

Information for conference sponsors / exhibitors and booking forms

Please return all forms to sig@iatefl.org and dale.coulter@besig.org by 15 August 2017

Thank you for your interest in sponsoring and/or exhibiting at the 30th IATEFL BESIG Conference, held this year in cooperation with IATEFL ReSIG.

The conference will take place at the [Salini Resort](#), a four-star conference centre and hotel located in Salini Bay, approximately 30 minutes by taxi from Malta International Airport (cost around €30). Should you choose to hire a car, there is ample free parking at the hotel.

Malta is a popular destination for English language learners, and the ELT industry on the island is very well-established. For this conference, BESIG is pleased to have the support of the [IATEFL Research Special Interest Group](#), the government-funded ELT Council in Malta and the local English language teachers association [MATEFL](#).

We are expecting approximately 300 delegates at this conference. Malta is served by several major airlines and there are direct flights from many European airports (for more information see www.visitmalta.com/en/airlines).

Exhibition-related materials should be sent to the Salini Resort by **Sunday 5 November at the latest**. Please label your packages as follows to avoid any confusion:

EVENT: IATEFL BESIG Conference 10-12 Nov 2017

PURPOSE: "Inserts for conference bags" *or* "For exhibition space"

NAME: *[Person to collect]*

Shipping address:

Philippe Lonfat

Sales Manager

[EXHIBITOR'S NAME/COMPANY]

Salini Resort

Salina Bay

St Paul's Bay

NXR9030

Malta

T: +356 2016 3834

E: PLonfat@saliniresort.com

W: www.saliniresort.com



Goods will be stored at the hotel and can be collected on arrival.

Set-up time for exhibitors is from **16.00 on Thursday 9 November**. The conference will finish at 14.30 on Sunday 12 November and we would ask you to clear away as soon as possible after the close. Please ensure that your materials are picked up from the hotel **no later than 14.00 on Tuesday 14 November**: anything left after this date will be charged by the hotel at a rate of €45 per day.

A. For all sponsorship and advertising bookings, the following guidelines should be followed:

- 1) Please be made aware that you will be required to pay VAT*.
- 2) The correct booking form should be completed in full, signed and returned to the IATEFL Finance Officer by email to finance@iatefl.org and sig@iatefl.org or by fax +44 (0) 1795 538951.
- 3) Once IATEFL has received the completed form, IATEFL will raise an invoice from IATEFL Trading and VAT* will be charged.

*No VAT will be charged if the company is a charity, is VAT registered in the EU or is classified as Rest of World.

B. Exhibition stands will be invoiced via IATEFL charity and therefore currently not subject to VAT. A separate booking form must be completed.

Any booking forms that are not completed in full will be returned.

Other information

IATEFL Trading Ltd Company number 7085385

VAT Booking No 989 0132 92

IATEFL charity number 1090853

IATEFL company number 2531041

VAT rate in the UK is currently 20%

All invoices are issued in GBP sterling.

Please note that once signed, your booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost. All invoices must be paid for in full before the event takes place.

All exhibition stands and sponsorship must be paid in full before setting up on site.

If you have any questions about exhibiting or sponsoring at this conference, please contact the IATEFL BESIG Sponsorship Coordinator.

IATEFL BESIG Sponsorship Coordinator

Dale Coulter

dale.coulter@besig.org

We look forward to seeing you in Malta!

SPONSORSHIP PACKAGES

We are offering a range of sponsorship opportunities and have itemised them to make it clear what you are sponsoring and what you will receive in exchange for your generosity.

There are four levels of sponsorship: *Platinum*, *Gold*, *Silver* and *Bronze*. Each sponsorship level offers its own unique opportunity to support the business English community and to share your message with them. All prices are in GBP.

The exhibition area will be in the *Vecchia Napoli* restaurant, where the coffee breaks will also take place (see photos taken from two angles – the dining tables will be removed to make room for exhibitor tables and stands).



1. Platinum sponsorship cost: 1,500 GBP

Options available:

- A. Equipment hire: sponsor mentioned in the programme, acknowledged at the beginning of each simulcast, banner in the simulcast room, back cover full-page colour advertisement.
OR
- B. Friday evening reception in the hotel restaurant: sponsor to display their banner and a message to say that they have sponsored the catering, as well as distributing flyers /merchandise on the tables. Sponsorship also mentioned in the conference programme, and includes an inside front cover full-page colour advertisement.
OR
- C. Saturday buffet lunch including beverage package (wine, beer, water, coffee): sponsor will be able to display their banner and a message to say they have sponsored the catering, as well as distributing flyers/merchandise. Sponsorship is also mentioned in the conference programme, and includes an inside back cover full-page colour advertisement.

Includes the following:

- Your roll-up banner at the stage in the main plenary room (also used for talks and workshops throughout the conference, as well as the Pre-Conference Seminar on the Friday)
- Display logo on the PowerPoint slide during welcome and announcements
- Full-page colour advertisement in the conference programme
- An insert in the conference bag
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2017 – 31 August 2018)
- Conference booking fee* waived for one representative from your firm/organization

2. Gold sponsorship cost: 1,000 GBP

Options available:

- A. Saturday morning coffee break
- B. Saturday afternoon coffee break

C. Sunday morning coffee break

Sponsor(s) able to display their banner and a message to say they have sponsored the catering, as well as distributing flyers/merchandise on the tables. Sponsorship is mentioned in the conference programme.

OR

D. The conference programme

Includes the following:

- Display logo on the PowerPoint slide during welcome and announcements
- Full-page b/w advertisement in the conference programme
- An insert in the conference bag
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2016 – 31 August 2018)
- Conference booking fee* waived for one representative from your firm/organization

3. Silver sponsorship cost 500 GBP

Options available:

- A. Delegate bags – company logo on bags supplied by sponsor
OR
B. Lanyards and badge holders (60mm x 90mm) – company logo on lanyards supplied by sponsor
OR
C. Notepads and pens – supplied by sponsor

Includes the following:

- Display logo on the PowerPoint slide during welcome and announcements
- An insert in the conference bag
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2017 – 31 August 2018)
- Conference booking fee* waived for one representative from your firm/organization

4. Bronze sponsorship cost 300 GBP

Includes the following:

- Display logo on the PowerPoint slide during welcome and announcements
- Logo with link to company on the BESIG website for 1 year (1 Sept. 2017 – 31 August 2018)
- Conference booking fee* waived for one representative from your firm/organization

*For health and safety reasons, please ensure all your representatives are registered for this event. If sponsorship is booked, the registration and Friday evening reception fee is waived for ONE representative from your organisation. Please ask your representative to register at <http://secure.iatefl.org/events/>. If you have any queries please email sig@iatefl.org for assistance. Your waived fee representative should register and not pay; all other attendees from your organisation should register and pay in full.

Please note that once signed, your booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost. All invoices must be paid for in full before the event takes place.

Individual sponsorship opportunities

As well as the packages outlined above, it is also possible to sponsor the following individual items.

Item	Cost
Certificates: your logo printed on delegate certificates (Sponsor to send logo to sig@iatefl.org and confirm approval of proof by no later than 21 Oct 2017)	£250
A donation to support IATEFL BESIG and the annual conference – your logo will be displayed on the PowerPoint slide during the opening welcome and announcements	£200

Exhibition/advertising costs

Item	Cost
A space in the exhibition area (180cm x 45cm) (includes a table and two chairs – please state in advance if you do NOT require a table and chairs). Includes the conference fee and Friday evening reception for one representative.	£350
A second space in the exhibition area	£300

A full page colour advert in the conference programme	£300
A full page b/w advert in the conference programme	£200
A half page b/w advert in the conference programme	£100
Inserts in the conference bag:	
Flyers – A4, A5 or tri-fold (x1)	£50
Magazines/catalogues (x1)	£100

Conference fees (includes lunch and coffee breaks on Saturday and Sunday)

Online early-bird booking fee from 1 July–1 September 2017:

- £85 for IATEFL members and speakers
- £100 for members of teaching organizations who are IATEFL Associates (worldwide offer)
- £125 for non-IATEFL members

Online booking fee from 2 September–21 October 2017:

- £140 for IATEFL members
- £155 for members of teaching organizations who are IATEFL Associates (worldwide offer)
- £170 for non-IATEFL members

Pre-conference seminar (PCS) on Friday afternoon, 10 November 2017:

- Free for IATEFL BESIG members
- £15 for non-IATEFL BESIG members

Friday evening reception (incl. food and drinks):

- £14 for all delegates

Please note that once signed, your booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost. All invoices must be paid for in full before the event takes place.

IATEFL Trading Ltd

IATEFL Trading Ltd Company number 7085385 / VAT Registration No 989 0132 92

SPONSORSHIP REQUEST FORM

Company name:	
Accounts contact name:	
Accounts contact email:	
Billing address:	
Phone no. (incl. country & area code):	
Purchase Order number:	
VAT number:	
Charity Registration number:	
Signature:	
Date form completed:	

We would like to sponsor:



@ £ 

(Price excludes VAT)

***Please note that once signed, this form acts as a binding agreement and cancellation of sponsorship at any time, prior to the event, will incur the full sponsorship amount.**

For health and safety reasons, please ensure all your representatives are registered for this event. If sponsorship is booked, the registration and Friday evening reception fee is waived for ONE representative from your organisation. Please ask your representative to register at <http://secure.iatefl.org/events/>. If you have any queries please email sig@iatefl.org for assistance. Your waived fee representative should register and not pay; all other attendees from your organisation should register and pay in full.

Please note that once signed, your sponsorship booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost. All sponsorship must be paid for in full before the event takes place.

Terms and Conditions

This Contract is effective as of (Date) and shall remain until the "Conference" ends on Sunday 12 November 2017. This Contract defines the terms under which IATEFL BESIG and ("Sponsor") enter into a sponsorship agreement for(Package details)

Disclaimers

This Contract is separate and distinct from any other contract the Sponsor may enter into with IATEFL, including contracts to advertise in IATEFL publications, to post job advertisements on IATEFL's website and to attend or exhibit at IATEFL events, including IATEFL's Annual Conference. This Contract does not constitute a joint-venture or contra agreement between IATEFL and Sponsor. IATEFL's acknowledgement of Sponsors does



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not constitute an endorsement of Sponsors' products or services and cannot be represented as such by Sponsors. IATEFL reserve the right to reject a potential Sponsor for any reason.

Miscellaneous

This Contract shall become effective on the date signed below and will remain in effect until all responsibilities set out are fulfilled. Payment is due in full and in cleared funds within 30 days of the date of invoice. The parties acknowledge that they will negotiate and resolve subsequent issues that may arise from this Contract as a result of unforeseen occurrences and that may alter the conditions of this Contract.

Cancellation Policy

This Contract is effective as of the date signed below and shall remain effective until the "Conference" ends on Sunday 12 November 2017. Cancellations by Sponsor do not relieve Sponsors of their obligation under this contract and do not entitle them to a refund. IATEFL may terminate this Contract at any time by notifying the Sponsor in writing or by email. Upon such termination, IATEFL shall return to the Sponsor all sponsorship fees paid to IATEFL.

Sponsor Contract Authorization

The Sponsorship Contract requires the signature of the authorised signatory of each company. It comes into being only when both parties have signed it and is effective as of the date of the last signatory. The undersigned hereby represents and warrants that he/she is duly authorised to execute this binding contract on behalf of the Sponsor / Company / Institution named above. The undersigned has read the Contract and accepts the same.

Name.....Job Title.....

Company Name.....

Signature..... Date.....
(Authorised Signatory)

Signature..... Date.....

On behalf of IATEFL BESIG

Please return this form to: Fax: +44 (0) 1795 538951 or sig@iatefl.org

EXHIBITION AREA BOOKING FORM

Company name:	
Accounts contact name:	
Accounts contact email:	
Billing address:	
Phone no. (incl. country & area code):	
Purchase Order number:	
VAT number:	
Charity Registration number:	
Signature:	
Date form completed:	
Exhibition booking contact name:	
Exhibition booking contact email:	

Includes:

- One space at 1.8m x 0.45m. A table and two chairs can be provided if required.
- Registration fee (including Friday evening reception) for one representative.
- Additional spaces charged at 300GBP per table

For health and safety reasons, please ensure all your representatives are registered for this event. If exhibition space is booked, the registration and Friday evening reception fee is waived for ONE representative from your organisation. Please ask your representative to register at <http://secure.iatefl.org/events/>. If you have any queries please email sig@iatefl.org for assistance. Your waived fee representative should register and not pay; all other attendees from your organisation should register and pay in full.

Please note that once signed, your exhibition area booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost. All exhibition stands must be paid for in full before setting up on site.

	Quantity	Price	Total Price
First space (1.8m x 0.45m)	1	£ 350	£ 350
Number of additional spaces required		£ 300	£
We require a table and chairs	Yes <input type="checkbox"/> No <input type="checkbox"/>		
We are bringing our own stand	Yes <input type="checkbox"/> No <input type="checkbox"/>		
TOTAL AMOUNT TO BE INVOICED			£

Please note that you will be invoiced in GBP sterling and the amount charged excludes VAT

Terms and Conditions

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the exhibition area.

Disclaimers

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Miscellaneous

This Contract shall become effective on the date signed below and will remain in effect until all responsibilities set out are fulfilled. Payment is due in full and in cleared funds within 30 days of the date of invoice. The parties acknowledge that they will negotiate and resolve subsequent issues that may arise from this Contract as a result of unforeseen occurrences and that may alter the conditions of this Contract.

Cancellation Policy

This Contract is effective as of the date signed below and shall remain effective until the “Conference” ends on Sunday 12 November 2017. Cancellations by Sponsor do not relieve Sponsors of their obligation under this contract and do not entitle them to a refund. IATEFL may terminate this Contract at any time by notifying the Sponsor in writing or by email. Upon such termination, IATEFL shall return to the Sponsor all sponsorship fees paid to IATEFL.

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Name.....Job Title.....

Company Name.....

Signature..... Date.....
(Authorised Signatory)

Signature..... Date.....

On behalf of IATEFL BESIG

Please return this form to: Fax: +44 (0) 1795 538951 or sig@iatefl.org

IATEFL Trading Ltd

IATEFL Trading Ltd Company number 7085385 / VAT Registration No 989 0132 92

CONFERENCE PROGRAMME ADVERTISING BOOKING FORM

Company name:	
Accounts contact name:	
Accounts contact email:	
Billing address:	
Phone no. (incl. country & area code):	
Purchase Order number:	
VAT number:	
Charity Registration number:	
Signature:	
Date form completed:	

Please send artwork to dale.coulter@besig.org by no later than 30 September 2017		
Colour full page	300GBP	£
Black + white full page	200GBP	£
Black + white half page	100GBP	£
(please note that prices are exclusive of VAT)	Total to invoice:	£

Please note that once signed, your booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost. All invoices must be paid for in full before the event takes place.

Please return this form to: IATEFL Finance Officer sig@iatefl.org

SIGNED _____

PRINT NAME _____ **DATE** _____

Please return to: Fax: +44 (0) 1795 538951 or sig@iatefl.org

IATEFL Trading Ltd

IATEFL Trading Ltd Company number 7085385 / VAT Registration No 989 0132 92

INSERTS IN DELEGATE BAGS BOOKING FORM

Company name:	
Accounts contact name:	
Accounts contact email:	
Billing address:	
Phone no. (incl. country & area code):	
Purchase Order number:	
VAT number:	
Charity Registration number:	
Signature:	
Date form completed:	

We would like to insert _____ flyers and _____ magazines / catalogues in the delegate bags at the IATEFL BESIG Conference 10-12 Nov 2017

Price for x1 A4/A5/ tri fold flyer £50

Price for x1 magazines/catalogues £100

(Prices exclude VAT) (Expected delegate numbers are 300)

What you are inserting	Quantity	Price
We will be inserting an A4 flyer		£
We will be inserting an A5 flyer		£
We will be inserting a tri-fold flyer		£
We will be inserting a magazine		£
We will be inserting a catalogue		£
(please note that prices are exclusive of VAT)	Total to invoice:	£

Please note that once signed, your booking form acts as a binding agreement and cancellation at any time prior to the event will incur the full cost. All invoices must be paid for in full before the event takes place.

SIGNED _____

PRINT NAME _____ **DATE** _____

Please return to: Fax: +44 (0) 1795 538951 or sig@iatefl.org