



THE UIAHMS ALUMNI CONVENTION

“Celebrating 90 years of UIAHMS- Mulago”

For Health We Serve.

1929 - 2019

Sponsorship Packages

We kindly invite you to review our sponsorship packages for the UIAHMS Alumni Convention 2019

By sponsoring us, you will have an exclusive on- site presence supported by event promotional materials, event day exposure, media coverage, publicity and promotion to target audiences.

We are pleased to present to you the following sponsorship levels

CONVENTION NAMING SPONSOR (One only): Above UgShs. 100M

- Recognition as the official title sponsor on audio and visual display in the ballroom.
- Guest speaker at welcome Reception and Convention Dinner (10 mins. presentation)
- A VVIP round table next to the Chief Guest.
- Mentioned in all media advertisements and Logo appears in all video adverts.
- Brands the entrance, the inside the ballroom as well as the stage.
- Logo appears on the convention tags and on the front, inside and back cover of the event writing pads.
- Logo appears on all awards (acolades) and certificates
- A full, A4 page, portrait, color company advertisement on the back cover of the convention handbook (artwork to be supplied by sponsor by the advised deadlines).
- Recognition from UIAHMS, an accolade and certificate to be presented on the event day by the Chief Guest
- Sponsor has a representative as a presenter of the awards.
- Own booth to market the Company products throughout the day in a prime location including two trade registrations.*
- Co-branding on all printed 2019 UIAHMS Alumni Convention materials (if confirmed prior to print) including certificates of appreciation and certificates of attendance plus all partner benefits as below and negotiated extras
- Company logo on the convention website with links to company website.

PLATINUM SPONSOR (only three available): UgShs. 70M

- Recognition as a Convention Platinum Sponsor on audio and visual display in the ballroom.
- Guest speaker at welcome Reception and Convention Dinner (10 mins. presentation)
- A VVIP round table at the front in the ballroom
- Mentioned in all media advertisements and Logo appears in all video adverts.
- Brands the entrance and inside of the ballroom apart from the stage.
- Logo appears on the convention tags and on the back plus inside of the event writing pads.
- Logo appears only on the certificates of attendance and certificates of appreciation (not on the accolades)
- One (1) full, A4 page, portrait, color company advertisement in the convention handbook (artwork to be supplied by sponsor by the advised deadlines).
- Recognition from UIAHMS, a platinum sponsorship accolade and certificate of appreciation.
- Own booth to market the Company products throughout the day including two trade registrations.*

- Co-branding as a Convention Platinum Sponsor on all printed 2019 UIAHMS Alumni Convention materials (if confirmed prior to print) excluding the accolades.
- Company logo on the convention website with links to company website.
- One (1) satchel insert (supplied by the advised deadlines, lightweight and not larger than A4 size).
- Full delegate list, with name, organization and email (subject to permission of delegate).

GOLD SPONSOR (only four available): UgShs. 50M

- Recognition as a Convention Gold Sponsor on audio and visual display in the ballroom.
- Guest speaker at welcome Reception and Convention Dinner (5 mins. presentation)
- A VVIP round table at the front in the ballroom
- Mentioned in all media advertisements and Logo appears in all video adverts.
- Limited branding inside of the ballroom.
- Logo appears on the convention tags and inside of the event writing pads.
- Logo appears only on the certificates of attendance (and not on the certificates of appreciation nor the accolades)
- One (1) full, A4 page, portrait, color company advertisement in the convention handbook (artwork to be supplied by sponsor by the advised deadlines).
- Recognition from UIAHMS, a Gold sponsorship accolade and certificate of appreciation.
- Own booth to market the Company products throughout the day including two trade registrations.*
- Co-branding as a Convention Gold Sponsor on all printed 2019 UIAHMS Alumni Convention materials (if confirmed prior to print) excluding the accolades and certificates of appreciation.
- Company logo on the convention Website with links to company website.
- One (1) satchel insert (supplied by the advised deadlines, lightweight and not larger than A4 size).
- Full delegate list, with name, organization and email (subject to permission of delegate).

DINNER SPONSOR (only two available): UgShs. 45M

- Verbal acknowledgement as the Convention Dinner Sponsor during the Convention Dinner.
- Acknowledgement as the Convention Dinner Sponsor on printed 2019 UIAHMS Alumni Convention materials, including convention handbook and promotional flyers (if confirmed prior to print).
- An opportunity to address guests at the Convention Dinner (5 minute presentation only).
- Company name/logo on Convention Dinner function ticket.
- Signage prominently displayed at the Convention Dinner (pull-up banner(s) to be supplied by sponsor by the advised deadlines).
- An opportunity to place one (1) promotional item at each place setting at the Convention Dinner (supplied by sponsor by the advised deadlines and no larger than A4 size).
- Three (3) complimentary tickets to the Convention Dinner.
- One (1) full, A4 page, portrait, color company advertisement in the convention handbook (artwork to be supplied by sponsor by the advised deadlines).
- Recognition from UIAHMS, an accolade and certificate of appreciation.
- Own booth to market the Company products throughout the day.
- Company logo on Convention website with links to company website.
- One (1) satchel insert (supplied by the advised deadlines, lightweight and not larger than A4 size).
- Full delegate list, with name, organization and email (subject to permission of delegate).

SACHEL SPONSOR (only one available): UgShs. 40M

- Company name/logo on Convention satchels.

- One (1) quarter, A4 page, portrait, company advertisement in the convention handbook (artwork to be supplied by sponsor by the advised deadlines).
- Acknowledgement as the Satchel Sponsor on printed 2019 UIAHMS Alumni Convention documents, including convention handbook and promotional flyers (if confirmed prior to print).
- Company logo on Convention website with links to company website.
- Recognition from UIAHMS, an accolade and certificate of appreciation.
- Three (3) complimentary tickets to the Convention.
- One (1) satchel insert (supplied by sponsor by advised deadlines, lightweight, not larger than A4 size).
- An opportunity to address guests at the Convention Dinner (5 minute presentation only).
- Own booth to market the Company products throughout the day.
- Full delegate list, with name, organization and email (subject to permission of delegate).

WELCOME RECEPTION SPONSOR (only one available): UgShs. 30M

- Verbal acknowledgement as the Welcome Reception Sponsor during the Welcome Reception.
- Acknowledgement as the Welcome Reception Sponsor on printed 2019 UIAHMS Alumni Convention materials, including convention handbook and promotional flyers (if confirmed prior to print).
- An opportunity to address guests at the welcome reception (5 minute presentation only).
- Company name/logo on Welcome Reception function ticket.
- Signage prominently displayed at the entrance (pull-up banner to be supplied by sponsor by the advised deadlines).
- Three (3) complimentary tickets to the Convention.
- Company logo on UIAHMS/Convention website with links to company website.
- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- Own booth to market the Company products throughout the day.
- Full delegate list, with name, organization and email (subject to permission of delegate).
- Recognition from UIAHMS, an accolade and certificate of appreciation.

INVITED SPEAKER SPONSOR (unlimited): UgShs. 20M

- Recognition as an Invited Speaker Sponsor on audio and visual display in sponsored session.
- One (1) quarter, A4 page, portrait, company advertisement in the Convention handbook (artwork to be supplied by sponsor by the advised deadlines).
- Acknowledgement as an Invited Speaker Sponsor on printed 2019 UIAHMS Alumni Convention documents, including Convention handbook, promotional flyers (if confirmed prior to print).
- One (1) complimentary Convention registration, including attendance at all Convention sessions, the Welcome Reception, evening tea and the Convention Dinner.
- An opportunity to address guests at the Convention Dinner (5 minute presentation only).
- Recognition from UIAHMS, a certificate of appreciation.
- Company logo on Convention website with links to company website.
- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- Full delegate list, with name, organization and email (subject to permission of delegate).

EVENING TEA SPONSOR: (only two available): UgShs. 15M

- Recognition and acknowledgement on audio and visual display and during sponsored session

- One (1) satchel insert (supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- One (1) quarter, A4 page, portrait, company advertisement in the Convention handbook (artwork to be supplied by sponsor by the advised deadlines).
- Recognition from UIAHMS, a certificate of appreciation.
- Company logo on the convention website with links to company website.
- Own booth to market the Company products throughout the day.
- Full delegate list, with name, organization and email (subject to permission of delegate)

EXHIBITION BOOTH/ TABLE PACKAGES (only 15 available) UgShs. 3M EACH

- One (1) satchel insert (not a note pad or pen, supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).
- Specifications for the booth size or table shall be discussed at a later date.
- Two trade registrations including access to the exhibition hall, evening tea and dinner for the duration of the convention.

SATCHEL INSERT (unlimited): UgShs. 2M

- One (1) satchel insert (not a note pad or pen, supplied by sponsor by the advised deadlines, lightweight and no larger than A4 size).

CONVENTION WRITING PAD / PEN (only one of each available): UgShs. 2M

- One (1) company note pad or pen for insertion in satchels (supplied by sponsor by the advised deadline, lightweight and no larger than A4 size).

CONVENTION HANDBOOK ADVERTISING (unlimited) FROM UgShs.0.5M

The handbook advertising rates are:

- Full Page **UgShs. 2M**
- Half Page **UgShs. 1M**
- Quarter Page **UgShs. 0.5M**

Organizations are invited to purchase a full, half or quarter of an A4 page (portrait) color advertisement in the 2019 UIAHMS Alumni Convention handbook. Specification and dates for receiving advertisement will be advised closer to the conference.

Sponsorship and Exhibition Conditions

- The Uganda Institute of Allied Health and management Sciences, the Organizing Committee and Convention Organizer, reserve the right to accept or reject any application for sponsorship at its absolute and unfettered discretion with the return of any deposit paid.
- Company advertisements and satchel inserts are subject to approval from the Convention Organizing Committee.
- Payment Terms – 50% deposit required prior to confirmation of sponsorship. 50% final installment required before 01 April 2019.

To Confirm Sponsorship

- Should you wish to confirm sponsorship, please return the completed Acceptance Form to the event Coordinator (details listed under Sponsorship Enquires)
- On receipt of the deposit payment, a confirmation letter will be sent highlighting further information regarding benefits, due dates, etc.

- If exhibiting, an Exhibition Kit which details information regarding booth allocation, artwork for logos and advertisements, specifications and delivery details for signage and satchel inserts will be sent at a later date.

Sponsorship Enquiries

Please contact the Event Coordinator or UIAHMS- Mulago to discuss sponsorship packages and opportunities available in more detail:

The Event Coordinator

Mobile: 256 781 448 767

256 701 264 489

Email: kafeeroasadi@gmail.com

Uganda Institute of Allied Health and Management Sciences (UIAHMS) Mulago

P.O.Box 34025 Kampala Uganda

Email paramed@utlonline.co.ug

Website: www.uiahms.ac.ug

Allocation

- Sponsorship and exhibition packages, which may be limited in number, will be generally allocated to those organizations who apply earliest. Allocation of sponsorship packages and booths regardless of the preference indicated, and alteration of the floor plan is at the discretion of the Uganda Institute of Allied Health and Management Sciences, the Conference Organizing Committee and Conference Organizer, whose decision will be final.

Cancellation Policy

- Once an Acceptance Form has been received, any cancellation must be advised in writing to the organizing Committee. If the cancellation is received up to 3 months before the event an administration fee of 30% of the total price is retained.
- If the cancellation is received less than 3 months prior, no refund is applicable.

Detailed Requirements and Due Dates

- The Convention Organizing Committee and Convention Organizers requirements regarding the artwork for logos and advertisements, specifications and delivery details for signage, arrangements for static display, delivery of satchel inserts or other arrangements will be sent to you in a confirmation letter at a later date with relevant due dates.
- In the event that materials, information or artwork required by the Convention Organizers are not received by the designated due date, their use for their intended purpose cannot be guaranteed. The value of these entitlements will not be refunded if this is the case.
- Logos will be requested in PDF and .jpg format, high resolution. Should an alternative format be received, the Convention Organizers cannot be held responsible for the quality of the logos displayed in any of the promotional material.

Sponsorship and Exhibition Packages

- Sponsorship Proposal current as at November 2018.
- Please refer to the sponsorship packages in this Proposal for outlined benefits. Any variations to the description of each package must be as agreed in writing with the Convention organizers. Sponsorship and exhibition entitlements will not commence until the Acceptance Form and deposit is received by the Conference organizers.

Venue

- The sponsor/exhibitor and the servants, agents, contractors and invitees of the sponsor/exhibitor are also to observe the rules, regulations and procedures as prescribed by Imperial Royale Hotel.

Exceptional Circumstances

- The Uganda Institute of Allied Health and Management Sciences (UIAHMS) Mulago, the Convention Organizing Committee and Convention Organizers reserve the right to change the venue and duration if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force as long as the sponsor/exhibitor is informed at least one month before the planned convention.
- The Uganda Institute of Allied Health and Management Sciences (UIAHMS) Mulago, the Convention Organizing Committee and Convention organizers will use reasonable endeavors to remedy the impact of exceptional circumstances.

Exhibitor Display Rules

- The Convention Organizing Committee and Convention organizers shall determine the hours during which the exhibition shall be conducted and as to hours of access for exhibitors including variations of such times as shall be necessary.
- The exhibition booth is to be fully manned and operational and removal or change any of the areas will not commence, until after the exhibition closes.
- No advertising material, such as banners, are allowed outside the designated booth area.
- Excessive noise that inconveniences other exhibitors or the convention will not be allowed. The Convention Organizing Committee and Convention organizers will be the judges as to whether there is an annoyance.
- No obstruction of any form will be allowed in the aisles and walkways.
- While companies are encouraged to pursue novel methods of attracting people with their stand, practices disadvantaging other companies or detracting from the exhibition will be discouraged.
- The sponsor / exhibitor will acknowledge that the Convention Organizing Committee, Convention organizers and the Uganda Institute of Allied Health and Management Sciences (UIAHMS) Mulago will not be responsible for any loss or damage to the sponsor's / exhibitor's property and that all exhibitor material and equipment is the sole responsibility of the exhibitor.

Liability / Insurance

- In the event of natural disasters, the Uganda Institute of Allied Health and Management Sciences (UIAHMS) Mulago, the Organizing Committee and the convention Organizers cannot accept responsibility for any financial or other losses incurred by the delegates.

The Uganda Institute of Allied Health and Management Sciences (UIAHMS) Mulago, the Organizing Committee and convention organizers take no responsibility for injury or damage to persons or property occurring during the 2019 UIAHMS Alumni Convention. All insurance, including medical cover, is the individual delegate's responsibility.

- The sponsor/exhibitor is responsible for all personal injury, damage to property or other losses, liabilities or claims arising in connection with the sponsor's/exhibitor's participation at the 2019 UIAHMS Alumni Convention. The sponsor/exhibitor will indemnify the Organizers in respect of any losses, liabilities or claims in respect thereof. The sponsor/exhibitor agrees to participate at their own risk and to take out adequate insurance in respect of all such losses, liabilities and claims.
- The Uganda Institute of Allied Health and Management Sciences (UIAHMS) Mulago, Imperial Royale Hotel and the Organizing Committee will take all reasonable precautions, to ensure the building is secure.

To assist us, all persons attending the 2019 UIAHMS Alumni Convention must wear the official 2019 UIAHMS Alumni Convention name badge at all times.

Sponsorship Acceptance Form

We kindly invite you to review our sponsorship packages for the UIAHMS Alumni Convention 2019 at the Institution website; **www.uiahms.ac.ug**.

By sponsoring us, you will have an exclusive on- site presence supported by event promotional materials, event day exposure, media coverage, publicity and promotion to target audiences.

Contact Person (all correspondence will be forwarded to this person):

First Name _____ Surname _____

Position _____

Organization _____

Address _____

Phone _____

Fax _____

Email _____

Level of Sponsorship

All amounts are in Uganda Shillings

- Convention Naming rights; above 100M
- Platinum Sponsor 70M
- Gold Sponsor 50M
- Convention Dinner 45M
- Satchel 40M
- Welcome Reception 30M
- Invited Speaker 20M
- Exhibition Booth/ Table 3M
- Satchel Insert 2M
- Evening Tea Sponsor 15M
- Conference writing Pad/Pen 2M

Conference Handbook Advertising

- Full Page 2M
- Half Page 1M
- Quarter Page 0.5M

UgShs _____

Your signature below is taken as authorized acceptance of the sponsorship entitlements as per the Sponsorship Proposal and acceptance of the terms and conditions.

Signed _____

Date _____