



SLTBR

Society for Light Treatment
and Biological Rhythms

Lausanne, Switzerland
May 30 / June 1, 2023

Sponsorship / Exhibition Application Form

2022-2024 Board of Directors

- Christian Cajochen, PhD (president)
- Marijke Gordijn, PhD
- Corrado Garbazza, MD
- John Hanifin, PhD
- Renske Lok, PhD
- Lisa M. Wu, PhD
- Louise Ince, PhD
- Aleksandar Videnovic, MD

General Information

Congress Venue:	Ecole Polytechnique Lausanne (EPFL) www.epfl.ch/en
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 early May 2023. Priority locations will be allocated with respects to sponsorship levels.
Participants:	The total number of delegates is expected to be between 100-200 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)
- Industrial symposium (1h)
- 1 table at premier exhibition location
- Materials provided on each dinner table and in congress bag
- Up to 3 registration badges
- Up to 3 banquet invites
- Premier placement of logo on all printed materials and website

Silver

- \$5,000 (max. 3)
- 1 table at premier exhibition location
- Flyer in congress bag
- Up to 2 registration badges
- Up to 2 banquet invitations
- Premier location of logo (materials and website)
- Lunch sponsor

Bronze

- \$3,000 (max. 4)
- 1 table at exhibition location
- Flyer in congress bag
- 1 registration badge
- 1 banquet invitation
- 1 session Coffee Break
- Signage provided during break
- Logo on congress materials and website

Friend Sponsor

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

Young Investigator Award

- \$600
- Named sponsor of Young Investigator Award
- Logo on congress materials and website

Poster Prize

- \$200 (max. 3)
- Named sponsor of Poster prize
- Logo on congress materials and website



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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 Tuesday, May 30th, 2023.
- Regarding breakdown of the spaces, the earliest would be on Thursday, June 1st, 2023 after lunch but the latest would be 30 minutes after the closure 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.
- 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" or due to new restrictions to prevent spreading of COVID-19, 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. The board of the SLTBR will decide in April 2023 latest, whether or not the congress organization will proceed as planned.



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Return Form

Please return this form by December 31, 2022

Contact

Prof. Christian Cajochen, president SLTBR

SLTBR.contact@gmail.com

and Christian.cajochen@upk.ch

Desired sponsorship level	
Company Name	
VAT Number	
Street	
Postal Code	
City	
Country	
Phone	
Fax	
Email	
Contact / Responsible	
Name of delegate	

**Please send by email to
SLTBR.contact@gmail.com**