

Sponsorship Prospectus



INTS NeuroTrauma 2024

2 – 5 September 2024



NeuroTrauma 2024
CAMBRIDGE • UNITED KINGDOM

Dear Industry Colleagues

We are delighted to be hosting the 2024 Neurotrauma meeting of the International Neurotrauma Society in Cambridge in 2024. This prestigious event takes place every 2 years and has been held in countries all around the world. The anticipated attendance is in the order of 500-600.

We are writing to invite you to support this four-day event, which will be held in the iconic Corn Exchange and Guildhall right in the centre of Cambridge. The exhibition space will be in the Guildhall which has a large open area and will also be the location for all coffee breaks and refreshments.

We are proposing an excellent scientific programme addressing the basic translational and clinical aspects of research into brain and spinal cord injuries. The programme will consist of a combination of plenaries, breakouts, posters and other sessions. Themes will cover mild, moderate and severe brain injury with several specific topics relating to novel scientific therapies, clinical management, brain physics, brain chemistry, imaging and brain injury related to sports.

Sponsored breakfast seminars will be held on the Tuesday, Wednesday and Thursday mornings so please let us know if you are interested in holding one as soon as possible.

We are holding two social events, a Welcome Reception on Monday evening will be held in King's College, where you will have the opportunity to mingle with delegates and colleagues. The Gala Dinner on Wednesday evening is a more formal event (black tie) and will be held across several Cambridge colleges giving visitors the opportunity to experience a traditional college dinner in one of the iconic dining halls chosen for their architectural beauty and historic importance.

We offer a variety of stand sizes and packages to suit all needs and budgets.

Please register your interest in a stand and / or seminar ASAP to ensure that you get a slot by contacting Carole Turner clt29@medschl.cam.ac.uk

En suite accommodation is available in selected college venues at favourable rates or at one of the many hotels, all within walking distance of the conference centre. It is advisable to book early as Cambridge is a very popular destination.

We will have a dedicated conference App which we anticipate will be used by all delegates and offers an excellent advertising opportunity for sponsors. The options for taking advantage of this are detailed in the back of the manual. There is an opportunity for your logo to be on the sponsors page of the website, with a hyperlink directly to your website.

Thank you in anticipation for your support it is greatly appreciated. We look forward to seeing you in Cambridge.

Peter Hutchinson
Professor of Neurosurgery
University of Cambridge

David Menon
Professor of Intensive Care Medicine
University of Cambridge

For further details on the programme, registration and accommodation visit the website:

<https://openingdoors.eventsair.com/ints2024/>

PROPOSED TIMINGS

(subject to change)

Exhibition Opening Hours:

Monday 2nd September

08:30 – 18:00

Tuesday 3rd September

08:30 – 18:30

Wednesday 4th September

08:30 – 18:00

Thursday 5th September

08:30 – 17:30

FURTHER INFORMATION

A manual giving further general and technical information, advice and full details about the exhibition and venue will be circulated in early summer 2024.

Sponsorship and exhibition opportunities

Sponsors will be recognised at the meeting and on all meeting materials according to the total support provided.

Sponsorship Levels

In order to find out how you will be acknowledged ('Platinum', 'Gold', 'Silver', 'Bronze' or 'Sponsor') please follow the steps below:

STEP 1: Select your sponsorship opportunities

STEP 2: Select your stand package

STEP 3: Work out the total amount

STEP 4: Check in the chart below which sponsorship level your company falls into

Total Support Provided	Sponsorship Level	Additional Benefits
Over £40,000	Platinum Sponsor	<ol style="list-style-type: none"> 1. Sponsors logo in the main auditorium 2. Sponsors logo on the meeting website with hyperlink to a website of their choice 3. Four additional exhibitor badges with Gala Dinner Tickets
Over £25,000	Gold Sponsor	<ol style="list-style-type: none"> 1. Sponsors logo on the meeting website with hyperlink to a website of their choice 2. Three additional exhibitor badges with Gala Dinner Tickets
Over £10,000	Silver Sponsor	<ol style="list-style-type: none"> 1. Sponsors logo on the meeting website 2. Two additional exhibitor badges and Gala Dinner Tickets
Over £8,000	Bronze Sponsor	<ol style="list-style-type: none"> 1. Sponsors logo on the meeting website
Less than £8,000	Sponsor	

In addition all sponsors will receive the following benefits:

- The right to use the meeting logo, subject to the Committee approval
- Acknowledgement on sponsor boards on-site
- Acknowledgement on the meeting app

Due to limitations on the venue, access and scheduling, the organiser has appointed two local UK based companies to undertake all stand construction and delivery of services. Further details will be provided, and the exhibitor may choose which supplier to appoint.

Scientific Opportunities

Breakfast Seminars (1hr): £5,000

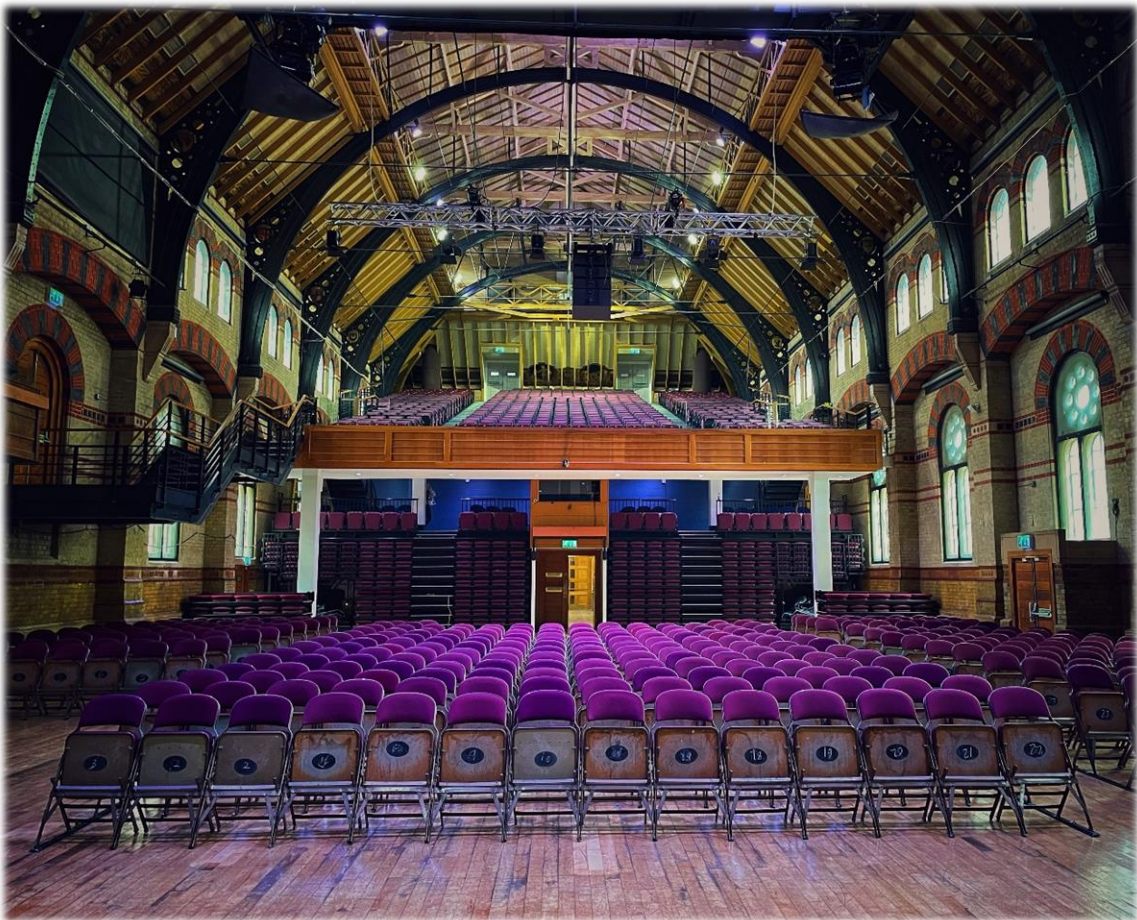
Tuesday 3rd, Wednesday 4th and Thursday 5th September 2024

There will be one breakfast seminar each day at approximately 08:00 to 09:00.

Companies sponsoring the breakfast seminars will receive the following benefits:

- Seminar details in the meeting app
- Seminar programme on the meeting website
- Seminar invitation in the meeting bag (1 A4 sheet only)
- Invitations emailed to registered delegates 1 week before the start of the meeting
- Room hire
- Technical support
- Standard AV package
- Sponsoring companies will cover costs (accommodation and travel) for their speakers

Breakfast will be provided for the delegates (This cost is included in the sponsorship fee)



Digital Profile Opportunities

One Pre/Post Conference Email Campaign: £725 (only 4 available)

Sponsors' own designs (must be provided as fully designed HTML file to organisers). Content is subject to approval and will be sent by the organisers on behalf of the sponsor to all registered delegates. Footer disclaimer will be required and exact wording will be provided by organisers.

Sponsors can propose a preferred dispatch date but please note that 7 days lead time is required to process, test, and schedule/distribute. Statistics on number of emails sent can be provided.

Maximum 2 exclusive emails per sponsor/exhibitor

Sponsored alerts: £100 (only 4 available, each sent twice during the conference)

Sponsored alerts will be sent to each delegate within the meeting app. This can include plain text only (e.g. 'Visit us at stand 6 in the exhibition area. Goodies available for our first 10 visitors of the day!')



Additional Sponsorship Opportunities

Delegate bags: £800 – Exclusive

- Sponsor to provide own branded delegate bag used by attendees throughout the symposium
- An opportunity which offers exposure far beyond the meeting, the bags will include all meeting print material and will be handed to delegates when they register.

Delegate Bag Inserts: £500

- Company inserts can be placed in the delegate bags (1 A4 sheet only, subject to approval by the scientific committee)

Notepads: £200 – Exclusive

- An opportunity to brand the writing pads that will be included in the delegate bags for use throughout the meeting. Sponsor will provide A4 notepad blocks or folders which may be branded with company logo

Pens: £200 – Exclusive

- Branded pens provided by the sponsor will be made available to delegate at the registration desk for the entire duration of the symposium

Lunch Bags: £800 – exclusive (per day)

- An opportunity to brand the lunch bags. Lunch will be provided to all delegates in individual paper bags each day

Exhibition Opportunities

Cost of stand space has been divided into packages (A-F) as follows, there will be no shell scheme offered at the venue

Stand Package	A	B	C	D	E	F	G	Table top (charity only)
Available	1	4	2	2	2	5	2	
Stand space	24 sqm	18 sqm	12 sqm	10 sqm	8 sqm	6 sqm	2 sqm	sqm
Number of company name badges (lunch, tea & coffee included)	6	4	4	3	3	2	1	1
Number of tickets for Welcome Reception*	6	4	4	3	3	2	1	1
Number of tickets for Gala Dinner**	6	4	3	3	3	2	0	0
Power to your stand	√	√	√	√	√	√	√	√
Sponsor/exhibitor profile on website and meeting app	√	√	√	√	√	√	√	√
Banner ad on meeting app	√	×	×	×	×	×	×	×
1 power point slide***	√	√	√	√	√	√	√	√
Sole use of sponsor Lanyards	√	×	×	×	×	×	×	×
Logo in main auditorium	√	×	×	×	×	×	×	×
Joint Sponsorship of the Welcome Reception	√	√	√	√	√	√	×	×
Cost****	£50,000	£30,000	£23,000	£15,000	£10,000	£8,000	£4,000	free
Early bird discount at 20% by Dec 31 st 2023****	£40,000	£24,000	£18,400	£12,000	£8,000	£6,400	£3,200	

* Welcome reception on Monday 2nd September at King's College, Cambridge

** Gala Dinner on Wednesday 4th September

*** Power point slide to be shown in the Main Auditorium on a loop system during the breaks

**** All costs subject to VAT where applicable

Additional Social Event tickets are available to purchase:

- Welcome Reception tickets at £45
- Gala Dinner tickets at £90

Additional exhibitor badges are available to purchase at a cost of £50 per person

Exhibition Plan

Click here to view the live floorplan with stand allocations:

<https://openingdoors.eventsair.com/ExhibitionPortal/int2024/int24ex/floorplan/live>



Terms of Payment

Application for stand packages and sponsorship items should be made on the enclosed booking form and should be signed and emailed back to INTS2024@opening-doors.org.uk

On receipt of the application a contract will be issued along with an invoice. Stand package and location will be confirmed when full payment is made.

Payment may be made by the following methods:

- On-line via Debit or Credit Card (*Excluding American Express*)
- Bank Transfer (*Details will be included on your invoice*)

Cancellation Policy

All cancellations must be made in writing. The INTS shall retain:

- 10% of the contract price if the cancellation is made before 1st May 2024
- 50% of the contract price if the cancellation is made between 1st May 2024 – 1st July 2024
- 100% of the contract price if the cancellation is made between 1st July 2024 – 1st Sept 2024

If the stand or sponsorship item is resold a full refund will be made less a 10% administration charge

Insurance

In accordance with the terms and conditions, exhibitors are requested to have public liability insurance of £5m and also that goods are fully insured. A copy of your insurance should be emailed to the organisers by Monday 12th August 2024.

Terms and Conditions

Attention is drawn to the Exhibition Terms and Conditions contained in this prospectus. Signature of the Exhibition and Sponsorship Contract implies acceptance of these conditions.



Exhibition Package and Sponsorship Booking Form Contract

Please note that all acknowledgements of your Company and listing of Company name and address will be generated from the following information. Please complete and return to: INTS2024@opening-doors.org.uk

COMPANY NAME.....
(for invoicing)

COMPANY NAME.....
(for invoicing)

CONTACT PERSON.....

MAILING ADDRESS.....
.....

POST CODE.....COUNTRY.....

TEL.....

EMAIL.....WWW.....

Exhibition – I wish to apply for the following Stand Package

Stand Package	Number	Total Cost
A - £		
B - £		
C - £		
D - £		
E - £		
F - £		
G - £		
Table top (free – charities only)		

Preferred Stand Number(s): **1st Choice**.....**2nd Choice**.....**3rd Choice**.....

Sponsorship – I wish to sponsor the following items:

Sponsorship Item	Number/Day	Total Cost
Breakfast Seminar		
Lanyards		
Delegate Bags		
Delegate bag inserts		
Notepads		
Pens		
Lunch bags		
Pre/Post Conference Email Campaign		
Banner Ad on Meeting App		
Sponsored Alerts		

I also wish to purchase additional items as follows:

Additional Item	Number	Total Cost
Exhibitor Badge - £50.00 per person		
Welcome Reception Ticket - £45.00 per person		
Gala Dinner Ticket - £90.00 per person		

Total overall cost (Costs subject to VAT where applicable)	
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Please select your preferred payment option:

(tick/check the relevant box)

On-line via Debit or Credit Card *(Excluding American Express)*

Bank Transfer *(Details will be included on your invoice)*

Signature.....Date.....

On receipt of a completed Application Form a Contract will be issued for signing, along with an invoice.
Stand package and location will be confirmed when full payment is made.

Signature of this Application Form and Contract for exhibition space confirms acceptance of the Terms and Conditions of Exhibiting detailed below.

Terms and Conditions of Exhibiting at INTS 2024

1. Definitions

In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Meeting. The term Exhibitor/ Sponsor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition or sponsorship items have been sold. The term Organisers means The International Neuro Trauma Society. The term Premises refers to those portions of the stated venue licensed to the Organisers

2. Installation and Removal of Exhibits

Exhibitor/Sponsors will be advised of when they may commence installation of exhibits. Exhibitor/Sponsors are prohibited from commencing such installation until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor/Sponsors work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor/Sponsor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor/Sponsor who shall forfeit all sums paid by way of deposit, rental or otherwise. No Exhibitor/Sponsor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with or over shadows an adjoining Exhibitor/Sponsor. The Exhibitor/Sponsor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at anytime. It is the responsibility of the Exhibitor/Sponsor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

3. Stand Construction and Services

For insurance and to adhere to regulations stipulated by the stated venue the Organisers will appoint an official contractor for marking out stand areas, and all electrical services, No other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

Furthermore, due to limitations on the venue, access and scheduling, the organiser has appointed a selection of local UK based companies to undertake all stand construction and delivery of services.

Further details will be provided, and the exhibitor may choose which supplier to appoint.

The suppliers selected have been chosen, as they are local, have working knowledge of the building and issues of access, have a wide range of options to offer, and are experienced providing these types of services.

They will also receive clients' materials in advance and deliver to the venue. This will assist with shipping and customs issues.

4. Application

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor/Sponsor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor/Sponsor undertakes to agree to any alteration to the site or the space reallocated by the Organisers.

5. Cancellation

Cancellations must be made in writing. In the event of the stand being re-let and the exhibition is fully sold or sponsorship being resold, 90% of the contract price will be refunded. The Organisers shall retain 10% of the contract price if the cancellation is received more than 12 months prior to the Exhibition. 50% of the contract price if the cancellation is accepted after that time. 100% of the contract price if the cancellation is accepted within 3 months prior to the Exhibition Opening.

6. Bankruptcy or Liquidation

In the event of an Exhibitor/Sponsor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an Exhibitor/Sponsor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor/Sponsor under contract shall be forfeited.

7. Occupation and Payment of Stand Space

The Exhibitor/Sponsor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor/Sponsor failing to take possession of his stand the Organisers have the right to reallocate the stand and all monies paid shall be forfeited. No Exhibitor/Sponsor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor/Sponsor are paid in full

8. Obstruction of Gangways and Open Spaces

Exhibitor/Sponsors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring Exhibitor/Sponsors. Exhibitor/Sponsors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor/Sponsor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Organisers at the Exhibitor/Sponsors expense and risk.

9. Conduct of Exhibitor/Sponsors and Representatives

Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor/Sponsor that may cause annoyance to other Exhibitor/Sponsors or visitors. Business must be conducted only from the Exhibitor/Sponsors own stand and under no circumstances may this be carried out from a

gangway or elsewhere within the Exhibition. Microphones/Audio Visual Equipment: The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitor/Sponsors. The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused. Publicity Material: Any publicity material shall be displayed and /or given away only from the Exhibitor/Sponsors own stand

10. Work Permits and Visas

All exhibitors must ensure that all staff and contractors are permitted to work in the United Kingdom and have correct visas where appropriate. Letters of invitation can be supplied upon request.

11. Electrical Requirements

Power services will be available to the Exhibitor/Sponsor through the official electrical contractor. A schedule of these services will be available once application has been made. Exhibitor/Sponsors may provide their own electric al fittings where such fittings are in the form of made up units, showcases and / or signs complete and ready for connection to the mains supply. Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by the Organisers. The use of electrical appliances such as coffee machines, etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Organisers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.

12. Dangerous Materials and Exhibits

The Exhibitor/Sponsor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

13. Fire Precautions

In accordance with the requirements of the appropriate authority, all material used in construction work, display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitor/Sponsors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.

14. Damage to the Premises

No nails, screws or other fixtures may be driven into any part of the Premises including floors; nor may any part of the premises be damaged or disfigured in any way. Should any such damage occur, the Exhibitor/Sponsor responsible would be invoiced for any reparation charges incurred.

15. Cleaning

The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.

16. Storage

There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitor/Sponsors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on the stands.

17. Liability

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitor/Sponsors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor/Sponsor or Exhibition Contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

18. Insurance

Exhibitor/Sponsors are required to take the appropriate insurance and ensure the Organisers are sent a copy of the documents. Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitor/Sponsors will have seen from paragraph 5 above that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitor/Sponsors property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor/Sponsors premises to the Exhibition and return. Public Liability: Liability to the public may arise out of the Exhibitor/Sponsors activities and should be covered by insurance.

19. General Conditions

The Organisers are responsible for the control of the Exhibition area. Exhibitor/Sponsors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor/Sponsor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitor/ Sponsors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance effected by the Organisers. Signature of the Exhibition Contract implies acceptance of these Conditions