



24th Annual Scientific Meeting of  
The Australasian College of Phlebology

SPONSORSHIP AND EXHIBITION

# INVITATION

It is our pleasure to invite you to Fiji for the 24th Annual Scientific Meeting (ASM) of the Australasian College of Phlebology (ACP).

The meeting will be held from the 26 - 29 April 2024 at the Sofitel Fiji Resort and Spa, Denarau.

We have had overwhelming positive feedback on the location with many prospective delegates looking forward to joining us in Fiji.

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 holding our Hands-on Workshops (HOWS), which will incorporate interactive learning using the latest products and equipment from you, our industry suppliers.

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, this year we are looking forward to taking advantage of the balmy weather and wonderful outdoor lifestyle and scenery that Fiji is renowned for.

There will also be the prestigious Conferring Ceremony followed by the Gala Dinner that will be sure to provide a great night of entertainment and fun.

We look forward to your participation in the Annual Scientific Meeting and seeing you in Fiji.

Warm Regards  
ACP2024 Organising Committee

The Australasian College of Phlebology  
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# PROGRAM AT A GLANCE

	Friday 26 April	Saturday 27 April	Sunday 28 April	Monday 29 April
800	Plenaries	Plenaries	Plenaries	
830				
900				Break
930	Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
1000				
1030				
1100	Morning Tea			
1130	Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
1200				
1230				
1300	Sponsored Education	Poster Session	Sponsored Education	
1330	Lunch			
1400	Trainee Sessions Basic		Hands On Workshops	
1430				Trainee Sessions Advanced
1500				
1530	Combined Trainee Session			
1600				
1630				
1700			Conferring Ceremony and Gala Dinner	
1730				
1800	Welcome Reception			
1830				
Registration	0730-1600	0730-1330	0730-1330	0900-1130
Exhibition	0900-1330	0900-1330	0900-1330	
Speaker Room		0730-1300	0730-1300	0900-1230

\* Program is indicative only

# 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](mailto: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](mailto:events@phlebology.com.au)

# SPONSORSHIP

## WELCOME RECEPTION SPONSOR \$3,300

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

## HANDS ON WORKSHOP SESSION (HOWS) STATION \$1,100

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. Limited to 5 stations so get in quick.

### Inclusions

- Dedicated session with delegates hands-on or demonstrations
- Trestle table provided in workshop session
- A copy of the Delegate list

## SPONSORED EDUCATIONAL SESSION \$1,500

This is NEW session which provides a company an opportunity to sponsor and present on an Educational / Informative topic to our main congress (topic to be approved by ACP). Note: This is not an opportunity to promote or market products. Inclusions:

- 30min Educational address to delegates
- 50-word company profile, logo on conference website and conference handbook
- Acknowledgement as a sponsor on all print & marketing material
- 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

## SATCHEL OR PROMOTIONAL ITEM 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 or other promotional item e.g. water bottles
- 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

## NAME BADGES \$1,100

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

## EMAIL MARKETING CAMPAIGNS \$1,100

Send an email marketing campaign to the ACP database of approximately 6,000 contacts including all members, delegates and interested parties. Inclusions:

- 2 x marketing campaigns (provided by you and subject to approval) emailed to the ACP marketing database

## WEBSITE ADVERTISING \$1,100

Promote your company product on the homepage of the conference website through a sidebar advertisement. Inclusions:

- 1 sidebar advertisement (provided by you and subject to approval) emailed to the ACP marketing database

## HALF PAGE HANDBOOK ADVERTISEMENT \$550

Market your company and/or product with a half page A5 advertisement in the conference handbook. Inclusions:

- 1 half page A5 Advertisement in conference handbook
- A copy of the Delegate List

## FULL PAGE HANDBOOK ADVERTISEMENT \$1,100

Market your company and/or product with a full A4 page advertisement in the conference handbook. Inclusions:

- 1 Full page A4 Advertisement in conference handbook
- A copy of the Delegate List

## WIFI SPONSOR \$1,100

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

Size	2m x 2m
Cost	\$3,300.00

## PREMIUM

Size	6m x 2m
Cost	\$6,600.00

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.

## INCLUSIONS

- 1 x Exhibition space
- 1 x table (if required)
- 1 x Standard chair (if required)
- 1 x Company Name on Display Banner (artwork to be supplied)
- 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 & Conferring 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.

## 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

# EXHIBITION

## 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.

## 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.

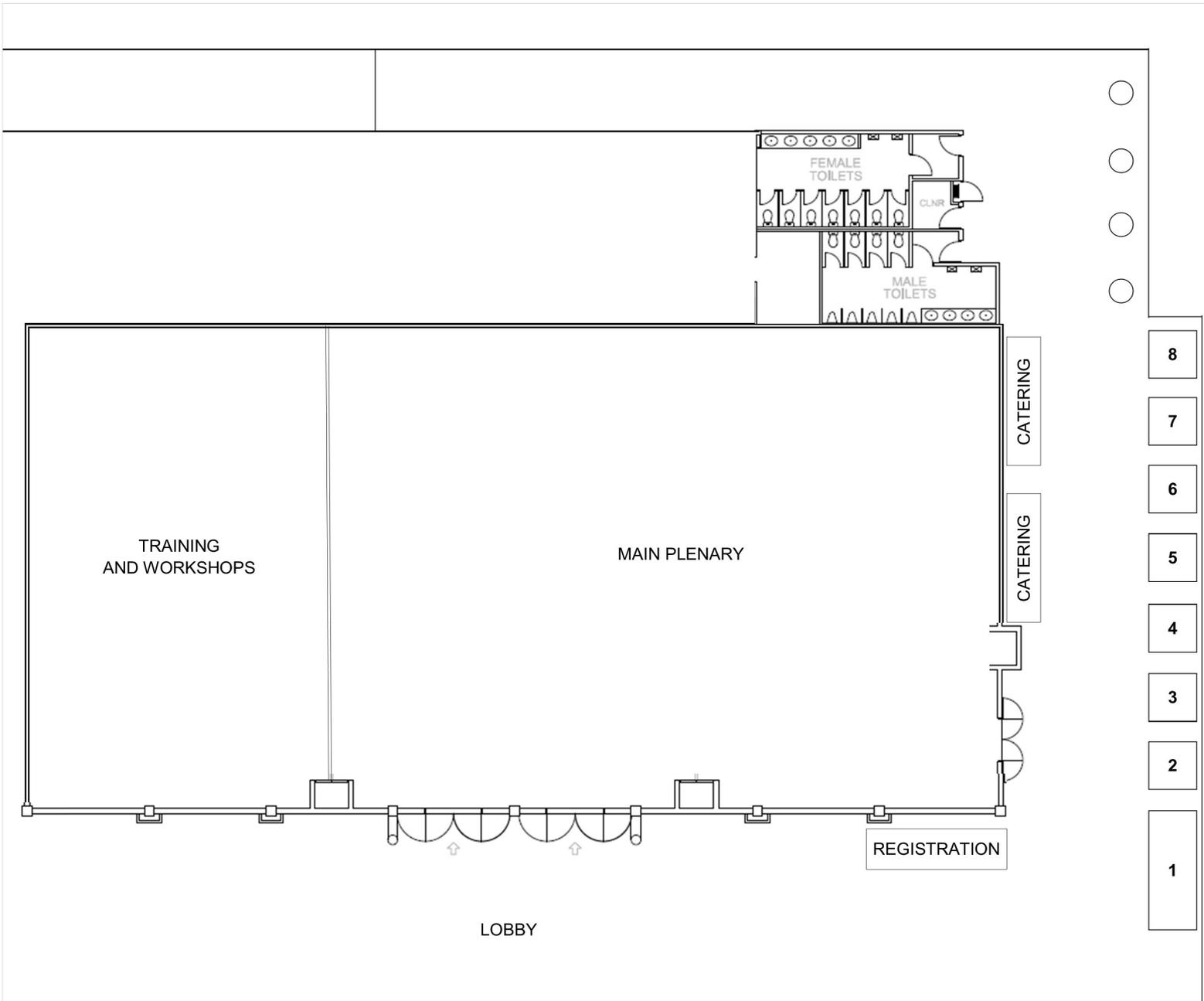
## REGISTRATION

All attending company representatives must be registered for the Conference, including complimentary registrations. Group discounted rates have been negotiated with the hotel.

## ACCOMMODATION

You must book your accommodation through the accommodation booking website to receive the discounted rate.

# EXHIBITION FLOOR PLAN



\*Floorplan is subject to change

# SPONSORSHIP AND EXHIBITION BOOKING FORM

## ACP2024

COMPANY INFORMATION		
COMPANY		
CONTACT NAME		
MOBILE PHONE		
BUSINESS PHONE		
EMAIL		
ADDRESS		
BOOKING DETAILS		
EXHIBITION SPACE TYPE		
SPONSORSHIP (ADDITIONAL)		
SPACE PREFERENCE 1		
SPACE PREFERENCE 2		
COST SUMMARY		
EXHIBITION TOTAL		
SPONSORSHIP TOTAL		
TOTAL PAYMENT DUE		
PAYMENT TYPE (CIRCLE ONE)	CREDIT CARD	DIRECT DEPOSIT
<b>PAYMENT TERMS</b> 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.	<b>CANCELLATION POLICY</b> 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.	
AUTHORISATION		
I have read and understand the terms and conditions.		
NAME		
DATE		
SIGNATURE		

# TERMS AND CONDITIONS

## GENERAL

- All major sponsor and exhibition bookings are to be received by 2 February 2024.
- All other sponsorship bookings to be received by 1 March 2024.
- 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.