



arms23

6 – 8 SEPTEMBER 2023 | ICC SYDNEY



Shifting Sands:
Embracing the Diverse Future
of Research Management

**SPONSORSHIP AND
EXHIBITION PROSPECTUS**

ARMS
Australasian Research Management Society

INVITATION TO SPONSOR

The Australasian Research Management Society (ARMS) annual conference is the premier event for Research Management Professionals in Australasia and Singapore.

We are thrilled to be hosting the ARMS 2023 Conference in-person and Australia's largest and highly recognised harbourfront city – Sydney, Australia!

Sydney's sparkling harbour, home to striking landmarks such as the Sydney Harbour Bridge and Opera House, provides a beautiful backdrop to a constantly evolving city filled with inspired restaurants and exciting nightlife. The shifting sands and diverse populations of Sydney iconic beaches – for example Bondi, Manly, Bronte – reflect the theme of our conference. Bright spring sunshine makes September the perfect time to visit.

The theme of the ARMS 2023 Sydney Conference is **“Shifting Sands: Embracing the Diverse Future of Research Management”**. We invite you to join us, and fellow colleagues from across Australia, New Zealand, Singapore and globally at the ARMS 2023 Sydney Conference from **6-8 September 2023**.

The conference will build on the outstanding programs of previous years and will deliver a novel and exciting program of knowledge sharing, networking and presentations by inspiring leaders and innovators in the research environment. Join us in Sydney in 2023!

Connie Killey and Louise Fleck
Convenors, ARMS 2023

ABOUT ARMS

The Australasian Research Management Society or ARMS is the Australasian association of Research Management Professionals.¹ The Society's membership of over 3900 members spans universities, independent research institutions, government and health research organisations from across the Australasian region including Australia, New Zealand and Singapore.

www.researchmanagement.org.au

ARMS

Australasian Research Management Society

¹Research Management Professionals are defined as individuals who provide strategic, management, technical, administrative or clerical assistance to support the research endeavour.



Venue

Situated at the intersection of Sydney's academic, cultural and technology precincts, International Convention Centre Sydney (ICC Sydney) affords delegates, exhibitors and visitors convenient access to Australia's most cosmopolitan city.

The emerging financial, dining and retail precinct of Barangaroo is nearby; there are numerous galleries, theatres and concert halls within easy reach; and the bustling city centre is only a short walk away.

ICC INTERNATIONAL
SYDNEY CONVENTION
CENTRE



SYDNEY, NEW SOUTH WALES



Attendees

CONFERENCE ATTRACTS

500+
DELEGATES



Dates

6-8
SEPTEMBER 2023

REPRESENTATIVES FROM

Universities

Government
departments

Research
agencies and
institutes

Funding
bodies

Medical
research
institutes

Industrial
R&D teams

R&D
corporations

Service
providers

Research
centres

Commercialisation
bodies and
consultancies



Program at a glance

TUESDAY 5 SEPTEMBER

Exhibitors Bump-In
Pre Conference Workshops
Conference Welcome Reception

WEDNESDAY 6 SEPTEMBER

DAY ONE
Exhibition Opens
Conference Sessions

THURSDAY 7 SEPTEMBER

DAY TWO
Conference Sessions
AGM
Conference Gala Dinner

FRIDAY 8 SEPTEMBER

DAY THREE
Conference Sessions
Exhibition Closes

Benefits

OF COLLABORATING WITH ARMS 2023

ARMS has a network of more than 3900 members representing leading Australasian research organisations



Receive wide acknowledgement to the ARMS database through electronic promotions, social media campaigns and at various ARMS committees and special interest group meetings



Generate leads whilst raising your profile in the industry and add value to your brand



Inform and update delegates on new initiatives and developments within your organisation



Connect face to face with the most influential people, bodies and organisations in research and research management



Contact

Australasian Research Management Society (ARMS) Executive Office
Lisa Beckham, ARMS Conference and Major Events Coordinator
T: +61 8 8201 2911 E: arms_events@researchmanagement.org.au

OPPORTUNITIES AT A GLANCE

	Number Available	Investment AUD (inclusive GST)
Sponsorship Opportunities		
Platinum	Exclusive	\$27,000
Gold	Multiple	\$18,500
Silver	Multiple	\$14,500
Bronze	Multiple	\$10,500
Individual Opportunities		
Educational		
Poster Session Sponsor	Exclusive	\$3,500
Keynote Speaker Sponsor	Multiple	\$8,000
Conference Session Sponsor	Multiple	\$4,000
Lunch & Learn Sponsor	Multiple	\$5,000
Social Events and Catering		
Conference Gala Dinner Sponsor	Exclusive	\$14,000
Barista Station Lounge Sponsor	Exclusive	\$16,000
Welcome Reception Sponsor	Exclusive	\$10,000
Networking Drinks Sponsor	Multiple	\$4,500
Conference Lunches Sponsor	Multiple	\$3,500
Morning/Afternoon Tea Sponsor	Multiple	\$2,500
Delegate Reach		
Conference App Sponsor	Exclusive	\$12,000
Name Badge and Lanyard Sponsor	Exclusive	\$8,500
Conference E-Satchel Sponsor	Exclusive	\$6,500
Advertising		
E-Satchel Insert	Multiple	\$1,500
Exhibition		
Exhibition Space 3m x 2m	Multiple	\$8,000

REDUCED-WASTE CONFERENCE

Eleven million metric tonnes of plastic go into our oceans each year, and in many aspects of our lives we are now attempting to mitigate this damage. Major conferences can also play a role in reducing the excessive use of plastic, and in 2023 ARMS is aiming to reduce-waste and be an environmentally sustainable conference.

We are working with our venue and suppliers to reduce plastic use and would like to extend this commitment to our sponsors.

We encourage our sponsors to be mindful of being more environmentally friendly when organising giveaways and marketing materials.

Ways in which sponsors may wish to consider becoming more waste and plastic-free could include: subscription/competition sign-ups via tablet/iPad to reduce paper and, if considering giveaways, sourcing items such as recycled paper pens or eco items.



Opportunities

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EXCLUSIVE OPPORTUNITY ONE (1) ONLY

PLATINUM SPONSOR

INVESTMENT AUD \$27,000

SPONSOR RECOGNITION

- Platinum Sponsor acknowledgement at opening and closing of the conference
- Organisation acknowledgement and logo on literature and signage relating to the Conference
- Organisation acknowledgement and logo on social media (Facebook, twitter & LinkedIn), highlighting level of sponsorship
- Organisation acknowledgement on the conference website with hyperlink to company website
- Organisation logo on regularly distributed electronic conference newsletters in the lead up to Conference
- Organisation logo in the conference app
- Organisation acknowledgement on conference Sponsor slides during conference
- Organisation provided one (1) pull up banner on display near conference registration desk

SPONSOR PROMOTION

- Two (2) A4, Single Sided, PDF inserts in delegate E-Satchel
- Opportunity to present your product or service in a 5-minute presentation as part of the Sponsorship & Exhibition Forum
- One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members)
- One (1) post conference email to delegates

REGISTRATION INCLUSIONS

- Four (4) conference registrations including welcome reception and conference dinner tickets

EXHIBITION INCLUSIONS

- Two (2) 3m x 2m Exhibition Space(s) in prime location offering a double Exhibition space
- Four (4) exhibitor registrations including welcome reception and conference dinner tickets
- Opportunity to access private boardroom for client meetings throughout conference, subject to availability and bookings essential

MULTIPLE OPPORTUNITIES

GOLD SPONSOR

INVESTMENT AUD \$18,500

SPONSOR RECOGNITION

- Gold Sponsor acknowledgement at opening and closing of the conference
- Organisation acknowledgement and logo on literature and signage relating to the Conference
- Organisation acknowledgement and logo on social media (Facebook, twitter & LinkedIn), highlighting level of sponsorship
- Organisation acknowledgment on the conference website with hyperlink to company website
- Organisation acknowledgment on Conference Sponsor slides during conference
- Organisation provided one (1) pull up banner on display near conference registration desk

SPONSOR PROMOTION

- Two (2) A4, Single Sided, PDF inserts in delegate E-Satchel
- One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members)
- Opportunity to present your product or service in a 4 minute presentation as part of the Sponsorship & Exhibition Forum

REGISTRATION INCLUSIONS

- Two (2) conference registrations including welcome reception and conference dinner tickets

EXHIBITION INCLUSIONS

- One (1) 3m x 2m Exhibition Space in prime location
- Two (2) exhibitor registrations including welcome reception and conference dinner tickets
- Opportunity to access private boardroom for client meetings throughout conference, subject to availability and bookings essential

SPONSORSHIP PACKAGES

MULTIPLE OPPORTUNITIES

SPONSOR RECOGNITION

SILVER SPONSOR

INVESTMENT AUD \$14,500

- Silver Sponsor acknowledgement at opening and closing of the conference
- Organisation acknowledgment on the conference website with hyperlink to company website
- Organisation acknowledgment and logo on social media (Facebook, twitter & LinkedIn), highlighting level of sponsorship
- Organisation acknowledgment on Conference Sponsor slides during conference
- Organisation logo and 100 word profile in the conference app and on website

SPONSOR PROMOTION

- One (1) A4, Single Sided, PDF insert in delegate E-Satchel
- One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members)
- Opportunity to present your product or service in a 3 minute presentation as part of the Sponsorship & Exhibition Forum

REGISTRATION INCLUSIONS

- One (1) conference registration including welcome reception and conference dinner ticket

EXHIBITION INCLUSIONS

- One (1) 3m x 2m Exhibition Space
- One (1) exhibitor registration including welcome reception and conference dinner ticket
- Opportunity to access private boardroom for client meetings throughout conference, subject to availability and bookings essential



SPONSORSHIP PACKAGES

MULTIPLE OPPORTUNITIES

SPONSOR RECOGNITION

BRONZE SPONSOR

INVESTMENT AUD \$10,500

- Bronze Sponsor acknowledgement at opening and closing of the conference
- Organisation acknowledgment on the conference website with hyperlink to company website
- Organisation acknowledgment and logo on social media (Facebook, twitter & LinkedIn), highlighting level of sponsorship
- Organisation acknowledgment on Conference Sponsor slides during conference
- Organisation logo and 50 word profile in the conference app and on website

SPONSOR PROMOTION

- One (1) A4, Single Sided, PDF insert in delegate E-Satchel
- One (1) scheduled post in the ARMS LinkedIn group (currently including 950+ members)
- Opportunity to present your product or service in a 2 minute presentation as part of the Sponsorship & Exhibition Forum

REGISTRATION INCLUSIONS

- One (1) conference registration including welcome reception and conference dinner ticket



EXCLUSIVE OPPORTUNITY ONE (1) ONLY

CONFERENCE GALA DINNER SPONSOR

INVESTMENT AUD \$14,000

The Gala Dinner is the social highlight of the Conference! This event will provide you with an opportunity to sponsor a social function that brings delegates together to network in a fun, relaxed environment.

SPONSOR RECOGNITION

- Conference Gala Dinner Sponsor acknowledgement at opening and closing of the conference
- Opportunity to market your organisation providing a 5 minute welcome address at the conference gala dinner
- Organisation logo on conference programme and menus
- Two (2) complimentary tickets for the conference gala dinner (supplied by the sponsor)
- Sponsorship acknowledgement on the conference website with a hyperlink to company website

SPONSOR PROMOTION

- One (1) A4, Single Sided Sponsor insert in delegate E-Satchel
- Opportunity to provide promotional gifts/items for attendees on tables at the conference gala dinner (subject to prior approval)

REGISTRATION INCLUSIONS

- One (1) conference registration including Welcome Reception
- Reserved tickets and table at conference gala dinner for ten (10) attendees



EXCLUSIVE OPPORTUNITY ONE (1) ONLY

BARISTA STATION LOUNGE SPONSOR

INVESTMENT AUD \$16,000

Delegates love good coffee and the opportunity to sit down and network! This Sponsorship opportunity will be well received and used regularly by delegates located within the prime exhibition space.

SPONSOR RECOGNITION

- Acknowledgement as Barista Station Lounge Sponsor at opening and closing of the conference
- Organisation acknowledgement on conference website with hyperlink to company website
- Organisation banners or other signage displayed next to Barista Station (supplied by Sponsor)
- Opportunity for Sponsor to provide promotional items to be distributed in the barista cart area (supplied by Sponsor)
- Opportunity for further branding of barista station (signage, branded coffee cups (eco-cups preferred) at Sponsors own additional expense – (ARMS can assist with organisation on Sponsors behalf)

INCLUSIONS

- Staffed barista station with supplies for Wednesday – Friday of the ARMS 2023 Conference
- Furnished lounge area



EXCLUSIVE OPPORTUNITY ONE (1) ONLY

WELCOME RECEPTION SPONSOR

INVESTMENT AUD \$10,000

The welcome reception offers an exclusive opportunity to market your organisation at the initial opening event of the Conference.

SPONSOR RECOGNITION

- Acknowledgment as Welcome Reception Sponsor at opening and closing of the conference
- Opportunity to market your organisation by providing a 3 minute welcome address at the welcome reception
- Two (2) organisation banners displayed at the welcome reception (supplied by Sponsor)
- Organisation acknowledgement on conference website with hyperlink to company website

SPONSOR PROMOTION

- One (1) A4, Single Sided, PDF inserts in delegate E-Satchel

REGISTRATION INCLUSIONS

- One (1) conference registration including welcome reception and conference dinner ticket
- Six (6) welcome reception tickets

LIMITED TO TWO (2) ONLY 1 PER DAY

NETWORKING DRINKS SPONSOR

INVESTMENT AUD \$4,500

Take the opportunity to host daily networking drinks for delegates within the exhibition space at end of select Conference days. Opportunities available on Wednesday and Thursday of the conference.

SPONSOR RECOGNITION

- Acknowledgment as Networking Drinks Sponsor for selected day at opening and closing of the conference
- Opportunity to market your organisation by providing a 2 minute welcome at commencement of selected days drinks session
- Two (2) organisation banners displayed at the drinks session (supplied by Sponsor)
- Organisation acknowledgement conference website with hyperlink to company website

INCLUSIONS

- Lectern and microphone provided in exhibition space for welcome
- Assistance by ARMS staff for organisation of food and beverage service*

**Note: Food and beverage service are at the Sponsor's own expense.*

LIMITED TO THREE (3) ONLY
1 PER DAY

CONFERENCE LUNCHES

INVESTMENT AUD \$3,500

Lunch breaks are provided each day of the Conference. Catering breaks are a great networking opportunity for delegates where they can relax and enjoy refreshments. Companies have the opportunity to be named as Sponsors for a selected lunch break.

SPONSOR RECOGNITION

- Acknowledgment as Conference Lunch Sponsor at opening and closing of the conference
- Opportunity to provide one (1) organisation banner displayed next to catering stations (supplied by Sponsor) during the sponsored break
- Opportunity to display brochures, flyers or promotional items at catering stations during the selected break
- Opportunity to provide self-branded napkins (to be provided by the Sponsor)
- Organisation acknowledgement on conference website with hyperlink to company website

6 OPPORTUNITIES AVAILABLE
(LIMITED TO 1 SPONSOR PER BREAK)

MORNING OR AFTERNOON TEA

INVESTMENT AUD \$2,500

Morning tea and afternoon tea coffee breaks are provided each day of the Conference. Catering breaks are a great networking opportunity for delegates where they can relax and enjoy refreshments. Companies have the opportunity to be named as sponsors of the morning tea or afternoon tea break for a selected day.

SPONSOR RECOGNITION

- Acknowledgment as Morning/Afternoon Tea Sponsor at opening and closing of the conference
- Opportunity to provide one (1) organisation banner displayed next to catering stations (supplied by Sponsor) during the sponsored break
- Opportunity to display brochures, flyers or promotional items at catering stations during the selected break
- Opportunity to provide self-branded napkins (to be provided by the Sponsor)
- Organisation acknowledgement on conference website with hyperlink to company website

EXCLUSIVE OPPORTUNITY ONE (1) ONLY

POSTER SESSION SPONSOR

INVESTMENT AUD \$3,500

The Conference Poster Area will be located within the Exhibition Hall. This will be heavily populated with delegates throughout the duration of the conference.

SPONSOR RECOGNITION

- Acknowledgment as Poster Session Sponsor at opening and closing of the conference
- Organisation acknowledgement on conference website with hyperlink to company website
- Opportunity to nominate poster session judge to be involved in poster awards judging
- Opportunity to provide organisation banners displayed within poster session area (supplied by Sponsor)

SPONSOR PROMOTION

- One (1) A4, Single Sided, PDF insert in delegate E-Satchel

LIMITED TO ONE (1) SPONSOR PER SPEAKER

KEYNOTE SPEAKER

INVESTMENT AUD \$8,000

ARMS 2023 will have a range of presentations and high-profile speakers to deliver plenary sessions. Sponsorship of a keynote speaker will provide opportunity for maximum exposure of your brand.

SPONSOR RECOGNITION

- Acknowledgment as Keynote Speaker Sponsor at opening and closing of the conference
- Verbal acknowledgement of Sponsorship at the start and finish of the relevant session
- Opportunity to chair session and provide introduction to selected keynote speaker
- Organisation's name and logo on holding slides during the relevant session
- Organisation acknowledgement on conference website with hyperlink to company website
- Organisation provided pull up banner displayed at session where speaker is appearing

SPONSOR PROMOTION

- One (1) A4, Single sided, PDF insert in delegate E-Satchel

LIMITED TO ONE (1) SPONSOR PER SESSION

CONFERENCE SESSION SPONSOR

INVESTMENT AUD \$4,000

SPONSOR RECOGNITION

- Acknowledgment as Conference Session Sponsor at opening and closing of the conference
- Verbal acknowledgement of Sponsorship at the start and finish of the relevant session
- Opportunity to nominate session chair for relevant conference session
- Organisation's name and logo on holding slides during the relevant session
- Organisation acknowledgement on conference website with hyperlink to company website
- Organisation provided pull up banner displayed at sponsored session

SPONSOR PROMOTION

- One (1) A4, single sided, PDF insert in delegate E-Satchel

MULTIPLE OPPORTUNITIES

LUNCH & LEARN SPONSOR

INVESTMENT AUD \$5,000

20-minute thought leadership session presented on a topic of relevance to the Research Management Profession (to be approved by conference committee) over a scheduled lunch break during the 2023 Sydney Conference

SPONSOR RECOGNITION

- Acknowledgment as Conference Session Sponsor at opening and closing of the conference
- Organisation acknowledgement on the conference website with hyperlink to company website
- Organisation logo on regularly distributed electronic newsletters in the lead up to the event
- Organisation logo and 50 word profile in the conference app and on website
- Organisation acknowledgement on Conference Sponsor slides during conference

SPONSOR PROMOTION

- One (1) A4, single sided, PDF insert in delegate E-Satchel

REGISTRATION INCLUSIONS

- One (1) conference registration including welcome reception and conference dinner ticket

EXCLUSIVE OPPORTUNITY ONE (1) ONLY

CONFERENCE APP SPONSOR

INVESTMENT AUD \$12,000

Delegates gain access to the ARMS Conference App which can be downloaded to smartphone devices offering wide exposure. App content includes information on the program, speakers, maps and exhibition and is available to delegates prior to the conference.

SPONSOR RECOGNITION

- Acknowledgment as Conference App Sponsor at opening and closing of the conference
- Prominent organisation branding on the ARMS 2023 Conference App
- Organisation profile prominently featured on app
- Organisation acknowledgement on conference website with hyperlink to company website
- Opportunity to have documents available for delegates to download via the App (subject to prior approval and App capabilities)

SPONSOR PROMOTION

- One (1) A4, single sided, PDF insert in delegate E-Satchel

EXCLUSIVE OPPORTUNITY ONE (1) ONLY

NAME BADGE AND LANYARD SPONSOR

INVESTMENT AUD \$8,500

Each delegate will receive a name badge and lanyard upon registration to wear for the entire duration of the Conference. This Sponsorship provides exclusive, highly visible level of exposure during the event.

SPONSOR RECOGNITION

- Acknowledgment as Name Badge and Lanyard Sponsor at opening and closing of the conference
- Organisation logo printed on the name badge alongside conference logo
- Organisation logo printed on all lanyards (must be double alligator clip and to be supplied by the sponsor)
- Organisation acknowledgement on conference website with hyperlink to company website

SPONSOR PROMOTION

- One (1) A4, Single sided, PDF insert in delegate E-Satchel

INDIVIDUAL OPPORTUNITIES

DELEGATE REACH SPONSORSHIP

EXCLUSIVE OPPORTUNITY ONE (1) ONLY

CONFERENCE E-SACHEL SPONSOR

INVESTMENT AUD \$6,500

Each delegate will receive an E-Satchel prior to the conference.

SPONSOR RECOGNITION

- Acknowledgment as Conference E-Satchel Sponsor at opening and closing of the conference
- Organisation branded E-Satchel sent to delegates prior to the conference
- Organisation acknowledgement on conference website with hyperlink to company website
- Opportunity to work with ARMS to add in various organisation information and advertisements in E-Satchel

SPONSOR PROMOTION

- Two (2) A4, single sided, PDF inserts in delegate E-Satchel

ADVERTISING OPPORTUNITIES

MULTIPLE OPPORTUNITIES

E-SACHEL INSERT

AUD \$1,500 EACH

The E-Satchel will be available to all delegates/exhibitors/Sponsors attending the conference

- Opportunity to include an A4, single sided, PDF insert within the E-satchel

EXHIBITION OPPORTUNITIES

The exhibition area is set to be the primary networking arena for delegates, sponsors and exhibitors. The program will be designed to maximise the opportunity for delegates to visit the exhibition. The welcome reception, poster sessions, refreshment breaks and barista station will be located within the exhibition area. Early confirmation of your booth/table will enable you to select your preferred space on the floor plan.

LIMITED OPPORTUNITIES

EXHIBITION SPACE

INVESTMENT AUD \$8,000

EXHIBITION INCLUSIONS

- One (1) 3m x 2m Exhibition Space
- One (1) clothed display trade table
(on request or sponsors have opportunity to purchase other exhibition furniture at own expense)
- Two (2) chairs
- Power supply
- Access to delegate listing via conference app

EXHIBITOR PROMOTION

- Distribution of promotional items from your booth to delegates
- One (1) A4, single sided, PDF insert in delegate E-Satchel
- Organisation acknowledgement on conference website with hyperlink to company website

EXHIBITOR REGISTRATION

- Two (2) exhibitor registrations including welcome reception and conference dinner tickets

EXHIBITOR BONUS

- Sponsor lead generation feature within conference app



Apology

arms23

6 - 8 SEPTEMBER 2023 | ICC SYDNEY



Primary Contact

All correspondence including invoices will be sent to the contact supplied below

Company/Organisation Name

Contact Person

Position

Email

Telephone

Mobile

Address

State

Postcode

Country

Company Website

Conference Sponsorship Packages (please tick to indicate your choice)

<input type="checkbox"/>	Platinum Sponsor	\$27,000	<input type="checkbox"/>	Silver Sponsor	\$14,500
<input type="checkbox"/>	Gold Sponsor	\$18,500	<input type="checkbox"/>	Bronze Sponsor	\$10,500

Individual Opportunities (please tick to indicate your choice)

Social Events & Catering

<input type="checkbox"/>	Conference Gala Dinner Sponsor	\$14,000
<input type="checkbox"/>	Barista Station Lounge Sponsor	\$16,000
<input type="checkbox"/>	Welcome Reception Sponsor	\$10,000
<input type="checkbox"/>	Networking Drinks Sponsor	\$4,500
<input type="checkbox"/>	Conference Lunch Sponsor	\$3,500
<input type="checkbox"/>	Morning/Afternoon Tea Sponsor	\$2,500

Educational

<input type="checkbox"/>	Poster Session Sponsor	\$3,500
<input type="checkbox"/>	Keynote Speaker Sponsor	\$8,000
<input type="checkbox"/>	Conference Session Sponsor	\$4,000
<input type="checkbox"/>	Lunch & Learn Sponsor	\$5,000

Delegate Reach

<input type="checkbox"/>	Conference App Sponsor	\$12,000
<input type="checkbox"/>	Name Badge and Lanyard Sponsor	\$8,500
<input type="checkbox"/>	Conference E-Satchel Sponsor	\$6,500

Advertising

<input type="checkbox"/>	E-Satchel Insert	\$1,500
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Conference Exhibition Packages

<input type="checkbox"/>	Exhibition Space 3m x 2m	\$8,000
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Confirmation

I have read and accept the terms and conditions set out in this Sponsorship and Exhibition Prospectus

Signed:

Date:

Sponsorship agreement and tax invoice will be sent upon receipt of your application form.
Prices quoted are in AUD and inclusive of GST

Please complete this form and return for invoicing to:

Lisa Beckham, ARMS Conference and Major Events Coordinator
Email: ARMSevents@researchmanagement.org.au | T: 08 8201 2911

These terms and conditions constitute a contract between you ('the Exhibitor/Sponsor'), and **Australasian Research Management Society** (ABN 57 334 849 485) ('ARMS') in relation to the sponsorship and/ or use of exhibition space for the **2023 ARMS Conference** ('the Conference') at the ICC Sydney ('the Venue') from 6 – 8 September 2023. By signing the application form you are indicating your acceptance of these terms and conditions.

General

- An official Application Form must be received to reserve Sponsorship or Exhibition space.
- ARMS reserves the right to refuse application or prohibit any Sponsors/ exhibitors from participation.
- Exhibition trade will be allocated strictly in order of receipt of applications and deposit monies and ARMS's decision will be final.
- Should the exhibition floor plan need to be altered, ARMS has the right to make necessary changes.
- ARMS agrees to provide exhibitors with a full Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of being an exhibitor.
- ARMS will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.
- Exhibitors must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition. Exhibitors must comply with all directions/requests outlined in the provided Exhibition Manual.
- Unless otherwise communicated, storage will not be provided onsite at the exhibition. Under no circumstance are goods permitted to be stored in public access areas.
- Exhibition furniture, extra lighting, power and all other items are to be ordered from the exhibition contractor at exhibitors own additional expense.
- Where applicable, a delegate list will be provided featuring delegate name, organisation and country information only.

Exhibitor Display Rules

- ARMS shall determine the hours during which the Exhibition shall be conducted and the hours of access for Exhibitors, including any variations of access times as may be necessary.
- The allocated exhibition space must always be staffed during the exhibition and removal of any exhibition display must not commence until after the exhibition closes.
- All advertising material, such as banners, must be displayed within the designated booth area.
- Excessive noise that inconveniences other exhibitors or the conference must be avoided.
- Exhibitors must not obstruct aisles and walkways.
- While Exhibitors are encouraged to pursue novel methods of attracting people with their stand, practices disadvantaging other exhibitors or detracting from the Exhibition are not permitted.
- Exhibitors are encouraged to be mindful of being more environmentally friendly when organising giveaways and marketing materials. Ways in which sponsors may wish to consider becoming more waste and plastic-free could include: subscription/competition sign-ups via tablet/iPad to reduce paper and, if considering giveaways, sourcing items such as recycled paper pens or eco items.

Insurance and Liability

- All exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation at the request of the venue or ARMS.
- ARMS will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, ARMS and the Organising Committee cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever. The Exhibitor is responsible for all items within their allocated exhibition space.
- ARMS will not be liable and makes no guarantee of the number of visitors to the exhibition.

Detailed Requirements and Due Dates:

- ARMS requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display, delivery of E-Satchel inserts or other arrangements will be sent to you at a later date with relevant due dates.
- Logos will be requested in both .jpg and .eps format, high resolution 300dpi. If logos in other formats are received, ARMS are not responsible for the quality of the logos displayed in any of the promotional material.
- If materials, information, content or artwork required by ARMS is not received by the designated due date, their use for their intended purpose cannot be guaranteed and ARMS is not responsible for any losses sustained as a result.

Payment and Cancellation

- A 50% deposit is required upon confirmation of your Sponsorship/ exhibition for the ARMS 2023 Conference. The deposit is non-refundable and organisation information will only feature on the conference website once the initial deposit has been paid.
- The remaining 50% balance is due no later than 30 days prior to the ARMS 2023 Conference.
- Sponsors/exhibitors must ensure that all accounts are finalised and paid prior to the Conference. Failure to make payment may result the space being available for sale to another company.
- Exhibitors will not be permitted to bump in until full payment is received.
- In the event of cancellation of a Sponsorship/exhibition booking, ARMS must be notified in writing as soon as possible.
- A refund of fees paid (less a 50% deposit) will be made to parties who wish to cancel no later than 30 days prior to the ARMS 2023 Conference. After this date, all fees paid will automatically be forfeited and no refund will be made.