



TEFMA FACILITIES MANAGEMENT
DIRECTORS FORUM
INVITATION TO PARTNER

UNIVERSITY OF CANBERRA, ACT
17 JUNE 2019



WWW.TEFMADIRECTORS.COM.AU

About the TEFMA Directors Forum

The purpose of the Directors Forum is for key Facilities and Property decision makers from tertiary institutions to meet to discuss the issues and challenges that they face in the sector.

The Forum registration is open to Institutional Facilities and Property Directors and their 2IC, the TEFMA Board and past presidents of TEFMA.

FORUM SESSION

Date: 17 June 2019

Time: 8.45am – 5.00pm

Location: University of Canberra
Building 1/11 Kirinari Street
Bruce, ACT, 2617

FORUM DINNER

Date: 17 June 2019

Time: 7:00pm

Location to be confirmed

About TEFMA

The Tertiary Education Facilities Management Association (TEFMA) is an independent association of facilities managers operating in the tertiary education sector of Australia, New Zealand, Hong Kong and Singapore. TEFMA assists facilities managers in universities, colleges and other educational institutions in the Asia-Pacific region by promoting excellence in the planning, construction, maintenance, operations and administration of educational facilities.

TEFMA serves the education community by conducting research, developing educational programs, holding conferences and workshops, producing publications, developing guidelines, and serving as a central information source for its members. TEFMA is acutely aware of the need to remain relevant in an ever changing tertiary and vocational education sector and is creating closer ties with Universities Australia and Universities New Zealand to this end. Sustainability and carbon emissions are major public policy issues and TEFMA has extended its annual benchmarking report to ensure our members track these important societal issues and assist their institutions in bringing around change.

TEFMA has some 1300 members representing 67 tertiary education institutions and 3 affiliated associations in Australasia. TEFMA promotes engagement with industry through its 57 Business Partner members. TEFMA members provide vital infrastructure and service in support of the effective operation of tertiary and vocational education in the Australasian region.

www.tefma.com

Why align yourself with this forum?

If you are looking to play a larger role in the Tertiary sector or want to place your organisation in front of all the leaders of the industry, then there will be no better opportunity than the 2019 TEFMA Directors' Forum.

Aligning yourself with this event provides you with the opportunity to consolidate relationships and expose your brands to the industry's key markets.

With over 40 key decision makers expected to attend the reasons for sponsorship and exhibition include;

- An excellent opportunity to promote your organisation, to support your brands or services and maintain a high profile among industry specialists
- Exposure to an interested, relevant and influential audience of **facilities directors** in an environment away from the competition of everyday distractions.
- Connections with leading industry professionals and key decision makers in the tertiary sector.

SPONSORSHIP PACKAGES AVAILABLE

DIRECTORS FORUM DINNER SPONSORSHIP PACKAGE

\$11,000 Inc. GST (TEFMA Business Partner price) SOLD

Entitlements

- Ongoing logo recognition as the Dinner Sponsor on Forum promotional material such as email campaigns, signage etc.
- Company logo displayed during the Forum through PowerPoint slides as well as acknowledgement by the Chairperson when welcoming delegates to the Forum.
- Sponsors signage prominently displayed at the dinner venue (e.g. pull up banner).
- Acknowledgement as the dinner sponsor on the Forum website, and a link to company website from the Forum website in addition to display of company logo and a short company profile.
- Opportunity for a 10 minute speaking spot at the workshop Forum dinner
- Opportunity for sponsor's brochure to be handed out to delegates at the Committee's discretion (material to be supplied by sponsor)
- Two complimentary tickets to the Forum Dinner with an opportunity to attend open sessions of the Forum at additional cost at member's rates.
- Recognition as the Dinner Sponsor with a 'welcome from the sponsor' letter to be placed at each dinner setting (letter content to be supplied by sponsor)
- Opportunity to provide corporate merchandise for all dinner tables or included Forum registration (at sponsor's own expense)

DIRECTORS FORUM SPONSORSHIP PACKAGE

\$11,000 Inc. GST (TEFMA Business Partner Price)

Entitlements

- Ongoing logo recognition as the Forum sponsor on promotional material such as email campaigns, signage etc.
- Company logo displayed during the Forum through PowerPoint slides as well as acknowledgement by the Chairperson when welcoming delegates to the Forum.
- Sponsors own signage prominently displayed at the Forum venue (e.g. pull up banner).
- Acknowledgement as the Forum sponsor on the Forum website, and a link to company website from the forum website in addition to display of company logo and a short company profile.
- 10 minute speaking opportunity at the workshop.
- Opportunity for sponsor's brochure and branded merchandise to be included in delegates registration packages, at the Committee's discretion (merchandise to be supplied by sponsor).
- Includes two complimentary registrations to the open sections of the Forum and the opportunity to attend the Forum Dinner at member's rates.

DIRECTORS FORUM LUNCH SPONSORSHIP PACKAGE

\$7,500 Inc. GST (TEFMA Business Partner Price) SOLD

Entitlements:

- Ongoing logo recognition as the lunch sponsor on Forum promotional material such as email campaigns, signage etc (including on table at all refreshment breaks).
- Company logo displayed during the Forum through PowerPoint slides as well as acknowledgement by the Chairperson when welcoming delegates to the Forum.
- Sponsors signage prominently displayed at the Forum venue (e.g. pull up banner).

- Acknowledgement as the Forum lunch sponsor on the forum website, and a link to company website from the Forum website in addition to display of company logo and a short company profile.
- One complimentary ticket to the Forum Dinner with an opportunity to purchase an additional ticket at cost at member's rates. (optional)

Attendance at the Forum is not included/permitted with this sponsorship. You will be invited to attend the Business Partner Networking Drinks following the Forum taking place at the University of Canberra between 5.00pm – 6.00pm.

DIRECTORS FORUM SACHEL SPONSORSHIP PACKAGE

Meet the costs associated with the provision of the Forum satchel Inc GST **SOLD**

Entitlements

- Opportunity to develop your brand profile amongst the sector leaders in university facility services for Australia and New Zealand.
- Acknowledgement of sponsorship to be displayed on Forum website and brief profile
- Opportunity to provide details about your company's service capacity and capabilities through the inclusion of brochures in the satchel.
- Opportunity to promote your company through the provision of branded merchandise that can be included within the satchel.

Attendance at the Forum is not included/permitted with this sponsorship. You will be invited to attend the Business Partner Networking Drinks following the Forum, taking place at the University of Canberra between 5.00pm – 6.00pm.

DIRECTORS FORUM DELEGATE ID BADGE SPONSORSHIP PACKAGE

\$2,000 Inc. GST (TEFMA Business Partner Price)

Entitlements:

- Opportunity to brand name badges with your company's logo
- Acknowledgement of sponsorship to be displayed on Forum website with logo and brief profile

Attendance at the Forum is not included/permitted with this sponsorship. You will be invited to attend the Business Partner Networking Drinks following the Forum, taking place at the University of Canberra between 5.00pm – 6.00pm.

TEFMA DIRECTORS FORUM 2019 SPONSORSHIP ACCEPTANCE FORM

Company Name:

Contact Person:

Position:

Postal Address:

State: Postcode:

Telephone: Fax:

Mobile: E-mail:

SPONSORSHIP PACKAGE

I would like to invest in the following package(s)

Package:

Value \$

Once you have signed and returned this Booking Form on the last page, you will be issued with a Tax Invoice which will include details for payment.

Please return completed booking form to bree@laevents.com.au

SPONSORSHIP BOOKING & PAYMENT CONDITIONS

1. The Australian Goods and Services Tax (GST) at 10% is applicable to all goods and services offered by the Forum and all prices in this document are inclusive of the GST. GST is calculated at date of publication. The Forum reserves the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.

2. Sponsorship will be allocated only on receipt of signed Booking Forms. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 7 days from the date of the tax invoice. The balance is due and payable by 1 June 2019.

3. Applications received after 1 June 2019, must include full payment.

4. All monies are payable in Australian dollars. Cheques should be made payable to 2019 TEFMA Directors Forum, and must be drawn on an Australian bank. All monies due and payable must be received (and Cheques Cleared) by the Forum prior to the event. No exhibitor will be allowed to neither begin move in operations nor be listed as an exhibitor in the on-site publications until full payment and a booking form have been received by the Forum Managers.

5. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to 1 June 2019. No refunds will be made for cancellations after this date. After sponsorship has been confirmed and accepted, a reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy.

6. The Forum will not discount or refund for any facilities not used or required.

7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package or booked trade exhibition space except upon prior written consent of the Forum Manager.

8. The Forum Managers, Leishman Associates Pty Limited, complies with the principles of permission-based marketing. Leishman Associates Pty Limited will use your information to send you updates and other news about

related services or events. We will only pass on your information to reputable third party official contractors of the Forum for the purpose of assisting you with your participation.

Yes I have read and agree to the conditions of sale above.

Signature _____

Date _____

Bree Blackwell
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