



P O Box 28694, Danhof, Bloemfontein,
9310, South Africa

Tel: 051 436 7733 / 083 265 0 265

Fax: 086 60 60 555

E-mail: ossacongress@telkomsa.net

2018 01 19

Dear Potential Sponsor / Exhibitor

OPPORTUNITIES FOR SPONSORSHIP / EXHIBITION

ANNUAL NATIONAL CONGRESS

Ophthalmological Society of South Africa

**Cape Town International Convention Centre, Cape Town, South Africa
20 – 24 March 2019**

Approximately 750 delegates (based on the 2017 and 2018 numbers, **excluding** the trade) are expected to attend the 2019 National Congress of the Ophthalmological Society of South Africa in Cape Town.

This Congress is the number one event on the calendar, with quality presentations and lectures by world-renowned keynote speakers supporting our mission “prevention of blindness”.

A variety of opportunities remain for companies to promote themselves at this congress. The Organising Committee, chaired by Dr Chris Gouws, has compiled a summary of these opportunities and invites interested companies to select the option best suited to their marketing strategies and product profile.

The participation of the trade is the backbone of a successful congress. **We have great appreciation for your continued support of our congresses in the past.**

The Organising Committee would be most grateful if your company would consider participating in this congress.

Please note that **ONLY** trade delegates / representatives in the service of companies **participating** in the **Trade Exhibition** OR **involved as sponsors** will be allowed to attend the congress.

Please complete the **Notice of Intention for the Trade** and return it by **e-mail OR fax** to Rhyno Kriek **before 29 April 2018**.

MAJOR SPONSORS & EXHIBITORS will get the opportunity to choose their stands first.

PLEASE NOTE: We will start with the allocation of stands **after 13 May 2018**

It is **YOUR** responsibility to ensure that the organisers have received your intention form.

1. EDUCATIONAL GRANT: INTERNATIONAL SPEAKERS

We have invited a number of well-known international speakers. Your company has the opportunity to get involved by funding the speakers.

The **educational grant** should include the cost of a return **Premium economy class air ticket, transfers and accommodation** in Cape Town.

You have the choice to have a certain speaker be linked to your educational grant or just giving an educational grant without it being linked to a certain speaker. All companies will be recognised for supporting the international speakers by being mentioned in the programme, and throughout the congress along with the in house arrangements between sessions.

We will let you have the names of the other speakers as soon as they are confirmed.

Should your company be interested in supporting us in this regard, please contact Rhyno Kriek and complete the relevant space on the Notice of Intention for the Trade.

2. EXHIBITION STANDS

Exhibition stands are offered in 9m² stands (3m x 3m) at **R 29 000 (14% VAT included) for area only**. However, exhibitor's can also indicate a custom size stand (e.g 36m² (6 x 6m) stand, as long as it is no smaller than 9m².

THERE IS NO STRUCTURE INCLUDED IN YOUR PACKAGE

The exhibitions will be hosted in Hall 3 at the Cape Town International Convention Centre.

Please note that we do not provide shell schemes. A service provider will be on site to build shell schemes at an **additional fee**.

Provided by organisers

- 1 **Table** with table cloth
- 2 Conference **chairs** per stand
- One **electrical point** (single phase 32 AMP) will be provided per stand.

Note that **no** extension leads or adaptors will be provided by the organisers

The registration fee for **EACH** trade delegate is R 4 700 (Early Bird fee – Until 16 Nov 2018). The Welcoming Function is **included** & Gala Dinner **excluded**.

The **exhibition floor plan** will be made available to interested companies after we have received your **Intention Form**.

Please take note that MAJOR SPONSORS & EXHIBITORS will get the opportunity to choose their stands first.

Stand allocation will only be confirmed on receipt of full payment. **Cancelled stands** will result in a 50% cancellation fee of the total fee. **No cancellations will be accepted 3 months prior to the congress.**

Construction of stands

Exhibitors may start constructing stands on **Tuesday, 19 March from 07:00** and concludes at **17:00** on **Wednesday, 20 March**.

You are reminded that only the floor space is marked out. Shell schemes will not be provided by the organisers, however you can contact Peri Expo in this regard.

Break-down of stands

Full scale break-down can only commence from **20:00 on Saturday, 23 March**. Exhibitors are requested NOT to dismantle their stands before this time. Between **18:00 – 20:00 on Saturday, 23 March**, exhibitors may clear light equipment & products that can be **carried by hand** from their stands.

All exhibitors who don't have to break down stand structures will have the opportunity to clear their stands between **18:00 and 20:00** in order that full scale break-down can commence from **20:00**.

After **20:00 on Saturday, 23 March**, the Exhibition area will be deemed a construction site and all people on the floor will need to comply with the CTICC's Health and Safety procedures as stipulated in the Exhibitors Manual as well as the official CTICC Health and Safety documents stipulated in the exhibitors manual.

The congress closes at **10:30 on Sunday, 24 March** and all stands must be completely removed by **17:00 on Sunday, 24 March**.

3. INVITATIONS & PROGRAMME

3.1 First Invitation: Format - A5 **Cost:** R 28 000 (one A5 advertisement included).

This invitation will be mailed & e-mailed during **June 2018**. All extra invitations will be delivered to the sponsor for distribution by the representatives.

3.2 Final Invitation: A5 **Cost:** R 28 000 (one A5 advertisement included).

This invitation will be mailed & e-mailed during **September 2018**. All extra invitations will be delivered to the sponsor for distribution by the representatives.

3.3 Programme & Pocket Programme

A4 Programme book & A6 Pocket Programme. Cost: R 100 000 (**With 5 A4** advertisements in the programme & your logo on the Pocket programme).

These programmes will be included in the congress bags.

4. SOCIAL FUNCTIONS

Please take note that the social functions will be open to ALL trade delegates, except if a function is sponsored by a specific company.

Please contact Rhyno Kriek regarding the cost for the different functions if you are interested in sponsoring a function.

The name of the sponsoring company will be part of the name of the function, for example Social Evening (Supported by ABC).

We invite interested companies to e-mail us regarding the social functions below.

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|-----|--------------------|--|
| 4.1 | Thursday, 21 March | Welcoming Function (We need a sponsor / partial sponsor) |
| 4.2 | Saturday, 23 March | OSSA Banquet (We need a sponsor / partial sponsor) |

5. LUNCHESES

The opportunity to sponsor lunches on Thursday, Friday and Saturday is available. The sponsor will be allowed to brand the serving stations with table cloths, serviettes, etc.

Cost: R 100 000 / lunch

6. REFRESHMENTS IN EXHIBITION AREAS

The sponsor will be allowed to brand all serving stations with table cloths, serviettes, coasters, etc. A sponsor may sponsor the whole congress or specific days, but not more than one sponsor may sponsor per day.

Sponsorship of morning and afternoon tea / coffee. **Cost: R 22 500 / day OR R 62 000** for the duration of the congress.

7. WORKSHOPS

The Workshops will take place after lunch. Please refer to the Programme at a Glance.

Workshops 1 & 2 (parallel) will take place from **13:15 – 14:05 on Friday, 22 March.**

Workshops 3 & 4 (parallel) will take place from **12:45 – 13:35 on Saturday, 23 March.**

We are awaiting proposals for Workshops. This is a magnificent way to promote your product(s) in an academic environment.

These workshops will be fully accredited for CPD points - unless not applicable.

Cost / workshop: R 32 500 for 50 minutes. The cost includes venue hire & standard Audio-visual and technical support.

Please take note that NO proposals will be accepted after 29 July. We would like to include the relevant workshop information in the Final Invitation and registration form.

8. CONGRESS BAGS

The sponsor must supply each registered delegate (**trade delegates included**) with a congress bag. The bag and the design must be approved by the organising committee. The sponsor's logo may appear on the bag.

9. PENS & PADS

This is a good opportunity to promote your company.

10. REGISTRAR AWARDS

Best registrar oral prize: A sponsorship to an International Ophthalmology Congress to the value of R 40 000 per winner for the best oral presentation.

Best registrar poster prize: A sponsorship to an International Ophthalmology Congress to the value of R 17 000 per winner for the best poster presentation.

11. AUDIO-VISUAL SERVICE

A sponsor is required to carry the cost of the audio-visual service. This sponsorship will be acknowledged on screen at the beginning and end of the academic sessions and noted in the Programme. **Cost:** R 90 000 (Partial sponsorships will be considered).

12. SIGNAGE

This sponsor could assist us to guide the delegates to the different venues. The logo of the sponsoring company will appear on the boards. **Cost:** R 17 000

13. BRANDING OPPORTUNITIES

This sponsor will be able to assist the congress in having banners erected for the purposes of the congress. Please contact Rhyno directly with proposals and to negotiate the fee for branding purposes.

14. WEBSITE

This sponsor could assist us to keep delegates updated regarding congress arrangements. The website will also be utilised for online-registration and updates of the congress programme. Excellent exposure for R 11 200.

15. LANYARDS

Good exposure for R 28 000. (Production **included**)

No other company will be allowed to hand out their own lanyards to congress delegates at the congress. The company who sponsors this item reserves the right to be the only provider of lanyards for congress delegates.

16. MANAGEMENT OF CPD POINTS

This service is sponsored by Discovery.

17. ANY OTHER SUGGESTION?

Please take note:

If you need more information regarding the cost of a specific item, please contact Rhyno Kriek.

Please complete the Notice of Intention for the Trade and return it by e-mail OR fax to Rhyno Kriek before 29 April 2018.

You will receive all relevant documents after we have received your intention form.

We are looking forward to your positive response and hope to welcome you in Cape Town!

Kind regards.

DR CHRIS GOUWS
CONGRESS CHAIR

Tel: 051 522 2908

E-mail: chrisgouws@shisas.com

RHYNO KRIEK
CONGRESS ORGANISER

Tel: 051 436 7733 / 083 265 0 265

Fax: 086 60 60 555

E-mail: ossacongress@telkomsa.net

www.ossa2019.co.za