



# BACK ON TRACK

Annual Education Meeting 2023


Melbourne • 19 - 20 October  
Crown Promenade Conference Centre

## Sponsorship Prospectus

 [www.acccn-aem-2023.com](http://www.acccn-aem-2023.com)

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 [linkedin.com/company/australian-college-of-critical-care-nurses-ltd-acccn](https://linkedin.com/company/australian-college-of-critical-care-nurses-ltd-acccn)



# Invitation

On behalf of the Australian College of Critical Care Nurses (ACCCN) and the National Events Committee, we have great pleasure inviting you to participate as a sponsor or exhibitor at ACCCN's Annual Education Meeting (AEM) being held 19-20 October 2023, at the Crown Promenade Conference Centre in Melbourne.

The challenges of critical care nursing require a sound knowledge of contemporary professional issues and evidence-based practise. Critical care nurses have exceeded expectations meeting these challenges in the last few years. As we turn our gaze towards the future, the lens for AEM 2023 is person centredness. The theme "Back on Track" frames a refreshing opportunity to embrace a proactive approach with person-centred outcomes at the forefront of critical care. Participants will be invited to consider whether we are back on track, and if not, what can be done to regain momentum.

The program will encompass a broad range of topics including management of the deteriorating patient, cardiac, respiratory care, workforce, and education of specialist nurses. A hallmark of the AEM is the opportunity for delegates to participate in a variety of workshops and a strong workshop program is offered at this year's Meeting. Following the success of the 2022 AEM there will again be a paediatric stream included on Day 1.

The AEM is designed to connect people from across the industry, providing opportunities to strengthen existing relationships and create new ones. The program and social events will provide your organisation with unparalleled access to key decision makers, including leading Australian clinical nurses, educators and managers, plus allied health clinicians and researchers. We will work closely with your organisation to ensure you reach your target audience through our many channels of Meeting opportunities. This will enable your organisation to showcase current and future products and services that will improve the care of the critically ill patient.

This prospectus outlines the opportunities available for you to align your brand with this educational and informative event and be part of this exchange of ideas to enhance and improve industry standards. However, we also recognise that no one size fits all and will be happy to discuss a bespoke package to suit your needs and marketing objectives.

The critical care community is looking forward with great anticipation to the 2023 AEM. We thank you for considering partnering with ACCCN at AEM 2023 and look forward to your team joining us in Melbourne in October.

If you require further information, please do not hesitate to contact the appointed professional Meeting organisers, Encanta, as detailed below.

**Rose Jaspers**

Convenor

ACCCN AEM 2023

## Event Organisers:



Priscilla Matters

E: [events@encanta.com.au](mailto:events@encanta.com.au)

M: 0413 491 572

## As a supporter, your organisation will benefit from:

- Presence at AEM 2023 is your organisation's opportunity to leverage 2 days of unparalleled access to a wide potential client base, to inform them about your products and services and build long-term relationships.
- Our Meeting participants are keen to improve their clinical and scientific knowledge. Aligning your organisation with this powerful educational experience demonstrates your commitment to assisting their development at a personal level.
- The Meeting will give your organisation exposure to key decision makers including leading clinical nurses, educators and managers.
- You will benefit significantly from exposure to an interested, relevant, and influential audience in an informal yet informative environment away from the competition of everyday distractions.
- Reinforce your brand messaging such as leadership, innovation, and excellence.
- Generate leads from a high-level, targeted, and captive audience.
- Build relationships with potential and existing clients and stakeholders.
- Demonstrate your product or services in person.

## Tailor your partnership with AEM 2023

A variety of sponsorship and exhibition opportunities have been designed for the event, each containing benefits that will ensure your organisation receives maximum exposure. However, we recognise that not one size fits all and we are happy to design a package to suit your budget, and business objectives. We are happy to talk to your marketing department to ensure we are also aligning the sponsorship opportunities to marketing objectives and goals.

Email, [natasha.pembroke-birss@encanta.com.au](mailto:natasha.pembroke-birss@encanta.com.au) or call +61 0409 790 530 to talk about tailoring your event partnership.

## Venue

AEM 2023 will be held at Conference Centre, Melbourne. The precinct is a stone's throw away from Melbourne's entertainment and restaurant scene. The exhibition will be held in the Promenade Foyer (Level 1) and is adjacent to our conference rooms.

Go on a virtual tour of our exhibition area and picture your booth and staff in the space, meeting our delegates.



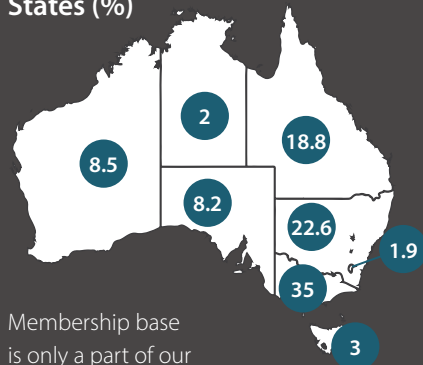
# MARKETING AND DIGITAL REACH

## ACCCN member demographics

### Category (%)

Standard	86.6
Post Grad	7.1
Under Grad	1.3
First Year RN	2.1
Associate/Affiliate	2.1
Other	0.8

### States (%)



Membership base is only a part of our marketing database

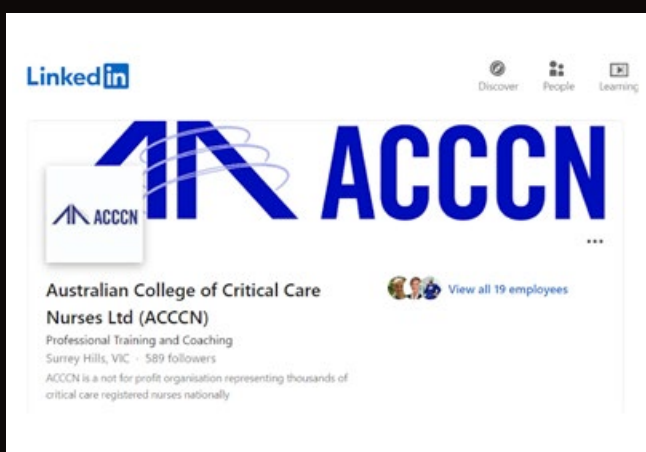
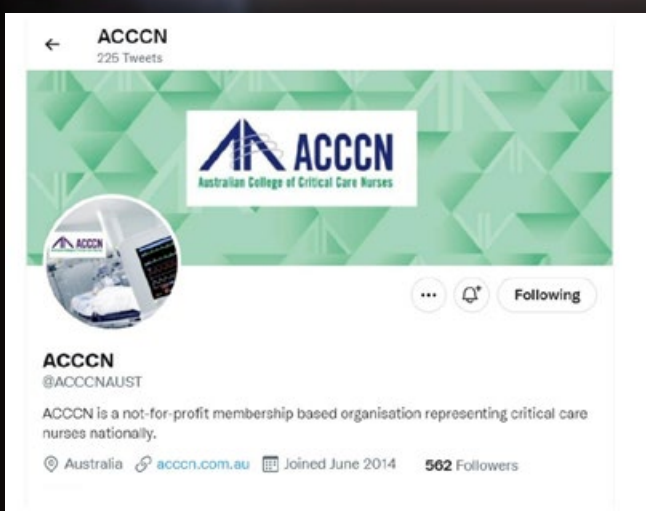
## ACCCN database

ACCCN Database Total **21,138**

### ACCCN Database by state

(please note some people opt out of marketing emails)

ACT	349
NSW	6,100
NT	379
QLD	3,237
SA	1,982
TAS	731
VIC	5,523
WA	2,840





## Summary of Opportunities

Package	Availability	Price + GST	Page
AEM 2023 Official Meeting Partner	Exclusive Opportunity	\$15,000	7
Major Partner	Two opportunities	\$11,500	9
Networking Breakfast	Exclusive Opportunity	\$9,000	10
AEM Networking & Barista Lounge Partner	Exclusive Opportunity	\$8,500	11
Lanyard and Name Badge Partner	Exclusive Opportunity	\$7,000	12
Wellness Zone Partner	Exclusive Opportunity	\$7,000	13
Official Party Night Partner	Exclusive Opportunity	\$6,500	14
Official 2023 AEM App Partner	Exclusive Opportunity	\$6,000	15
Official Workshop Partner	Six opportunities	\$5,500	16
Exhibitor Booth	Limited	\$4,000	17
Award/Educational Grant Partner	Three opportunities	\$800	18
Meeting App Notification Partner	Limited	\$500	18



# Program Overview:

- Keynote speaker address: Prof Brendan McCormack
- Management of the deteriorating patient
- Cardiac
- Respiratory care
- Workforce
- Education of specialist nurses
- Comprehensive workshop program
- Paediatric stream included on Day 1

Note: The Organising Committee reserve the right to change the above without notice.





# AEM 2023 Official Meeting Partner

Lead the way as the exclusive Meeting Partner of ACCCN's AEM 2023 that includes the elements most important to your organisation.

It will include extensive branding opportunities and high-level exposure in the lead up to, during and post the event. In addition, the Event Partner receives an exhibition area prominently located and a number of high-profile networking opportunities.

**Exclusive  
Opportunity**

**\$15,000  
plus GST**

## Speaking Opportunity

- Two minute educational presentation speaking opportunity in the opening plenary session

## Attendance

- Six (6) complimentary full registrations including social functions
- Six (6) tickets to the Official Party Night
- Four (4) complimentary exhibitor registrations

## Display

- Complimentary double stand in prime location.

## Marketing Opportunities

- Logo displayed on delegate invoices
- Logo displayed on the delegate registration confirmation email, issued by Meeting Organisers
- Logo displayed on sponsors' page of the AEM 2023 website
- Logo to be included on venue signage
- Logo to be included on the cover of the Pocket Program
- Logo displayed on AEM session slides

- Logo included on lectern signage
- Full page advert in Meeting Pocket Program
- Company listing, logo, 150-word profile and colour advertisement to be included in Meeting App.
- Social media announcements (2) posts leading up to the AEM, content to be approved by AEM committee
- Opportunity to provide content for a post AEM EDM, content subject to AEM committee approval.
- Two promotional PDF flyers (supplied by the sponsor, file size limits will apply) included in the AEM App
- One push notification in AEM App
- Company logo in email marketing campaigns
- 60 second company video to be played during session breaks.

## Additional Benefits

- One (1) banner (supplied by sponsor) on stage in Opening & Closing Plenary
- Two (2) banners (supplied by sponsor) in exhibition space
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).



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# Major Partner

As a Major Sponsor of AEM Meeting your company will benefit from prominent branding across the two-day Meeting and exhibition as well as in the lead up to, during and post the event.

2  
Opportunities

\$11,500  
plus GST

## Attendance

- Two (2) complimentary full registrations including social functions
- Two (2) tickets to the Official Party Night
- Two (2) complimentary exhibitor registrations

## Display

- One 3m x 2m complimentary stand in prime location

## Marketing Opportunities

- Logo displayed on sponsors' page of the AEM 2023 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Half page advert in Meeting Pocket Program

- Company listing, logo, 100-word profile and colour advertisement to be included in Meeting App.
- Company logo in email marketing campaigns
- 30 second company video to be played during one session break
- Opportunity to have one co-branded e-blast distributed to registered delegates with all major partners included

## Additional Benefits

- One (1) banner (supplied by sponsor) on stage in Opening & Closing Plenary
- One (1) banner (supplied by sponsor) in exhibition space
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).



# Networking Breakfast Partner

A very popular package in previous years, a sponsored networking breakfast offers your company an opportunity to host your own bespoke event from 7am on Thursday of the Meeting. The ability to **hand select the delegates** you wish to be in the room provides a real targeted approach to your partnership. Please note, the direction of the breakfast is subject to approval of the organising committee. A workshop overview must be supplied in advance.

Exclusive Opportunity

\$9,000 plus GST

### Attendance

- One (1) complimentary full registration including social functions
- One (1) ticket to the Official Party Night
- One (1) complimentary exhibitor registration

### Networking Breakfast

- Customised email invitation to (30) thirty selected guests
- Simple Buffet Breakfast for all guests at your expense, upgrades available
- Basic AV included
- Room hire included

### Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2023 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.
- Pre-Meeting EDM sent to registered breakfast delegates sent by AEM organisers on your behalf. Content is subject to organising committee approval.

- Pre-Meeting EDM sent to your registered breakfast delegates sent by AEM organisers on your behalf. Content is subject to organising committee approval.
- Post-Meeting EDM sent to your registered breakfast delegates sent by AEM organisers on your behalf. Content is subject to organising committee approval.

### Additional Benefits

- One (1) banner (supplied by sponsor) in exhibition space
- List of all registered delegates (name and institution/organisation) at conclusion of the event (subject to Privacy Act conditions).





# AEM Networking & Barista Lounge Partner

As the AEM Networking & Barista Lounge partner your organisation will be associated with quality espresso coffee served within the exhibition area. The package includes your espresso bar located within the exhibition space with supply of barista and all consumables, to be operational during the Meeting. The AEM Networking & Barista Lounge will be a gathering place for delegates in the exhibition area. This space will feature lounge seating and will offer delegates an opportunity to relax and recharge. Everyone loves coffee! This is a great opportunity to show our hardworking nurses that their daily work is appreciated and that they can enjoy some down time.

**Exclusive  
Opportunity**

**\$8,000  
plus GST**

## Attendance

- One (1) complimentary full registration including social functions
- One (1) ticket to the Official Party Night
- One (1) complimentary exhibitor registration

## Display

- One 3m x 2m complimentary stand in prime location

## Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2023 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App
- Two (2) push notifications during the Meeting to encourage delegates to take a break with a coffee, on you.

## Additional Benefits

- One (1) banner (supplied by sponsor) to be displayed at the rear of the coffee cart
- Opportunity to provide coffee cups, napkins, stirrers and sugar sachets and/or apparel for the barista staff: t-shirts, caps, visors, aprons (additional cost to the sponsor)
- One (1) banner (supplied by sponsor) in exhibition space
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).
- Lounge furniture and chairs to be positioned next to espresso station

*Espresso Bar will be operated at morning, afternoon tea and lunch for both days. All consumables are included in the price of this sponsorship. The Espresso Bar may be located close to your exhibition booth if applicable. Final placement will be decided by the committee to ensure optimal visibility and traffic flow.*



# Lanyard and Name Badge Partner

Each delegate will be provided with a lanyard to hold their name badge. Lanyards are popular and highly visible items that are often kept and used after the AEM.

**Exclusive  
Opportunity**

**\$7,000  
plus GST**

## Benefits and Inclusions

Exclusivity as the lanyard sponsor. Your company logo on the delegate's lanyard/ name badge and alongside Meeting and ACCCN's logos. This represents strong branding recognition on the day!





# Wellness Zone Partner

ACCCN acknowledges the importance of mental health in the workplace and is offering an opportunity for one partner to have exclusive naming rights to the Wellness Area. The Wellness Area will provide a unique and high-level branding opportunity for an organisation to exhibit and host the space, allowing you to interact with delegates as they relax and connect.

**Exclusive  
Opportunity**

**\$7,000  
plus GST**

**Below are suggestions we can work with you on as part of your package, subject to supplier costs and availability:**

- An area for delegates to sit and relax with comfortable furniture.
- Branded area which incorporates a juice station, which will be sure to attract delegates to the area.
- Massage area for delegates to take a time and receive a quick 5-minute chair massage.
- Make-up artists present – which would be very popular during the day of the Party Night!

Note: Size of zone is subject to venue and organising committee approvals.

## Attendance

- One (1) complimentary full registration including social functions
- One (1) ticket to the Official Party Night
- One (1) complimentary exhibitor registration

## Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2023 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.
- One (1) push notification during the Meeting to encourage delegates to pamper themselves at the wellness zone.



# Official Party Night Partner

Excitement built over the 2022 AEM to the party night, so this is a fantastic opportunity to help build that excitement. Connect with delegates and exhibitors in a relaxed and fun environment! As a partner of the Official Party Night you will have the opportunity to join delegates and exhibitors at the official meeting reception to enjoy a refreshment and discuss the highlights of the event. You will be given an opportunity to address guests during the night...

Exclusive  
Opportunity

\$6,500  
plus GST

### Attendance

- Two (2) complimentary full registrations including social functions
- Four (4) tickets to the Official Party Night

### Marketing Opportunities

- Short 30 second pre-recorded video played during a session on the day of the Party Night, to help build excitement.
- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2023 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App
- Partnership announcement with your logo included in a combined EDM

### Additional Benefits

- Optional 1-2-minute light presentation opportunity at the commencement of the party night
- Opportunity to provide corporate merchandise for all party attendees
- One (1) banner (supplied by sponsor) displayed at the Party
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).





# Official 2023 AEM App Partner

This is a unique opportunity to position your organisation at the frontline of technology and across the meeting digital platform.

The ASM App is used continuously throughout the event, and this is a great way to have your brand in front of delegates from day one. The AEM will feature a fully integrated App for iOS (iPhone and iPad) and for Android (phones and tablets) to deliver the best possible user experience and presentation of the AEM program in an innovative and interactive manner.

**Exclusive  
Opportunity**

**\$6,000  
plus GST**

## Attendance

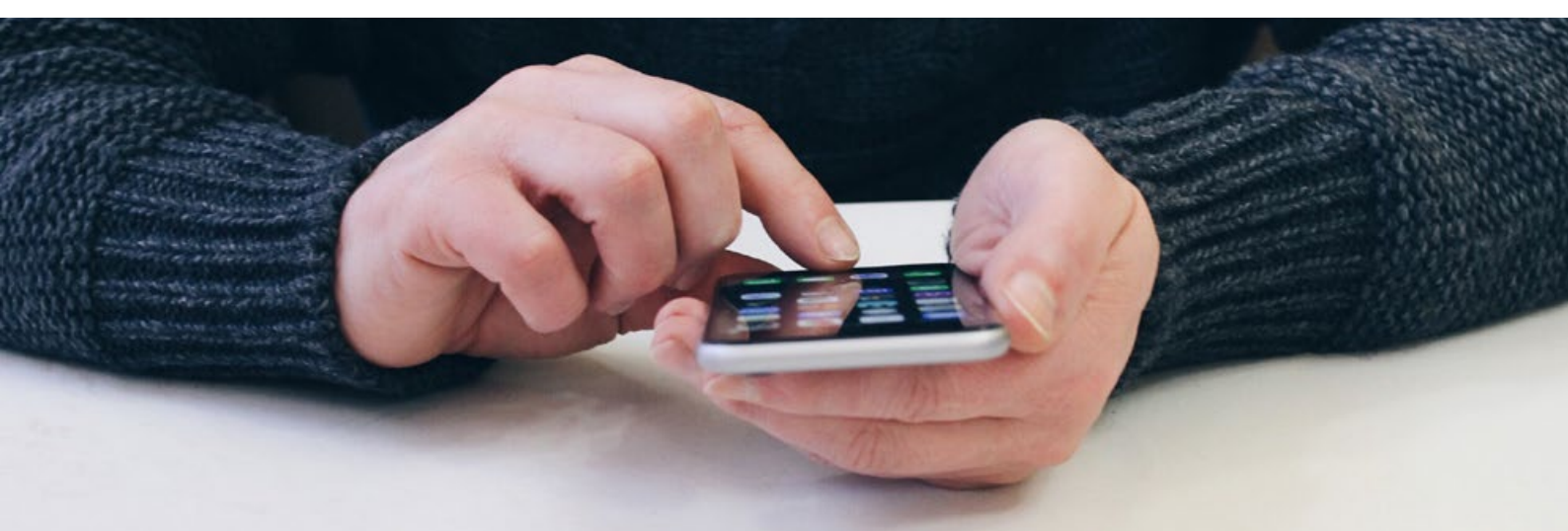
- Two (2) complimentary full registrations including social functions
- Two (2) tickets to the Official Party Night

## Marketing Opportunities

- Company logo listed on the Meeting App splash page, which is displayed each time delegates sign into the Meeting App.
- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2023 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company logo included on the final delegate email (sent prior to the Meeting), which announces the launch of the Meeting App
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.

## Additional Benefits

- One (1) PDF Flyer included in the Meeting App
- One (1) App alert prior to Meeting
- Two (2) App alerts during the Meeting at a mutually beneficial time (to be confirmed by AEM Organisers)
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).



# Official Workshop Partner

Align your company's brand with one of AEM's workshops and promote your commitment to the current topics at the forefront of the industry.

6  
Opportunities

\$5,500  
plus GST

The below is a suggested snapshot of proposed topics, however we welcome the opportunity for your organisation to present a proposal for a topic for the committee's consideration.

**Proposed Workshop Topics include:**

- Research Advisory Panel
- Continuous Renal Replacement Therapy
- Cardiac Advance Life Support (CALS)
- Simulation
- Education in ICU
- Advanced Airway Management
- Is there a topic you'd like to offer?  
Provide your concept and content to the Organising Committee for approval.

**Attendance**

- Two (2) complimentary full registrations including social functions
- Two (2) tickets to the Official Party Night

**Marketing Opportunities**

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2022 website
- Company logo to be included on venue signage
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.
- 30 second company video to be played at the commencement of the workshop

**Additional Benefits**

- Optional two-minute speaking opportunity at the commencement of the workshop
- One (1) banner (supplied by sponsor) in sponsored workshop
- One (1) collateral/promotional items to be included in delegate bag
- List of all registered delegates (name and institution/organisation) at conclusion of the AEM (*subject to Privacy Act conditions*).





# Exhibition Booth

The AEM 2023 will include an area for delegates to network in during breaks. A live floorplan is available to assist you with booth preferences. The Organising Committee reserve the right to change the floorplan. mes.

Limited

\$4,000  
plus GST

## Attendance

- Two (2) complimentary full registrations including social functions
- Two (2) complimentary exhibitor registrations

## Display

- One 3m x 2m complimentary stand in a prime location

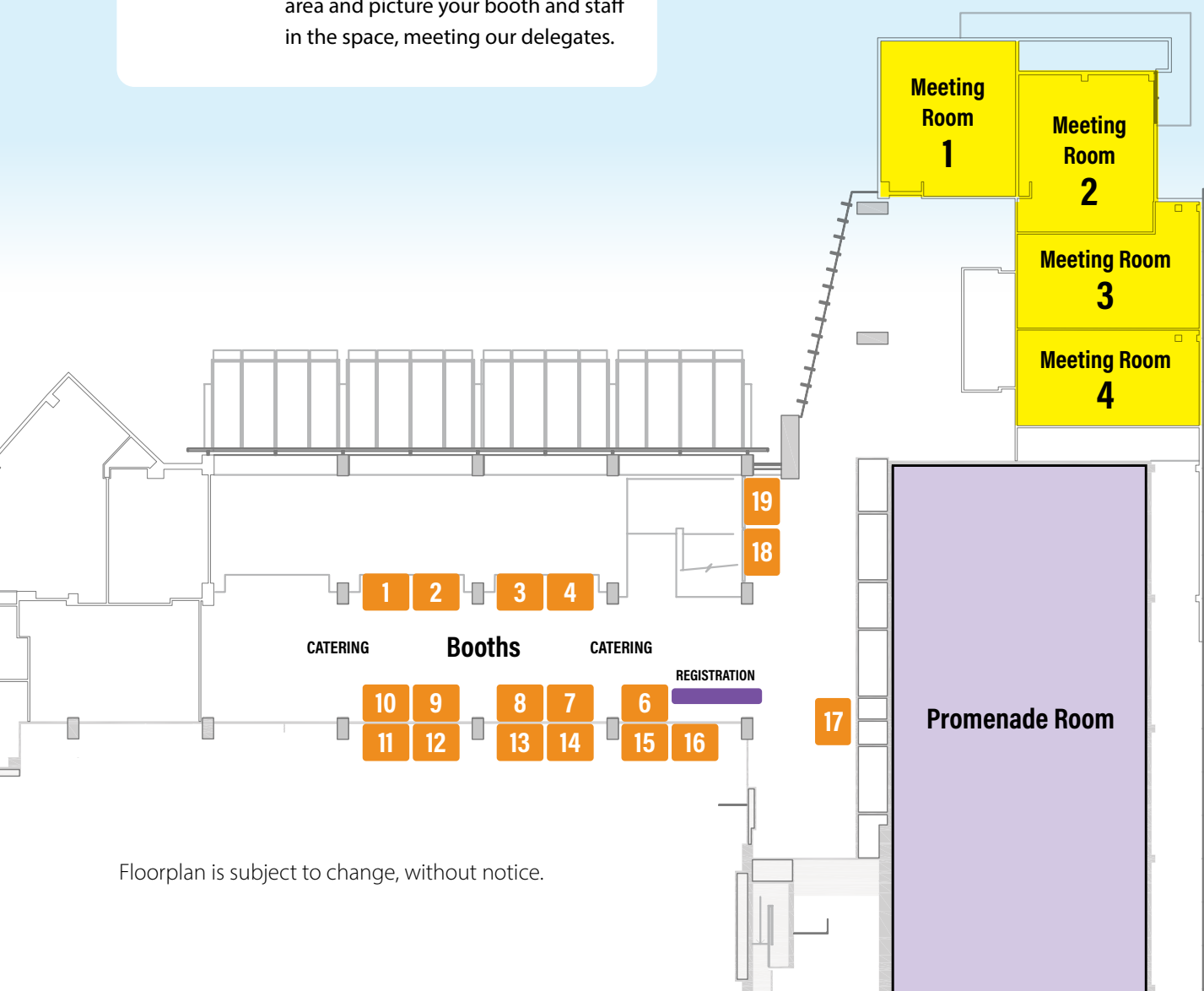
Go on a virtual tour of our exhibition area and picture your booth and staff in the space, meeting our delegates.

## Marketing Opportunities

- Company listing, logo and 50-word profile displayed on sponsors' page of the AEM 2023 website and App.
- Company logo to be included in the Pocket Program
- Company listing, logo, 50-word profile and colour advertisement to be included in Meeting App.

## Additional Benefits

- List of all registered delegates (name and institution/organisation) at conclusion of the ASM (*subject to Privacy Act conditions*).



Floorplan is subject to change, without notice.

# Award / Educational Grant Partner

Show your support of AEM presenters by aligning with an award / educational grant category.

3  
Opportunities

\$800  
plus GST

### Award Opportunities

Abstract submissions are submitted by authors and reviewed by the organising committee. Authors can nominate their submission/s for the below categories. During the Meeting, a panel of judges will select the successful recipients of each award.

**A - 'MacGyver'** – innovative solutions to difficult problems

**B - Quality Improvement Projects** – how the outcomes of the project have been applied and their impact on the local area

**C – Nursing Scholarship** – research projects completed as part of a postgraduate degree or PhD

### Marketing Opportunities

- Company logo on the 'Call for Abstracts' EDM, subject to confirmation of partnership
- Company logo and profile on the ASM App
- Company logo on screen during presentation of the sponsored award
- Acknowledgment during award presentation
- Photo opportunity with award winners during presentation

### Additional Benefits

- List of all registered delegates (name and institution/ organisation) at conclusion of the ASM (*subject to Privacy Act conditions*).

# Meeting App Notification Partner

Your organisation will have the opportunity to send one push notification through the Official App. Content and timing of the push notification is to be approved by the Organising Committee.

Limited

\$500  
plus GST







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## Booking Form

All prices set out below are in Australian Dollars and exclusive of Australian Goods and Services Tax.

Please return the completed form to Robert Gunn at Encanta Event Management  
T: +61 497 800 962 E: robert.gunn@encanta.com.au

Name:	Organisation:	Address:
Position:	Phone:	Email address:
Mobile Number:	Booth/space allocation (1-3 order of preference)    Pref 1: <input type="text"/> Pref 2: <input type="text"/> Pref 3: <input type="text"/>	

**Declaration** ☐ I have read and accept the terms and conditions in the prospectus and wish to participate in the Meeting.

### Select Package

Package	Availability	Price + GST	Please tick
AEM 2023 Official Meeting Partner	Exclusive Opportunity	\$15,000	
Major Partner	Two opportunities	\$11,500	
Networking Breakfast	Exclusive Opportunity	\$9,000	
AEM Networking & Barista Lounge Partner	Exclusive Opportunity	\$8,500	
Lanyard and Name Badge Partner	Exclusive Opportunity	\$7,000	
Wellness Zone Partner	Exclusive Opportunity	\$7,000	
Official Party Night	Exclusive Opportunity	\$6,500	
Official 2023 AEM App Partner	Exclusive Opportunity	\$6,000	
Official Workshop Partner	Six opportunities	\$5,500	
Exhibition Booth	Limited	\$4,000	
Award / Educational Grant Partner	Three Opportunities	\$800	
Meeting App Notification Partner	Limited	\$500	

Total Cost (AUD) ex GST	\$
I agree to be invoiced for a total of	\$AUD inc. GST

Name	
Signature	
Date	

## Terms and Conditions

- By returning a booking form via online or printed copy confirms your acceptance of these terms and conditions.
- All bookings are subject to the Event Organiser's approval and we reserve the right to refuse an application.
- We (Encanta and ACCCN) as the Event Organisers reserve the right to alter any aspect of the Event program and floorplan without notice. Please refer to the Event website for the latest information on the event.
- We will take all diligent care to fulfil the above exhibition commitments. Exhibitors are responsible for providing all their requirements i.e. banners, promotional material and any other material by the due dates requested by the Organisers.
- We reserve the right to introduce new packages and additional exhibition space should the opportunity arise.
- Exhibitors are required to make the necessary payments as per the payment schedule below (unless otherwise negotiated):
  - 50% due within one month of invoice date.
  - Remaining 50% is due by no later than 21 July 2023.
  - Booking forms received after 21 July 2023 require full payment.
- Sponsors and exhibitors are responsible for the security of their own equipment and materials during the Event and in transit to the Event venue.
- Sponsors and exhibitors are responsible for ensuring any activities held at their exhibition booth, promote physical distancing, in line with Government's COVID guidelines.
- Sponsors and exhibitors are responsible for supplying hand sanitiser at their booth, for the duration of the Meeting.
- The exhibitor understands that all attendees must register officially and entry to the exhibition will not occur unless the attendee is wearing the appropriate identification. Visitor badges are provided as a gesture of goodwill and not for use by the organisation's representatives.
- The exhibitor shall take all reasonable care when installing/dismantling their equipment and stand as not to cause damage to the venue carpet, walls, ceilings, fixtures and floors and the shell scheme booths supplied by the appointed stand contractor including panels, fascia, spotlights and furniture. The exhibitor is deemed liable for repairs if the structures are damaged.
- The Organisers reserve the right to request removal of any items that may be deemed unacceptable and impacts fellow exhibitors.
- Exhibitors must provide Public Liability insurance to a minimum of A\$20 million to the Event Organisers no later than 3 months prior to the event date and ensure cover includes the event dates.
- All promotion must be conducted from your booth.



## Postponement and Cancellation Policy

### Postponement

We (Encanta and ACCCN) may, in its absolute discretion, nominate to either postpone or cancel the event by providing the sponsor/ exhibitor with notice in writing. Cancellation or postponement may be necessary due to acts, events or causes beyond our reasonable control, including, but not limited to, acts of God, industrial disputes, failure in electricity supply or gas supply, war, civil strife, flood, storm, fire, accident, unavailability of raw materials or supplies, explosion, global or national health emergency (including without limitation coronavirus COVID-19), epidemic, breakdown of plant, machinery or equipment or shortages of labour, transportation, fuel, power, plant, machinery, equipment or material.

If the event is postponed to a later date (as nominated by ACCCN and notified to the sponsor), the terms and conditions of this agreement will continue to apply. Any sponsorship contribution paid up to the postponement will be applied to the new event date with any outstanding sponsorship contribution balance due thirty (30) days prior to the new event date.

### Cancellation Policy

The submission of an application by a representative from your organisation is regarded as a firm booking.

All cancellations must be made in writing to the organisers and notice acknowledged in writing by the organisers.

Any reduction exhibition allocation (once accepted by the organisers) will be considered a cancellation and the cancellation policy will apply. Should the balance of payment be outstanding at time of cancellation, the sponsor and/or exhibitor is liable for the balance as per the cancellation policy.

There is no opportunity to transfer your exhibition booking to another ACCCN event.

If the event is cancelled, it is ACCCN's hope that the sponsor/ exhibitor will continue to support the event and have the sponsorship rolled over to the Event to be held on a date to be fixed. If the sponsor/exhibitor agrees to have the sponsorship/ exhibition booth rolled over, the terms and conditions of this agreement will continue to apply, and all sponsorship/exhibition contributions already paid will be applied to the next ACCCN event date and any outstanding balance will be due thirty (30) days' prior to the event date.

If the sponsor/exhibitor does not agree to have the sponsorship/ exhibition roll over to the next ACCCN event and the current ACCCN Event is cancelled, then the below cancellation dates will apply.

### Cancellation Dates

**Between 28 April 2023 and 28 August 2023**, 10 per cent of the Sponsorship/ Exhibition Contribution will apply;

**Between 29 August 2023 and 4 September 2023**, 50 per cent of the Sponsorship/Exhibition Contribution will apply; and

**After 5 September 2023**, 100 per cent of the Sponsorship/Exhibition Contribution will apply.

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 [www.acccn-aem-2023.com](http://www.acccn-aem-2023.com)

 [facebook.com/ACCCN](https://facebook.com/ACCCN)

 [@ACCCNAUST](https://twitter.com/ACCCNAUST)

 [linkedin.com/company/australian-college-of-critical-care-nurses-ltd-acccn](https://linkedin.com/company/australian-college-of-critical-care-nurses-ltd-acccn)

Event Organisers:



Priscilla Matters

E: [events@encanta.com.au](mailto:events@encanta.com.au)

M: 0413 491 572