

# SOCIETY OF CONSTRUCTION LAW AUSTRALIA



## SPONSORSHIP PROSPECTUS

2019

## **Invitation from the Society of Construction Law Australia Sponsorship Opportunities 2019**

The partnerships that SoCLA has with our corporate affiliates and other corporate supporters are invaluable to the success of SoCLA in achieving our objectives.

In 2019 we have three types of sponsorship opportunities available:

- Sponsorship of the mentoring program; and
- Sponsorship in relation to hosting a range of seminars on our events calendar throughout the year; and
- A variety of different sponsorship roles in relation to the SoCLA National Conference which are set out in further detail later in this prospectus.

We are pleased to be able to offer varying levels of sponsorship involvement, which are outlined in the selection of packages contained within this document. However, if there are ways you would like to participate or to support the conference other than the options outlined, we are happy to consider your suggestions and discuss other options with you.

I encourage you to take advantage of these unique opportunities and invite you to consider the benefits of participating as a sponsor.

Please do not hesitate to contact our Sponsorship Manager, Kara Vague (0459 299 343 / [kara.vague@downergroup.com](mailto:kara.vague@downergroup.com)) if you would like to discuss any of the partnership opportunities which are outlined in this document.

Regards

**Andrew Robertson**  
**Chair,**  
**Society of Construction Law Australia**  
[chair@scl.org.au](mailto:chair@scl.org.au)  
Phone: 08 8205 3442

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# **Society of Construction Law Australia Mentoring Program 2019 Sponsorship Opportunities**

## About the mentoring program

The mentor program is available exclusively to SoCLA financial members and is hosted by the Young Constructors Committee.

The program commenced in 2015 and has more than tripled in numbers since.

Designed to be flexible, the Mentoring Program runs from April/May - December and is tailored to meet the needs of our diverse professional base from senior practitioners to student members.

## Benefits to Sponsors

The Society of Construction Law Australia's National Mentoring Partnership will provide the following benefits to sponsors:

- Maximum exposure at Launch of the Mentoring Program – to be held in each major city in Australia (usually around 80 attendees)
- Opportunity to open the mentoring program officially at the Launch of the Mentoring Program
- Opportunity to participate in a SoCLA podcast to discuss the mentoring program and what it means to your firm to be our partner
- The opportunity to deliver a clear message that you have a genuine commitment to importance of mentoring and the development of junior personnel in our industry
- High visibility on the website and Mentoring communication materials
- Building brand awareness and education of your brand within the market
- Building prospect databases with networking opportunities with some of the world's leading practitioners in construction law.

## Sponsorship at a Glance

The sponsorship opportunity is exclusive and is for \$5000 for the 2019 Mentoring Program.

There is also an opportunity to host the launch of the mentoring program. This would involve providing a space to cater for 100 people, AV equipment (microphones) and refreshments after the formal part of the evening.

We would love to turn the sponsorship opportunity into a long term partnership and we are willing to offer you first right of refusal for future years before we go out to the open market.

The \$5,000 that you contribute as part of your sponsorship commitment will go towards the costs of running the program – which include the specialist consultant that we engage to run the program and provide support to our members.

It should be noted that we can look at a pro rata arrangement if the mentoring program has already commenced when the partnership arrangement is agreed – this will be discussed between the parties.

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# Society of Construction Law Australia – Events Partnerships & Sponsorship Opportunities

## About the events program

Throughout the year SoCLA holds a variety of different events. Most of the SoCLA events are provided free of charge to both members and non-members. For some special events SoCLA will charge for entry (for example if there is an international speaker).

SoCLA holds events in all of the major cities in Australia. We also sometimes hold international video link ups with our other SCL colleagues in London etc.

The events vary from seminar style, panel session, debates, moots, networking and social functions.

Our event attendance usually ranges between 40 – 150 attendees.

If you are interested in viewing our events calendar it is available at <https://www.scl.org.au/events-calendar>

## Benefits to Sponsors

The Society of Construction Law Australia's National Events Partnerships will provide the following benefits to sponsors:

- High visibility on the website and communication materials in relation to the event (ie email, twitter, Linked In)
- Maximum exposure at Event (signage, brochures of the company at the registration desk and general awareness of the firm by the event being held at the company's premises)
- Opportunity to open the Event and welcome the speakers and MC the event
- Building brand awareness and education of your brand within the market
- Building prospect databases with networking opportunities with some of the world's leading practitioners in construction law

## Sponsorship at a Glance

Sponsorship of our events includes the following:

- Providing a venue to hold the event with AV capability; and
- Providing food and refreshments after the event for networking afterwards.

There is no financial commitment the sponsorship is done as the provision of a venue and catering.

We are not seeking any commitment at this stage in relation to the sponsorship opportunities available for sponsoring an event.

At this stage we are seeking expressions of interest for firms who would be interested in hosting our events. If you are interested in sponsoring our events could you please email [chair@scl.org.au](mailto:chair@scl.org.au) and [chair\\_social\\_subcommittee@scl.org.au](mailto:chair_social_subcommittee@scl.org.au) the following information:

- The locations of your offices that are available for use; and
  - The capacity sizes of your larger meeting room / event spaces – ie 40 people, 60 people etc
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# **Society of Construction Law Australia National Conference 2019**

## **Sponsorship Opportunities**

### About the conference

The Society of Construction Law Australia (SoCLA) invites you to become a valued sponsor at the upcoming Society of Construction Law Australia's National Conference to be held from the 1<sup>st</sup> – 3<sup>rd</sup> August 2019 at the Westin Hotel, Perth, Western Australia.

The theme for the National Conference 2019 is 'Doing it Overseas - the legal tips and tricks for taking Construction Smarts to foreign jurisdictions'.

### Program

The Organising Committee is planning an excellent program over the three days.

The Conference will kick off on Thursday 1<sup>st</sup> August 2019 with welcome drinks to welcome all of our delegates to the conference.

The venue for the welcome drinks is still to be confirmed. Our Patron, Justice Peter Vickery will present a welcome address.

The Westin Hotel in Perth is a fantastic setting for the formal conference program which will commence on Friday 2<sup>nd</sup> August with a full day of presentations from our speakers who are eminent national practitioners in the construction industry who have been invited because of their knowledge, experience, reputation and their ability to cover the breadth of issues in the program. The Conference presents an ideal opportunity to learn of current trends and issues, and network with some of the nation's leading industry practitioners. The conference format will continue through to Saturday 3<sup>rd</sup> August with a morning of sessions.

On the evening of Friday 2<sup>nd</sup> August we will be hosting the Conference Gala Dinner at the University Club of Western Australia. The evening will involve a spirited and entertaining debate by leading professionals.

We will also be having closing drinks to conclude the program of events which will be held at the conference venue – The Westin Hotel, Perth.

### Delegate Profile

It is expected that 120-160 delegates will be in attendance including representatives from the following professions:

- Solicitors
  - General and In-house Counsel
  - Engineers
  - Project managers
  - Construction industry professionals
  - Arbitrators
  - Adjudicators
  - Mediators
  - Academics
  - Students
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SoCLA's conferences attract a combination of professionals from both the legal and the building and construction industries. Conference delegates work across all areas of the construction law practice and project delivery including feasibility and pre-contract, contract development, transactional, design, construction and dispute resolution services.

## Benefits to Sponsors

The Society of Construction Law Australia's National Conference will provide the following benefits to sponsors:

- Maximum exposure at a premier Conference devoted to national construction law
- The opportunity to deliver a clear message that you have a genuine commitment to the practice of national construction law
- High visibility on the official Conference website, conference app and Conference marketing materials
- Provide an opportunity for 1:1 marketing
- Building brand awareness and education of your brand within the market
- Building prospect databases with networking opportunities with some of the world's leading practitioners in construction law.

## Marketing and Public Relations

The Organising Subcommittee is dedicated to ensuring that sponsors are able to maximize the benefits of their investment. The important role that the sponsors play in the success of the conference is recognised by both the SoCLA Board of Directors and the Organising Subcommittee.

We have a dedicated Sponsorship Manager who will manage all sponsorship correspondence and communications. We encourage you to contact our Sponsorship Manager to discuss the many additional ways we can further assist your marketing efforts and build your business through the Society of Construction Law Australia's National Conference.

The Conference offers a unique opportunity to increase your organisation's exposure to a diverse cross-section of industry professionals through the following marketing strategy:

- E-marketing – including regular email blasts promoting program updates, key dates and featured speakers
- Marketing Collateral – including flyers to be used at related events to stimulate interest and provide key details
- Website – will be used as the main information distribution channel and, as such, will be regularly updated and refreshed with latest updates
- Promotional activities are scheduled national conferences and events so as to keep the target market informed of progress and to stimulate interest in the Conference.

Sponsorship packages and commitment levels vary and can be tailored to suit your marketing requirements. Whatever your business, the Society of Construction Law Australia's National Conference has a sponsorship package that will help you meet your brand and networking objectives.

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## Sponsorship at a Glance

Sponsorship Package	Number	Amount (incl. GST)
Platinum Sponsor	One	A\$12,500
Gold Sponsor	Three	A\$7,500
Silver Sponsor	Five	A\$5,500
Conference Satchel Sponsor	One	A\$4,000
Welcome Reception	Exclusive	A\$4,000
Gala Dinner Sponsor	Exclusive	A\$4,000
Closing Drinks Sponsor	Exclusive	A\$2,500
Name Badge Sponsor	Exclusive	A\$2,500
Program Sponsor	Exclusive	A\$2,500
USB & Conference App Sponsor	Exclusive	A\$5,000
Notepad Sponsor	Exclusive	A\$2,000
Pen Sponsor	Exclusive	A\$2,000

## Advertising – Conference Program

Full page	Four	A\$500
Half page	Four	A\$250

## Major Package Entitlements at a Glance

	Platinum /	Gold	Silver
	✓	✓	✓
Access to delegate list	✓	✓	✓
Advertisement in Conference program book	Full page	Full page	Half page
Organisation profile in Conference program book	500 words	200 words	100 words
Complimentary Conference delegate registration	Two	One	
Display space in refreshment break area	✓	✓	
Display space in conference presentation area	✓		
Inclusion of sponsor brochure in Conference delegate satchel	✓	✓	✓
Verbal acknowledgement by Conference chair at opening and closing sessions	✓	✓	✓
Tickets to the Conference dinner	Two	One	
Sponsor may provide Conference delegates with a branded gift	✓		
Sponsor banner displayed during Conference dinner	✓		

## **Platinum Sponsor Exclusive**

**A\$12,500 (incl. GST)**

We view our Platinum Sponsor as our partner in the successful execution of the Society of Construction Law Australia's National Conference. We will work alongside you to provide aligned opportunities to promote your organisation both during the lead-up to, throughout and immediately following the Conference.

As the Platinum Sponsor of the Conference, your organisation will benefit from the highest level of exposure and representation through the following entitlements:

- Five guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Delegate list supplied one week prior to the conference
- Full page advertising space in the Conference Program Book (artwork to be supplied by the sponsor)
- Logo and 500 word profile in the Conference Program Book (artwork and wording to be supplied by the sponsor)
- Two (2) Conference delegate registrations
- Display space\* in the refreshment break area
- Display space\* in the conference presentation area
- Promotional brochure to be inserted in the conference delegate satchel (sponsor to supply material)
- Verbal acknowledgement as the Platinum Sponsor during the opening and closing sessions
- Sponsor may provide delegates with a branded gift (sponsor to supply gifts)
- Two (2) tickets for the sponsor's nominated guests to attend the Conference Dinner
- Display space\* at the entrance to the Conference Dinner venue
- Acknowledgment as the Platinum Sponsor on promotional material, including the website and conference app

\*The sponsor may provide a freestanding banner which will be positioned for the duration of the conference (maximum size 2m high x 1m wide).

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## **Gold Sponsor**

**Maximum: Three**

**A\$7,500 (incl. GST)**

As one of the Gold Sponsors, your organisation will benefit from a strong alignment with the Conference through the many opportunities for branding and exposure prior to, during and immediately after the Society of Construction Law Australia's National Conference.

As a Gold Sponsor, your organisation will receive considerable exposure and recognition through the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Delegate list supplied one week prior to the Conference
- Full page advertising space in the Conference Program Book (artwork to be supplied by the sponsor)
- Logo and 200 word profile in the Conference Program Book (artwork and wording to be supplied by the sponsor)
- One (1) Conference delegate registration
- Display space\* in refreshment break area
- Promotional brochure to be inserted in the conference delegate satchel (sponsor to supply material)
- Verbal acknowledgement as a Gold Sponsor during the opening and closing sessions
- One (1) ticket for the sponsor's nominated guest to attend the Conference Dinner
- Acknowledgment as a Gold Sponsor on promotional material, including the website and conference app

\*The sponsor may provide a freestanding banner which will be positioned for the duration of the Conference (maximum size 2m high x 1m wide)

## **Silver Sponsor**

**Maximum: Five**

**A\$5,500 (incl. GST)**

Your organisation will experience a solid alignment with the Conference as a Silver Sponsor, through opportunities for branding and exposure prior to, during and immediately following the Society of Construction Law Australia's National Conference.

As one of the Silver Sponsors, your organisation will receive exposure and recognition through the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Delegate list supplied one week prior to the conference

- Half page advertising space in the Conference Program Book (artwork to be supplied by the sponsor)
- Logo and 100 word profile in the Conference Program Book (artwork and wording to be supplied by the sponsor)
- Promotional brochure to be inserted in the conference delegate satchel (sponsor to supply material)
- Verbal acknowledgement as a Silver Sponsor during the opening and closing sessions
- Acknowledgment as a Silver Sponsor on promotional material, including the website and conference app

## **Conference Satchel Sponsor Exclusive**

**A\$4,000 (incl. GST)**

Your organisation logo will feature alongside the SoCLA logo on the satchel. The satchel contains the official conference material distributed to all the delegates, speakers, and exhibitors, providing direct and constant exposure throughout and immediately following the Conference.

As the sponsor of the satchel your organisation will receive the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Logo to appear on the satchel alongside the SoCLA logo
- Logo in the Conference Program Book
- Acknowledgment as the Conference Satchel Sponsor on some promotional material, including the website and conference app

## **Welcome Reception Exclusive**

**A\$4,000 (incl. GST)**

The welcome reception is a fantastic opportunity for delegates, speakers and sponsors to network in a relaxed environment on the first night of the evening before the conference commences. The welcome reception venue for 2019 is still to be confirmed.

At the welcome drinks we will also have a high profile speaker to speak at our welcome function. Our Patron, Justice Peter Vickery will present a welcome address.

As the sponsor of the Welcome Reception your organisation will receive the following entitlements:

- Ten guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
  - The opportunity to give a short speech at the welcome event
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- Display space\* in registration area of the welcome venue which will be displayed in a prominent area
- Verbal acknowledgement as the Welcome Reception Sponsor during welcome address
- Logo in the Conference Program Book
- Acknowledgment as the Welcome Reception Sponsor on some promotional material, including the website and conference app

\*The sponsor may provide a freestanding banner which will be positioned for the duration of the welcome function (maximum size 2m high x 1m wide)

## **Gala Dinner Sponsor Exclusive**

**A\$4,000 (incl. GST)**

The Gala Dinner is fast becoming one of the most important social events in the construction industry space. The Dinner is attended by both delegates as well as other industry professionals who want to join in on the entertainment and excellent networking event. The Gala Dinner will be held at the University Club of Western Australia on Friday 2 August 2019.

As the sponsor of the Gala Dinner your organisation will receive the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- The opportunity to give a short speech at the gala dinner
- Display space\* in the gala dinner venue which will be displayed in a prominent area
- Sponsor may provide Gala Dinner guests with a branded gift (sponsor to supply gifts which will be subject to approval of the organizing committee)
- Verbal acknowledgement as the Gala Dinner Sponsor during the opening and closing sessions of the gala dinner
- Logo in the Conference Program Book
- Acknowledgment as the Gala Dinner Sponsor on some promotional material, including the website and conference app
- One (1) ticket for the sponsor's nominated guest to attend the Conference Dinner

\*The sponsor may provide a freestanding banner which will be positioned for the duration of the gala dinner (maximum size 2m high x 1m wide)

## **Closing Drinks Sponsor Exclusive**

**A\$2,500 (incl. GST)**

The Closing Drinks will be held after the conclusion of the Saturday conference morning. We will be having drinks at The Westin Hotel in order to celebrate the close of the conference and to take advantage of the great opportunity to discuss our thoughts on the conference and to continue networking with our colleagues.

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As the sponsor of the Closing Drinks your organisation will receive the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Display space\* in the closing drinks venue which will be displayed in a prominent area
- Verbal acknowledgement as the Closing Drinks Sponsor at the closing session of the conference
- Logo in the Conference Program Book
- Acknowledgment as a Closing Drinks Sponsor on some promotional material, including the website and conference app

\*The sponsor may provide a freestanding banner which will be positioned for the duration of the closing drinks event (maximum size 2m high x 1m wide)

## **Name Badge Sponsor Exclusive**

**A\$2,500 (incl. GST)**

To gain access to the Conference all delegates are required to wear the official name badge. This is an opportunity to have your organisation logo printed on all name badges alongside the Conference logo and gain considerable exposure throughout the conference.

As the sponsor of the name badge your organisation will receive the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Logo to appear on all name badges and/or lanyard alongside the SoCLA logo
- Logo in the Conference Program Book
- Acknowledgment as the Name Badge Sponsor on some promotional material, including the website and conference app

## **Program Sponsor Exclusive**

**A\$2,500 (incl. GST)\***

\*as an alternative to payment may provide free professional printing of the program (160 copies)

The conference program book and all general meeting information will include the conference and social program. This publication will be a valuable reference tool used by delegates during and after the conference.

As the sponsor of the program sponsor your organisation will receive the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
  - Full page advertising space on the outside back cover of the program
  - Logo in the Conference Program Book
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- Acknowledgment as the Program Sponsor on some promotional material, including the website and conference app

## **USB & Conference App Sponsor Exclusive**

**A\$5,000 (incl. GST)**

The Conference papers will be available on USB and distributed to all delegates in the delegate satchel. The papers will also be available for download from the conference app.

As a sponsor of the Conference USB, your organisation will be acknowledged as follows:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Branded USB's to be supplied by the sponsor, for inclusion in the delegate satchel (#see below)
- Logo in the Conference Program Book
- Acknowledgment as the USB and App Sponsor on some promotional material, including the website and conference app

## **Notepad Sponsor Exclusive**

**A\$2,000 (incl. GST)**

A marketing opportunity is available to provide delegates with branded notepads in the satchel. This is an opportunity to provide your organisation with exposure that exceeds the duration of the Conference.

As the sponsor of the notepads your organisation will receive the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Branded A4 Notepads provided by the sponsor will be included in the delegate satchel (#see below)
- Logo in the Conference Program Book
- Acknowledgment as the Notepad Sponsor on some promotional material, including the website and conference app

## **Pen Sponsor Exclusive**

**A\$2,000 (incl. GST)**

A marketing opportunity is available to provide delegates with branded pens in the satchel. This is an opportunity to provide your organisation with exposure that exceeds the duration of the Conference. Please note pens are to be supplied by the sponsor.

As the sponsor of the pens, your organisation will receive the following entitlements:

- Three guests invited to the Sponsors' Event – which will be an opportunity for the Sponsors to join the Board and the Distinguished Guests of the Conference (ie members of the

- judiciary and invited speakers) for some networking drinks prior to the Welcome Reception
- Branded Pens provided by the sponsor will be included in the delegate satchel (#see below)
- Logo in the Program Book
- Acknowledgment as the Pen Sponsor on some promotional material, including the website and conference app

## #Items to be provided as part of Sponsorship

- Items to be provided as part of sponsorship packages must be provided free of cost.
- The item must be provided in consultation with, and with the approval of, the Organising Committee.
- The quantity required will be approximately 120-160, depending on delegate numbers which shall be confirmed by the Organising Committee.

## Advertising

These cost-effective advertising opportunities are an effective medium to communicate your corporate message and products/services to the Conference delegates.

### Satchel Insert Maximum: Six

**A\$300 (incl. GST)**

Your organisation may provide promotional material which will be included in the satchel.

- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material) Note: inserts must be approved by Organising Committee

## Conference Program Book Advertising

The Conference Program Book will be a valuable reference tool used by delegates throughout the Conference. The publication will contain full details covering the program, together with session details and information covering the Conference social events.

### Publication Advertising Rates

Size	Cost
Full Page Mono	A\$500
Half Page Mono	A\$250

# BOOKING FORM

Please email this booking form to: admin@scl.org.au

## SPONSORSHIP PACKAGE(S) REQUESTED

## COST A\$

1. ....
2. ....

AMOUNT PAYABLE	
Please note the payment terms on the next page	A\$

Organisation name (for marketing purposes):

Organisation name (for invoicing purposes):

Address:

City:

Postcode:

State:

Country:

Main Sponsor contact:

Mr / Mrs / Ms / Other:

Name:

Position:

Tel:

Fax:

Email:

Website:

Yes I have read and agree to the booking terms and conditions on the following page.

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Please note that your booking will not be processed unless all sections above are completed.

### PAYMENT DETAILS (please tick)

We wish to pay via company cheque.

Note all cheques must be made payable to: Society of Construction Law Australia

We wish to pay via EFT.

Account name: Society of Construction Law Australia

BSB: 105 900

Account No: 198 861 840

### Please note this is the preferred method of payment

Credit card (Visa and Mastercard only)

Please follow the following link to make a credit card payment: <https://www.scl.org.au/variable-payment>

## SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Exposure in the conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation by the earliest date possible.
  2. Goods & Services Tax (GST) is applicable to all goods and services offered by SoCLA and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. SoCLA reserves the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
  3. Sponsorship will be allocated only on receipt of a signed booking form. A letter of confirmation will be provided to confirm the booking
  4. If the sponsorship is in relation to the conference then a tax invoice for a 50% deposit of the total amount will be provided with the booking form. **The 50% deposit is required 14 days from the date of invoice.** The balance is due and payable on or before **1 July 2019**. Booking forms received after **1 July 2019** must include full payment.
  5. If the sponsorship is in relation to the mentoring program, the tax invoice provided with the letter of confirmation will be for the full amount and payment is due 14 days from the date of invoice.
  6. All monies are payable in Australian dollars.
  7. All monies due and payable must be received (and cheques cleared) by SoCLA prior to the event. No organisation will be listed as a sponsor in any official conference material until full payment and a booking form have been received by SoCLA.
  8. CANCELLATION POLICY: No refunds will be made for cancellations. A reduction in sponsorship is considered a cancellation and will be governed by the above cancellation policy.
  9. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of SoCLA.
  10. Sponsorship entitlements including organisation logo on the conference website and other marketing material will be delivered upon receipt of the required deposit or full payment.
  11. In relation to a sponsorship in relation to the conference, the delegate list will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.
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