



simTECT Health 2008
simulation conference

SIMULATION - REALISING THE POTENTIAL

8-11 September 2008

Education Centre and Queensland Health Skills Development Centre
Royal Brisbane and Women's Hospital

SimTect Health Simulation Conference

Brisbane, Queensland
8 - 11 September 2008

Simulation - Realising the Potential

SPONSORSHIP & EXHIBITION PROPOSAL

Invitation to Sponsor and/or Exhibit

The Organising Committee cordially invites you to participate in the 2008 SimTecT Health Simulation Conference.

In making a commitment to become a sponsor or an exhibitor, your company will be assured of high profile exposure to the committed health care community of practitioners, surgeons, trainers, researchers and educators.

The SimTecT Health Simulation Conference is being promoted broadly throughout Australia, Asia and New Zealand. To secure your place at the Conference, simply choose the sponsorship option or exhibition booth that suits you best, complete the application form and forward, with your deposit (made payable to SimTecT Health Simulation Conference) and mail to the Conference Secretariat, Consec – Conference Management.

Growing from 50 attendees in 2004, SimTecT Health 2007 attracted over 180 delegates from a wide cross-section of the Healthcare sector, including 15% from overseas.

For further information about sponsoring/exhibiting, please contact Michaela Andelova at the Secretariat on +61 2 6251 0675, facsimile +61 2 6251 0672 or email: simtecthealth@consec.com.au

Conference Details

Exhibition Dates

Tuesday 9 to Thursday 11 September 2008.
Monday will be pre-Conference workshops.

Venue

Education Centre, Queensland Health Skills Development Centre, Royal Brisbane and Women's Hospital, Brisbane, Australia.

Floorplan

The floorplan has been designed to ensure good visibility and access to all exhibition booths. Maximum traffic flow will be encouraged by the strategic placement of catering stations at key points in the exhibition areas, as well as through constant referral (floor plan to follow).

Conference Organisation



Consec – Conference Management is managing the Exhibition and local trade exhibition supply company Expo Hire has been contracted to supply all exhibition facilities.

Conference Program

The Conference program will include:

- keynote addresses
- plenary sessions
- concurrent sessions
- workshops
- a welcome reception
- the official conference dinner
- a trade exhibition, and
- the presentations will relate to the theme of the Conference, Simulation – Realising the potential.

Promotion of the Conference and Exhibition

The Conference will be advertised extensively throughout Australia, Asia, USA and Europe. Promotion will include:

- direct mail - distribution of the Conference announcements and registration brochure
- SimTecT Health Simulation Conference website
- acknowledgement as a sponsor on the Conference website
- promotion at other industry related conferences/meetings, and
- promotion at special interest group meetings.

Delegates at the Conference

It is estimated that over 200 delegates will attend the Conference from the following areas - policy developers/executives, educators, clinicians, trainers, simulation practitioners and researchers.

Sponsorship and Exhibition Benefits

- A significant marketing advantage
- Corporate goodwill from Conference delegates
- Relationship marketing
- Creation of brand awareness and acceptance
- Demonstration of products
- Increased business potential
- Enhanced company profile
- Direct access to an audience made up of your clients, current and potential
- Broadened exposure through the Conference, by acknowledgement in all print material including the Conference registration brochure and the Conference program/handbook
- Promotion in industry related journals and magazines
- Promotion on the Conference website, and
- Exposure at the Conference through signage and announcements

Sponsorship Opportunities (including GST)

1. Principal Sponsor (two only)

\$9,900.00

- Complimentary exhibition booth (3m x 2m) in prime position
- 60 –second video grab at the start of each day
- Two (2) complimentary full Conference registrations
- Company logo on the cover of the registration brochure and acknowledgment in the registration brochure
- Company logo on website, with link to your website
- Company logo and promotional paragraph in the Conference program/handbook
- Company logo on Conference signage
- Company logo on Conference satchels, and
- A4 flier (to be supplied by you) in Conference satchel.

2. Major Sponsor (one of two)

\$5,500.00

- One (1) complimentary full Conference registration
- Company acknowledgement in the registration brochure
- Company logo on web site, with link to your website
- Company logo and promotional paragraph in the Conference program/handbook
- Company logo on Conference signage, and
- A4 flier (to be supplied by you) in Conference satchel.

3. Conference Dinner Sponsor (one only)

\$2,200.00

- Company acknowledgement in registration brochure
- Company acknowledgment in Conference program/handbook
- Company logo on dinner menu
- Company logo on web site, with link to your website
- Three (3) complimentary tickets to the Conference Dinner
- Introduction of five (5) minutes by your company representative to Conference delegates during the dinner, and
- Company sign (supplied by you) prominently displayed during the Conference Dinner (type and size of sign to be discussed with the Conference Manager).

4. Welcome Reception Sponsor (one only)

\$2,200.00

- Company acknowledgement in registration brochure
- Company acknowledgement in the Conference program/handbook
- Company sign (supplied by you) displayed during the Welcome Reception (size and type of sign to be determined by the Conference Manager)
- Company Logo on web site, with link to your website
- Two (2) complimentary tickets to the Welcome Reception, and
- Introduction of five (5) minutes by your company representative to Conference delegates during the Welcome Reception.

5. Individual Package Sponsor

Please contact the organisers to tailor sponsorship arrangements/packages to cater for your specific needs:

Michaela Andelova
Exhibition and Sponsorship Coordinator
Telephone: +61 2 6251 0675
Facsimile: +61 2 6251 0672
Email: simtecthealth@consec.com.au

Please note:

Acknowledgement in the registration brochure, the Conference program/handbook is subject to sponsorship confirmation prior to printing deadlines.

The production of banners, transparencies and any promotional material is the responsibility of the sponsor.

Logos may only be printed in one or two colour – please provide colour, and black and white (mono) versions of company logos.

Exhibition Details

The Exhibition will be held in the Gallery areas of the Queensland Health Skills Development, Education Centre - about 2 mins walk from the skills centre.

The floor plan has been designed to ensure good visibility and access to all stands. Maximum traffic flow will be encouraged by the placement of catering stations at key points in the exhibition areas for morning/afternoon teas and lunches as well as by constant referral.

The Welcome Reception will be held in and around the Exhibition.

Move-in/Move-out Dates

Move-in: Monday 8 September 2008
Move-out: Thursday 11 September 2008

Exhibition staff will be on site during the exhibitor move-in period to ensure that final exhibitors' requirements can be met.

Exhibition Hours

Tuesday 9 September	8:00am – 5:00pm
Wednesday 10 September	8:00am – 5:00pm
Thursday 11 September	8:30am – 4:00pm

Exhibition Stand Package

Dimensions:	3m x 2m
Walls:	2.5 wall panels are covered in <i>opal</i> frontrunner material, framed in polished anodised aluminium. Only Velcro is to be used to attach displays to walls. Expo hire will assist any exhibitors that require heavy items to be hung from the panels.
Name & Fascia:	Names using vinyl-cut uppercase lettering onto a white background, with names on all open sides.
Company name:	One [1] company name per stand in computer cut vinyl standard style letters (uppercase lettering onto a white background). Max of 25 letters - Pty Ltd etc deleted. Corner stands have one [1] name.
Lights and power:	2 x 150 watt lights per stand and lights are mounted on the inside of the front fascia. One [1] single power point per stand - 1,000 watts (4amps) capacity.
Welcome Reception:	An invitation is extended, by the Conference Committee, for two [2] representatives per exhibition booth booked to attend the Welcome Reception, as their guests on Monday 8 September.
Conference Satchel:	One [1] per exhibition booth including delegates listing, pad, pen, sponsors advertising and conference program/handbook.
Delegates Listing:	Subject to privacy legislation, relevant details of all delegates attending the conference will be made available to sponsors and exhibitors.
Name badge:	Name badge for two [2] representatives.
Promotion:	Listing of company name in the Conference Program/Handbook.
Catering:	Morning/afternoon teas and lunches for two [2] representatives each day.
Cost:	\$2,890.00 (inc GST) per 3m x 2m booth or \$5,200.00 (inc GST) per double booth

Custom Build Stands

Companies intending to install custom designed stands must submit full specifications and drawings direct to the Congress Secretariat before **Friday 25 July 2008** to facilitate the required approval process by the venue management.

Liability Waiver

In the event of industrial disruptions, the Conference and the Organisers accept no responsibility for losses incurred by Conference participants. SimTecT Health takes no responsibility in relation to the displays, products, representations or promotional material of the participants. SimTecT Health has not assessed, endorsed or approved any display, product, representation or promotional material.

Personal Insurance

Participants shall be regarded in every aspect as carrying their own risk for loss or injury to person or property including baggage, during the Conference. We strongly recommend that at the time of booking your travel and tours you take out a travel insurance policy. The policy should include the loss of deposit through cancellation, medical insurance, loss or damage to personal property, financial loss incurred through disruption to accommodation or travel arrangements due to strikes or other industrial action. The Organisers are not responsible for any claims concerning insurance. All Exhibitors must have public liability insurance related to their booth. The Organisers may request a certificate of currency.

Privacy Act

Due to the privacy legislation, the Organisers cannot guarantee the inclusion of ALL participants' names and contact details on the delegates list.

Further Information

Michaela Andelova
Exhibition and Sponsorship Coordinator
Consec – Conference Management
PO Box 3127
BMDC ACT 2617
Tel: + 61 2 6251 0675
Fax: + 61 2 6251 0672
Email: simtecthealth@consec.com.au



How to Book and Details of Payment Deadlines

Sponsorship

In order to confirm your sponsorship, we will require the **Application to Sponsor** form and fifty percent (50%) deposit payment to be forwarded by return mail. The balance payment will be required by Monday 28 July 2008.

Exhibition

Early booking is necessary, as space is limited, and booths will be allocated strictly in order of the date the deposit payment and application to exhibit form is received. In order to confirm your exhibition space, we will require the **Application to Exhibit** form and fifty percent (50%) deposit payment to be forwarded by return mail. The balance payment will be required by Monday 21 July 2008.

Cheques should be made payable to SimTecT Health Simulation Conference and forwarded to the Conference Secretariat, *Consec – Conference Management, PO Box 3127, BMDC ACT 2617.

*Consec – Conference Management as agent for SimTecT Health Simulation Conference.

Cancellation Policy

In the event of withdrawal of sponsorship/exhibition booth booking, please be advised that unless that particular area of sponsorship/booth is resold, the Conference will reserve the right to retain deposit monies received.



APPLICATION TO EXHIBIT

SimTect Health Simulation Conference 2008
8 - 11 September 2008
Queensland Health Skills Development Centre, Brisbane, Australia

Complete this form and return with payment to: SimTect Health Simulation Conference*, *Consec-Conference Management, PO Box 3127, BMDC ACT 2617, Australia.

ABN 13 087 862 619 (Simulation Industry Association of Australia)

Company/organisation _____

Contact name _____ Position: _____

Address _____

Telephone: _____ Facsimile: _____

Email: _____

Booth Position – Number of booths required _____ I/we prefer booth position/s as indicated on the enclosed floor plan in order of preference:

1st _____ 2nd _____ 3rd _____ 4th _____

I/we understand that booth/s will be allocated strictly in order of receipt of applications and deposit monies and that the Conference Manager's decision will be final. Should the Exhibition floor plan require expansion or retraction, the Organisers have the right to make the necessary changes. We note that furniture, extra lighting and power are to be ordered from the exhibition contractor.

Cancellation Policy – In the case of cancellation of a booth/s please be advised that unless the Organisers are able to resell the booth/s there will be no refund on monies paid. If the balance payment on the booth/s is not received by the due date, the allocated booth/s will be cancelled.

We accept the terms and conditions as outlined in this Sponsorship/ Exhibition Proposal and hereby enclose our payment for \$ _____ including 10% GST.

Signed _____ Date _____
 (on behalf of the Exhibitor listed above)

TOTAL AMOUNT PAYABLE

Cost: \$2,890.00 incl GST per 3m x 2m exhibition booth
 \$5,200.00 incl GST for a double booth

Deposit Deadline: 50% with booking **Balance deadline:** 21 July 2008

*Consec – Conference Management as agent for SimTect Health Simulation Conference.



APPLICATION TO SPONSOR

SimTect Health Simulation Conference 2008
8 - 11 September 2008
Queensland Health Skills Development Centre, Brisbane, Australia

Complete this form and return with payment to: SimTect Health Simulation Conference*, Consec-Conference Management, PO Box 3127, BMDC ACT 2617, Australia.

ABN 13 087 862 619 (Simulation Industry Association of Australia)

Company/organisation: _____

Contact name: _____ Position: _____

Address: _____

Telephone: _____ Facsimile: _____

Email: _____

Sponsorship Package Preferences

I/we would like to take up the following sponsorship package/s:

1st _____ Total Cost _____

2nd _____ Total Cost _____

I/we understand that the sponsorship packages will be strictly in order of receipt of application form and deposit.

Cancellation Policy - In the event of withdrawal of sponsorship please be advised that unless that particular area of sponsorship is resold the Organisers reserve the right to retain deposit monies received.

We accept the terms and conditions as outlined in this Sponsorship/Exhibition Proposal and hereby enclose payment for \$_____ including 10% GST.

Signed _____ Date _____
(on behalf of the sponsor listed above)

Deposit Deadline: 50% with booking **Balance deadline:** 21 July 2008

*Consec - Conference Management as agent for SimTect Health Simulation Conference.

Please make cheque in Australian Dollars payable to SimTect Health Simulation Conference and send, along with this completed form to SimTect Health Simulation Conference Secretariat, *Consec - Conference Management, PO Box 3127, BMDC ACT 2617, Australia. *Consec - Conference Management as agent for SimTect Health Simulation Conference.



METHOD OF PAYMENT

NOTE: Payment by credit card attracts a 3% surcharge.

Please tick below your preferred method of payment.

- Cheque
- Amex
- MasterCard
- Diners
- Visa

1. Please make **cheque** payable in Australian dollars to **SimTect Health 2008** and mail to SimTect Health Simulation Conference Secretariat*, *Consec – Conference Management, PO Box 3127, BMDC ACT 2617, Australia

2. Please provide credit card details in the spaces below:

Cardholder's Name: _____

Card Number: _____

Expiry Date: _____ Signature: _____

3. Electronic Funds Transfer

Bank: National Australia Bank
 Account Name: SIMTECT HEALTH 2008
 Branch: Canberra City ACT
 BSB No: 082 902
 Account No: 85713 2846
 Transaction Reference Number: _____