



SLTBR

Society for Light Treatment
and Biological Rhythms

Manchester, United Kingdom

June 25-27, 2020

Sponsorship / Exhibition Application Form

2018-2020 Board of Directors

- Dorothy Sit, MD (president)
- Mirjam Münch, PhD
- Marijke Gordijn, PhD
- Christian Cajochen, PhD
- Katherina Wulf, PhD
- Renske Lok, PhD (student delegate)

General Information

Congress Venue:	The University of Manchester Alliance Manchester Business School (AMBS) Barnes Wallis Room
Organization:	Registration for the 3-day scientific program that includes all coffee breaks and lunches. The main program is held in one location to ensure maximal exposure of our exhibitors.
Website & Materials:	All sponsors and exhibitors will be first listed with respect to their sponsorship level and then alphabetically.
Exhibition Space:	The space allocation will be provided in late May 2020. Priority locations will be allocated with respects to sponsorship levels.
Participants:	The total number of delegates is expected to be between 120-150 participants.
Congress Bags:	Each participant will receive a congress bag; flyers, pens, and promotional items can be distributed from all sponsors. More information to follow.

Gold

- \$10,000 (max 1)
- Congress Dinner: speaking opportunity
- 1 Table reserved (premiere location)
- Materials provided on each dinner table
- Up to 3 registration badges
- Up to 3 banquet invites
- Premier location of exhibition
- Premier placement of logo on all printed materials

Silver

- \$5,000 (max. 3)
- Up to 2 registration badges
- Up to 2 banquet invitations
- Premier exhibition location
- Premier location of logo (materials)
- Lunch sponsor

Bronze

- \$3,000 (max. 4)
- 1-Session Coffee Break
- Signage provided during break
- 1 registration badge
- 1 banquet invitation
- Exhibition Location
- Logo on congress materials

Friend Sponsor

- \$1500
- 1 congress registration
- Exhibition table
- Logo on congress materials

Poster/Abstract Prize

- \$750 (max. 1)
- Named sponsor of Poster/ Abstract prize
- Logo on congress materials
- Prize = \$500



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Rules & Guidelines for Sponsors and Exhibitors

Exhibition Space

- Each sponsor/exhibitor will be provided a table and 2-3 chairs. Electricity will also be made available.
- Please note that the tables may or may not be covered with linens. So, please prepare accordingly.

Installation / Removal of materials

- All sponsors/exhibitors are able to set-up no earlier than 0800 on Thursday, June 25, 2020.
- Regarding breakdown of the spaces, the earliest would be on Saturday, June 27, 2020 after lunch but the latest would be 30 minutes after the close of the scientific program.
- All tables and space must be left in the same condition that they were found. In other words, please do not leave any flyers, materials or garbage on your table(s) prior to leaving.

Insurance

- All sponsors/exhibitors are responsible for any damage that any of their equipment or materials causes. Each sponsor/exhibitor is responsible for his/her equipment and if left unattended, the congress does not assume any responsibility of loss, theft, or damage. The sponsor/exhibitors are held fully responsible for any harm that their device, products or materials cause to any person. The congress organizer assumes no liability for such instances.

Payment Requirements

- Upon confirmation of the sponsorship contract (to be provided after application is completed and submitted), the total payment of the confirmed sponsorship amount will be invoiced in Q2 2020.
- The total payment is due upon receipt of invoice with no exceptions. Should the above terms not be respected, the congress organizing committee will be entitled to terminate the agreement without any responsibility, obligation, and in certain cases, will keep the partial payment of any sponsorship amount.

Cancellation Policy

- In case the sponsor/exhibitor would like to cancel the agreement or is unable to participate in the meeting, the sponsor/exhibitor must inform the congress organizing committee in writing as soon as possible.
- Regarding a refund, each situation will be handled on a case-to-case basis depending on the reason for not attending and the date of notification in reference to the congress dates.
- In case that the congress must be cancelled, due to "force majeure," a reimbursement of sponsorship amounts will be provided to sponsors/exhibitors in the amount that they have paid. No additional compensation will be provided to cover any costs or fees that the sponsor/exhibitor have accrued to participate in the congress.



Return Form

Please return this form by **Friday, March 27, 2020.**

Contact

GroupAdvance Consulting GmbH
"SLTBR Annual Meeting 2020"
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Desired sponsorship level	
Company Name	
VAT Number	
Street	
Postal Code	
City	
Country	
Phone	
Fax	
Email	
Contact / Responsible	
Name of delegate	

Send by fax or email
F +41 41 560 91 99
info@groupadvance.com