



**Australian Population
Association Conference**

23-25 November 2022

Kambri, The Australian National University

Sponsorship & Exhibition
PROSPECTUS



Australian Population
Association Conference

Invitation from APA 2022 Conference Chair

On behalf of the Organising Committee for the 20th Australian Population Association Conference (APA 2022) we would like to invite you to attend the Conference as a sponsor. The Australian Population Association Conference is an opportunity to share the latest research and exchange ideas. This conference will also be an opportunity to showcase some of the incredible contributions that demographers have made to understanding the COVID-19 pandemic.

The Conference will provide the perfect forum for government, industry, NGOs and research institutions to promote their research, products and services. There are many attractive sponsorship and advertising opportunities available to showcase your business, ranging from small to high-level packages. Packages can also be individually tailored to suit your requirements.

Sponsoring and/or exhibiting at APA 2022 will also provide extensive marketing exposure both in the lead up to the event and during the Conference itself.

We look forward to having you participate as a sponsor or exhibitor at APA 2022.

Edith Gray

APA 2022 Conference Convenor





Australian Population
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The Australian Population Association

The Australian Population Association (APA) was formed in 1980 and is Australia's leading professional association for demographers. The main aims of the Association are:

- To encourage the exchange of information between individuals and organisations in population and related fields
- To provide a forum for the discussion of population issues
- To promote population research and education particularly in Australia and the Asia-Pacific region



Organising Committee

Edith Gray (Convenor)

*Head of the School of Demography,
The Australian National University*

Brian Houle

*School of Demography,
The Australian National University*

James O'Donnell

*School of Demography,
The Australian National University*

Denise Carlton

*Population Statistics Branch
Australian Bureau of Statistics*

Ray Harris

Department of Treasury

Brendan Churchill

University of Melbourne

Conference Managers

Arinex Pty Ltd has been appointed as the official Professional Conference Organiser and looks forward to delivering an inspiring experience.



Arinex Pty Ltd

22/44 Market St

Sydney NSW 2000, Australia

T +61 2 9265 0700

E APAconference@arinex.com.au

W www.APAconference.com.au



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Sponsorship at a glance

Sponsorship Package	Number Available	Price A\$ incl. GST
Platinum Sponsor	2	\$20,000
Gold Sponsor	Unlimited	\$12,000
Other Sponsorship Opportunities		
Conference Dinner Sponsor	Exclusive	\$7,500
Welcome Reception Sponsor	Exclusive	\$4,500
Networking Breakfast Sponsor	2	\$3,000
Name Badge/Lanyard Sponsor	Exclusive	\$3,000
Satchel Inserts		
Print Material or promotional item	Unlimited	\$1,100
APA 2022 Industry Exhibition		
Networking Trestle Table	Limited spaces	\$3,000

Major sponsorship entitlements at a glance

	Platinum A\$20,000	Gold A\$12,000	Conference Dinner A\$7,500
Conference Delegate Registrations	4	2	1
Conference Dinner tickets	4	2	5
Welcome Reception tickets	4	2	1
Freestanding Banner at Registration Desk	Yes	Yes	
Speech or exclusive video presentation	Yes		Yes
Delegate list	2 weeks prior to Conference	1 week prior to Conference	After the Conference
Networking Trestle Table in exhibition area	2	1	
Satchel Insert	Yes	Yes	



Standard Sponsorship Acknowledgement Entitlements

Sponsors will receive the following standard entitlements in addition to those outlined in the individual packages:

- Recognition as a sponsor (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page*
- Recognition as a sponsor on the official sponsor acknowledgement board/signage situated onsite at the Conference*
- Use of the Conference logo for marketing purposes until the end of November 2022

Sponsor and Exhibitor Guidelines

- * Exposure in Conference publications is determined by confirmation of sponsorship prior to print deadlines. To maximise exposure, please confirm your participation as early as possible.
- ** The delegate list will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.
- *** Banner advertisement specifications will be provided after the confirmation of booking.

General Information

Sponsorship Application

To secure a Sponsorship package or Exhibition space, please complete the 'Application Form' and a tax invoice will then be forwarded to you for payment of a non-refundable 50% deposit. Sponsorship will not be confirmed until the deposit has been paid.

Settlement of all outstanding monies is required no later than 4 months after payment of deposit or 3 months prior to the event, whichever is earlier. If payment is not received within this timeframe Arinex Pty Ltd reserves the right to re-sell your package.

Public & Liability Insurance

It is a requirement of the Conference Managers that all exhibitors have adequate Public and Product Liability Insurance cover based on a limit of indemnity to the value of A\$20 million or above. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand. Exhibitors are required to submit their public liability insurance certificate along with their booking form to secure your booking.

To assist you in locating your certificate within your organisation – it may often be found with the accounts/finance departments and is also often referred to as 'Broadform'.



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Platinum Sponsor

AUD \$20,000 (incl. GST) – 2 available

- Standard sponsorship entitlements outlined on page 5.
- Four (4) conference delegate registrations inclusive of Welcome Reception and Conference Dinner
- Two (2) trestle table display packages located in a prominent position
- 200-word profile on the Conference website
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material) *Note: inserts must be approved by the Organising Committee.*
- Verbal acknowledgement as the Platinum Sponsors during the opening session and public lecture.
- Opportunity for one (1) organisational representative to present a five (5) minute speech to promote your organisation at the public lecture.
- Opportunity to provide a freestanding banner which will be positioned in the registration area or plenary session room for the duration of the Meeting (maximum size 2m high x 1m wide)
- Delegate list supplied 2 weeks prior to the Conference **

Gold Sponsor

AUD \$12,000 (incl. GST) – Unlimited

- Standard sponsorship entitlements outlined on page 5.
- Two (2) conference delegate registrations inclusive of Welcome Reception and Conference Dinner
- One (1) trestle table display package within the exhibition
- 150-word profile on the Conference website
- Promotional brochure (maximum two x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material) *Note: inserts must be approved by the Organising Committee*
- Opportunity to provide a freestanding banner which will be positioned in the registration area for the duration of the Meeting (maximum size 2m high x 1m wide)
- Delegate list supplied 1 week prior to Conference **



OTHER SPONSORSHIP OPPORTUNITIES

Conference Dinner Sponsor

AUD \$7,500 (incl. GST) - Exclusive

- Standard sponsorship entitlements outlined on page 5.
- Exclusive naming rights of the Conference Dinner (Proudly sponsored by #####).
- Five (5) tickets for the sponsor's nominated guests to attend the Conference Dinner.
- One (1) conference delegate registration inclusive of Welcome Reception.
- 100-word profile on the Conference website
- Opportunity for organisation representative to present a three (3) minute speech at the function (basic audio visual will be provided – additional audio visual is at the expense of the sponsor).
- Opportunity to provide two (2) freestanding banners which will be positioned at the entrance to the Conference Dinner venue and prominent location within the venue (maximum size 2m high x 1m wide).
- Small table signs featuring the organisation name and logo displayed on the tables at the Conference Dinner (Sponsors to supply).
- Organisation logo will be printed on all dinner programs/menu and tickets.
- Sponsor may provide the Conference Dinner guests with a branded gift (sponsor to supply gifts).

Welcome Reception Sponsor

AUD \$4,500 (incl. GST) - Exclusive

The Welcome Reception provides the perfect opportunity for delegates to meet one another and network. This is an inclusive social function as part of the delegate registration and, being the first official social networking event of the Conference, it is always well-attended by delegates.

- Standard sponsorship entitlements outlined on page 5.
- Exclusive naming rights to the Welcome Reception (Proudly sponsored by #####).
- Four (4) complimentary passes for nominated guests to attend the Welcome Reception
- One (1) Conference delegate registrations
- 100-word profile on the Conference website
- Acknowledgement as Welcome Reception Sponsor during the welcome address of the event.
- Corporate signage (supplied by the sponsoring organisation) prominently displayed at the Welcome Reception.
- Delegate list (including contact information) supplied after the Conference**.
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material). *Note: inserts must be approved by the Organising Committee.*



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Networking Breakfast Sponsor

AUD \$3,000 (incl. GST) - Available: 1 per Networking Breakfast

- Standard sponsorship entitlements outlined on page 5.
- Exclusive naming rights for either the Early Career Researchers Networking Breakfast or the Women in Demography Networking Breakfast (Proudly sponsored by #####).
- Two (2) complimentary passes for nominated guests to attend the breakfast.
- 50-word profile on the Conference website
- Opportunity for organisation representative to present a one (1) minute welcome address at the breakfast.
- Verbal acknowledgement as the Networking Breakfast Sponsor at commencement and conclusion of the breakfast.
- Opportunity to provide two (2) 2m x 1m freestanding banners, positioned at the entrance to the Networking Breakfast for the duration of the event.

Keynote Speaker Sponsor

A\$5,000 (incl. GST) Four (4) Available (pending final program)

- Name and logo of the sponsor will be included in the program section of the Conference Program
- Your organisation logo will feature on the audio-visual screen in the session room prior to and at the conclusion of the sponsored session
- The sponsor may provide a freestanding banner which will be positioned in a prominent location during the sponsored session (maximum size 2m high x 1m wide)
- Verbal recognition by the Session Chair directly before and after the Speaker's session
- Corporate literature may be displayed in the sponsored session room (sponsor to supply)
- Recognition as a Partner (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page

Concurrent Session Sponsor

A\$4,000 (incl. GST) Six (6) Available (pending final program)

- Your organisation logo will feature on the audio-visual screen in the session room prior to and at the conclusion of the concurrent session
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the sponsored session room (maximum size 2m high x 1m wide)
- 50-word profile in the Conference program
- Verbal recognition by the session Chair prior to and at the conclusion of the concurrent session



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- Corporate literature may be displayed in the sponsored session room (sponsor to supply)
- Recognition as a Partner (with organisation logo) on the sponsors' page of the official Conference website, including a hyperlink to the organisation's home page

Scientific Poster Sponsor

A\$5,000 (incl. GST) Exclusive

- Name and logo of the sponsor will be included in the program section of the Conference Program
- Your logo will feature in the Poster room as "Proudly sponsored by xxx"
- The sponsor may provide a freestanding banner which will be positioned in a prominent location in the sponsored session room (maximum size 2m high x 1m wide)
- 100-word profile in the Conference program
- One poster display board reserved for Sponsor promotional poster/material
- Sponsor's logo to be displayed alongside poster number on poster boards

Name Badge / Lanyard Sponsor

AUD \$3,000 (incl. GST) - Exclusive

- Standard sponsorship entitlements outlined on page 5.
- Sponsor logo to appear on the name badges beside the Conference logo.
- Additional opportunity for logo to appear on lanyards - lanyards to be provided by sponsor.
- 50-word profile on the Conference website
- Promotional brochure (maximum four x A4 pages per brochure) to be inserted in the satchel (sponsor to supply material).

Satchel Insert

AUD\$1,100 (incl. GST) - Unlimited

- Your organisation's product sample, promotional item or brochure can be inserted into each delegate's satchel (inserts will require approval of the Organising Committee).



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Exhibition Networking Trestle Table Package

AUD \$3,000 (incl. GST) - Unlimited

- Trestle table display space includes:
 - One (1) trestle table, 1.8m x 0.9m. *Please note the exact size of the trestle table is subject to venue supply at the time of the Conference.
 - One (1) vertical poster board
 - Two (2) chairs
 - Access to power
- Two (2) exhibitor passes (includes all catering breaks, satchel, Welcome Reception ticket, attendance to sessions)
- A comprehensive exhibition manual
- Organisation name listed on exhibition page of Conference website
- Delegate list provided onsite**
- Additional exhibitor passes available if required – please speak to the Conference Managers



**Please note that the above picture is an example and does not depict the exact set up of your Trade display.*



Australian Population Association Conference

Sponsorship/Exhibition Booking Form

Sponsorship & Exhibitions Manager
Australian Population Association Conference 2022
Arinex Pty Ltd
22/44 Market St
SYDNEY NSW 2000, Australia

T +61 2 9265 0700
E apaconference@arinex.com.au
W www.apaconference.com.au

Organisation name (for marketing purposes):

Organisation name (for invoicing purposes):

Address:

City:

Postcode:

State:

Country:

Main Sponsor/Exhibitor Contact: Mr / Mrs / Ms / Other:

Name:

Position:

Tel:

Fax:

Email:

Website:

A. SPONSORSHIP PACKAGE(S) REQUESTED

COST AUD\$

1.

.....

2.

.....

B. EXHIBITION SPACE REQUESTED

Exhibition networking trestle table - AUD\$3,000 (incl. GST)

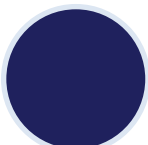
TOTAL AUD\$

Please indicate companies you do not wish to be placed near*:

**Subject to availability at the time of booking and may be subject to change.*

AMOUNT PAYABLE A & B	AUD\$
50% deposit payable 30 days from date of invoice (Full Payment/Balance due: 2 September 2022) (incl. GST)	AUD\$

Please note that your booking will not be processed unless all sections above and on the following pages are completed.





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CREDIT CARD AUTHORISATION (Required)

To secure your booking please complete the below credit card authorisation.

The below credit card will only be used to guarantee payment of past due invoices including cancellation fees. We will notify you by email prior to charging the card. However, Arinex is not obligated in any way to extend further terms.

Please note all transactions by credit card will appear on your statement as payment to 'Conference by Arinex'

Please charge the total amount above to the following credit card

MasterCard Visa Card AMEX

Credit card number: _____ / _____ / _____ / _____

Expiry Date: ____ / ____

CCV: _____

Name on card: _____

Signature: _____ Date: ____ / ____ / ____

PAYMENT DETAILS (please tick)

We wish to pay via EFT. Bank details will be provided by the Sponsorship & Exhibition Managers with your tax invoice.

We wish to pay via the above credit card.

We wish to pay with a different credit card. (Please note- a separate booking form will be provided for you to include your credit card information)

Yes, I have read and agree to the booking terms and conditions on the following page.

Authorised by: _____ (please print name)

Date: _____

Signature: _____

Please note: All bookings under \$5,000 must be paid with credit card and the full amount will be charged at time of booking.





SPONSORSHIP BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Sponsorship will be allocated only on receipt of a signed Booking Form and Booking Terms & Conditions. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **2 September 2022**. Applications received after **2 September 2022** must include full payment. Payments for sponsorship of \$5,000 and under will be required to be paid by credit card and will be charged the full amount.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Exhibition Managers prior to the event. No organisation will be listed as a sponsor in any official Conference material until full payment and a booking form have been received by the Exhibition Managers.
5. If sponsorship payment is not received by **2 September 2022** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged for the remaining unpaid amount.
6. **CANCELLATION POLICY:** In the event of cancellation, a service fee of 50% of total fees applies for cancellations prior to **2 September 2022**. No refunds will be made for cancellations after this date and full payment will be due and payable. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition Managers will issue an invoice which will be payable within seven (7) days. After Sponsorship has been confirmed and accepted, a reduction in Sponsorship is considered a cancellation and will be governed by this cancellation policy. All communications regarding cancellation must be made in writing.
7. No sponsor shall assign, sublet or apportion the whole or any part of their sponsorship package except upon prior written consent of the Exhibition Managers.
8. Sponsorship monies will facilitate towards the successful planning and promotion of the Conference in addition to subsidising the cost of management, communication, invited speakers, program and publications. Sponsorship monies are not expended on any entertainment incurred which is incidental to the activities of the Conference.
9. Sponsorship entitlements including organisation logo on the Conference website and other marketing material will be delivered only after receipt of the required deposit or full payment.
10. Sponsors whose agreed entitlements include the right to host an endorsed private function, will do so at their own expense and at a time and date approved by the Exhibition Managers and APA 2022.
11. Hosting of private functions in conjunction with the Conference is limited to those Sponsors who have obtained such a right within their Sponsorship entitlements. The purpose of this condition is to avoid conflict between official Conference functions and private functions.
12. The Delegate List may be used by the Sponsor (if entitled) for the purpose of contacting APA 2022 Conference delegates only. The list must not be used for the purpose related to future Conferences and shall not be transferred in whole or in part to any third party. The Delegate List may be used for up to a twelve-month period from the start date of the Conference. The inclusion of email addresses is at the discretion of the Conference Managers.
13. You will exercise due care in and around the Conference venue and in all matters related to your sponsorship of the Conference so that no harm is caused.
14. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the sponsorship package chosen by or allocated to you.
15. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Conference, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Conference venue.
16. Privacy Statement –
 - YES, I consent to my details being shared with suppliers and contractors of the Conference to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.
 - NO, I do not consent.



EXHIBITION BOOKING TERMS & CONDITIONS

1. Where appropriate, Goods & Services Tax (GST) is applicable to all goods and services offered by the Exhibition Managers and all prices in this document are inclusive of the GST. GST is calculated at the date of publication of this document. The Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. Exhibition display tables will be allocated only on receipt of the signed Booking Form and Booking Terms & Conditions. Preferred booth allocation is subject to availability and change. A letter of confirmation will be provided to confirm the booking, together with a tax invoice for the required 50% deposit. The deposit is payable 30 days from the date of the tax invoice. The balance is due and payable by **2 September 2022**. Applications received after **2 September 2022**, must include full payment. Payments for exhibition of \$2,500 and under will be required to be paid by credit card and will be charged the full amount.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Exhibition Managers prior to the event. No exhibitor will be allowed to commence move-in operations or be listed as an exhibitor in the on-site publications until full payment and a signed booking form have been received by the Exhibition Managers.
5. If exhibition payment is not received by **2 September 2022** you will receive an email notifying you that the authorised credit card supplied on the booking form will be charged the remaining unpaid amount.
6. Public and Product Liability insurance to a minimum of A\$20 million must be taken out by each exhibitor at their own expense. A copy of the organisation's public and product liability certificate must be submitted to the Exhibition Managers at the time of submitting the booking form or by no later than **2 September 2022**.
7. **CANCELLATION POLICY:** In the event of cancellation, a service fee of A\$1,000.00 applies per display table booking to cancellations on or before **2 September 2022**. No refunds will be made for cancellations after this date. Should a cancellation be made prior to payment being made, the appropriate cancellation fee will be applicable, and the Exhibition Managers will issue an invoice which will be payable within seven (7) days. After space has been confirmed and accepted, a reduction in space is considered a cancellation and will be governed by the above cancellation policy. Reduction in space may result in relocation of exhibit space at the sole discretion of the Exhibition Managers. Any space not claimed and occupied before the specified time and date of move-in may be reassigned without refund. All communications regarding cancellation must be made in writing.
8. The Exhibition Managers reserve the right to rearrange the floor plan and / or relocate any exhibit without notice. The Exhibition Managers will not discount or refund for any facilities not used or required.
9. In the use of the exhibition space/booth/display table allocated to you, and at all times in and around the Conference premises, you must: (a) exercise due care for the persons, property and premises of others and will be solely liable for any harm to any person, or loss of or damage to property or premises you or your personnel cause by any act or omission, whether or not found negligent; (b) not engage in any allegedly unlawful conduct; and (c) not use or display any material that is alleged to infringe the intellectual property (including any moral rights) of any other person. The Exhibition Managers reserve the right to terminate your use of the exhibition display table allocated to you, without liability to you, and you will be liable for any loss or damage suffered by the Exhibition Managers, if any of these things occur or are threatened by you.
10. No exhibitor shall assign, sublet or apportion the whole or any part of their booked space except upon prior written consent of the Exhibition Managers.
11. The Delegate List may be used by the Exhibitor for the purpose of contacting APA 2022 Conference delegates only. The list must not be used for the purpose related to future conferences and shall not be transferred in whole or in part to any third party. The delegate list may be used for up to a twelve-month period from the start date of the Conference.
12. In entering into this agreement, you acknowledge that no promise, warranty or representation has been made to you by the Exhibition Managers other than as contained in this document.
13. You will exercise due care in and around the Conference venue and in all matters related to your sponsorship of the Conference so that no harm is caused.
14. You agree that no promise, warranty or representation has been made to you by the Exhibition Managers regarding any benefit expected or other expectation you may have regarding entry in this Agreement and that you alone bear full responsibility for the display table package chosen by or allocated to you.
15. The Exhibition Managers will have no liability to you of any kind if anything not of their doing happens that you may consider causes you loss or damage of any kind. In the event of cancellation or interruption of the Conference, the Exhibition Managers will have no liability to you other than any refund to which you may be entitled from the Conference venue.
16. Privacy Statement –
 - YES, I consent to my details being shared with suppliers and contractors of the Conference to assist with my participation, being included in participant lists and for the information distribution in respect of other relevant events organised by the Exhibition Managers.
 - NO, I do not consent.