



Sponsorship & Exhibition Prospectus

Dreaming the future of **Catholic Education**

CaSPA National Conference
14 – 16 July 2024 | Crown Perth
Boorloo | Perth | Western Australia



Visit the Conference
website here



Invitation to Partner

Catholic Secondary Principals Association of Western Australia is excited to host the Catholic Secondary Principals 2024 National Conference to be held 14 – 16 July at the Crown Perth in Boorloo | Perth Western Australia.

We invite you to collaborate with us in our effort to enhance the purpose, quality and effectiveness in leading our Catholic secondary schools by supporting our National Conference. Our aim is to attract over 200 Catholic Secondary school principals to the event in addition to deputy principals and those working in school improvement.

In the lead up to the conference, and over the two days, your organisation will receive acknowledgement in the program, promotional material, website, delegate app, and through the exhibition, and most importantly an opportunity to showcase your product/service and commitment to Catholic education.

Our vision for the program development is to:

- Dream boldly, envisioning a future where Catholic education continues to instil values, promote critical thinking, and inspire a sense of purpose in the hearts and minds of our students.
- Allow Principal's to share their experiences and expertise, learn from the vast array of knowledge and alternate perspectives from other delegates.
- Enable thought-provoking discussions to help shape the future of Catholic education ensuring it remains a beacon of hope and wisdom for generations to come.

Whilst we are already leading the journey to shape the future of Catholic education, grounded in our faith, the conference will take us on a deeper journey of innovation, imagination, and collaboration.

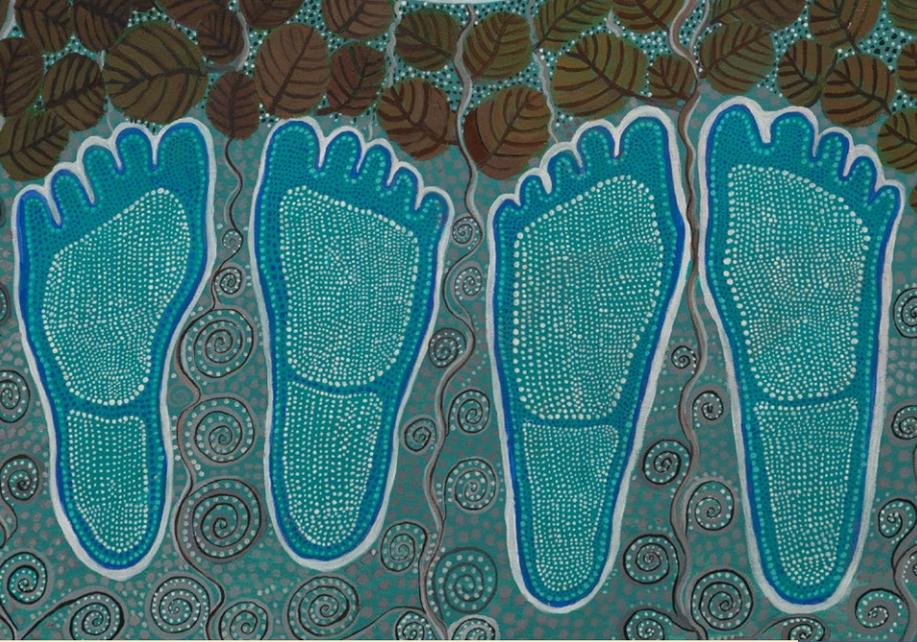
It will bring together education leaders to showcase their stories on a range of topics connected to Catholic education and school improvement.

We look forward to partnering with your organisation, either through financial support or in offering services or opportunities to those for whom the conference is being planned.

Annette Morey

Chair, Conference Organising Committee





Acknowledgement

We would like to acknowledge the Whadjuk people, the Traditional Custodians of this Land, in Perth, Western Australia where we will hold the conference - people who have loved and cared for this Land for thousands of years. We would also like to pay respect to the Elders of the Whadjuk Nations, both past and present and emerging, and extend that respect to all Aboriginal people.

Local Organising Committee

Annette Morey	Conference Chair, Mater Dei College
Mark Antulov	Ursula Frayne Catholic College
John Bormolini	Chisholm Catholic College
Ian Hagen	Salvado Catholic College
Denise Moolla	Executive Officer, Catholic Education Western Australia
Darren O'Neill	Trinity College
Declan Tanham	Aranmore Catholic College
Silvana Vicoli	Servite College
Paul Watson	Emmanuel Catholic College

Venue

Crown Perth

Great Eastern Highway Burswood

The Conference will be held at the Crown Perth, located on the eastern banks of the Derbal Yerrigan, the Swan River. Crown Perth is a luxury precinct just a 30-minute walk away from the CBD, a stone's throw from the Optus Stadium, and quick ride to Karta Koomba, Kings Park.



About CASPA



Catholic Secondary Principals Australia (CaSPA) is the national peak body for Australian Catholic Secondary School Principals.

CaSPA is a federation of the principals' associations which represent Catholic secondary school principals in all Australian States and Territories.

Our purpose is to provide the UNITY of, VOICE for and SERVICE to Catholic Secondary School Principals in Australia.

Why be involved

The CaSPA 2024 National Conference *Dreaming the Future of Catholic Education* provides the opportunity to make a genuine contribution and an impactful commitment to the promotion of best practice in Catholic education across Australia.

For organisations participating in our Conference a range of benefits can be provided including:

Potential Partnerships with Catholic education and your organisation.

Promotion and brand awareness within a variety of Catholic education locations Australia wide.

Engagement with leaders and decision makers in Catholic education in Australia.

Conference Program

The CaSPA National Conference 2024 *Dreaming the Future of Catholic Education* is proudly hosted by the Catholic Secondary Principals' Association Western Australia. This Conference will welcome delegates from across Catholic diocese throughout Australia and provide a unique opportunity for our leaders to explore effective strategies and practices.

The Conference commences on Sunday 14 July and concludes on Tuesday 16 July 2024.

The program includes:

Sunday 14 July

- Registration and Afternoon Tea
- Mass at Saint Mary's Cathedral
- Welcome Reception

Monday 15 July

- Welcome to Country
- Keynote Address
- Workshops and Dialogues
- Conference Dinner including the CaSPA National Award presentations
- Tea breaks and lunch amongst the exhibition.

Tuesday 16 July

- Keynote Address
- Workshops and Dialogues
- Morning tea and lunch amongst the exhibition.

For detailed information on the Conference including provisional program and keynote speakers please visit the website.

Visit the Conference website here



Sponsorship Packages at a Glance

Package	Availability	Investment \$AUD incl GST	Entitlements
Conference Dinner	Exclusive	\$6,600	Page 6
Bronze	Unlimited	\$5,500	Page 6
Welcome Reception	Exclusive	\$4,400	Page 7
Coffee Cart	Two	\$3,300	Page 7
Delegate Bag	Exclusive	\$3,300	Page 8
Conference App	Exclusive	\$3,300	Page 8
Name Badge & Lanyard	Exclusive	\$2,200	Page 9
Lunch Break	Two	\$1,500	Page 9
Tea Break	Three	\$770	Page 9
Exhibition Pod	Limited	\$3,300	Page 10

Individual Packages

We recognise that not one size fits all and the following packages are suggestions only. If our organisation is keen to participate and has a certain marketing objective or budget, please contact the Event Managers, Encanta Event Management to discuss other potential packages to ensure your priorities as a partner are achieved.

Encanta Event Management
T: 08 9389 1488
E: events@encanta.com.au



Contact

For enquiries, please contact the appointed event managers:



Suite 6, 884 Beaufort Street, Inglewood,
Western Australia 6052
P +61 8 9389 1488

Conference Dinner Sponsor

Investment: \$6,600 | Exclusive

This is your opportunity to be the exclusive partner of the only sit down formal social event within the Conference program. This event is included for all full delegate registrations with 200+ participants anticipated to attend and enjoy good food, wine, and entertainment.

Naming Rights

- Exclusive sponsorship of this event and naming rights to be recognized as the 'Conference Dinner sponsored by SPONSOR NAME'.

Brand Exposure

Logo to be displayed on:

- Conference Website (with link).
- The Conference program and app.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.

Acknowledgement

- Verbal acknowledgement during the Opening and Closing Sessions of the Conference
- Opportunity to provide a five (5) minute address and/or video to be played early in the Conference Dinner program.
- Opportunity to position two (2) banners at the entrance to the dinner venue (to be provided by sponsor).
- Logo included on menus (subject to Organising Committee approval).

Attendance

- One (1) Full Sponsor Registration including access to all sessions and social events including the Welcome Reception and Conference Dinner.
- Nine (9) Conference Dinner tickets.

Promotion

- Opportunity to place a gift for guests on the table (at organisation's own expense and must be approved by the Organising Committee).
- One (1) app alert on the day of the event, promoting the event and your support.

Delegate List

- Premium delegate list including name, position, organisation, state and email (subject to privacy legislation) within two weeks of the completion of the Conference.

Bronze Sponsor

Investment: \$5,500 | Unlimited

Brand Exposure

Logo to be displayed on:

- Conference website (with link).
- The Conference program and app.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.

Exhibition

- Opportunity to purchase exhibition space at a 50% discount.

Attendance

- Two (2) Full Sponsor Registrations including access to all sessions and social events including the Welcome Reception and Conference Dinner.

Delegate List

- Premium delegate list including name, position, organisation, state and email (subject to privacy legislation) within two weeks of the completion of the Conference.



Welcome Reception Sponsor

Investment: \$4,400 | Exclusive

The Welcome Reception will be held on Sunday 14 July from 5.00pm to 7.00pm as a stand-up cocktail event amongst the exhibitions. The Reception provides the perfect opportunity for delegates to network, catch up with old friends and renew past acquaintances alongside good West Australian hospitality.

Naming Rights

- Exclusive sponsorship of this event and naming rights to be recognized as the 'SPONSOR NAME' Welcome Reception.

Brand Exposure

Logo to be displayed on:

- Conference website (with link).
- The Conference program and app.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.

Acknowledgement

- Verbal acknowledgement during the Opening Session of the Conference.

Attendance

- One (1) Full Sponsor Registration including access to all sessions and social events including the Welcome Reception and Conference Dinner.
- Nine (9) Welcome Reception tickets.

Promotion

- Opportunity to provide a lucky door prize for guests.
- One (1) app alert on the day of the Welcome Reception, promoting the event and your support.

Delegate List

- Premium delegate list including name, position, organisation, state and email (subject to privacy legislation) within two weeks of the completion of the event.

Coffee Cart

Investment: \$3,300 | 2 Available

Everyone loves a real, barista made coffee! Set in a prominent position within the venue and operational throughout tea and lunch breaks, the Coffee Cart is an ideal way to ensure that your brand is recognised and appreciated by grateful Conference delegates.

Brand Exposure

Logo to be displayed on:

- Conference website (with link).
- The Conference program and app.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.
- Front of barista cart.

Acknowledgement

- Verbal acknowledgement during the Opening Session of the Conference.

Exhibition

- Opportunity to purchase exhibition space at a 25% discount.

Attendance

- One (1) Full Sponsor Registration including access to all sessions and social events including the Welcome Reception and Conference Dinner.

Promotion

- One (1) app alert promoting the coffee lounge on first day of the Conference.
- Opportunity to place branded accessories such as coffee cups, aprons, t-shirts, and hats within the lounge (subject to venue approval, materials to be provided by sponsor).
- Opportunity to display one (1) banner next to the coffee cart.

Delegate Bag Sponsor

Investment: \$3,300 | Exclusive

The delegate bag will be provided to each delegate upon registration. It will be of high quality and ensure longevity following the Conference. Fantastic branding opportunity for your organisation.

Naming Rights

- Acknowledgement as a sponsor at the Opening Plenary.

Brand Exposure

Logo to be displayed on:

- Delegate Bag (Committee reserve the right to include the Conference Hosts).
- Conference website (with link).
- The Conference program and app.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.

Attendance

- One (1) Full Sponsor Registration including access to all sessions and social events including the Welcome Reception and Conference Dinner.

Exhibition

- Receive a 25% discount on purchase of an exhibition space.

Delegate List

- Delegate list including name, position, organisation, state/country and email (subject to privacy legislation) provided within 2 weeks of the completion of the Conference.

Conference App Sponsor

Investment: \$3,300 | Exclusive

The Conference App will be a convenient way for delegates to engage in the Conference program, providing feedback and surveys, asking questions with the ability to read abstracts and have easy access program updates. The App can be downloaded to smart devices including Apple and Android mobiles and tablets as well as a HTML version.

Brand Exposure

- You will be known as the Conference App Sponsor in all event collateral.
- Logo along with the Conference logo on the App Header which will be viewed by delegates.
- Logo to be displayed on:
 - Conference website (with link).
 - Sponsor signage at venue.
 - Looped PowerPoint slide shown in session rooms prior to and between sessions
- A dedicated PowerPoint advertisement as part of the Conference sponsors' loop promoting the App and how to download (designed by the Conference organisers).

Acknowledgement

- Recognition as the Conference App Sponsor upon release of the App to delegates.
- Dedicated menu item and icon on the main section of the App. From this page you can load numerous PDF information leaflets and links to appropriate websites and images of key personnel and contact details.
- Opportunity to ask delegates to take a 3-question survey to assist in research for your organisation and be awarded a high allocation of points for the app gamification, questions are subject to approval by the Organising Committee.

Exhibition

- Receive a 25% discount on purchase of an exhibition space.

Attendance

- 50% Discount on One (1) Full Sponsor Registration including access to all sessions and social events including the Welcome Reception and Conference Dinner.

Delegate List

- Delegate list including name, position, organisation, state/country and email (subject to privacy legislation) provided within 2 weeks of the completion of the Conference.

Name Badge & Lanyard Sponsor

Investment: \$2,200 | Exclusive

Put your brand in front of all delegates by sponsoring the name badge and lanyards. All delegates will receive a customised name badge and lanyard with your logo in full colour.

Acknowledgement

- Acknowledgement as a sponsor at the Opening Plenary.

Brand Exposure

Logo to be displayed on:

- Delegate lanyard and printed on name badge.
- Conference website (with link).
- The Conference Program and App.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.

Exhibition

- Receive a 25% discount on purchase of an exhibition space.

Attendance

- 50% Discount on One (1) Full Sponsor Registration including access to all sessions and social events including the Welcome Reception and Conference Dinner.

Lunch Break Sponsor

Investment: \$1,500 | Two Only

Brand Exposure

Logo to be displayed on:

- Conference website (with link).
- The Conference program and app.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.

Acknowledgement

- Verbal acknowledgement during the Opening Session of the Conference.
- Verbal acknowledgement by the session chair immediately prior to breaking for lunch.

Exhibition

- Opportunity to purchase exhibition space at a 25% discount.

Promotion

- One (1) app alert on the day of your sponsored lunch.
- Opportunity to place two (2) banners (supplied by sponsor) at the entrance to the exhibition area during your sponsored lunch break.
- Logo recognition on buffet stations.
- Opportunity to provide branded napkins on the day of your sponsored lunch break (supplied by sponsor).

Tea Break Sponsor

Investment: \$770 | Three Only

Brand Exposure

Logo to be displayed on:

- Conference website (with link).
- The Conference program and app.
- Sponsor signage at venue.
- Looped PowerPoint slide shown in session rooms prior to and between sessions.

Acknowledgement

- Verbal acknowledgement during the Opening Session of the Conference.
- Verbal acknowledgement by the session chair immediately prior to breaking for lunch.

Promotion

- Logo recognition on buffet stations.

Exhibition Opportunities

Exhibition	Description	Investment
Exhibition Pod	2m x 2m	\$3,300

The exhibition area will be an integral part of the activities and programming during the program and provides an opportunity for organisations to come face-to-face with delegates, providing a marketplace to increase your organisations visibility, and to showcase and demonstrate your products and services.

All meal breaks will be provided within the exhibition throughout the Conference, ensuring you have significant exposure to delegates.

National partners have priority allocation and all other exhibition displays will be allocated on a first come first allocated basis. Exhibitors are encouraged to create an interactive display that encourages delegates to visit and interact with them.

Item	Description
Attendance	<ul style="list-style-type: none"> Two (2) exhibitor registrations including tea breaks, lunches, Welcome Reception and Conference Dinner.
Promotion	<ul style="list-style-type: none"> Recognition as an exhibitor with your logo on the exhibitor page of the website including a hyperlink to your website. Exhibitor profile and listing on the delegate app.
Walls	<ul style="list-style-type: none"> 1500mm high white smooth finish walls.
Lights	<ul style="list-style-type: none"> One (1) arm light.
Power	<ul style="list-style-type: none"> Four-socket power board.
Floor	<ul style="list-style-type: none"> Carpet.
Fascia	<ul style="list-style-type: none"> Organisation name on fascia up to 30 characters (fascia design to be confirmed).
Furniture & Additional Equipment	<ul style="list-style-type: none"> Locking Counter. Bar table. Two (2) Bar stools.
Delegate List	<ul style="list-style-type: none"> A delegate contact details list (subject to privacy laws) emailed within one month of the conclusion of the Conference.
Profile	<ul style="list-style-type: none"> 75-word organisation including contact details for one representative profile in the Conference App.

Please return the completed form to
Encanta Event Management | events@encanta.com.au



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CaSPA National Conference
14 - 16 July 2024 | Crown Perth
Boorloo | Perth | Western Australia



SPONSORSHIP AND EXHIBITION APPLICATION FORM

Contact Details Please print clearly in block capitals

Contact Name _____

Position _____

Organisation: _____

Address: _____

Suburb: _____

State: _____ Post Code: _____ Country: _____

Email: _____

Telephone: _____ Mobile: _____

Email: _____

Sponsorship Packages

All prices listed below are in dollars and inclusive of GST.
Please tick the box you would like to purchase:

Sponsorship

<input type="checkbox"/>	Conference Dinner	\$6,600
<input type="checkbox"/>	Bronze	\$5,500
<input type="checkbox"/>	Welcome Reception	\$4,400
<input type="checkbox"/>	Coffee Cart	\$3,300
<input type="checkbox"/>	Delegate Bag	\$3,300
<input type="checkbox"/>	Conference App	\$3,300
<input type="checkbox"/>	Name Badge & Lanyard	\$2,200
<input type="checkbox"/>	Lunch Break	\$1,500
<input type="checkbox"/>	Tea Break	\$770

Exhibition Display

<input type="checkbox"/>	Exhibition Pod	\$3,300
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Select your pod preferences below, noting that these are
subject to availability and Organising Committee approval.

1st

2nd

3rd

Payment

Method of payment (please indicate)

- I require a tax invoice to make payment.
- Send me a link to pay via credit card.

*Please note that a 2.2% surcharge will be incurred for
credit card payments.*

Terms and Conditions

- I agree to the terms and conditions stated on
page 12.

Name _____

Signature _____

Date _____

Terms and Conditions

By returning a booking form via online or printed copy confirms your acceptance of these terms and conditions:

- All bookings are subject to approval and we reserve the right to refuse an application.
- Encanta Event Management and the Organising Committee reserve the right to alter any aspect of the event program and floorplan without notice. Please refer to the event website for the latest information.
- Encanta Event Management and the national conference Organising Committee will take all diligent care to fulfil the sponsorship and exhibition commitments as outlined in the Sponsorship & Exhibition Prospectus.
- Sponsors and Exhibitors are responsible for providing all the information and/or artwork required by the due dates requested from Encanta Event Management.
- Sponsors and exhibitors are responsible for providing all their requirements by the due dates if requested by Encanta Event Management.
- Encanta Event Management and the Organising Committee reserve the right to introduce additional exhibition space and sponsorship packages should the opportunity arise.
- The exhibitor shall take all reasonable care when installing/ dismantling their equipment and stand as not to cause damage to the venue, carpet, walls, ceilings, fixtures and floors and the shell scheme booths supplied by the appointed stand contractor including panels, fascia, spotlights and furniture.
- The exhibitor is responsible for the care of the participant whilst in their leased space and indemnifies the organisers including Encanta Event Management for any injury, injury causing death that may be a result of the exhibitor's actions.
- Sponsors and Exhibitors are required to make the necessary payments as per the payment schedule below (unless otherwise negotiated):
 - 50% due within one month of invoice date.
 - Remaining 50% is due by no later than 29 February 2024.
 - Booking forms received after 29 February 2024 require full payment.
- Sponsors and exhibitors are responsible for the security of their own equipment and materials during the event and in transit to and from the host venue.
- All exhibition stand holders must register officially and entry to the exhibition will not occur unless the attendee is wearing the appropriate identification.
- The exhibitor is deemed liable for repairs if the structures are damaged.
- Exhibitor staff must provide their own safety vests and appropriate covered shoes for bump-in and bump-out days.
- Encanta Event Management reserve the right to request removal of any items that may be deemed unacceptable and impacts fellow exhibitors.
- All Organisations are expected to conduct their business in a professional, ethical manner and any breach will result in immediate cancellation of the Sponsorship/Exhibition package.
- Exhibitors must provide Public Liability insurance to a minimum of A\$20 million. A copy of the public and product liability certificate must be submitted to Encanta Event Management no later than 3 months prior to the event date and ensure cover includes the event dates.
- No exhibitor shall sublet, share, assign or apportion part or all of their booked space except upon written consent from the Organising Committee.
- All attendees must register officially and entry to the event and sessions will not occur unless the attendee is wearing the appropriate identification.
- We (Encanta Event Management and the Organising Committee) as the Conference Organisers, may in our absolute discretion nominate to either postpone or cancel the event.
- Cancellation or postponement may be necessary due to acts, events or causes beyond our reasonable control, including, but not limited to, acts of God, industrial disputes, failure in electricity supply or gas supply, war, civil strife, flood, storm, fire, accident, unavailability of raw materials or supplies, explosion, global health emergency (including coronavirus COVID-19), epidemic, breakdown of plant, machinery or equipment or shortages of labour, transportation, fuel, power, plant, machinery, equipment or material. If the conference is run in a different capacity, postponed or cancelled, sponsors and exhibitors will have the opportunity to postpone, modify or withdraw their sponsorship and/or exhibition commitment.

Sponsorship & Exhibition Cancellation Dates

- The submission of an application by a representative from your organisation is regarded as a firm booking.
- All cancellations must be made in writing to the Encanta Event Management and notice acknowledged in writing by the Encanta Event Management.
- Any reduction in a sponsorship (once accepted by the organisers) will be considered a cancellation and the cancellation policy will apply.
- Any reduction in exhibition allocation (once accepted by the organisers) will be considered a cancellation and the cancellation policy will apply.
- Should the balance payment be outstanding at time of cancellation, the sponsor and/or exhibitor is liable for the balance as per the cancellation policy.
- Sponsorship and Exhibition cancellation dates
 - Before and including 31 March 2024: full refund less a \$150 administration charge.
 - From 1 April 2024 until 30 May 2024: A 50% cancellation fee of total contribution will apply.
 - From 1 June 2024 onwards: 100% cancellation fee and will be liable for full payment.