



**AOTI**

Association of Occupational  
Therapists of Ireland

# **AOTI ANNUAL CONFERENCE 2015**

## **EXHIBITION AND SPONSORSHIP PROSPECTUS**



**Galway Bay Hotel**  
27 -28 March 2015

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## INVITATION TO PARTICIPATE

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Dear Friend,

The Association of Occupational Therapists of Ireland (AOTI) Annual Conference will be held at The Galway Bay Hotel from Thursday evening 26 March to Saturday 28 March 2015. This is the flagship event for the AOTI, the professional membership body for Occupational Therapists in Ireland. The theme for our Annual Conference in 2015 will be “50 years-a-growing”.

The success of the Conference depends very much on the support of companies and organisations like yours and we are delighted to invite you to participate in this year’s Annual Conference as a sponsor or exhibitor. This event provides a number of excellent sponsorship opportunities to increase your organisation’s profile. Our audience will include senior managers, practitioners, researchers and occupational therapists who are decision makers across all specialities and sectors including health and social services, the private sector and charitable organisations. There are many opportunities throughout the conference to spend quality time with delegates, find out about their requirements and give them the most up-to-date information on your products and services. Take advantage of this ideal opportunity to talk to members and delegates about your new services and product developments.

The 2015 Conference will include a number of invited keynote speakers and a range of parallel sessions covering oral presentations, debates round tables, workshops, poster discussion sessions, Advisory Group information stands, and academic poster viewing areas. The Conference Dinner will take place on Friday 27 March at The Galway Bay Hotel when delegates can relax and enjoy networking with colleagues, and meeting old friends and new. Exhibiting companies are also invited to participate in the social events.

The Association of Occupational Therapists of Ireland is constantly working to raise the profile of Occupational Therapy and to support its members in delivering a quality service to our clients. It can only do this with your support and involvement and we hope that you will support the profession by participating in the 2015 Annual Conference. The majority of delegates who attend believe that the exhibition is a very important aspect of the annual conference; it contributes to their learning and enhances the overall event. The exhibition area will be located directly beside the main conference suite and catering points will be located in the exhibition area to ensure good footfall for the duration of the Conference. Members of the public will also be invited to visit the exhibition at specific times on Friday 27 March.

We appreciate the on-going and considerable support which we get from our sponsors and exhibitors each year and we look forward to welcoming you to Galway in March. All of our sponsorship opportunities are designed to work around and support your marketing objectives. Used in the right way, sponsorship can clearly help to define and focus your messages in association with the AOTI. We hope that you will continue to support our professional body through prioritising participation at this exhibition. You can purchase any of the sponsorship opportunities that are detailed in this pack. In addition, please contact us if there is a sponsorship package that we can customise to suit your needs.

If you have any questions or requirements, please do not hesitate to contact the Conference Secretariat on [aoti@conferencecollective.ie](mailto:aoti@conferencecollective.ie) or telephone 01 554 7826.

We look forward to seeing you in March at what promises to be another exciting and stimulating Conference.

**Valerie Cribbin**  
**AOTI 2015 Conference Committee**

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## THE AOTI ANNUAL CONFERENCE

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The AOTI Annual Conference will take place at The Galway Bay Hotel, Galway from Thursday 26 March to Saturday 28 March 2015.

### **Thursday 26 March 2015**

09.00-17.00 Exhibition install and set-up

14.00-17.00 Advisory Groups and Special Interest Groups

### **Friday 27 March 2015 The exhibition will be open to the public at specific times during Friday.**

08.00 Registration

09.30-17.30 Conference Programme - Main Conference Sessions & Exhibition Viewing opportunities open both to delegates and the public

17.40-18.40 AOTI AGM

19.45-Late Conference Dinner – Open to all delegates, sponsors & exhibitors

### **Saturday 28 March 2015**

08.00 Registration

09.00-16.30 Conference Programme - Main Conference Sessions & Exhibition Viewing opportunities open both to delegates and the public

14.30 Onwards Exhibition breakdown

### **Scientific Programme**

The AOTI Conference aims to attract approximately 200 delegates. The programme has a number of parallel sessions covering all aspects of Occupational Therapy clinical practice, education and research.

The abstracts will be printed as part of the conference programme and will be available to all attending participants.

### **Social Events**

There is an opportunity for your company to support a Welcome Reception and Buffet Supper on Thursday 26 March at The Galway Bay Hotel. The evening event will be an excellent opportunity for delegates, sponsors and exhibitors to socialise and network. This event will only take place if sponsored.

A conference dinner will be held on Friday 27 March and is also open to all participants. Sponsors and exhibitors are encouraged to attend these events to meet delegates in a relaxed social environment.

### **The Organising Committee**

The members of the Organising Committee who are responsible for designing the Scientific Programme are

Valerie Cribbin

Dr Tadhg Stapleton

Liz Moran

Denise Fine

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## SPONSORSHIP OPPORTUNITIES

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### Gold Sponsorship

€6,750

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We are delighted to offer this package **exclusively to one company**.

- Acknowledgement as the Gold Sponsor of the AOTI Conference on all print items
- Your Company Logo, Website Link and brief company description on AOTI Conference Website **www.aoticonference.ie**
- A4 Full Colour Advert in the Conference Programme
- A4 Insert in Delegate Bag which will be distributed to all attendees at the conference (Maximum - A4 Double sided page)
- 2 x Prime Location exhibition stands totalling 12sqm (additional space can be purchased at €200.00 per square metre).
- 6 Company representatives passes which include lunch and refreshments
- Sponsorship of 1 x Tea / Coffee Break (To include branding of the Refreshment area i.e. Tea & Coffee Break Sponsored by [Your Company Logo])

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### Silver Sponsorship

€4,550

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We are delighted to offer this package to **a maximum of two companies**.

- Acknowledgement as a Silver Sponsor of the AOTI Annual Conference on all print items
- Your Company Logo, Website Link and brief company description on the AOTI Annual Conference Website **www.aoticonference.ie**
- ½ Page Full Colour Advert in the Conference Programme
- A4 Insert in Delegate Bag which will be distributed to all attendees at the conference (Maximum - A4 Double-sided page)
- 2 x Prime Location exhibition stands totalling 8 sqm (additional space can be purchased at €200.00 per square metre).
- 4 Company representatives passes which include lunch and refreshments
- Sponsorship of One Conference Lunch (To include Branding of the dining area, (supplied by your company i.e. pop up stands etc), and your company logo printed in the conference programme beside lunch timings.)

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### Delegate Bags

€1,500 or provided in kind

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The Conference Bags will bear the Sponsor's logo, the AOTI logo and the name and date of the conference

- Your Company Logo, Website Link and brief company description on AOTI Annual Conference Website **www.aoticonference.ie**
- Acknowledgment in the Sponsors' list in the Final Programme and Abstract Book

NB Final bag style & design must be signed off by the Conference Committee before production.

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## Conference Dinner

€1,500

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A Conference Dinner will be held on Friday evening and companies are invited to sponsor this event on a sole sponsorship basis.

- Acknowledgement in the programme and on the website, with logo next to information on the Dinner
- 6 free Dinner tickets
- Branding of the Dining Room plus your logo on the menu cards and on table numbers
- Your company logo printed in the conference programme beside details of the Dinner
- Company Literature on every table (max A4 size; 4 pages)

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## Welcome Reception & Buffet Supper

€1,000

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Sponsorship of AOTI Annual Conference Buffet Supper on Thursday 26 March 2015

- 6 free buffet supper tickets
- Branding in the Buffet area (supplied by your company i.e. pop up stands etc)
- Your company logo printed in the conference programme beside details of the Buffet Supper.

*This event will only take place if sponsored.*

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## Branding Package

€1,000

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The sponsor's name and/or logo displayed prominently on displayed throughout the venue

- The sponsor's name and/or logo displayed on the conference signage displayed throughout the venue (full colour).
- The sponsor's name and/or logo displayed on the top left-hand corner of every poster board (one colour).
- The sponsor's name and/or logo displayed on the timings cards of presenters which will be displayed on every poster board (one colour).

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## Conference Lanyards

€750

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Lanyards will be provided for every registered delegate, speakers and exhibitors to attach to their name badge. The sponsor's name and/or logo printed on the badge lanyard (one colour).

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## Delegate Pads

€750

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Delegate pads are included in the delegate bag which is distributed to all registered delegates and speakers. Pads will contain unlined A5 Paper and the outside cover will be printed with the name, date & conference logo. The sponsor's logo will be printed on the front cover & on every page of the pads (one colour).

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## Tea/ Coffee Breaks

## Lunch Breaks

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€500 per break  
€1,000 per day

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Coffee breaks will take place during the conference and companies have the opportunity of sponsoring these. Sponsorship of Coffee Breaks include:

- Acknowledgement in the programme and on the website, with logo next to information on break
- Your Company Literature on tables during the sponsored break.

Lunch will be supplied for all delegates on Friday and Saturday– companies are invited to sponsor the lunch breaks: Sponsorship of Lunch Breaks include:

- Acknowledgement in the programme and on the website, with logo next to information on break
- Branding of the dining area Company Literature on tables

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## Speaker Sponsorship

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You may wish to sponsor one of the speakers; this would involve payment for travel and accommodation.

- Your company logo and acknowledgement of sponsorship would be included in the printed conference programme.
- An opportunity to display your company branding in the form of pop up banners etc would be displayed in the conference room during your speaker's presentation.
- Acknowledgment in the Sponsors' list in the Final Programme and Abstract Book
- Depending on speaker and subject to speaker's approval – please contact the Conference Secretariat for further details.

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## Delegate List

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€500

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- Your organisation's logo will be printed on the delegate list, which every delegate, sponsor, speaker & exhibitor will receive.
- Acknowledgment in the Sponsors' list in the Final Programme and Abstract Book.

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## Delegate Pens

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€550 or €200 plus provided in kind

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- Conference pens will be provided for every registered delegate and speaker.
- The sponsor's logo will be printed on each pen (one colour).

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## Insert in delegate bags

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€300

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A4 Size flyer/leaflet etc (Maximum - A4 Double sided page) to be included in all delegates Bags.

We are pleased to offer the following package to those companies who are unable to exhibit at the AOTI Annual Conference but would still like a presence.

- Acknowledgement as a Conference supporter on the Conference Website to include your Company Logo and Website Link.
- A4 Insert in Delegate Bag which will be distributed to all attendees at the conference.
- (Maximum - A4 Double sided page)
- ¼ Page Full Colour Advert in the Conference Programme.

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## SPECIAL REQUESTS

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- In addition, we are willing to tailor a package to suit your objectives. Suggestions from potential sponsors will be considered.

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## ADVERTISE IN THE CONFERENCE PROGRAMME

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The Final Programme and Book of Abstracts will be available to all registered delegates, invited speakers, exhibitors and company personnel at the meeting. It will contain the full conference programme, including details of all invited speakers and presenters of free communications, accepted abstracts and a list of all poster presentations. The Final Programme will also contain a list of all sponsors and exhibitors, together with general information on the conference.

Inside Cover: A4 Full Page Full Colour Advert in Conference Programme	<b>€700</b>
Outside Back Cover: A4 Full Page Full Colour Advert in Conference Programme	<b>€750</b>
A4 Full Page Full Colour Advert in Conference Programme	<b>€600</b>
Half Page Full Colour Advert in the Conference Programme	<b>€350</b>

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## EXHIBITION SPACE

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The commercial/technical Exhibition will be held in the Lettermore Suite on the First Floor of The Galway Bay Hotel. The floor plan has been designed to maximise Exhibitors' exposure to the delegates. The Exhibition area will consist of exhibition stands, lunch, tea & coffee stations to enhance the footfall to all exhibition stands and allow your key sales team to interact with all delegates during the various breaks in the conference sessions.

Exhibition opening times (subject to change depending on final programme schedule)

Thursday 26 March 2015 18.00 – 19.30 (The exhibition will be open at these times if the Buffet Supper is sponsored)

Friday 27 March 2015 09.00 – 17.30

Saturday 28 March 2015 09.00 – 14.30

### **Exhibition Fee Cost €225 per square metre**

Exhibition space will be sold on a first-come first-served basis.

The exhibition fee includes:

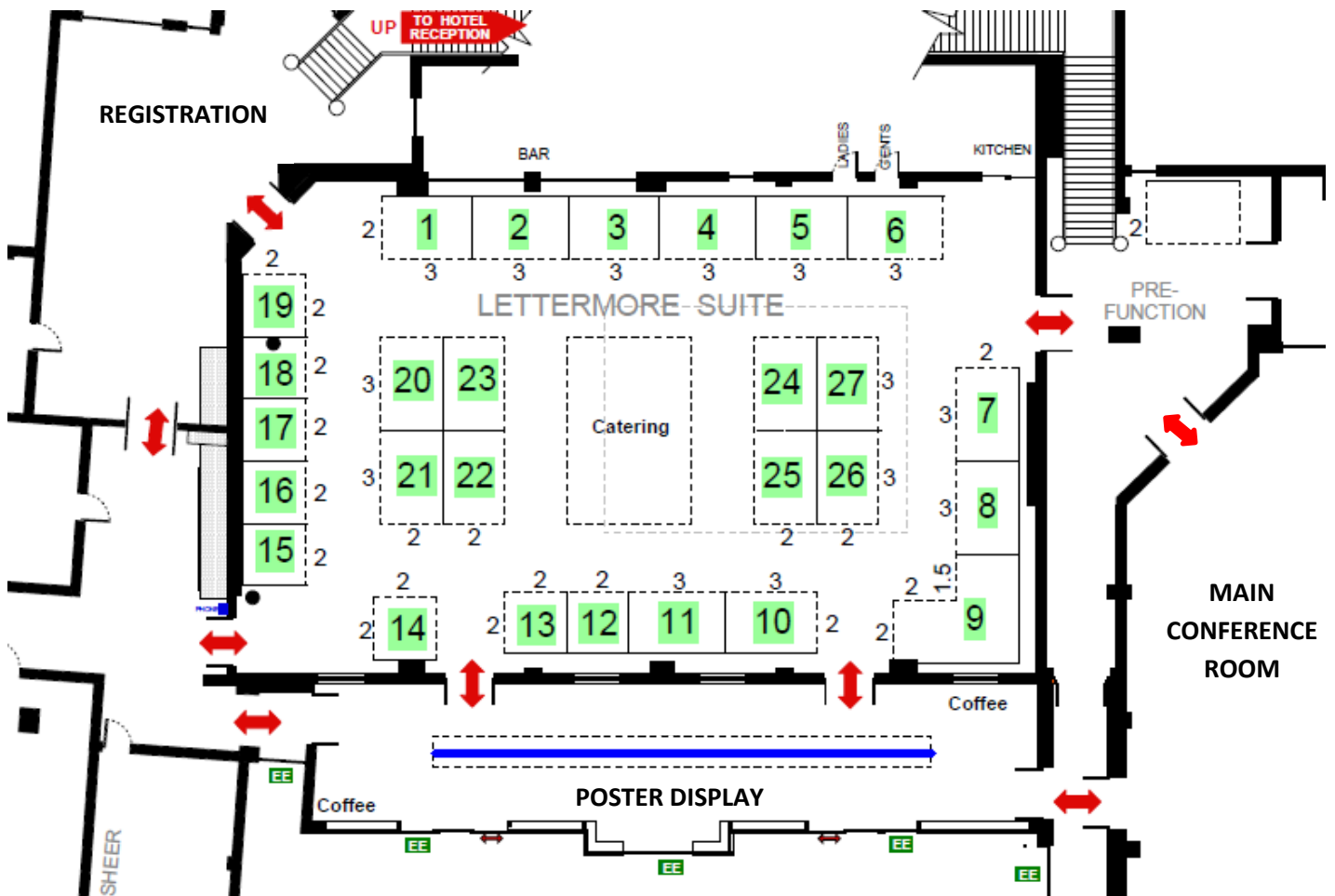
- Shell scheme with company name panel/fascia (height of shell scheme: 2.4m)
- One electrical package (one 500 watt power socket and one fascia light, behind name board illuminates your space)
- One table and two chairs
- For all stands up to and including 6m<sup>2</sup>, complimentary registration for two company executives including refreshments and lunch on Friday 27 and Saturday 28 March 2015.
- For all stands over 8m<sup>2</sup>, complimentary registration for four company executives including refreshments and lunch on Friday 27 and Saturday 28 March 2015.
- Delegate pack including final programme and book of abstracts and delegate list. Additional exhibiting staff may register through the Conference Secretariat at an additional cost of €60 per person for the entire duration of the meeting. This fee includes lunch, tea and coffee on Friday and Saturday.
- The Exhibition build time will take place on Thursday 26 March 2015 from 13.00hrs. Shell scheme will be installed by this time.
- Exhibition breakdown will take place on Saturday 28 March 2015 from 14.30 Onwards (time to be finalised once conference programme is confirmed). All exhibition stands and materials must be removed from the venue by 8.00 pm on Saturday 28 March.
- N.B. Hire of exhibition space DOES NOT include any additional furniture hire, flowers, lighting, audio visual equipment, portering services or internet connection. These can be ordered through the Exhibition Contractor – details will be provided in the exhibition manual.



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## EXHIBITION FLOOR PLAN

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## ALLOCATION OF EXHIBITION SPACE

Space will be allocated on a "first come, first served" basis. A completed Exhibition Booking Form should be posted / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form space will be confirmed and an invoice for the full amount due will be sent to the booker. Please note that three alternative choices should be clearly indicated on the booking form. Space allocations will be made in the order in which booking forms are received.

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## EXHIBITION TERMS AND CONDITIONS

The terms and conditions of exhibiting are included in this prospectus. Please note that signing of the exhibition booking form indicates acceptance of these terms and conditions. The exhibition booking form will be held as a valid liable contact, by which both parties will be bound.

# AOTI Annual Conference – 26-28 March 2015

## The Galway Bay Hotel

### SPONSORSHIP AND EXHIBITION BOOKING FORM

Organisation Name:	
Contact Name:	
Address:	
Post Code:	Product:
Telephone:	
Email Address:	
Website Address: www.	
Twitter/Facebook:	
Purchase order number (must be provided for invoice)	

**SPONSORSHIP ITEMS** Please refer to pages 4 to 7 for details of all sponsorship items. All sponsorship packages are sold on a first come-first served basis.

Item	Sponsorship Item	Cost
Item 1		€
Item 2		€
Item 3		€
Total Cost		€

#### **EXHIBITION SPACE (including shell scheme)**

Please refer to the exhibition floor plan and indicate a first, second and third choice of stand position.

**PLEASE NOTE:** Please advise if your stand must be located adjacent to, opposite or away from any other exhibiting companies.

	Stand Number	Number of square metres @ €225 per sqm	Total Cost €
1st Choice			€
2nd Choice			€
3rd Choice			€

#### **Payment Details**

- ☐ I enclose a cheque payable to "AOTI Annual Conference"
- ☐ I will arrange a payment by bank transfer on receipt of an invoice.

**Signature:**

**Date:**

**Payment Terms:** Please note your Exhibition space is not confirmed until full payment has been received, we will issue a confirmation email and invoice on receipt of booking. Payment terms are 30 days however late bookings made after 1 March 2015 require immediate payment. The organisers reserve the right to deny participation, if full payment has not been made prior to the exhibition set up.

**Please return form to:** AOTI Annual Conference, c/o The Conference Collective Ltd AOTI@Conferencecollective.ie Tel: 01 554 7826

# AOTI Annual Conference

## 26-28 March 2015, The Galway Bay Hotel, Galway

### SPONSORSHIP AND EXHIBITION TERMS AND CONDITIONS

**Agreement** The Booking Form constitutes only an offer by the Sponsor or Exhibitor to exhibit at/sponsor the AOTI Annual Conference 2015 on these terms and conditions only. The Organisers reserve the right to accept or refuse such offer at its sole discretion.

In the event that the Organisers accept the Sponsor's/Exhibitor's offer, the Organiser will provide written confirmation of the booking and this will create a legally binding contract between the Sponsor and the Organiser on these terms and conditions only to the exclusion of all others (this 'Agreement').

All bookings of exhibition packages, promotional marketing opportunities, advertising and sponsorship are administered on a first-come, first-served basis. Each stand includes complimentary registrations for the conference to include access to all Conference sessions, refreshments at official Conference break times & conference materials. A completed Exhibition Booking Form should be posted / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

**Payment** On providing such written confirmation to the Sponsor/Exhibitor, the Organiser will issue its invoice to the Sponsor/Exhibitor in respect of the Sponsorship/Exhibitor Fee. The Sponsor shall make payment to the Organiser no later than the earlier of 1 March 2015 or 30 days following receipt of the invoice, regardless of the terms of the invoice.

The Sponsorship/Exhibitor Fee is exclusive of VAT. Payments should be made in Euros and made payable to 'AOTI Annual Conference'.

**Terms** This Agreement commences on the date of the Organiser's written confirmation of the booking, and shall terminate at the end of the AOTI Annual Conference 2015 except when expressly provided otherwise in these terms.

**Cancellation clause** Cancellation of Sponsorship/Exhibition Booking must be made in writing to The Exhibition and Sponsorship Manager, AOTI Annual Conference, c/o The Conference Collective Ltd., 17 Upper Pembroke Street, Dublin 2 and can be emailed to [AOTI@Conferencecollective.ie](mailto:AOTI@Conferencecollective.ie). If the Sponsor/ Exhibitor cancels this Agreement, the Organiser shall refund (subject to any costs as set out below) to the Sponsor/Exhibitor a percentage of the fees determined in accordance with the following:

- If cancellation/reduction is received up to and including 2 January 2015, the organisers shall retain 10% of the agreed package amount;
- if cancellation/reduction is received between 3 January 2015 and 13 February 2015, the organisers shall retain 50% of the agreed package amount
- if cancellation/reduction is received after 14 February, the organisers shall retain 100% of the agreed package. The sponsorship/exhibition fee (where applicable) will be refunded after the conference.

The Organiser shall be entitled to retain from any refunded fees a sum equivalent to its actual administration expenses, the costs of materials and any costs to which the Organiser has committed when the Sponsor/Exhibitor cancels this Agreement.

If the conference is cancelled by the Organiser (other than as a result of events beyond the reasonable control of the Organiser), the Organiser shall refund the fee paid by the Sponsor/Exhibitor.

**Insurance** While every precaution is taken to protect your property during the event, the Organisers are not responsible for any loss or damage and we strongly recommend that you take out appropriate insurance cover. The Organisers accept no responsibility for any loss sustained by exhibitors from theft, fire damage or any third party.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this exhibitors should protect their expenditures against abandonment and cancellation or curtailment of the event due to reasons beyond the Organiser's control.

**Security** The Organisers cannot be held responsible for the loss or damage to exhibitors' property. Exhibitors are advised not to leave their stand unattended at any time especially if there are portable and valuable items on the stand.

**Exhibition set up and breakdown** Exhibitors must ensure that their stand is set up and dressed by the times specified in the Exhibitor Manual. The only activities permissible on the day of the Conference are displaying brochures or the set up of any valuable equipment, which for security reasons you do not want to leave unattended overnight. Exhibition stands must not be broken down before 14.30 on Saturday 28 March 2015, the last day of the Conference.

**Exhibitors' responsibilities** All exhibiting companies are responsible for their stand. Due consideration must be given to the safety of the stand throughout the event and that any actions or inactions do not give rise to accidents, injuries or an unsafe working environment so far as is reasonably practicable.

**Accessibility** The current EU regulations state that disabled persons must be afforded the same opportunities as able-bodied persons. This includes the ability to attend exhibitions and view any exhibits. To this end, exhibitors are advised to ensure that their stand is easily accessible to visitors in wheelchairs.

**Liability clause** The Organiser shall not be liable for any failure to fulfil this contract where failure is caused by supervening circumstances including weather, fire, flood, earthquake, travel, transport delays, war, riots, acts of terrorism or events which, without fault of either party, render fulfilment impossible.

**The Organiser's obligations** The Organiser will:

- Organise the AOTI Annual Conference to a high standard and to the best of its ability
- Ensure the Sponsor/Exhibitor benefits from all elements of the confirmed Sponsorship/Exhibition Package
- Not do or knowingly permit to be done anything which is prejudicial to the good image of the Sponsor/Exhibitor

**Sponsor's/exhibitor's obligations** Stands must be staffed during key exhibition times, including refreshment breaks, lunch breaks and poster viewing sessions.

Companies wishing to offer hospitality in addition to the Conference social programme must contact the Organisers (email: [AOTI@conferencecollective.co.uk](mailto:AOTI@conferencecollective.co.uk)). Any additional social events must not clash with the official Conference Social Programme and is subject to the agreement of the Organiser.

The Sponsor/Exhibitor (including its officers, employees, contractors and agents) and the Sponsor's exhibition stand must comply in all respects with all applicable laws, regulations, and rules and conditions of the Venue relevant to it, and with any relevant trade codes of practice.

A delegate list including attendees' names and organisations will be circulated to all attendees and exhibitors on the day of the event. This is solely for reference use and to aid networking.