to the dining room to witness the award ceremony, followed by a sumptuous three course dining experience and entertainment. The theme of the evening is: The Circus. Dress is formal.



SPONSORSHIP

Key sponsorship opportunities are on offer to organisations who would like to differentiate their company from others in the marketplace, gain exposure and help raise awareness of your business, products and / or services. We would be happy to discuss alternative sponsorship options to those outlined so we can tailor a package to fit in with your organisation's objectives and budget.

Please contact the college to discuss Sponsorship and Exhibition opportunities on 0493 043 419 or email events@phlebology.com.au

MAJOR SPONSOR \$20,000

As a major sponsor you will have clear visibility to key industry leaders and delegates as a major partner of the Annual Scientific Meeting. You will enjoy the following benefits in the lead up and during the conference.

INCLUSIONS

- Acknowledgment as an official ASM Partner
- Opportunity to sponsor the Gala Dinner or Welcome Reception (dependant on availability)
- Opportunity to display a company banner during the sponsored function (banners supplied by sponsor)
- 1 x Premium Exhibition Stand
- 1 x Hands-on Workshop Session Station
- 50-word company profile on conference website
- 2 x Email Marketing Campaigns (content to be supplied)
- Company logo and link on conference website
- Satchel Inserts (up to 2)
- Company logo displayed on all print & marketing materials
- 2 x A4 Ads (or double page spread) in the ASM Handbook
- Company logo displayed on screen during the conference
- 4 x Complimentary registrations including Welcome Reception and Gala Dinner
- A copy of the Delegate List

We can customise the partnership to ensure you gain maximum exposure for your organisation during the conference. To discuss please contact the college on +61 2 9386 1811 or email events@phlebology.com.au

SPONSORSHIP

WELCOME RECEPTION SPONSOR \$5,500

This event is the first opportunity for delegates to reconnect with industry colleagues. Note this is only available if not reserved by a Major Partner. Inclusions:

- Opportunity for company representative to briefly address guests (maximum 5 minutes)
- Acknowledgement as the Welcome Reception sponsor on all print and marketing material
- Opportunity to display company banner during the Welcome Reception (up to 4)
- 50-word company profile on conference website
- Company logo and link on conference website
- 1 full page A4 advertisement in Conference Handbook
- 6 x complimentary tickets to the Welcome Reception
- Company logo printed on guest tickets
- Opportunity to distribute promo material during function
- Opportunity to include entertainment/feature (additional cost)
- A copy of delegate list
- Company logo displayed on screen during the conference

GALA DINNER / CEREMONY SPONSOR \$5,500

It is the premium networking event where you have one of only few opportunities to address delegates at the ASM. Note this is only available if not reserved by a Major Partner. Inclusions:

- Opportunity for a company representative to address guests (maximum 5 minutes)
- Opportunity to display company banners during Gala Dinner (up to 4)
- Company logo printed on menus and guest tickets
- 50-word company profile on conference website
- Company logo and link on conference website
- 1 full page A4 advertisement in the Conference Handbook
- Company logo displayed in all print & marketing material
- 6 x complimentary tickets to the Gala Dinner
- Opportunity to distribute promo material during function
- Opportunity to include entertainment/feature (additional cost)
- A copy of Delegate List
- Company logo displayed on screen during the conference

ENTERTAINMENT SPONSOR

We offer sponsors the opportunity to add their own flavour of entertainment to the function (Note: this will have to compliment the theme of the evening). You simply have to cover the cost of the entertainment, so if you have any ideas to add an entertaining feature to the program, we would be happy to discuss on +61 2 9386 1811.

SPONSORSHIP

NAME BADGES \$3,300

The delegates name badge is possibly one of the highest branding opportunities for the conference. As sponsor, your company's logo will be displayed prominently on the front of each delegate name badge. Inclusions:

- Company logo printed on front of all delegate name badges
- 50-word company profile, logo on conference website and conference handbook
- Acknowledgement as the name badge sponsor on all print & marketing material
- A copy of Delegate List
- Company logo displayed on screen during the conference

RECHARGE STATION SPONSOR \$3,300

Have your company brand displayed on the customised recharge station. Inclusions:

- Recharge station for 3 days which includes a digital screen to display your customised brand / message
- Acknowledgement as recharge station sponsor on all print & marketing material
- 50-word company profile, logo on conference website and conference handbook
- A copy of Delegate List
- Company logo displayed on screen during the conference

COFFEE CART \$3,300

Stand out from the crowd by being the sponsor of our only 'real coffee' within the trade display on the main conference days. You have the opportunity to promote your organisation through this area with a possibility of the coffee cart being incorporated into your trade stand (dependant on venue).

- Company logo displayed on the front of the coffee cart (dependant on venue)
- Opportunity to display a company banner on or near the coffee cart
- Acknowledgement as the coffee cart sponsor on all print & marketing material
- 50-word company profile, logo on conference website and conference handbook
- A copy of Delegate List
- Company logo displayed on screen during the conference

SACHEL SPONSOR \$2,200

Have your company logo printed on the front of all the conference satchels. Inclusions:

- Company logo printed on the front of conference satchel
- 50-word company profile, logo on conference website and conference handbook
- Company logo displayed on all print & marketing material
- A copy of Delegate List
- Company logo displayed on screen during the conference

SPONSORSHIP

HANDS ON WORKSHOP SESSION (HOWS) STATION \$3,300

Opportunity to run small hands on training sessions over a 120 minute session. Each station will have a maximum of 10 delegates rotating every 20 minutes. Note: Only available to exhibitors with a booth booked.

Inclusions

- Dedicated session with delegates hands-on or demonstrations
- Trestle table provided in workshop session
- Delegate list post conference

CONFERENCE APP SPONSOR \$2,200

Put your company's products and services in the palm of conference delegates. The conference app is the primary mechanism by which delegates choose sessions to attend, and navigate around the conference. Inclusions:

- Company logo displayed on the conference app landing page
- Company logo included on all main conference app pages
- Naming rights as 'Conference App Sponsor' on all print & marketing material
- 50-word company profile, logo on conference website and conference handbook
- A copy of Delegate List
- Company logo displayed on screen during the conference

WHOLE DAY CATERING \$2,200

Enjoy exclusive naming rights to one days catering including morning tea, lunch and afternoon tea. Inclusions:

- Company banners provided by sponsor to be displayed during the chosen day at the buffet
- Company logo displayed on screen prior to each break time of your sponsorship
- Opportunity to provide branded items such as napkins
- Acknowledgement as catering sponsor on all print & marketing material
- 50-word company profile, logo on conference website and conference handbook
- A copy of Delegate List

HANDBOOK ADVERTISEMENT + SACHEL INSERT \$2,200

Market your company and/or product with a full A4 page advertisement in the conference handbook. Opportunity to provide an insert in the conference satchel (A4 brochures or pamphlet). Inclusions:

- 1 insert up to A4 size brochure (company to provide insert at their own cost)
- 1 Full page A4 Advertisement in conference handbook
- A copy of the Delegate List

SPONSORSHIP

HOTEL KEYCARDS \$2,200

Opportunity to have your company logo printed on all hotel keycards during the conference. Inclusions:

- Keycards printed with your company logo/design for all hotel delegates
- 50-word company profile, logo on conference website and conference handbook
- Company logo displayed in all print & marketing material
- A copy of Delegate List
- Company logo displayed on screen during the conference

POCKET PROGRAM \$2,200

The Pocket Program is the official conference guide for all attendees, your profile will displayed continuously throughout. Inclusions:

- Company logo displayed on the front and back of Pocket Program
- Acknowledgement as Pocket Program sponsor in all print & marketing material
- 50-word company profile, logo on conference website and conference handbook
- A copy of Delegate List
- Company logo displayed on screen during the conference

EMAIL MARKETING CAMPAIGNS \$2,200

Send an email marketing campaign to the ACP database of approximately 7,000 contacts including all members, delegates and interested parties. Inclusions:

- 3 x marketing campaigns (provided by you) emailed to ACP marketing database

WIFI SPONSOR \$2,200

Help delegates stay connected by sponsoring the Wi-Fi connection. Your company will be promoted to the full conference delegation through a personalised Wi-Fi login password.



EXHIBITION

STANDARD

SMALL (BOOTHS 8 - 15)

Size	2m x 2m
Standard	\$4,400.00

LARGE (BOOTHS 1 - 5)

Size	3m x 2m
Standard	\$5,500.00

PREMIUM

(BOOTHS 6 - 7)

Size	6m x 2m
Standard	\$8,800.00

Exhibitors will have the opportunity to connect with conference delegates during morning tea, lunch and afternoon tea breaks as meals will be served in a centralised networking area to maximise exposure to delegates. As an exhibitor, your organisation will receive a high level of exposure and recognition through the following entitlements.

INCLUSIONS

- 1 x Exhibition booth
- 1 x table (if required)
- 1 x Standard chair (if required)
- 1 x Company Name on Fascia Board (Max 25 characters)
- 2 x 60w spotlights
- 1 x 4 amp power board (4 outlets)
- Delegate List
- Acknowledgement of company participation on all conference print and web materials
- Two complimentary registrations including tickets to the Welcome Reception & Award Ceremony/Gala Dinner

CUSTOM STANDS

Exhibitors wishing to arrange for the construction of custom-built stands must advise the Conference Organiser and supply full details of the stand design and chosen contractor and obtain approval of the design prior to build.

EXHIBITION

EXHIBITOR'S INFORMATION

Please check the 'Sponsors & Exhibitors' section on the website for important details, including:

- List of confirmed exhibitors
- Current booth allocations and floor plans
- Bump-in times
- Bump-out times
- Delivery Instructions
- Registration Forms
- Contact details of exhibition equipment supplier
- Deadlines for supply of logos, company profiles and advertising material

EXHIBITOR SIGNAGE

All signage prices other than standard fascia signs would be based on size, style and quantity requirements quoted by the supplier, and are to be paid by the exhibitor.

EXHIBITION/SPONSORSHIP APPLICATION

Applications for exhibition/sponsorship participation can be made on the enclosed form. Upon receipt of your registration form, a tax invoice will be forwarded confirming your participation. All space is allocated on a first in first served basis with preference to Premier, Major and Supporting Partners.

ALLOCATION OF SPONSORSHIP PACKAGES AND EXHIBITION SITES

Sponsorship packages will be allocated on receipt of a signed booking form and deposit payment. The Committee will allocate site positions after taking into account each organisation's sponsorship, the date of booking, preferences, proximity to competitors and other relevant matters. The Committee reserves the right to alter the Exhibition Floor Plan at any time.

FURNITURE & UPGRADES

Our exhibition supply company is yet to be confirmed. Please contact the event coordinator for further details.

EXHIBITION

CATERING

All catering will be held amongst the trade/exhibition display areas. The organisers will work with the catering company to ensure all positions receive the best possible exposure with delegates. All exhibitors will be catered for at least 15 minutes prior to the scheduled catering breaks.

INTERNET ACCESS

Wi-Fi internet will be available in the conference areas for conference delegates and exhibitors.

REGISTRATION AND ACCOMMODATION

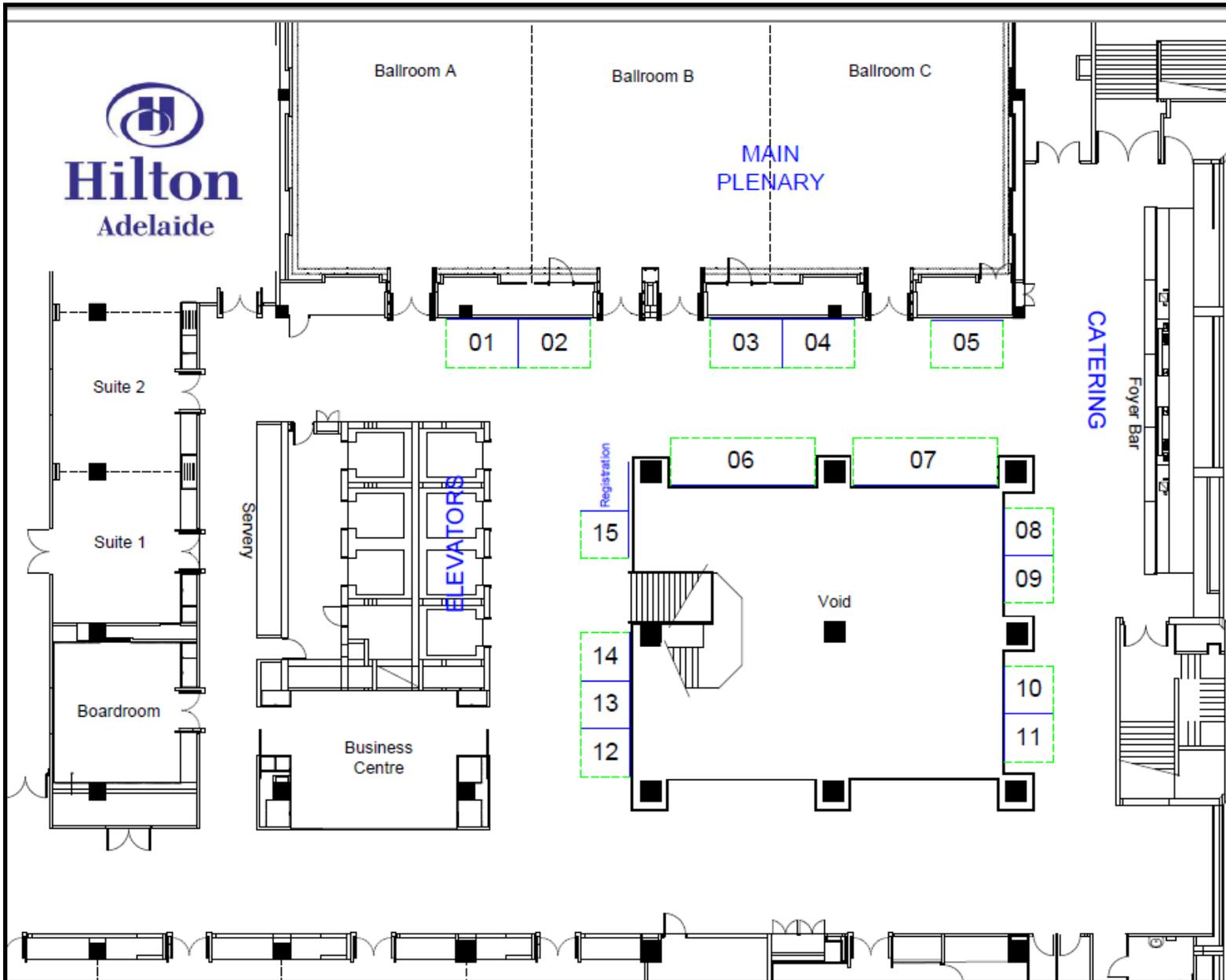
All attending company representatives must be registered for the Conference, including complimentary registrations. Group discounted rates have been negotiated with the hotel. You must book your accommodation through the accommodation booking website to receive the discounted rate.

FURTHER INFO

- All costs are in AUD including GST
- All additional signage should be confirmed with the conference organiser
- Satchel inserts must be approved by the conference organiser
- Each company representative attending the ASM must pre-register
- The delegate list will be supplied in hardcopy at the time of the ASM



EXHIBITION FLOOR PLAN



*Floorplan is subject to change

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SPONSORSHIP AND EXHIBITION BOOKING FORM

COMPANY INFORMATION	
COMPANY	
CONTACT NAME	
MOBILE PHONE	
BUSINESS PHONE	
EMAIL	
ADDRESS	

BOOKING DETAILS		
SPONSORSHIP OPTION		
BOOTH TYPE		
BOOTH PREFERENCE 1		
BOOTH PREFERENCE 2		
BOOTH (CIRCLE ONE OPTION)	BOOTH STRUCTURE	SITE ONLY

COST SUMMARY		
BOOTH TOTAL		
SPONSORSHIP TOTAL		
TOTAL PAYMENT DUE		
PAYMENT TYPE (CIRCLE ONE OPTION)	CREDIT CARD	DIRECT DEPOSIT

<p>PAYMENT TERMS Full payment of the total invoice is due within 7 days of receipt of your invoice to confirm your booking. Bookings will not be confirmed until full payment is received.</p>	<p>CANCELLATION POLICY A cancellation fee of 50% will be applicable for any booking cancelled up to 3 months prior to the ASM. No refund will apply after 3 months prior to the conference start date. Note: Only applies to new bookings.</p>
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AUTHORISATION	
<input type="checkbox"/> I have read and understand the terms and conditions.	
NAME	
DATE	
SIGNATURE	

BOOKING TERMS AND CONDITIONS

GENERAL

- All major sponsor and exhibition bookings are to be received by 3 February 2023.
- All other sponsorship bookings to be received by 3 March 2023.
- By completing the application form you accept the terms and conditions outlined.
- Details may change without notice.
- Sponsorship and exhibition applications and advertising requests are considered in order of receipt of application form.
- Bookings will not be confirmed until the completed form has been returned and full payment received.
- You will not receive any sponsorship or exhibition entitlements, including allocation of booth location (allocated in order of sponsorship/exhibition level) until all monies have been paid.
- No exhibitor shall occupy allocated space until all monies owing by the exhibitor are paid in full.
- All prices are quoted in Australian dollars and include GST.

IF YOU NEED TO CANCEL

- You must notify us in writing if you need to cancel.
- Cancellations received three months prior to the ASM will be refunded less a 50% cancellation fee. Cancellations made after this date will not be refunded. Note: Only applies to new bookings.
- Your non-payment does not cancel your contractual obligations to us.

IN THE UNLIKELY CASE THAT THE EVENT CANCELS

- In the event that the event is cancelled or delayed through no fault of ACP including but not limited to pandemics, fire, flood, labour disputes, natural disasters, acts of god, civil disorders, riots, work stoppages, slowdowns or disputes, or other similar events, then the exhibitor/sponsor shall not be entitled to any refund or to claim for any loss or damage.

EXHIBITION STAFF

- All exhibition staff must be registered using the relevant form i.e. complimentary exhibitor registration, or by purchasing additional exhibition staff registrations.
- Exhibitors are responsible for ensuring all staff have been registered prior to the commencement of the event.

HOURS

- ACP shall determine the hours during which the exhibition shall be open and hours of access for exhibitors including any variations of such times as shall be necessary.

FLOORPLAN

- ACP shall determine the floorplan and reserves the right to make changes if deemed necessary. Changes and alternative booth locations will be discussed with exhibitors if such is the case.

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