



The LIBRARY ASSOCIATION of IRELAND  
Cumann Leabharlann na hÉireann



For library  
and information  
professionals

## LAI / CILIP Ireland JOINT ANNUAL CONFERENCE 2020

**Crowne Plaza Hotel, Dundalk, Co Louth**

**20<sup>th</sup> & 21<sup>st</sup> October 2020**



## **SPONSORSHIP OPPORTUNITIES**

## VENUE

The Crowne Plaza Hotel, Dundalk is 45 minutes' drive from Dublin Airport and less than an hour from Belfast. Close to Carlingford and other local attractions, including Dundalk Ice Dome and Dundalk All Weather Race Track, the Crowne Plaza is the ideal venue for the LAI/Cilip joint Conference.

[Crowne Plaza Hotel Website](#)

## IMPORTANT DATES

Sponsorship Confirmation*	August 2020
Sponsors to Submit Print Materials for inclusion in delegate packs	16 October 2020 (see page 6)
LAI Conference	20 & 21 October 2020

\*Sponsorship is subject to availability. Sponsorship, if available, will be considered and welcomed after August 2020 on a case-by-case basis.

Accommodation should be booked early to avoid disappointment. Accommodation is not included in sponsorship and is to be arranged directly by the sponsor. Special rates can be booked via the Online Registration System.

## SPONSORSHIP OPPORTUNITIES

The Conference provides many ways to ensure a profitable and advantageous representation for your company. This year's conference will focus on the theme 'Libraries: A World of Possibilities'.

Sponsorship can be provided to support general or specific conference items or activities. The sponsorship opportunities are divided into sponsorship packages and separate sponsorship items.

All prices in the Sponsorship Prospectus are in Euro and are VAT exclusive, unless otherwise specified.



## SPONSORSHIP PACKAGES

### PLATINUM SPONSOR

€1,500

- Prime exhibition space
- Two industry delegate places including attendance at all conference sessions, conference dinner, lunches and reception (additional staff members may attend by registering as industry delegates). Please note accommodation is not included.
- List of attendees provided in advance of conference\*
- Recognition as platinum sponsor at opening and closing sessions
- Recognition as platinum sponsor in auditorium used for plenary sessions
- Recognition as platinum sponsor and logo display on conference website and programme
- Inclusion of sponsor logo and message in an on-screen display between conference sessions
- 1 insert in the conference pack
- 5 minute speaking slot in the Conference Programme

### GOLD SPONSOR

€1,000

- Exhibition space
- One industry delegate place including attendance at all conference sessions, conference dinner, lunches and reception (additional staff members may attend by registering as industry delegates). Please note accommodation is not included.
- List of attendees provided in advance of conference\*
- Recognition as Gold sponsor and logo display on conference website and programme
- Inclusion of logo in rolling display of logos between conference sessions
- 1 insert in the conference pack
- 5 minute speaking slot in the Conference Programme

### SILVER SPONSOR

€750

- Exhibition Space
- One industry delegate place including attendance at all conference sessions, conference dinner, lunches and reception (additional staff members may attend by registering as industry delegates). Please note accommodation is not included.
- Recognition as Silver sponsor and logo display on conference website and programme

\* Only attendees who have given permission will be included in the list of attendees.

*Note: Positioning of any advertisement, company logo and company name will be at the discretion of the Conference Committee. Sponsor logos, print copy and all artwork to be supplied by the sponsor and in a format to meet printer requirements. It is the responsibility of the sponsor to meet all deadlines. The advertisement must comply with all applicable law and relevant rules under EU regulations and Irish Law.*

## OTHER SPONSORSHIP OPPORTUNITIES

- **Conference Dinner €1,500**  
Sponsorship publicised on website, in programme and acknowledged at dinner.
- **Pre-Gala Dinner Drinks Reception €750**  
Sponsorship publicised on website, in programme and acknowledged at dinner.
- **Conference Lunch (1 day) €750**  
Sponsorship publicised on website, in programme and acknowledged prior to lunch.
- **Branded Gifts to be included in conference packs €750**  
Sponsors can include branded gifts for delegates. One per delegate should be supplied by the sponsors after approval from the Organising Committee.
- **Conference Folder €500**  
One sponsor can opt to sponsor the conference folder. The conference logo and the sponsoring company logo are to be included on the folder.
- **Delegate Pack Insert €250**  
This is a great opportunity to insert your company promotional material into the delegate pack. The insert must be approved by the Organising Committee and the sponsor will be responsible for supplying the necessary amount of flyers.
- **Conference Lanyard €500**  
All participants receive a name badge. The conference logo and the sponsoring company logo will be printed on the lanyard.
- **Conference Pen €400**  
The conference logo and the sponsoring company logo will be printed on the pens, and distributed to every delegate.

## SPONSORSHIP APPLICATION FORM & CONTRACT

Please note that all acknowledgements of your company and listing of company name will be generated from the following information.

**Please return this form to:**

LAI/CILIP Joint Annual Conference 2020 Conference Secretariat

E: [events@conferenceorganisers.ie](mailto:events@conferenceorganisers.ie)

NAME OF COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EU BUSINESS VAT NUMBER: \_\_\_\_\_

I would like to book the following Sponsorship Items:

Sponsorship Item	Qty	Unit Price €	Total Cost €
Platinum Sponsorship		€1,500	
Gold Sponsorship		€1,000	
Silver Sponsorship		€750	
Conference Dinner		€1,500	
Pre-Gala Drinks Reception		€750	
Conference Lunch (1 day)		€750	
Branded Gift (gift to be supplied)		€750	
Conference Folder		€500	
Delegate Pack Insert		€250	
Conference Lanyard		€500	
Conference Pen		€400	
Spot Prize (prize to be supplied)		€100	
Inclusion in Conference Sponsors Quiz		€200	
		<b>TOTAL:</b>	

Notes: Rates exclude VAT

Cancellation: after the order has been signed the company agrees to pay the amount in full. Should the event be cancelled, LAI/CILIP 2020 agrees to refund the company in full.

I have read and accept the terms, conditions and cancellation policy.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SPONSORSHIP INFORMATION

### EXHIBITION HOURS

Exhibition Stand Set-Up*	Monday 19 October: 18.00-20.00
Exhibition Stand Set-Up*	Tuesday 20 October: 07.00-09.00
Exhibition Display	Tuesday 20 October: 09.00-17.00
Exhibition Display	Wednesday 21 October: 09.00-16.00
Winner of Exhibition Quiz Announced	Wednesday 21 October: Afternoon Keynote Session
Exhibition Dismantle	Wednesday 21 October: 16.00-17.00

\*All stand set-ups must be complete by 9am on Tuesday 20 October

### DELEGATE PACK INSERTS

1 page A4 or A5 inserts x 180 copies

Delivery address: FAO: Conference Organisers: LAI/CILIP 2020, Crowne Plaza Hotel, Inner Relief Rd, Haggardstown, Dundalk, Co. Louth, A91 EF88 (Conference Inserts, Package 1 of x), *your company name*.

Delivery must be made by **Friday 16 October**.

## CONFIRMATION AND PAYMENT

On receipt of the sponsorship application form, an invoice will be issued to the sponsoring company and payment must be received within 14 days in order to confirm the sponsorship.

Payment must be made by bank transfer to:

Account Name:	Conference Organisers No. 2 Account
Bank Name:	Allied Irish Bank
Bank Address:	1 Lower Baggot Street, Dublin 2, Ireland
Account No:	11745637
Sort Code:	93-10-12
IBAN:	IE50 AIBK 9310 1211 7456 37
SWIFT/BIC:	AIBKIE2D

Attach a copy of the bank receipt to the Application Form. All payments must be net of all charges.

### CANCELLATION POLICY

On signing the sponsorship/exhibition application form, the company agrees to pay the amount in full. All cancellations must be received in writing and sponsorship fees are non-refundable.

Should the event be cancelled, LAI/CILIP Joint Annual Conference 2020 agrees to refund the company in full.

### CONFERENCE LANGUAGE

The official language of the conference is English.