



Partnership  
and Exhibition  
Proposal

5TH SOUTH PACIFIC  
**ORL**  
Forum

15-18 AUGUST 2021  
THE DENARAU  
CONVENTION  
CENTRE, FIJI

[www.southpacificORL.org](http://www.southpacificORL.org)

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The 5th South Pacific ORL Forum is being promoted broadly throughout Australia, New Zealand, USA and Europe.

To secure your place at the forum, simply choose a partnership and/or a trade space that suits you best, complete the application form and forward, with your preferred method of payment to the Forum Organisers, Consec – Conference and Event Management.

For further information about exhibiting and partnering, please contact Abby Masters at Consec – Conference and Event Management on +61 2 6252 1200, or email: [southpacificORL@consec.com.au](mailto:southpacificORL@consec.com.au)



## INVITATION TO PARTNER AND/OR EXHIBIT



On behalf of the executive committee, I would like to extend a warm invitation to attend the 5th South Pacific ORL Forum to be held from 15-18 August 2021 in beautiful Denarau, Fiji.

There will be over nine hours of educational programming each day focusing on all facets of ENT surgery with the objective of providing the best possible outcomes for patients.

The proposed program will start with pre-conference interactive educational workshops with surgeons and suppliers on Sunday followed by three full days of the educational conference programming. A typical conference day will start with breakfast sessions followed by keynote presentations, panel sessions, free paper presentations, case studies and cutting-edge technique presentations.

The forum will incorporate the Annual Scientific Meeting of the New Zealand Society of Otolaryngology Head and Neck Surgery (NZSOHNS), Australia & New Zealand Rhinologic Society (ANZRS) and Australian New Zealand Society of Paediatric Otorhinolaryngology (ANZSPO).

As with previous meetings, the venue and destination remains an important consideration and Fiji is a wonderful tropical destination to combine work with pleasure.

The South Pacific ORL Forum Organising Committee believes in creating a lasting legacy in the Pacific region (Fiji, Samoa, Solomon Island, Tonga and Vanuatu) post conference and are currently in discussion to hold a one-day ENT education activity on the Sunday before the forum at the national hospital in Fiji for surgeons from the Pacific region countries, local GP's and nurses. These individuals will also be entitled to complimentary registrations to attend the full forum to add to their expertise in the area of ENT surgery.

We look forward to partnering with you in 2021 to deliver the 5th South Pacific ORL Forum – promoting scientific knowledge, medical advancement and the delivery of effective healthcare.

We hope to see you all again, this time, in beautiful Fiji!

*Shyan Vijayasekaran*  
Convenor  
5th South Pacific ORL Forum

### **ORGANISING COMMITTEE**



*Mr Zahoor Ahmad*  
President New Zealand  
Society of Otolaryngology  
Head and Neck Surgery



*Professor Richard Douglas*  
President Australia & New  
Zealand Rhinologic Society



*Professor Paul Walker*  
President Australian New  
Zealand Society of Paediatric  
Otorhinolaryngology

## FORUM DETAILS

### FORUM DATES

15–18 August 2021

### VENUE — THE DENARAU CONVENTION CENTRE

Opened in 2014, The Denarau Convention Centre is a purpose built Convention Centre located conveniently within the Sheraton Fiji Resort precinct.



### LOCATION — DENARAU, FIJI

Located in the South Pacific, Fiji is made up of more than 300 volcanic created islands and it is famous for rugged landscapes, palm lined beaches and coral reefs with clear lagoons. Denarau is one of Fiji's islands that doesn't feel like an island. Located on the main island of Viti Levu and only a 25-minute drive from the Nadi International Airport, Denarau is the perfect location for the 5th South Pacific ORL Forum, bringing together a world class convention centre, local Fijian culture and heritage in a picture-perfect setting.

### FLOORPLAN

A floor plan will be designed to ensure good visibility and access to all trade tables. Maximum traffic flow will be encouraged by the strategic placement of catering stations at key points in the exhibition area.

### FORUM ORGANISATION

Consec – Conference and Event Management is managing the forum and exhibition and the hotel will supply all exhibition area facilities.

### FORUM PROGRAM

The forum program will include:

- invited/keynote addresses
- plenary sessions
- free paper sessions
- workshops
- a networking function
- a trade table exhibition
- partners program.

### PROMOTION OF THE FORUM AND EXHIBITION

The forum will be advertised extensively throughout the region and promotion will include:

- direct email – distribution of the forum announcements and registration details
- forum web site – exhibitors and partners will be acknowledged on the forum web site
- advertising within industry related journals and magazines
- promotion at other industry related forums
- promotion at special interest group forums

### THOSE ATTENDING THE 5TH SOUTH PACIFIC ORL FORUM

It is estimated that over 400 delegates from the Australian, New Zealand, American, European and Asian otolaryngology, paediatric and rhinology communities will attend the forum.

### BENEFITS TO YOUR COMPANY BY EXHIBITING

- Broadened exposure through to the forum by acknowledgement in the forum program/handbook, in e-comms and on the forum website
- A significant marketing advantage
- Enhanced company profile
- Exposure at the forum through signage and announcements
- Corporate goodwill from forum delegates
- Relationship marketing
- Promotion on the forum web site
- Creation of brand awareness and acceptance
- Demonstration of products
- Increased business potential
- Direct access to an audience made up of your clients, current and potential
- Promotion in industry related journals and magazines

### MOVE-IN/MOVE-OUT TIMES TBC

## PARTNERSHIP OPPORTUNITIES

### PLATINUM PARTNER

**\$75,000**

- Company logo on the forum website
- Company logo and promotional paragraph in the forum program/handbook
- Company logo on cover of forum program/handbook
- Company logo on forum signage
- Two [2] trade spaces in prime position (3m x 2m)
- Two [2] forum registrations (including attendance to the networking function)
- One (1) A4 advertisement inside the forum program/handbook (artwork to be supplied by the partner) for the forum satchel
- One (1) A4 flier (to be supplied by you) for the forum satchel
- Invitation to present a pre-conference interactive educational workshop

### GOLD PARTNER

**\$45,000**

- Company logo on the forum website
- Company logo and promotional paragraph in forum program/handbook
- Company logo on forum signage
- One (1) trade space 3m x 2m
- One [1] forum registration (including attendance to the networking function)
- Half (1/2) A4 page advertisement in the forum program/handbook (artwork to be supplied by partner)
- One (1) A4 flier (to be supplied by you) for the forum satchel

### SILVER PARTNER

**\$20,000**

- Company logo on the forum website
- Company logo in forum program/handbook
- Company logo on forum signage
- One (1) trade space 3m x 2m

### FORUM NETWORKING FUNCTION PARTNER

**\$15,000 (ONE ONLY)**

The Coco Palms at the Westin Denarau will be the location for the Forum Networking Function. An evening filled with Fijian music, culture and tradition providing the perfect setting for an evening of networking



- Company logo on website
- Company logo in the forum program/handbook
- Two company signs (supplied by you) displayed during the networking function (size and type of sign to be determined by the forum manager)
- Four (4) extra networking function tickets
- Introduction to delegates during the networking function of up to three [3] minutes

### NAME BADGES & LANYARD PARTNER

**\$12,000 (ONE ONLY)**

- Company logo on website
- Company logo to be printed on all delegate name badges (placement at the discretion of the forum manager)
- Company acknowledgement in forum program/handbook
- Opportunity to provide company branded lanyards (to be provided by partner)

### INDIVIDUAL PACKAGES

The above traditional partnership arrangements/packages may not cater for your specific needs. If so, please contact the forum manager to discuss your needs for a more personalised package.

Please contact the Project Manager, Abby Masters on:  
Telephone: +61 2 6252 1200  
Email: southpacificORL@consec.com.au

#### **PLEASE NOTE:**

Acknowledgement in the main announcement and the forum program/handbook is subject to partnership confirmation prior to printing deadlines.

The production of banners and any promotional material is the responsibility of the partner.

Please provide colour and black and white (mono) versions of company logos.



## TRADE SPACE PACKAGE

<b>DIMENSIONS:</b>	Trade space (3m x 2m)
<b>INCLUSIONS:</b>	One 1800 x 800mm table + double power point per trade space.
<b>NETWORKING FUNCTION:</b>	An invitation is extended, by the forum committee, for two representatives per trade table space booked to attend the Forum Networking Function as their guest on Sunday 15 August 2021.
<b>DELEGATES LISTING:</b>	Subject to privacy legislation, relevant details of all delegates attending the forum will be made available to partners and exhibitors.
<b>NAME BADGE:</b>	Name badge for two representatives.
<b>PROMOTION:</b>	Listing of company name in the forum program/handbook.
<b>CATERING:</b>	Morning/afternoon teas and lunches for two representatives on forum days (16–18 August 2021 inclusive).
<b>COST:</b>	\$6,000 per 3m x 2m trade space \$10,000 per 6m x 2m trade space
<b>CUSTOM BUILDS:</b>	Companies intending to install custom designed booths must submit full specifications and drawing direct to Consec – Conference and Event Management before 1 February 2021 to facilitate the required approval process.





## GENERAL INFORMATION

### ACCOMMODATION

Block bookings will be made at the forum venue. Please contact Consec – Conference and Event Management for details.

### TRAVEL

Information regarding air travel options to Fiji will be placed on the forum web site.

### INSURANCE

Exhibitors are strongly advised to insure goods during transit and while on display, against damage/loss, however caused, as well as public liability. In addition, the exhibitor acknowledges that the 5th South Pacific ORL Forum and Consec – Conference and Event Management do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain public liability, business interruption and property damage insurance covering such loss by an exhibitor.

All exhibitors must have a current public liability insurance cover for their exhibition space for AUD\$1Million. Exhibitors may be required to submit a public liability insurance certificate along with their booking form.

### LIABILITY WAIVER

The 5th South Pacific ORL Forum and The Denarau Convention Centre will not be liable for injuries to any person or damages to property owned or controlled by exhibitors. Regarding claims for damages or injuries that may arise from or be in any way connected with exhibitor occupation or display space, the exhibitor agrees to defend indemnity and hold the forum organising committee harmless against all such claims. The exhibitor agrees to insure itself at its own expense against property loss or damage and for public liability or personal injury and liability for property damage.

### PARTICIPATION IN THE FORUM ACTIVITIES

The 5th South Pacific ORL Forum takes no responsibility in relation to the displays, products, representations or promotional material of the participants. The forum has not assessed, endorsed or approved any display, product, representation or promotional material.

### PERSONAL INSURANCE

Participants shall be regarded in every aspect as carrying their own risk for loss or injury to person or property including baggage, during the forum. We strongly recommend that at the time of booking your travel and tours you take out a travel insurance policy of your choice. The policy taken should include the loss of deposit through cancellation, medical insurance, loss or damage to personal property, financial loss incurred through disruption to accommodation or travel arrangements due to strikes or other industrial action. The organisers are in no way responsible for any claims concerning insurance.

### PRIVACY ACT

Due to the privacy legislation, the organisers cannot guarantee the inclusion of ALL participants' names and contact details on the delegates list.

### FURTHER INFORMATION

Further information in relation to venue requirements are set out below.



Consec – Conference and Event Management  
PO Box 3127  
BDC ACT 2617 Australia

Telephone: + 61 2 6252 1200

Email: southpacificORL@consec.com.au

Website: www.southpacificORL.consec.com.au

Director: Barry Neame CEM

Project Manager: Abby Masters GradCertEvtsMgt

Project Assistant: Sarah Davidson DipEvtsMgt

## HOW TO BOOK AND DETAILS OF PAYMENT DEADLINES

### PARTNERSHIP

In order to confirm your partnership, we will require the application to partner form and fifty percent (50%) deposit payment to be forwarded by return mail. The balance payment will be required by 1 February 2021.

### EXHIBITION

Early booking is essential, as space is limited and trade spaces will be allocated strictly in order of the date the deposit payment and application to exhibit form is received. In order to confirm your trade space, we will require the application to exhibit form and fifty percent (50%) deposit payment to be forwarded by return mail. The balance payment will be required by 1 February 2021.

### CANCELLATION POLICY

In the event of the withdrawal of an exhibition space and/or partnership booking, Consec – Conference and Event Management should be notified in writing as soon as possible. Please note that a refund of fees paid (less a cancellation fee of 50% of the value) will be made to an exhibitor or partner cancelling before or on 1 February 2021. No refunds will be made after that date.

### PRIVACY LEGISLATION

Due to privacy legislation, the organiser's cannot guarantee the inclusion of all participants' names on the delegates list.

### FURTHER INFORMATION

For further information please contact Abby Masters at Consec – Conference and Event Management on telephone +61 2 6252 1200 or email: southpacificORL@consec.com.au



## APPLICATION TO EXHIBIT

Please complete this form and return with payment to:  
 5th South Pacific ORL Forum 2021\*, Consec – Conference and Event Management, PO Box 3127, BDC ACT 2617 Australia

Contact name	
Position	
Company/organisation	
Address	
Telephone	Facsimile
Email	

### TRADE SPACE POSITION

Number of trade spaces required:

I/we prefer trade space position/s as indicated on the floor plan in order of preference:

1st	2nd	3rd	4th
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Notwithstanding email or verbal communication, I/we understand that trade spaces will be allocated strictly in order of receipt of applications and deposit monies and that the Consec – Conference and Event Management decision will be final. Should the exhibition floor plan require expansion, retraction or re-arranging, the organisers have the right to make the necessary changes without notice.

Exhibitors will not be permitted to move in or be listed in the forum handbook until full payment has been received.

### CANCELLATION POLICY

In the event of the withdrawal of a trade space booking, Consec – Conference and Event Management should be notified in writing as soon as possible. Please note that a refund of fees paid/invoiced (less a cancellation fee of 50% of the value) will be made to an exhibitor cancelling before or on 1 February 2021. No refunds will be made after that date and any outstanding money on your invoice will still need to be paid

We accept the terms and conditions as outlined in this Partnership/Exhibition Proposal and hereby enclose our payment for \$

Signed	Date
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*(on behalf of the exhibitor listed above)*

### HANDBOOK LISTING INFORMATION

Please note: The information entered below will be published in the forum program/handbook. Please make sure all details are correct. If this information is not completed the above contact details will be used in the forum program/handbook. Required by 1 February 2021.

Your company name:	
Company contact person:	
Company contact address:	
Company contact phone number:	
Company email address:	
Website address:	

#### SAMPLE LISTING:

Booth 1  
 Consec – Conference and Event Management  
 Barry Neame  
 Unit 4, 1st Floor, 8–10 Purdue St  
 Belconnen ACT Australia  
 Ph: + 61 2 6252 1200  
 Email: southpacificORL@consec.com.au  
 Website: www.consec.com.au

### TOTAL AMOUNT PAYABLE

\$6,000.00 per 3m x 2m trade space or  
 \$10,000.00 per 6m x 2m trade space

Deposit Deadline: 50% with booking  
 Balance Deadline: 1 February 2021

\*Consec – Conference and Event Management as agent for 5th South Pacific ORL Forum.





## APPLICATION TO PARTNER

Please complete this form and return with payment to:

5th South Pacific ORL Forum 2021\*, Consec – Conference and Event Management, PO Box 3127, BDC ACT 2617 Australia

Contact name	
Position	
Company/organisation	
Address	
Telephone	Facsimile
Email	

### PARTNERSHIP PACKAGE PREFERENCES

I/we would like to take up the following partnership package/s:

1st	Total Cost \$
2nd	Total Cost \$
3rd	Total Cost \$

I/we understand that the partnership packages will be strictly in order of receipt of application form and deposit.

### CANCELLATION POLICY

In the event of the withdrawal of a partnership booking, Consec – Conference and Event Management should be notified in writing as soon as possible. Please note that a refund of fees paid/invoiced (less a cancellation fee of 50% of the value) will be made to a partner cancelling before or on 1 February 2021. No refunds will be made after that date and any outstanding money on your invoice will still need to be paid.

We accept the terms and conditions as outlined in this Partnership/Exhibition Proposal and hereby enclose our payment for \$

Signed	Date
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*(on behalf of the partner listed above)*

Deposit Deadline: 50% with booking  
Balance Deadline: 1 February 2021

\*Consec – Conference and Event Management as agent for 5th South Pacific ORL Forum.



## METHOD OF PAYMENT

Please complete this form and return with payment to:

5th South Pacific ORL Forum 2021\*, Consec – Conference and Event Management, PO Box 3127, BDC ACT 2617 Australia

A valid credit card must be supplied for all partnership and exhibition applications. You can still indicate you would like to pay via eft, however, if there is outstanding money as at 1 February 2021, your credit card will be charged.

**CHEQUE**

Please make cheque payable in Australian dollars to 5th South Pacific ORL Forum and mail to:

5th South Pacific ORL Forum  
C/- Consec – Conference and Event Management  
PO Box 3127  
BDC ACT 2617 Australia

**CREDIT CARD**

Mastercard       Visa       AMEX

Note: Payments for partnership and trade spaces by credit cards attracts a 3% processing fee.  
'Consec Support Services' will appear on your credit card statement.

Cardholder's Name:

Card Number:

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Expiry Date:

/

CCV:

Signature:

**ELECTRONIC FUNDS TRANSFER**

Bank: National Australia Bank (NAB)

Branch: Canberra City

BSB No: 082 902

Account No: 741 025 993

Swift Code: NATAAU33

Transaction Reference Number:

Please note: A remittance advice **MUST** be emailed through to Consec – Conference and Event Management once payment has gone through to southpacificORL@consec.com.au