

PROSPECT FOR SPONSORS AND EXHIBITORS



A COURSE, SYMPOSIUM AND
WORKSHOPS ANNOUNCEMENT

“NEUROGENOMICS AND NEUROIMAGING OF DEVELOPMENTAL DISORDERS”

APRIL 30 - MAY 5, 2009

DUBROVNIK, CROATIA

HOTEL HILTON &
CENTER FOR ADVANCED ACADEMIC STUDIES (CAAS),
UNIVERSITY OF ZAGREB



ORGANIZERS

- CROATIAN SOCIETY FOR NEUROSCIENCE
- CROATIAN INSTITUTE FOR BRAIN RESEARCH
- CROATIAN ACADEMY OF SCIENCES AND ARTS

ORGANISING INSTITUTIONS

Croatian Society for Neuroscience
Croatian Institute for Brain Research
Croatian Academy of Arts and Sciences

SCIENTIFIC COMMITTEE

Ivica Kostović
Alan C. Evans
Harry Chugani
Daniela Prayer
Vera Folnegović-Šmalc
Fran Borovečki
Nenad Šestan
Neven Henigsberg
Vlatka Mejaški-Bošnjak
Marko Radoš

ORGANISING COMMITTEE

Ivica Kostović
Marko Radoš
Fran Borovečki
Vera Folnegović-Šmalc
David Ozrečić
Milan Radoš
Mario Vukšić
Marko Čuljat
Lana Vasung
Ivana Pogledić
Željka Pavlović

ORGANISERS

Croatian Society for Neuroscience
School of medicine University of Zagreb
Croatian Academy of Arts and sciences

GENERAL INFORMATION:

Congress Venue:
Hotel Hilton Dubrovnik & CAAS, Dubrovnik

Dates:
April 30- May 5, 2009

Expected attendance: 100

Contact person:

Iva Šimunić Kirin
Depol komunikacije, Croatia, 10000 Zagreb
Tel: +385 1 2444 333
Fax: +385 1 2431 478
GSM: +385 91 306 2679
e-mail: iva@depol.org

Bank details:

Account no. 2402006 – 1100468530 Erste & Steiermärkische Bank dd
IBAN CODE: HR 2124 020061100468530
SWIFT: ESBCHR22, Vukovarska 41
ID no.: 1428497

SPONSORSHIP AND EXHIBITION APPLICATIONS

Sponsorship and/ or exhibition form should be fill in completely and sent to the following address:

Depol komunikacije
Petrova 45
10000 Zagreb

Tel: 00385 1 2444 333
Fax: 00385 1 2431 478
info@depol.org
www.depol.org

On the sponsorship or exhibition registration form please indicate the way you want to participate at the Congress.

Sponsors registration fee **165 EUR**

The registration fee includes: Welcome cocktail, Coffee breaks, Lunches, Congress materials

Payment

Total amounts must be paid before the beginning of the Congress.

Method of payment

- Invoice issued by Depol komunikacije d.o.o.
 - Invoice and contract issued by Croatian Society for Neuroscience
-

Official PCO:

depol  *komunikacije*

PCO, Event & Travel
Management Company

SPONSORSHIP OPTIONS

Main sponsor **at cost**

Sponsor of an invited speaker **at cost**

Final Programme **1370 €**

Exclusive full colour sponsor ad will be published on the cover or inner side of the front cover of the final programme (including complete scientific programme, social and tourist functions and all practical information).

The final programme will be given to all Congress participants in the Congress bags.

- logo on Congress panel
 - logo on the sponsor list in the final programme
-

Delegate bags **at cost**

The sponsor will cover the expenses of the Delegate bags and print on the bags for all participants

- logo on the congress bag
 - logo with a hyperlink on Congress website
 - logo on Congress panel
 - logo on the sponsor list in the final programme
-

Badge necklaces **1370 €**

The Sponsor will cover the expenses for the badge necklaces

- logo on Congress panel
 - logo on the sponsor list in the final programme
-

Welcome cocktail **at cost**

The sponsor will host the welcome cocktail for all Congress participants

- sponsor logo at entrance of welcome cocktail venue
 - logo on Congress panel
 - logo with a hyperlink on Congress website
 - logo on the sponsor list in the final programme
-

Social programme at gala dinner **at cost**

The sponsor can be the host of the social programme at the gala dinner

- 1 full page colour ad in the final programme
 - sponsor logo on invitations and menu
 - sponsor logo at entrance of gala dinner venue
 - logo on Congress panel
 - logo on the sponsor list in the final programme
-

Coffee break **at cost**

The sponsor will host the coffee break for all Congress participants

- sponsor logo at entrance of coffee break location
- possibility of using sponsor napkins / sugars on tables
- logo on Congress panel
- logo with a hyperlink on Congress website
- logo on the sponsor list in the final programme

Poster boards **1100 €**

The sponsor can place his logo next to the number on the poster boards

- sponsor logo at entrance of room where the poster boards will be located
- sponsor logo on the poster boards
- logo on Congress panel
- logo on the sponsor list in the final programme

Slide preview room – Speakers ready room **1050 €**

Facilities will be available at the Symposium venue for speakers and abstract presenters to check and drop off their presentations.

- sponsor's name/company logo will appear on signs for this room
- opportunity to provide sponsor's mouse pad at each workstation
- opportunity to display sponsor's logo on screensavers at each workstation
- sponsor's logo with hyperlink on symposium website
- acknowledgement in the sponsors' list in the final program (subject to receipt by publishing date)
- Sponsor will place posters or banners at the place where presentations will be handed in

Internet cafe **at cost**

The sponsor will provide internet access for participants during the Congress

- desired decoration of internet cafe
- sponsor poster in the internet cafe
- logo on Congress panel
- logo on the sponsor list in the final programme

Signage **1370 €**

Sponsors can place their logo on all signs throughout the Congress venue

- sponsor's logo on all signs in the Congress venue
- logo on Congress panel
- logo on the sponsor list in the final programme

Congress bag inserts **550 €**

The sponsor will provide promotional material (1 item) which will be distributed to all Congress participants

- promotional material will be inserted into each Congress bag
- logo on the sponsor list in the final programme

Pens and notepads **1370 €**

The sponsor will provide pens and notepads which will be distributed to all Congress participants

- pens and notepads will be inserted into all Congress bags
 - logo on the sponsor list in the final programme
 - logo on Congress panel
-

Video promotion in all Congress areas

at cost

The sponsor may play their promotional video on plasma TV's in the Congress centre (entrance of Congress centre and/or exhibition area). Time and frequency of promotional videos depends on the sponsorship amount.

- logo on Congress panel
 - logo with a hyperlink on Congress website
 - logo on the sponsor list in the final programme
-

Official vehicle

at cost

The sponsor will provide vehicles, which will be used to transport invited speakers and the Organizing Committee during the Congress.

- logo on Congress panel
 - logo with a hyperlink on Congress website
 - logo on the sponsor list in the final programme
-

Special demands

We are aware that the above mentioned sponsorship possibilities may not meet all of your marketing goals. That is why it will be possible to create a sponsorship package, which you will be satisfied with.

Please contact Depol komunikacije for further arrangements.

ADVERTISING OPPORTUNITIES:

All sponsors and exhibitors will be presented in the final programme, abstract book and website. Please send your add and logo to iva@depol.org

Advertising Space

- Colour pages in the final programme
- | | |
|--|--------------|
| 1. Price of one colour page in the final programme | 685 € |
| 2. Price of " colour page in the final programme | 480 € |
| 3. Price of the banner on web site, direct link | 300 € |
-

EXHIBITORS OPPORTUNITIES

The commercial-scientific exhibition will be held at the area in front of main hall. In order to provide maximum quality to our exhibitors, all coffee breaks will be held in the area in front of the exhibition area.

Exhibition area price

The price of 1sqm of Exhibition boot is 340 € + VAT and includes (minimal area 2sqm):

- Company logo in the Final Program

Please keep in mind that the cleaning of exhibition stalls, work on exhibition area and furniture are not included in the price. Everything mentioned can be ordered from Depol komunikacije.

SPONSORSHIP AND EXHIBITION APPLICATION

After deciding which sponsorship option you would like, please send us a filled out form. We will then send you an invoice, proforma invoice or contract, depending on your payment method. After receiving 50% of the full payment amount, we will send you a confirmation of your reservation. We kindly ask that you make the rest of the payment two weeks before the beginning of the Congress at the latest.

Please send your filled out sponsorship or exhibition registration form to PCO:

Depol komunikacije d.o.o.
Petrova 45
10000 Zagreb
Tel: 01 2444 333
Fax: 01 2431 478
iva@depol.org
www.depol.org

Payment:

50% with signed booking form
50% up to 2 weeks before the beginning of the Congress
All payments must be made before the beginning of the Congress

Payment method:

We kindly ask you to make your payment by bank transfer to Depol komunikacije:
ACCOUNT NO.: 2402006 – 1100468530, Erste bank, Croatia, Zagreb
IBAN CODE: HR 2124 020061 100468530
SWIFT: ESBCHR22, Vukovarska 41
Bank charges are responsibility of the payee.

Cancellations:

All sponsorship/exhibition cancellations must be sent in written form to Depol komunikacije.

Organizers will keep:

10% of the agreed amount if cancellation occurs 2 months prior to the beginning of the Congress.
50% of the agreed amount if cancellation occurs 2 weeks prior to the beginning of the Congress.
100% of the agreed amount if cancellation occurs less than 2 weeks prior to the beginning of the Congress.

General sponsorship/exhibition conditions:

All dates and conditions will be stated on the sponsorship Registration form
Registration will be taken into consideration only if the sponsorship registration form is filled out correctly and signed together with the payment confirmation.
Registration will be confirmed if there is free exhibition area space.
All registered exhibitors will be informed in written form if their registration form has been received, accepted or rejected. In case of rejection, all payments will be completely reimbursed.

Method and conditions of payment

Payment conditions are agreed by contract between the organizer and exhibitor.

Exhibitor's rights and obligations

Registration means complete consent of the exhibitor to all conditions and rules. Any breaking of the rules will lead to loss of rights to participate without reimbursement of payment and without the right to exhibit at the Congress.
When filling out the sponsorship registration form, the exhibitor agrees to the location of the exhibition area until the end of the Congress.

The exhibitor may exhibit materials, products and services described in the sponsorship registration form only in the area of his stall.

It is not allowed to advertise companies which are not exhibitors. Further renting or division of exhibition area/stall is forbidden.

Organizer's rights and obligations

The organizer is responsible for dividing the exhibition area, respecting the exhibitor's wishes as much as possible. Booking forms will be considered on a first come, first serve basis.

The organizer has the right to change the position of exhibition stalls in case of absolute necessity and does not have to reimburse the exhibitors. The organizer also has the right to offer the exhibition area to another exhibitor in case of no show, that is, if it is not filled the evening before the beginning of the exhibition.

Security

Equipment and other exhibition materials will not be secured and the organizer does not take responsibility for loss or damage to the exhibition area or any material in the exhibition area.

The exhibitor takes responsibility to secure his belongings and cannot hold the organizer responsible for any damage.

Exhibition rules

The Depol komunikacije representative has the right to decide on the final layout of the exhibition area.

Exhibitors cannot share their exhibition area with others without receiving written permission from the organizer first. The organizer has the right to change the layout of the exhibition area, as well as change the location or time of the exhibition in case of unforeseen circumstances. The Organizer will take responsibility for all costs in case of cancellation, except for the cost of renting the exhibition areas.

All exhibited materials must be placed so they do not block the passages between exhibition stalls and do not enter the area of other exhibitors.

The exhibitors are responsible for all expenses, decoration, set up and shipment of all materials, as well as removal from exhibition area at the end of the Congress.

Flammable materials may not be used. All materials exhibited must be safe.

Exhibitors must prepare their exhibition area before the beginning of the Congress, and cannot begin clean up before the official end of the Congress. The exhibitor must remove all equipment and materials from the area, otherwise the organizer will remove all equipment at the exhibitor's cost.

The exhibitor must provide enough people at their stall during the exhibition.

In case the exhibitor does not make their payment on time, the Exhibition Manager has the right to terminate the agreement and make an agreement with another exhibitor for the same exhibition area, or demand a fee because of breach of agreement.

Exhibitor participation depends on respecting all of the mentioned rules and conditions.

Entrance to the exhibition area is allowed only to people with Congress badges which will be given by the organizer.

Exhibitor badges will not be sent by mail but will be given during registration.

The organizer is responsible for daily cleaning of passages between exhibition areas/stalls, while the exhibitors are responsible for cleaning their own exhibition area/stall.

Exhibitors are allowed to offer drinks to participants only if they respect the rules of the building.

The exhibitors must leave their exhibition area as they found it. In case of damage or loss of borrowed equipment or damage to the rented area, exhibitors will have to pay for all costs. The organizer must be notified in case of special decoration or extra furniture in the exhibition area.

Promotional panels or displays are not allowed outside the exhibition area.

The organizer will not approve of stalls which do not fulfil the mentioned conditions until necessary changes are made.

EXHIBITION STAND REGISTRATION FORM
"Neurogenomcs and neuroimaging of developmental disorders"
Hotel Hilton, Dubrovnik, April 30- May 5, 2009

Please fill out this form and send it to:

Depol komunikacije
Petrova 45
10000 Zagreb
Croatia
fax: +385 1 2431 478

Contact person: _____

Name of the Company: _____

Address: _____

Postal code: _____ City: _____

Phone no.: _____ Fax: _____

E-mail: _____ Web site: _____

We would like to reserve the following exhibition stand:

Exhibition options:	PRICE (EUR) *	
2m2	685	
3m2	1.030	
4m2	1.375	
5m2	1.720	
6m2	2.065	
7m2	2.410	
8m2	2.755	
9m2	3.100	
Special demands:		

Warning: Please state on this form if your exhibition stand should have electricity available.

Yes, we will need _____ sockets.

Warning: Please state on this form if you will bring your exhibition booth.

Yes, we will bring our own exhibition booth.

Note: Please state on this form if there are companys your exhibition stand should be away from.

Payment has been made, please send us a confirmation and registration form.

This is a preliminary reservation, please keep it for 14 days.

Please send us the names and contact of the sponsor staff that will be present on site.

Signature

Date

* all prices stated on this form are VAT free and submit to 22% VAT payment

SPONSORSHIP REGISTRATION FORM
 "Neurogenomcs and neuroimaging of developmental disorders"
 Hotel Hilton, Dubrovnik, April 30- May 5, 2009

Please fill out this form and send it to:

Depol komunikacije
 Petrova 45
 10000 Zagreb
 fax: +385 1 2431 478

Contact person: _____

Name of the Company: _____

Address: _____

Postal code and City: _____ Country: _____

Phone no.: _____ Fax: _____

E-mail: _____ Web site: _____

We would like to sponsor the following:

SPONSORSHIP OPTIONS	PRICE (EUR) *	_____
Main sponsor	At cost	
Final programme – Exclusive full color sponsor's advertisement		
Inner side of the front cover	1370	
Inner side of the back cover	1370	
Outer side of the back cover	1645	
Delegate bags	At cost	
Badges necklace	1370	
Presidential dinner	At cost	
Welcome cocktail	At cost	
Gala dinner	At cost	
Coffee break	At cost	
Poster boards	1095	
Slide preview room	1030	
Internet café	At cost	
Signage	1370	
Congress bag inserts	550	
Papers and pens	1370	
1 page announcement in the final programme	685	
½ page announcement in the final programme	480	
Web site banner	300	
Company commercials on LCD screens	At cost	
Official vehicle	At cost	
Official photographer	At cost	
Special demands		

- Please contact us so we can discusse our sponsors package.
- Please send us the invoice for the total amount stated on this form.

Please send us the names and contact of the sponsor staff that will be present on site.

 Signature

 Date

* all prices stated on this form are VAT free and submit to 22% VAT payment