



Sponsorship / Exhibition Application Form

2024-2025 Board of Directors

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General Information

Congress site: Brigham and Women's Hospital
Venue: Bornstein Family Amphitheater
45 Francis Street, 2nd Floor, Boston, MA 02115

Organization: Registration for the three-day scientific program includes coffee breaks and lunches.

Website & Materials: All sponsors and exhibitors will first be listed by sponsorship level and then alphabetically on the website and materials. Space allocation will take place in early June 2025. Priority locations will be allocated according to sponsorship level.

Exhibition Space: The total number of delegates is expected to be between 100-150.

Participants: Each delegate will receive a congress bag. Sponsors are welcome to distribute flyers, pens and other promotional items. More information to follow.

Gold

\$12,000

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 invitations
Premier location of logo on congress materials and website
Company page and rotating banner in Congress App
Corporate SLRCH membership included (1 year)

Silver

\$6,000

1 table at premier exhibition location
Flyer in congress bag
Up to 2 registration badges
Up to 2 banquet invitations
Premier location of logo on congress materials and website
Lunch sponsor
Company page and rotating banner in Congress App
Corporate SLRCH membership included (1 year)

Bronze

\$3,600

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
Company page in Congress App
Corporate SLRCH membership included (1 year)

Friend Sponsor

\$1,800

1 congress registration
Exhibition table
Logo on congress materials and website
Company page in congress app
Corporate SLRCH membership included (1 year)

Early Career Investigator Award

\$750 (max. 1)

Named sponsor of Early Career Investigator Award
Logo on congress materials and website

Poster Prize

\$250 (max. 3)

Named sponsor of Poster prize
Logo on congress materials and website

We are planning to organise a Corporate Roundtable. The SLRCH Board is pleased to present this as a forum for open exchange with our corporate partners to discuss new and innovative ways to collaborate and promote quality in circadian health research. In addition, speakers will be invited to present on "circadian-driven pharmacological and non-pharmacological treatments", as interventions do not always treat ICD-10/DSM-IV diagnoses of circadian rhythm disorders.

Rules & Guidelines for Sponsors and Exhibitors

Exhibition Space

- Each sponsor/exhibitor will be provided a table and chairs. Electricity will be available.
- Please note that tables may or may not be covered with linens. Please bring your own if you wish.

Installation / Removal of materials

- All sponsors/exhibitors are requested to set-up no earlier than 13 June 2025.
- Regarding breakdown of the spaces, the earliest would be on 16 June 2025 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. Please ensure proper cleaning and disposal of materials.

Insurance

- Sponsors/exhibitors are responsible for any damage caused by their equipment or materials. Sponsors/exhibitors are responsible for their equipment and if left unattended, the Congress Organizer accepts no liability for loss, theft, or damage. Sponsors/exhibitors are fully responsible for any damage caused to any person by their equipment, products or materials. The Congress Organizer accepts no liability in such cases.

Payment Requirements

- Following confirmation of the Sponsorship Agreement (which will be provided once the application has been completed and submitted), the full payment will be invoiced in March 2025.
- Payment is due upon receipt of the invoice without exception. In the event of non-compliance with the above terms and conditions, the Congress Organizing Committee shall be entitled to terminate the agreement without any responsibility or obligation, and in certain cases, to retain the partial payment of any sponsorship amount.

Cancellation Policy

- In case the sponsor/exhibitor wishes to cancel the agreement or is unable to attend the meeting, the sponsor/exhibitor must notify the Congress Organizing Committee in writing as soon as possible.
- Refunds will be considered on a case-by-case basis, depending on the reason and the date of notification.
- If the Congress has to be canceled due to "force majeure" or due to new restrictions to prevent the spread of COVID-19 or any other disease, a refund of sponsorship will be made. No additional compensation will be provided to cover any costs or fees incurred by the sponsor/exhibitor in attending the congress. The Board of the SLTBR will decide by April 2025 at the latest whether or not to proceed with the organisation of the congress as planned.



**Brigham and Women's
Hospital (Boston, MA,
USA)
13 – 16 June 2025**

Return Form

Please return this form by **December 31, 2024**

Corrado Garbazza, President SLRCH
contact.SLRCH@gmail.com

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
Contact.SLRCH@gmail.com**