



## ***STUDENT STUDY & LIVING SPACES WORKSHOP***

***University House at The Woodward, University of Melbourne  
25 - 26 November 2019***

***Why align yourself with a TEFMA Workshop?***

***Connect with key leaders in the higher education sector***

- Lead the agenda on key industry issues through session facilitation and speaking opportunities
- Drive awareness by exposing your business to an interested, relevant and influential audience
- Build relationships with leading industry professionals during workshop sessions, refreshment breaks and the workshop dinner
- Drive sales and networking opportunities by providing a display in the exhibition area
- Promote your organisation and maintain a high profile among industry specialists
- Whatever your business – show your support to the industry that supports you!

**SPONSORSHIP PROSPECTUS**



## ABOUT TEFMA

TEFMA is an independent association of facilities managers operating in the higher education sector of Australia, New Zealand and the South Pacific (including Hong Kong). TEFMA covers the full range of ISO 41000 functions in tertiary environments including **planning, construction, maintenance, operations and administration of educational facilities.**

TEFMA has some 1500 members representing 66 tertiary education institutions and 3 affiliated associations in Australasia. TEFMA promotes engagement with industry through its 70 Business Partner members. TEFMA members provide vital infrastructure and service in support of the effective operation of tertiary and vocational education in the Australasian region. [www.tefma.com](http://www.tefma.com)

## ABOUT THE WORKSHOP & DELEGATES

Set your student study and living spaces strategy with confidence using exclusive insights from leading practitioners in the tertiary education sector. The workshop will bring together experts in the design, development and management of innovative learning environments and student accommodation by covering topics which may include:

- The role of universities in city shaping
- Lifelong learning
- Residential college
- Student Campus Experience (including residential developments to help build and create the student experience and how this differs with rural and city campuses)
- Maker spaces / providing informal study spaces

The two-day workshop will ensure there are plenty of opportunities for discussion and networking with like-minded professionals. We hope your organisation is represented and contributes to the ongoing professional development of those who have the opportunity to attend.

On average over 70\* directors, managers, leadership teams and business partners from or aligned with tertiary institutions across Australasia representing those working in the Facilities and Property Services sector attend these workshops. Specifically, delegates are likely to include directors of facilities and estates management; campus operations and facilities managers; project and program managers; & those working in related disciplines.

Delegates will be given the opportunity to discuss ideas, hear about best practice and share their own knowledge and experience. There will be networking opportunities throughout the workshop, as well as the Workshop Networking Function which is held on Day 1 of the workshop.

*\*Expected delegate numbers based on historical fact and are not guaranteed*

## WORKSHOP SPONSORSHIP PACKAGE SUMMARY

*Sponsorship packages are linked to key events or opportunities within the workshop program*

*All prices shown are in \$AU and are inclusive of GST*

	TEFMA Business Partner	TEFMA Non-Member	Packages available	Speaking Opportunity	Opportunity to display a banner	Branding Opportunity - website, EDMs, venue signage	Opportunity to chair a session	Recognition at the TEFMA Annual Awards Dinner	Workshop Registration	Additional Dinner Tickets	Exhibition Space	Delegate List
DINNER	\$7,000	\$7,500	1	5 min Dinner	✓	✓		✓	2	2	✓	✓
NAME BADGE	\$4,500	\$5,000	1			✓		✓	2		✓	✓
DAY CATERING	\$3,500	\$4,000	2			✓		✓	1		✓	✓
SESSION CHAIR	\$1,500	\$2,000	multiple	2 min Session		✓	✓	✓	0			✓
EXHIBITOR	\$3,000	\$3,500	multiple			✓		✓	1		✓	✓

*Enquiries for BP Membership to be directed to the TEFMA Secretariat: [info@tefma.com](mailto:info@tefma.com)*

## **DINNER SPONSOR - 1 available**

**\$7,000 Member | \$7,500 Non-Member**

### **Promotion**

- Exclusive sponsorship of the dinner at the workshop (location TBC)
- Verbal recognition as a sponsor throughout the workshop
- Opportunity to welcome delegates to the dinner (5 minutes)
- Opportunity to provide merchandise or marketing material at the dinner (at your expense)
- Opportunity to display banner in exhibition hall and at the workshop dinner
- Promotion of your company logo on TEFMA's Workshop website and any related marketing material
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### **Registration & Exhibition**

- 2 x full registration to attend the workshop including day catering and workshop dinner
- 2 x additional dinner tickets
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## **NAME BADGE SPONSOR - 1 available**

**\$4,500 Member | \$5,000 Non-Member**

### **Promotion**

- Your company logo printed on the delegate name badge along with the TEFMA logo
- Verbal recognition as a sponsor throughout the workshop
- Promotion of your company logo on TEFMA's Workshop website and any related marketing material
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### **Registration & Exhibition**

- 2 x full registration to attend the workshop including day catering and workshop dinner
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## **DAY CATERING SPONSOR - 2 available**

**\$3,500 Member | \$4,000 Non-Member**

### **Promotion**

- Acknowledgment as the day catering sponsor on the catering stations, for one day of the workshop (morning, lunch and afternoon)
- Verbal recognition as a sponsor throughout the workshop
- Promotion of your company logo on TEFMA's Workshop website and any related marketing material
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### **Registration & Exhibition**

- 1 x full registration to attend the workshop including day catering and workshop dinner
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## **SESSION SPONSOR - multiple**

**\$1,500 Member | \$2,000 Non-Member**

### **Promotion**

- Opportunity to welcome delegates to your sponsored session on behalf of your company (max 2 minutes)
- Opportunity to be involved in the program in a facilitation role (i.e. chairperson and panel facilitator) for the session you sponsor
- Verbal recognition as sponsor throughout the workshop
- Promotion of your company logo on the electronic workshop program for the session you are sponsoring
- Promotion of your company logo on TEFMA's Workshop website and any related marketing material

### **Registration**

- Registration is NOT included in this package (registrations can be purchased separately online)

## WORKSHOP EXHIBITOR

\$3,000 Member | \$3,500 Non-Member

### Promotion

- Possibility to be included in the program for a 5 minute 'speed sponsor slam' for your organisation, pending time allowance in program
- Verbal recognition as sponsor throughout the workshop
- Promotion of your company logo on TEFMA's Workshop website and any related marketing material
- Recognition as a valued TEFMA supporter at the Annual Awards Dinner

### Registration & Exhibition

- 1 x full registration to attend the workshop including day catering and workshop dinner
- 1 x exhibition stand at the workshop (dressed trestle table & 2 chairs)

## TEFMA Business Partner SPEAKER PACKAGES \*Subject to approved application

\$2,500 Member Only

### Promotion

- Opportunity to present a case study at the workshop (must be co-presented with a University Partner)
  - **Please note** this is not a confirmed package. An abstract must be submitted to the LOC who will then need to approve its inclusion in the program and will be dependant on availability. The LOC reserve the right to remove this package as an option if no suitable applications are received.
- Verbal recognition as sponsor throughout the workshop
- Promotion of your company logo on TEFMA's Workshop website and any related marketing material

### Registration

- 1 x full registration to attend the workshop including day catering and workshop dinner

## LOCAL ORGANISING COMMITTEE

Mhairi Donohoe, Swinburne University of Technology  
Alex Kennedy, University of Melbourne  
Grant Dean, University of Melbourne  
Vickie Banks, University of Melbourne  
Rebecca Pearce, Deakin University  
Terry Roche, Deakin University  
David Bruce, Monash University

## KEY WORKSHOP CONTACTS



**Bree Blackwell**  
Conference Manager  
Ph: +613 6234 7844  
[bree@laevents.com.au](mailto:bree@laevents.com.au)



**Sandra Leatham**  
Sponsorship & Exhibition  
Ph: +613 6234 7844  
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**Not a TEFMA Member? Enquiries for BP Membership to be directed to the TEFMA Secretariat: [info@tefma.com](mailto:info@tefma.com)**

# EVENT SPONSORSHIP & EXHIBITION APPLICATION TERMS & CONDITIONS

The following terms and conditions apply to your application to sponsor and/or exhibit:-

## 1. Definitions

Event means the event referred to in the online Booking Application Form. Exhibition/Sponsorship means the exhibition and/or sponsorship as detailed in the online Booking Application Form. GST means GST within the meaning of the GST Act. GST Act means A New Tax System (Goods and Services Tax) Act 1999 (Cth) (as amended). Us/We means Leishman Associates Pty Ltd (ACN 103 078 897) as Conference Managers representing the Conference Committee and the Host Organisation. You means the entity submitting the Booking Application Form to sponsor and/or exhibit.

## 2. Application

You will submit the online Booking Application Form for the Exhibition/Sponsorship.

## 3. Approval

The Exhibition/Sponsorship will be confirmed upon return to You of the approved Booking Application Form, together with a tax invoice for the full amount of the Exhibition/Sponsorship fee, 50% of this total is payable within 7 days. The deposit is non-refundable and will be deducted from the booking fee. Your company logo and profile will only feature on the conference website once this deposit has been paid.

## 4. Payment

Upon payment of the deposit, You will receive a tax invoice for the balance of the Exhibition/Sponsorship fee. Payment of the balance of the fee is due and payable 30 days prior to the commencement of the Event. All online Booking Application Forms received within 30 days of the commencement of the Event must include full payment of the booking fee. Only once payment has been made in full will your logos and profiles be placed on Event collateral. Due to printing deadlines, You will not be guaranteed inclusion on Event collateral if payment of the booking fee is not received 30 days prior to the Event.

All international payments must include provision for bank fees and exchange rates in the payment amount. Any outstanding balance will be required to be paid by You prior to the commencement of the Event.

## 5. Cancellation

In the event that You cancel your Exhibition/Sponsorship, your deposit will not be refunded. In the event that You cancel your Exhibition/Sponsorship more than 90 days before the Event, You will receive a 25% refund of the Exhibition/Sponsorship fee. In the event that You cancel within 90 days of the Event, You will not receive any refund. Any monies outstanding at cancellation will need to be paid in full.

## 6. Changes

Once your Exhibition/Sponsorship has been confirmed and accepted, a reduction in Sponsorship/Exhibition space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space can result in relocation of your Exhibition/Sponsorship at Our discretion. Any space not claimed one hour before the Event commences and will be reassigned and no refund will be payable to You.

We reserve the right to rearrange the floor plan and/or relocate any Exhibition/Sponsorship without notice to You. We reserve the right to amend existing unsold sponsorship packages or add additional sponsorship packages as required without notice to confirmed sponsors and exhibitors.

## 7. Stands

If You intend to utilise a custom built exhibit stand, We must be advised of the full details and dimensions a minimum of six weeks prior to the commencement of the Event. All display construction requires our approval.

## 8. Assignment/Shared Packages

You are not permitted to assign, sublet or apportion the whole or any part of Your sponsorship package or booked

space except upon our prior written consent. Shared sponsorship and exhibition packages will result in one set of benefits only being available to be shared by all parties involved. This includes but is not limited to logo recognition, profile inclusion, signage and registration benefits.

## 9. Insurance

Public Liability insurance to a minimum amount nominated in the event sponsorship prospectus must be taken out by You. A copy of the certificate of Insurance currency must be provided to Us a minimum of four weeks prior to the commencement of the Event.

## 10. Exclusion

All information supplied to You in relation to the Event is accurate to the best of our knowledge and belief and does not constitute a warranty and any inaccuracy or mistake will not entitle You to cancel your booking without penalty. All estimates of attendee/delegate numbers attending the Event are estimates only, and You agree that We are not responsible for any discrepancy in these estimated attendee/delegate numbers.

## 11. Marketing

We will use your information to send you updates and other news about this Event. We will only pass on your information to reputable third party official contractors of the Event for the purpose of assisting you with your participation.

## 12. GST

All amounts paid or payable under these terms and conditions are inclusive of any GST which may be applicable to any supplies made by either party under this Agreement. To the extent GST is applicable to any amount paid or payable in respect of a taxable supply made under or in connection with this Agreement, subject to that party receiving a valid tax invoice for GST purposes from the other party in respect of the supply before the time of payment.