

Future Libraries: Infinite Possibilities

**World Library and Information Congress
79th IFLA General Conference and Assembly
Singapore**

17-23 August 2013 | www.ifla.org



SPONSORSHIP PROSPECTUS



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Greeting from the Minister for Information, Communications and the Arts

Singapore looks forward to welcoming delegates to the International Federation of Library Associations and Institutions (IFLA) World Library and Information Congress 2013.

Libraries are well-loved spaces where people from all walks of life come together to learn, exchange ideas and bond. They are also the gateways to knowledge and ideas, helping to enrich and empower people with literacy skills.

Today, we are living in an increasingly connected world. New innovations and technologies are changing the way we consume and create knowledge. Libraries need to evolve and adopt these new technologies to better serve the changing needs of society.

The endless possibilities of merging technology and libraries are aptly reflected in the theme, *Future Libraries: Infinite Possibilities*. We can look forward to many engaging discussions on library services, best practices, continuing professional development, information literacy and library leadership at the 2013 Congress. I believe that through these discussions, we can develop a deeper understanding of the trends that are shaping the information landscape.

Singapore is a small nation where East meets West, where the traditional co-exists with the modern, and where people of different races and religions live together in harmony. Our libraries constantly ensure that knowledge, whether for education, career advancement, self improvement and leisure, is widely accessible to everyone. Libraries are therefore a key social pillar. While we started humbly, our libraries have grown over the years. They now house an impressive and ever expanding collection of books, as well as provide world class services in line with international standards. So it is with much pride that I look forward to meeting you in Singapore, to share the collective experiences of all librarians in shaping a better world.

While in Singapore, let me also invite you to enjoy the various sights, sounds and tastes that our city has to offer. Come and discover our unique blend of cultures, reflected in our food, architecture and way of life. We welcome you to Singapore in August 2013.



Dr Yaacob Ibrahim

*Minister for Information, Communications and the Arts
Singapore*

Official Invitation

On behalf of the National Committee of the International Federation of Library Associations and Institutions (IFLA) World Library and Information Congress (WLIC) 2013, I am delighted to invite you to the IFLA WLIC August 2013 in Singapore.

We are honoured to host the Congress, which is the leading professional event for the international library and information services sector. In a world of exponential information growth, WLIC's importance is underscored by the need for international collaboration to ensure equitable access to information and learning opportunities for every citizen. At the WLIC, information professionals have the valuable opportunity to share insights and shape policies that address global challenges affecting our local communities.

Libraries are at the cusp of technological developments that are revolutionising information access and use. Information has never been more conveniently available on so many devices and in many formats to provide a myriad of learning experiences. At the same time, this information deluge presents new challenges to processing, sense-making, and ethical use. Hence, libraries and information professionals have a vital role to play in harnessing the infinite possibilities that today's technologies offer for information access and service delivery.

It is timely, therefore, that the theme for IFLA WLIC 2013 is *Future Libraries: Infinite Possibilities*. Libraries have the power to be a positive force for change on multiple fronts. Libraries empower individuals with the resources to be lifelong learners, while engaging families and communities in collaborative reading and learning pursuits. To touch the minds and hearts of communities, librarians and information professionals must be connected to the local communities they serve, providing services that are relevant to local needs, and connect citizens to the world's knowledge and creativity.

We share IFLA's commitment to further the interests of library and information professionals and look forward to making this Congress a stimulating and memorable one for you. Located at the crossroads of Asia and with access to the fascinating troves of culture in our surrounding countries, Singapore is a cosmopolitan blend of modernity and multiculturalism with its confluence of diverse races, cultures, and languages. The IFLA WLIC 2013 National Committee and the Singapore library community are pleased to invite you to experience the vibrant sights, sounds, and tastes of Singapore's cultural tapestry and warm hospitality.

See you in Singapore in August 2013!



Elaine Ng

Chair of the IFLA WLIC 2013 National Committee

Important Information

Congress Organiser

IFLA
PO Box 95312
NL - 2509 CH The Hague
Netherlands
Tel.: +31 70 31 40884
Fax: +31 70 38 34827
Email: ifla@ifla.org



IFLA WLIC 2013 National Committee Secretariat

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Fax: +65 6332 3611
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Congress Venue

Suntec Singapore International Convention & Exhibition Centre
1 Raffles Boulevard
Suntec City
Singapore 039593

Estella Kang
Tel.: +65 6825 2252
Fax: +65 6825 2222
Email: Estella.Kang@suntecsingapore.com

Congress Secretariat

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Association & Conference Management
Kurfürstendamm 71
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Germany
Tel.: +49 30 24 60 3-329
Fax: +49 30 24 60 3-200
Email: wlic2013@kit-group.org



Exhibition / Sponsoring

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3-275
Fax: +49 30 24 60 3-200
Email: wlic2013-sponsorship@kit-group.org

Registration

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3-380
Fax: +49 30 24 60 3-399
Email: wlic2013-registration@kit-group.org

Accommodation

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3-380
Fax: +49 30 24 60 3-399
Email: wlic2013-hotel@kit-group.org

Key Facts & Contacts

Date 17 – 23 August 2013

City / Country Singapore/Singapore

Venue Suntec Singapore International Convention & Exhibition Centre

Participants 3,000 expected

Congress Introduction

IFLA is the leading international body representing the interests of library and information services and their users. It is the trusted global voice of the library and information community, and drives equitable access to information and knowledge for all.

To advance the interest of its members, IFLA:

- furthers accessibility, protection, and preservation of documentary cultural heritage
- supports a library and information profession which anticipates and responds to the needs of communities worldwide
- drives high standards in library and information services and professional practices
- encourages widespread understanding of the value and importance of high quality library and information services in the public, private and voluntary sectors
- promotes libraries as vital institutions that enhance people's lives through equitable access to knowledge and information

IFLA does this by creating strategic alliances, enhancing professional education, developing professional standards, disseminating best practice and advancing relevant scientific and professional knowledge. It is committed to enabling all members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race or religion.

IFLA embraces the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights, and that people, communities and organisations need universal and equitable access to these for their social, educational, cultural, democratic and economic well-being.

The Royal Library, the national library of the Netherlands, in The Hague, generously hosts our headquarters.

For more information on IFLA and its Professional Groups, please refer to the website: www.ifla.org.

Website

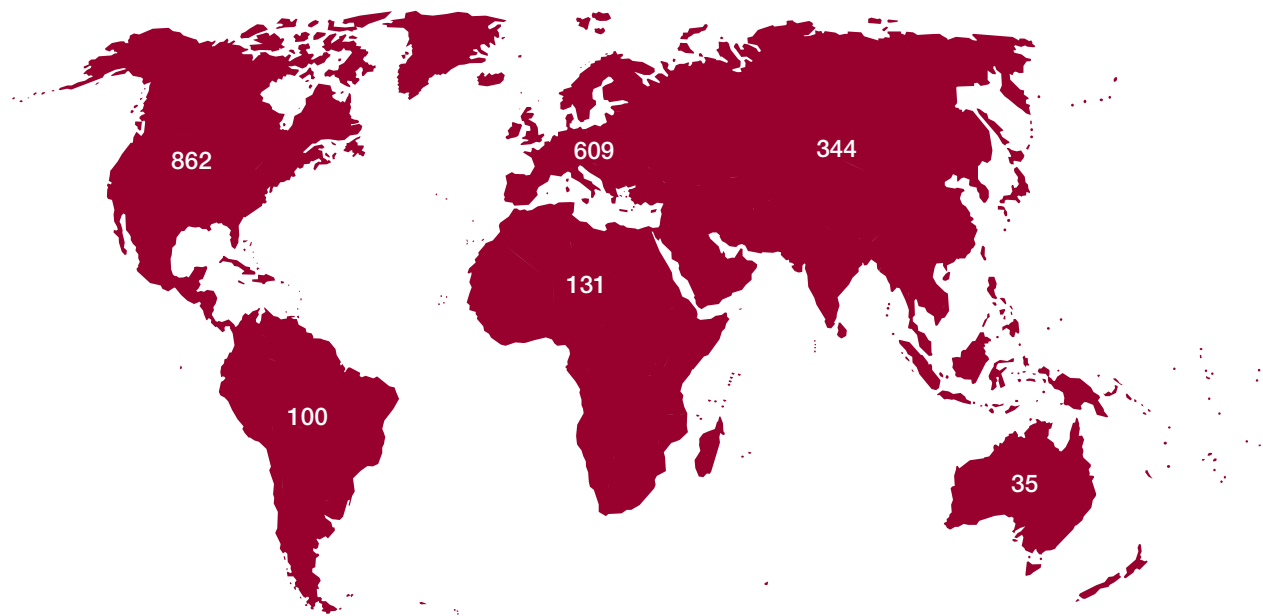
The Congress website contains all details relating to WLIC 2013. It is updated on a regular basis, so please visit it regularly.

<http://conference.ifla.org/ifla79>



WLIC Previous Congress Facts

Attendees by Continent (2011)



Top Ten Countries Represented

San Juan, 2011	in %	Helsinki, 2012*	in %
United States	27	Finland	28
China	6.8	United States	9.8
Puerto Rico	4.7	Sweden	5.1
Canada	4.0	Germany	3.6
Germany	3.8	Russian Federation	3.3
Finland	3.2	Canada	3.2
France	2.7	United Kingdom	2.8
United Kingdom	2.6	Denmark	2.6
Republic of Korea	2.5	Norway	2.0
Russian Federation	2.2	Singapore	1.4

* Dated July 2012. Final statements will be available to the industry partners after IFLA WLIC 2012.

Congress Facts

Date	2011	2012**
Destination	San Juan, Puerto Rico	Helsinki, Finland
Total Number of Attendees	2,400	3,243
Total Exhibition Space	895m ²	925 m ²
Number of Exhibitors	79	82
Number of Sessions	219	218
Number of Plenary Sessions	3	3
Number of Papers	333	350

** Estimated figures. Final statements will be available to the industry partners after IFLA WLIC 2012.

Welcome to Singapore

Home to about five million people spread across approximately 710 square kilometres of land, Singapore is a bustling cosmopolitan city state brimming with a harmonious blend of culture, cuisine, arts and architecture characterized by high-rise buildings and lush greenery, rich in contrast and colour.

In the latest Quality of Living Survey conducted by Mercer Human Resource Consulting, Singapore proudly emerged as the city with the best quality of life in Asia despite being one of the smallest countries in the world. Measured against a list of key indicators including political and social environment, health and sanitation, schools and education, public services and transportation among others, Singapore has distinguished itself as an exceptional place to live, work and play.

For our international visitors, Changi Airport provides an unrivalled experience serving 100 airlines that connect over 210 cities in about 60 countries and territories worldwide. Located at the crossroads of Asia – a region earmarked for its dynamic growth and exciting opportunities, and with a new terminal in the pipeline, Singapore is well poised to grow as an aviation hub and a gateway between East and West.

Prior to arrival, visitors can customise an itinerary to suit their specific needs via the website YourSingapore.com, which features the latest tourism offerings and events. Once here, visitors can easily access and enjoy a selection of quality accommodation that caters to a wide range of budgets, alongside signature attractions, critically acclaimed arts and entertainment, retail and dining establishments. For a glimpse of what makes Singapore truly unique, ethnic precincts such as Chinatown, Little India, Joo Chiat and Kampong Glam offer an authentic taste of local and ethnic cultures that will stimulate the senses and enrich the overall destination experience.

For participants and delegates of the International Federation of Library Associations and Institutions World Library and Information Congress (IFLA WLIC) 2013, Singapore's value proposition as a vibrant and well-organised global business city supported by strong industry networks makes it an ideal platform for networking with potential partners and key opinion leaders, exchanging valuable insights and leveraging opportunities for collaboration.

We look forward to welcoming you with a personal and unforgettable experience of our tropical Garden City.

For General Tourist Information:

Please visit the Singapore Visitors Centres at these locations:

Singapore Changi Airport, Terminal 1 Arrival Hall
06.00 to 24.00 daily

Singapore Changi Airport, Terminal 2 Arrival Hall
06.00 to 24.00 daily

Singapore Changi Airport, Terminal 3 Arrival Hall
06.00 to 02.00 daily

Junction of Cairnhill Road and Orchard Road
09.30 to 22.30 daily

ION Orchard Level 1 Concierge
12.00 to 22.00 daily

For Telephone Enquiries:

Please call our Touristline between 9am and 6pm, Monday to Friday (excluding public holidays) at:

Tel: 1800-736-2000 (toll-free in Singapore)

Tel: +(65) 67362000 (from overseas)

For more information:

Please visit our destination website at:

<http://www.yoursingapore.com>

Text and image courtesy of Singapore Tourism Board

June 2012

Hotel Reservations

No.	Hotel	Stars	Double Single Use*	Double Room*	Distance to Congress Venue**
1	Conrad Centennial Singapore	5	S\$ 450	S\$ 480	0,5
2	Grand Mercure Roxy Hotel	4	S\$ 270	S\$ 294	4,9
3	Holiday Inn Orchard	4	S\$ 407	S\$ 430	2,2
4	Copthorne King's Hotel Singapore	4	S\$ 329	S\$ 353	3,1
5	Grand Copthorne Waterfront Hotel	4	S\$ 378	S\$ 400	3,3
6	Landmark Hotel	4	S\$ 282	S\$ 306	1,3
7	M Hotel Singapore	4	S\$ 320	S\$ 340	2,7
8	Orchard Hotel Singapore	4	S\$ 340	S\$ 360	3,6
9	Peninsula Excelsior Hotel	4	S\$ 306	S\$ 329	1,0
10	Rendezvous Grand Hotel Singapore	4	S\$ 300	S\$ 330	1,0
11	Studio M Hotel	4	S\$ 301	S\$ 353	2,8
12	V Lavender Hotel	4	S\$ 225	S\$ 240	2,4
13	Hotel Grand Pacific	3	S\$ 339	S\$ 387	1,0
14	Ibis Singapore on Bencoolen	3	S\$ 235	S\$ 253	1,4
15	Ibis Singapore Novena	3	S\$ 220	S\$ 235	1,4

* All rates are per room and night including GST and breakfast. Rates are indicative and are subject to change. Please see final rates when booking online.

** Distances and times indicate travel via public transportation. Delegates can use the free conference travel ticket on most public transportation to travel to the Congress venue. Travel times may vary.

Reservation

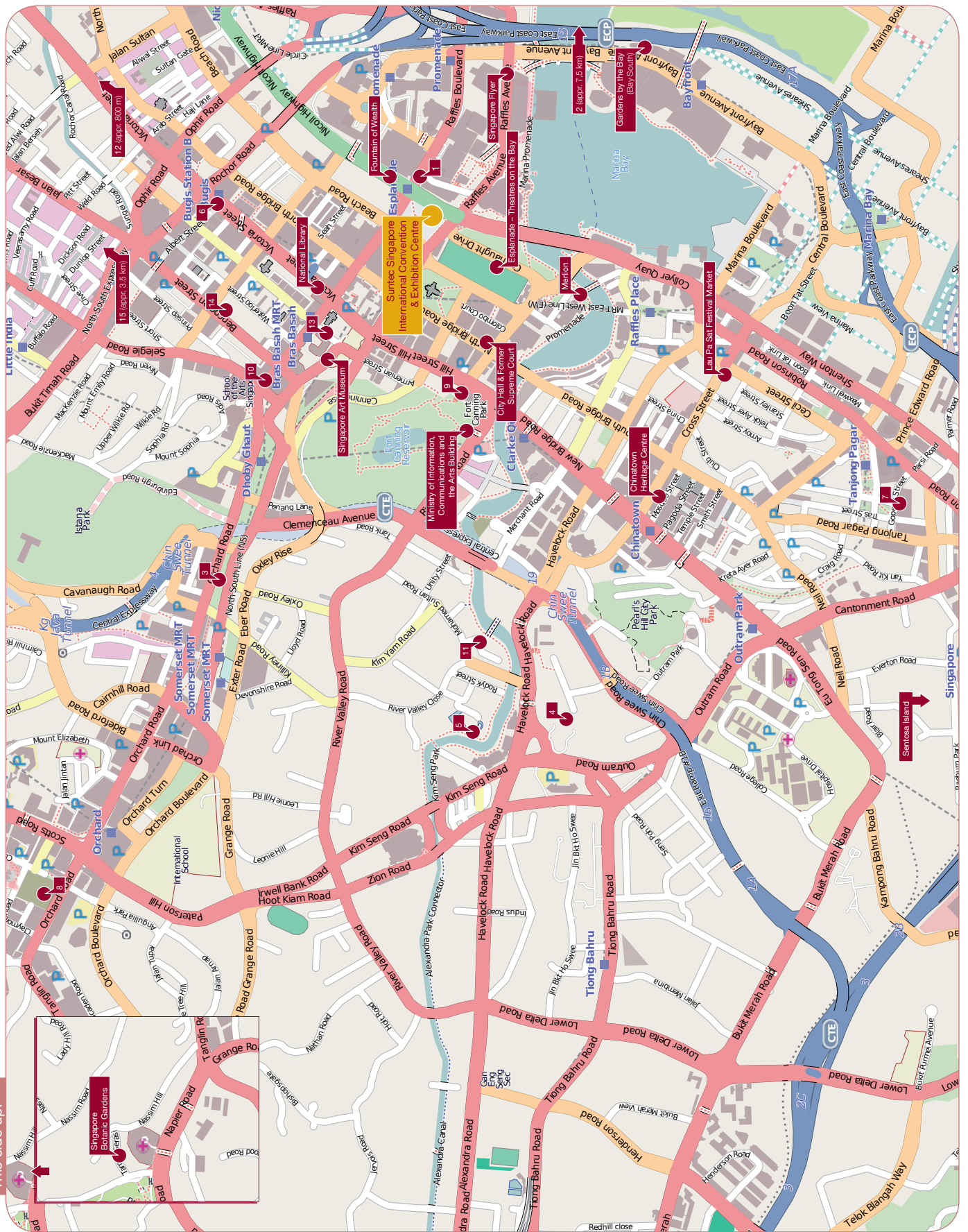
Please note that demand for hotel rooms in Singapore is always very high. In order to avoid disappointment, early bookings are recommended. Telephone reservations will not be accepted.

Hotel accommodation is subject to availability and will be allocated on a first come, first served basis. All rates include breakfast, GST and service. All reservations must be made using the official booking form. Reservations by email or telephone cannot be accepted.

Should the selected hotel be sold out, the Congress Secretariat Accommodation Department reserves the right to book a hotel in a similar category and price range. Should you plan to arrive at your hotel after 18.00, please inform the Congress Secretariat Accommodation Department at: wlic2013-hotel@kit-group.org.

Attendees are welcome to book their own accommodation other than the accommodation service offered by the Congress Secretariat.

Map of Singapore



This side up.

Connections to Singapore

Transportation Card

All attendees will receive a transportation card with S\$10.00 credit for travel during the congress.

Transportation by Car

All drivers of foreign-registered vehicles can drive into Singapore for a maximum of 10 days in each calendar year without having to pay VEP (vehicle entry permit) fees. However, toll charges still apply. Toll charges are calculated on a per trip basis, to be paid on arrival and departure at the Tuas Checkpoint, but only on departure at the Woodlands Checkpoint. For further information, please visit: yoursingapore.com.

Transportation by Train

Besides being Singapore's mass rapid transit operator, SMRT also runs bus services primarily in northern parts of Singapore. SMRT also operates the popular NightRider service, which is a safe and affordable alternative transport option for commuters who spend weekends partying till late. The seven late-night routes operate from the city to different housing estates of Singapore between 11:30-04:00. Whether you travel with SBS Transit or SMRT, you can either use cash or purchase an ez-link card from any Transitlink Ticket Office in Singapore with a minimum stored value of S\$ 10.00. For more information, please visit www.smrt.com.sg

Transportation by Bus

SBS Transit is Singapore's major bus service operator. Operating convenient bus services all around Singapore, SBS Transit services also serve destinations that are less accessible. SBS Transit also provides special bus services called the Nite Owl, which operate on Fridays, Saturdays and the eve of Public Holidays. Fares are S\$4.00 for both ez-link and cash payments. If you are travelling within the city area, you only need to pay S\$1.50. For further information, please visit: sbstransit.com.sg.

Air Traffic

Singapore Changi airport is on the eastern tip of Singapore and it is located about 20-30 minutes from the city centre by taxi.

Airport Shuttle

There is an airport shuttle bus service which serves most hotels in Singapore. The cost of a ticket is approximately S\$9.00 per adult.

Free Airport Shuttle

There are also free shuttle bus services from Ang Mo Kio, Sengkang, Toa Payoh MRT stations and Changi Business Park, going to Singapore Changi Airport and back.

Public Bus

The number 36 public bus service brings you from the airport to the city centre. A single fare costs below S\$2.00 and takes about an hour. Bus stops are located at the basement bus bays of Terminals 1, 2 and 3. As no change will be given, it is recommended to prepare the exact fare.

Preferred Airline Network

SAVE UP TO 20% ON TRAVEL with the Star Alliance™ Network



The Star Alliance member airlines are pleased to be appointed as the Official Airline Network for IFLA World Library and Information Congress 2013.

To obtain the Star Alliance Conventions Plus discounts please follow the below steps to access the Conventions Plus online booking tool:

- Visit www.staralliance.com/conventionsplus/delegates/

- Under *Delegates login* enter conventions code: **SQ01S13**

- The online booking tool opens in a separate window*

* *Should the online booking tool not open, please ensure that your Pop-Up blocker is disabled.*

Registered participants plus one accompanying person travelling to the event can qualify for a discount of up to 20%, depending on fare and class of travel booked.

The participating airlines for this event are:

Adria Airways, Aegean Airlines, Air Canada, Air China, ANA, Austrian Airlines, Blue1, Brussels Airlines, Croatia Airlines, EgyptAir, LOT Polish Airlines, Lufthansa, Scandinavian Airlines, Singapore Airlines, South African Airways, SWISS International Air Lines, TAM Airlines, TAP Portugal, THAI, Turkish Airlines, United, US Airways

Discounts are offered on most published business and economy class fares, excluding website/internet fares, senior and youth fares, group fares and Round the World fares.

Please note: For travel to/from Japan and New Zealand special fares or discounts may be offered by the participating airlines on their own network. To obtain these special fares or discounts and for booking office information please visit

www.staralliance.com/conventionsplus/delegates/

and:

- Click on *Conventions Plus Booking Contacts* and enter the conventions code **SQ01S13**

- Choose one of the participating airlines listed

- Call the respective reservation contact listed and quote the conventions code **SQ01S13** when requesting the special ticket

- When making your travel plans please present confirmation of your registration or proof of attendance for the Event/Convention.

Congress Venue



Congress Venue

Suntec Singapore International Convention & Exhibition Centre is a world-class venue located at the heart of Asia's most integrated meetings, conventions and exhibitions hub. With versatile floor space, this award-winning venue with top-notch facilities and service is designed to cater to a diverse range of events from 10 to 20,000 persons. It offers direct access to 5,200 hotel rooms, 1,000 retail outlets, 300 restaurants, 6 museums and a world-class performing arts centre, Esplanade-Theatres on the Bay, all within a 15-minute walk. Conveniently located adjacent to the Central Business District, it is a mere 20 minutes away from Changi International Airport.



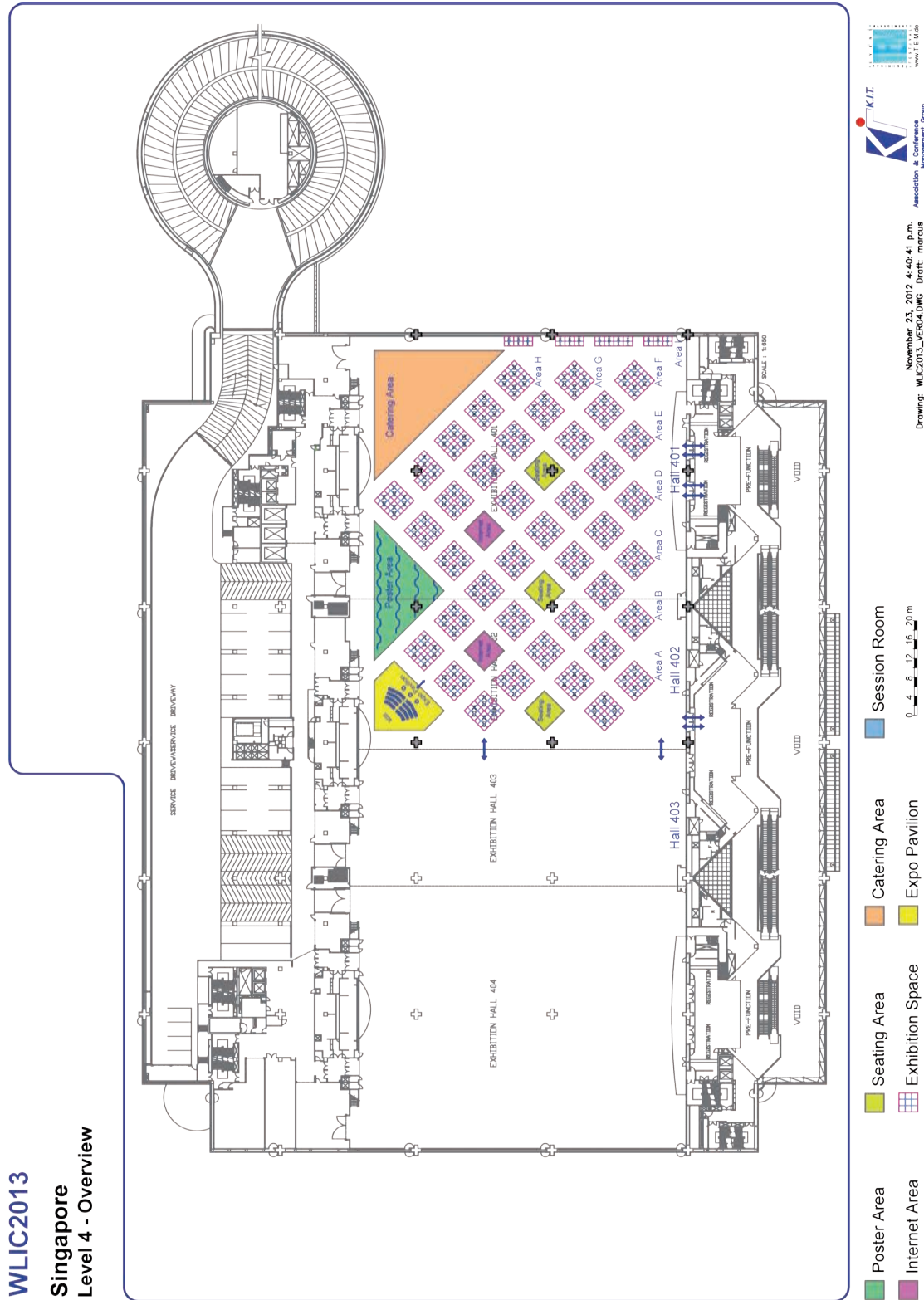
Suntec Singapore International Convention & Exhibition Centre
1 Raffles Boulevard
Suntec City
Singapore 039593

Estella Kang
Tel.: +65 6825 2252
Fax: +65 6825 2222
Email: Estella.Kang@suntecsingapore.com

Venue Overview and Preliminary Exhibition Plan

To meet the current standards the Suntec Singapore International Convention & Exhibition Centre is currently being renovated. We are looking forward to a new state-of-the-art exhibition centre.

The exhibition area will be located on the 2nd floor adjacent to the main session room. All other session rooms, meeting rooms and offices will be located on the 1st floor.



Congress Schedule

Friday, 16 August	Saturday 17 August	Sunday 18 August	Monday 19 August	
PC Meeting 08.30–11.00	Leadership Brief 08.00–09.30	Leadership Forums 08.30–10.00	Plenary Session 08.30–09.15	Exhibition 09.30–17.30 Poster Session 09.30–17.30
	SC Meetings 09.45–12.15	Newcomers Session 08.30–10.00	Sessions 09.30–11.30	
GB Meeting 11.30–17.00	SC Meetings 12.30–15.00	Opening Ceremony 10.30–12.00	Sessions 11.45–12.45	
	SC Meetings 15.15–17.45	President's Lunch (invited) 12.15–14.00	Lunch Break & Exhibition Visits 12.45–13.45	
	Africa Caucus Canada Caucus 17.30–18.30	IFLA Market 12.15–13.30		
	Caucus Meetings 18.30–19.30	Sessions 13.45–15.45	Sessions 13.45–15.45	
		Exhibition & Opening Party 16.00–18.00	Sessions 16.00–18.00	
	Officers Reception (by invitation only)			

Tuesday 20 August	Wednesday 21 August	Thursday 22 August	Friday 23 August
Plenary Session 08.30–09.15	Plenary Session 08.30–09.15	Sessions 08.30–10.30	Library Visits Full day & Half day
Sessions 09.30–11.30	Sessions 09.30–11.30	Sessions 10.45–12.45	
Sessions 11.45–12.45	Sessions 11.45–12.45		
Lunch Break & Exhibition Visits 12.45–13.45	Lunch Break & Exhibition Visits 12.45–13.45	Lunch Break 12.45–13.45	
Sessions 13.45–15.45	Sessions 13.45–15.45	Sessions 13.45–15.45	
Sessions 16.00–18.00	General Assembly 16.15–18.00	Closing Session 16.15–17.30	
Cultural/Social event			

Participating in the IFLA WLIC 2013

Why Should You Sponsor IFLA WLIC 2013?

Industry involvement is one of the key elements in the success of the World Library and Information Congress 2013 (IFLA WLIC 2013). Your presence and contributions enhance the overall value of the Congress. The International Federation of Library Associations and Institutions (IFLA) offers you the opportunity to become sponsors of the IFLA WLIC 2013 Annual Congress, enabling you to raise the recognition of your company while promoting endeavours.

Congress Alliance Partnership

IFLA would like to recognise their long-standing sponsors by offering either a two or three year alliance partnership where companies can choose a specific sponsorship package. Packages can be tailored on an individual basis. For more information, please contact: wlic2013-sponsorship@kit-group.org

Sponsorship Categories

Sponsorship provides a great means of broadening your competitive edge by improving your company's image, prestige and credibility by supporting events that your target market finds attractive.

You will find below a number of ways to enhance visibility and association with the Congress. Sponsorship items have been divided into individual categories: Sessions, Meeting Facilities, Congress Material, Congress Services, Communications, Special Services, Advertisement Opportunities on site and Advertisements in Congress Publications.

There is no minimum amount required to be part of the World Library and Information Congress 2013. Sponsorship options are listed on the following pages where you can build an individual sponsorship package suited to your marketing needs. Your final contribution to the Congress determines your sponsorship level, which in turn provides you with more benefits.

	Minimum Contribution*	Deadline for Application
Platinum Sponsor	25,000 EUR	1 October 2012
Gold Sponsor	20,000 EUR	15 October 2012
Silver Sponsor	15,000 EUR	1 November 2012
Bronze Sponsor	8,000 EUR	15 November 2012
Associate Sponsor	3,000 EUR	No deadline

*All prices are net prices and can be subject to taxes / VAT.

Participating in the IFLA WLIC 2013

Spent on Sponsorship Items	25,000 EUR	20,000 EUR	15,000 EUR	8,000 EUR	3,000 EUR
	PLATINUM SPONSOR	GOLD SPONSOR	SILVER SPONSOR	BRONZE SPONSOR	ASSOCIATE SPONSOR
Hospitality suite for duration of the Congress	✓				
Discount on exhibition space	30%	20%	15%	10%	
Complimentary full participant registrations	6	4	2	1	
Product demonstration	✓				
Advertisement in the Congress programme	1 page	1 page	½ page		
One Email Blast (HTML mailing) to registered delegates	✓	✓	✓		
Congress Bag Insert	✓	✓	✓	✓	
Logo on Congress website with link to your corporate website	✓	✓	✓		
Logo on Congress website (no link)				✓	✓
Use of Congress logo	✓	✓	✓	✓	
Acknowledgement on Facebook upon confirming sponsorship	✓	✓	✓	✓	
Acknowledgement in Congress literature	✓	✓	✓	✓	✓
Congress programme – editorial with logo	✓	✓	✓	✓	✓
Company name and logo on sponsor acknowledgement boards through out the venue	✓	✓	✓	✓	✓

How to Book

Sponsorship items can be booked online via the Exhibition and Sponsorship Ordering System (ESOS®). For more details, please refer to page 27 of the Sponsorship Prospectus.

Booking starts on 3 September, 2012 at 10:00 CET.

Sponsorship Opportunities

1. Sessions

Sponsoring a session is a great opportunity to raise your profile amongst library professionals.

Several formats are available:

Parallel Sessions

Price: 8,000 EUR

The sponsor will be acknowledged and the company logo will be displayed during the lecture.

Plenary Lectures and Keynote Lectures

Price: 10,000 EUR

The sponsor will be acknowledged and the company logo will be displayed during the lecture.

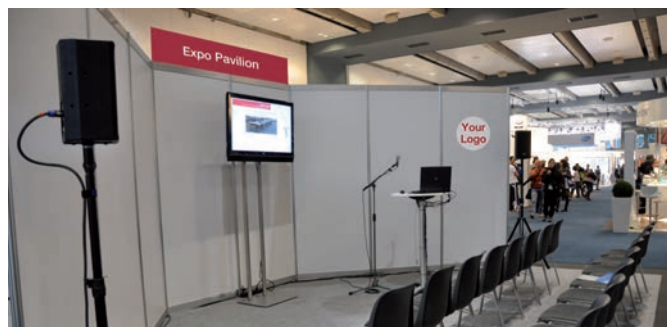
Product Demonstration

Reserve the Expo Pavilion to launch your new product, showcase existing products and reinforce your product awareness to the Congress attendees. The Expo Pavilion is available at pre-defined times throughout the day and will be located in the exhibition area. Please contact the Congress Secretariat for further details.

Price: 1,500 EUR

- Present existing and new products.
- Raise awareness of your company and its role in libraries.
- Sponsors presentation will be listed on Congress schedule.

The Expo Pavilion is available in 45 minute slots.
There is no limit on the number of slots reserved by a single company



All prices are net prices and can be subject to taxes.

2. Meeting Facilities

Hospitality suites and meeting rooms are available on request.

Hospitality Suites

Hospitality Suites can be booked as private rooms for potential clients or business contacts to socialise, view sample products etc. Hospitality Suites must be booked for at least one day (minimum 6 hours) and can be furnished and decorated individually.

Price and availability: upon request

3. Congress Materials

Note Pads and Pens

Note Pads and Pens will be included in every Congress Bag.

Pieces: 3,000

Price: 2,500 EUR

- Sponsor's logo on the Note Pads and Pens.

Design must be submitted to the Congress Secretariat for approval. All material must be provided and delivered directly by the sponsor to the Congress venue.

Delivery details will be provided at a later stage.



Sponsorship Opportunities

Congress Bag

The sponsorship of the Congress Bag will ensure the sponsor has high visibility not only during the Congress but long after the event.

Pieces: 3,000

Price: upon request

- Sponsor's logo on the Congress Bag.



Congress Bag Insert

Insert a leaflet, invitation or gift to your exhibition booth or information brochure into all Congress Bags.

Pieces: 3,000

Price: 2,500 EUR

Non-exhibitors pay an additional 1,500 EUR

Layout must be submitted to the Congress Secretariat for approval. Material must be provided and delivered directly by the sponsor. Delivery details will be provided at a later stage.

Pocket Programme

The Pocket Programme is a short version of the Congress Programme noting all important Congress information. It will be inserted in the badge holder for all attendees.

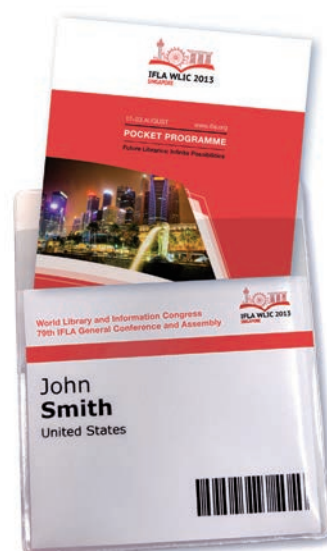
Pieces: 3,000

Price: 7,500 EUR

Logo and Advertisement

- Sponsor's advertisement featured in the Pocket Programme.
- Sponsor's logo featured on the Pocket Programme.
- Exclusive sponsorship.

The Pocket Programme will be produced by the Congress Secretariat.



All prices are net prices and can be subject to taxes.

Sponsorship Opportunities

Badge Lanyards

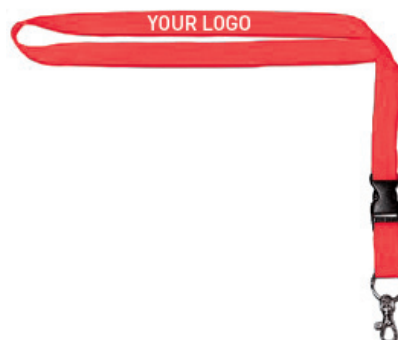
Lanyards will be assigned to every delegate together with their badge.

Pieces: 3,000

Price: 8,000 EUR

- Sponsor's logo on Lanyards.

Lanyard design must be submitted to the Congress Secretariat for approval. The lanyards must be provided and delivered directly by the sponsor to the Congress venue. Delivery details will be given at a later stage.



Delegate Name Badges

Name Badges will be assigned to every attendee.

Pieces: 3,000

Price: 6,000 EUR

- Sponsor's logo printed on badges.

Attendee Name Badges will be produced by the Congress Secretariat. The Name Badge will include the attendee's name and country of residence.

IFLA WLIC 2013 CD-ROM

Information about IFLA WLIC 2013, IFLA's activities, list of participants, exhibitor's guide and papers will be available on this CD.

Price: 10,000 EUR

- Sponsor's logo on the CD with "generously sponsored by..."
- Advertisement space on the back cover.
- Sponsor branded CD-ROM will be inserted in the Congress Bags.
- Acknowledgement of the sponsorship in the General Information in the Congress Programme.

CD-ROM layout and advertisement must be submitted to the Congress Secretariat for approval.

IFLA WLIC 2013 CD-ROMS will be produced by the Congress Secretariat.

All prices are net prices and can be subject to taxes.

Sponsorship Opportunities

4. Congress Services

Expo Pavilion

The Expo Pavilion will showcase industry product demonstrations and various cultural activities throughout the day during the exhibition opening hours.

Price: On request

- Expo Pavilion named after the sponsor.
- Sponsor's logo placed in the Expo Pavilion.
- Short slide introduction of the sponsor before each session is replayed.

The Expo Pavilion may also be used as a Product Presentation Pavilion. The sponsor benefits from the continuous traffic flow of delegates.

Registration and Certificate of Attendance Terminals

Upon arrival at the Congress, attendees will have the opportunity to print their own registration badges and Certificates of Attendance at several printing stations (up to 10 terminals). These terminals will be placed in the registration area for the duration of the IFLA WLIC 2013 giving the sponsor maximum exposure.

Price: 11,600 EUR

- Terminals will be used for the duration on the IFLA WLIC 2013
- Terminals branded with Sponsor's logo / design on the entire terminal front side.
- Sponsor's logo / design can be used as a screensaver and desktop design.

Layout and advertisement must be submitted to the Congress Secretariat for approval.



All prices are net prices and can be subject to taxes.

Sponsorship Opportunities

Library Visits

Sponsor visits to local libraries and networking events in Singapore / Malaysia.

Price: 5,000 EUR

- Sponsors acknowledgement in Congress Programme.

Simultaneous Interpretation

Sponsor the translation of sessions during the Congress.

Price: 5,000 EUR

- Acknowledgement of the sponsorship in the General Information in the Congress Programme.

Congress Website

The Congress Website is the first point of contact for most attendees, providing comprehensive information on all Congress matters.

Price: 4,000 EUR

- Sponsor's logo will be placed on the pages relevant to the Congress, with text confirming that the website is sponsored by the company.

Speaker's Preview Room

All speakers must report to the Speaker's Preview Room to hand in their presentations. They can also edit and update their presentations here.

Price: 2,500 EUR

- Sponsor's logo will be placed on the Speaker's Preview Room banners and signage.
- Sponsor's logo may be used for screen saver and desktop design.
- Sponsors may lay out mouse pads for the speakers.
- Acknowledgement of the sponsorship in the General Information in the Congress Programme.

Mouse pads must be provided and delivered directly by the sponsor. Delivery details will be provided at a later stage.

Internet Area and Print Centre

An Internet Area for the use of the attendees including PC's and printers will be located in the Exhibition Area.

Price: On request

- Sponsor's logo will appear on Internet Area banners and signage.
- Sponsor's logo may be used for a screen saver and desktop design.
- Sponsors may provide mouse pads.

Sponsors are encouraged to provide mouse pads for the Internet Area. Mouse pads must be provided and delivered by the sponsor. Delivery details will be provided at a later stage.

REACT Mobile

REACT Mobile is a fast and efficient way for attendees to print their Congress badges via the Registration and Certificate of Attendance Terminals as well as an interactive version of the Congress Programme giving the attendees' related Congress information at the tip of their fingers.

Price: 12,000 EUR

- Sponsor's banner.
- Product promotion.
- Opportunity for the attendees to arrange meetings directly with you.

Deadline for booking: February 2013



All prices are net prices and can be subject to taxes.

Sponsorship Opportunities

5. Communication

Email Blast

Send out your individual announcement for your session, exhibition booth or other information to all registered attendees.

Price: 2,000 EUR

- Sponsor's personal message to all attendees.

Email Blast will be sent out by the Congress Secretariat. Sponsor must provide email design, texts, pictures, etc., in HTML format with links to all graphics two weeks prior to the date the Email Blast is due to be sent out.

6. Special Services

All special services will be arranged and setup by the Congress Secretariat.

Water Stations

The Water Stations will be placed throughout the Congress venue.

Price: On request

- Sponsor's logo on each water bottle for high visibility.

Water Bottles

Place your company logo and message on participant's Water Bottles. The Bottles can be refilled at the Water Stations throughout the venue.

Price: On request

- Sponsor's logo and message to be placed on the water bottle.

Joining Instructions

Instructions on how to become an IFLA member and further information about the Congress and its activities.

Price: 5,000 EUR

- Sponsor's logo to be printed on the Joining Instructions

7. Advertisement Opportunities Onsite

Raise your visibility onsite at the Congress centre with signage and banners. A range of custom-tailored opportunities are available on request.

Poster Area

A Poster Area for the use of attendees to view posters will be placed in the exhibition area.

Price: On request

- Sponsor branded Poster Area.
- Sponsor acknowledgement in the Congress Programme.

Directional Signage

Have your company's logo featured on all Directional Signage throughout the Congress venue.

Price: 6,000 EUR

- Sponsor's logo placed on all directional signage throughout the venue.

Banners in the Congress Centre and Exhibition Hall

Price: On request

Place Banners in the Congress Centre and exhibition hall to increase awareness of your presence and products during the IFLA WLIC 2013.

- High visibility of sponsor's logo and product during the Congress.

All prices are net prices and can be subject to taxes.

Sponsorship Opportunities

Volunteer Uniform

All volunteers will wear your logo as they carry out their duties for the duration of the Congress.

Pieces: 600

Price: On request

- Sponsor’s logo placed on the volunteer’s uniform.

8. Advertisements in Congress Publications

The Congress Programme will be the most essential publication for all attendees guiding them through the Congress. It includes information on presentations, satellite symposia, exhibitions and other activities. The Congress Programme will be inserted in all attendees’ Congress Bags.

Congress Programme (DIN A5 size)

Outside back cover.....	8,000 EUR
Inside front cover.....	8,000 EUR
Inside back cover.....	5,000 EUR
Full page inside.....	2,000 EUR
Bookmark in the Congress Programme.....	On request
Full page inside in the Pocket Programme.....	2,500 EUR
	(upon availability)

Non-exhibitors pay an additional 1,500 EUR.

IFLA e-xpress

Advertisement on the official Congress website for the IFLA e-xpress website. The IFLA e-xpress is a website listing on-site news during the Congress. Please contact the Congress Secretariat for further details.

Price: On request



All prices are net prices and can be subject to taxes.

Sponsorship Opportunities

9. Social and Networking Events

Social events include meals and breaks that form a core part for the networking opportunities provided by IFLA WLIC 2013. Each event attracts a large number of attendees and sponsors can use this unique opportunity to network with attendees outside of their booth.

Newcomers Session and Breakfast

A lively session welcoming all first timers to the congress. There will be a panel on the stage discussing their personal experiences, outlining congress highlights and sharing tips of how to make the best of the conference.

Date: 18 August
Time: 08.30 – 10.00
Price: 6,000 EUR

The sponsor will be acknowledged and the company logo will be displayed during the session.

Opening Ceremony

At the Opening Ceremony, the National Committee will welcome all delegates to the congress. They will use this opportunity to showcase some of the national culture as well as invite a keynote speaker that reflects the professional standard of the host country.

Date: 18 August
Time: 10.30 – 12.00
Price: 7,000 EUR

The sponsor will be acknowledged and the company logo will be displayed during the session.

Officers' Reception

A reception that is hosted each year to thank all the loyal volunteer officers who work very hard to accomplish IFLA's missions and goals throughout the year.

Date: 17 August
Time: 19.00
Price: 15,000 EUR

The sponsor will be acknowledged and the company logo will be displayed during the event.

All prices are net prices and can be subject to taxes.

Cultural Evening

The set-up of the Cultural Evening has varied greatly throughout the years. It is an event that is hosted for all congress delegates and it can vary from a theatre performance to a party with live music. Food is usually served buffet style. Delegates are welcome to register their partners as accompanying persons during the congress. They are offered a special programme including a tour to experience a highlight of the host city/country.

Date: 20 August
Time: 19.00
Price: 20,000 EUR

The sponsor will be acknowledged and the company logo will be displayed during the event.

Accompanying Persons Tour

Delegates are welcome to register their partners as accompanying persons during the congress. They are offered a special programme including a tour to experience a highlight of the host city/country.

Price: On Request

Exhibition Space

This exhibition will provide a unique opportunity to promote your products, undertake research and promote services to researchers from all over the world.

The exhibition is scheduled to take place in halls 401 and 402 of the Suntec Singapore International Convention & Exhibition Centre. The exhibition forms the hub of the Congress and provides an excellent opportunity for attendees to interact with exhibitors and familiarise themselves with the latest advances and innovations. In addition to the commercial exhibits, the professional poster area, Internet and print centre and product demonstrations area, dedicated catering points will be provided to ensure maximum participant footfall through the exhibition.

Exhibitor Benefits

- Two exhibitor name badges per 9 sqm.
- One full complimentary Congress registration per stand.
- One transportation card with S\$ 10 credit for travel during the congress.

Exhibition Costs per square meter (net)

Minimum stand area	6 sqm
Early booth space booking (Until 31 Jan 2013)	400 EUR
Standard booth space booking (From 1 February 2013)	425 EUR

The square meter price includes just the blank exhibition space, no shell scheme package.

New at IFLA WLIC 2013!



- Book net space only
- Tailor-made booth design
- More flexibility for your planning
- Same cost level
- Shell schemes will be available for ordering on ESOS®

All exhibitors will be published with the company name in the conference publications and on the conference website.

All prices are net prices and can be subject to taxes.

Booth Assignment

Exhibition space will be assigned on a 'first-come, first-served' basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of the receipt of the payment.

How to Book

Exhibition space can be booked via the Exhibition and Sponsorship Ordering System (ESOS®) as of 3 September, 2012. For more details, please check page 28 of the Exhibition & Sponsorship Prospectus.

Exhibitor Registration

Free exhibitor badges are provided to exhibitors based on the amount of square metres purchased.

Purchased Square Meters	Free Exhibitor Badges*
To 6 sqm.....	1
From 7 to 9 sqm.....	2
From 10 to 18 sqm.....	4
From 19 to 27 sqm.....	6
From 28 to 37 sqm.....	8
Above 37 sqm.....	10

* The Exhibitor Badge entitles:

- Full access to the exhibition area but not the general programme.
- Access to the Opening Ceremony and Exhibition Reception.

Detailed information will be given with the Exhibition Manual and on ESOS®.

For information on general Congress registration please refer to the Congress website. www.ifla.org

Provisional Exhibition Opening Hours:

Saturday 17 August, 08.00 – 20.00	Exhibition Set-up
Sunday 18 August, 08.00 – 12.00	Exhibition Set-up
Sunday 18 August, 16.00 – 18.00	Exhibition Open / Opening Party
Monday 19 August, 09.30 – 17.30	Exhibition Open
Tuesday 20 August, 09.30 – 17.30	Exhibition Open
Wednesday 21 August, 09.30 – 14.30	Exhibition Open
Wednesday 21 August, 14.30 – 20.00	Exhibition Dismantle

Exhibition and Sponsorship Ordering System (ESOS®)

The Exhibition and Sponsorship Ordering System (ESOS®) is an online system whereby companies can book exhibition space and sponsorship items as of 3 September, 2012. From February 2013, it will also be possible to purchase services and items for exhibition space, satellite symposium or hospitality suite/meeting room, including furniture, technical equipment, decorations, installations, hostesses and cleaning.

The Sponsorship Prospectus, with all details on exhibition space and sponsorship opportunities and the Terms & Conditions, is available as a PDF under "Downloads" in your ESOS® account.



How to Use ESOS®

Please find below instructions on how to book exhibition space and sponsorship items through ESOS®.

Access to ESOS® and sign up

- Upon request, the web link to ESOS® will be sent via email from the Congress Secretariat.
- Use this web link to begin an account to access ESOS®.
- Here you must fill out company data, invoice data and assign yourself a username and password.
- Please make sure that the invoice address is correct, as this will appear on all invoices and cannot be changed after an invoice has been issued.

How to Book Exhibition Space

- Login to your ESOS® account.
- Click on "Exhibition Space" on the menu bar.
- Click on "New Exhibition Space Request" and fill out the fields required. Click "next". Please note that the Terms and Conditions stated in the Sponsorship Prospectus must be accepted before confirming your booking.
- The next page will lead you to a Request Overview. Please check all details before clicking "Request Space". Note that your space request is binding.

How to Book Sponsorship Items

- Login to your ESOS® account.
- Click on "Sponsorship Items" on the menu bar.
- Select the sponsorship level that you intend to be, or select "no sponsorship level yet" to access the sponsorship items list.
- Click "continue".
- Select the category from which you would like to book items.
- Click on the item you wish to book and add it to your sponsorship items list.
- If you wish to select more sponsorship items, please click "Request further items" which leads you back to the main categories.

- All selected items will appear on the right side overview "Selected sponsorship items". There you will see a summary of your selected sponsorship items and exhibition space (if requested) and the subtotal of all items. The listed sponsorship levels show you which category you have reached.
- Click "Edit selected sponsorship items" to make any changes to your items

or

- click on "Proceed to confirm order".
- Please note that the Terms and Conditions stated in the Sponsorship Prospectus must be accepted before confirming your booking.
- Please check the details of your order and click on "Order Selected Sponsorship Items".
- The summary page "Ordered Items" will show the status of the sponsorship items ordered. This page can be printed for your records.

Confirmation and Invoicing

- The organisers will confirm the booking and issue an invoice after your order has been placed.
- The invoice can be downloaded as PDF in ESOS® under "invoices" on the menu bar.
- You will be informed via email when the invoice is available. Please note that the invoice will not be automatically sent to you.

ESOS® Support

For questions and support, please contact:
 Exhibition & Sponsorship Management / ESOS®
 Email: wlic2013-sponsorship@kit-group.org
 Tel.: +49 30 24 60 3-275
 Fax: +49 30 24 60 3-200

Dates to Remember

Platinum Sponsor Application Deadline	1 October 2012
Start of Online Registration	1 October 2012
Gold Sponsor Application Deadline	15 October 2012
Silver Sponsor Application Deadline	1 November 2012
Start of Accommodation Booking	14 January 2013
Early Exhibition Space Booking Deadline Standard fee for exhibition space booking applies after this date.	31 January 2013
Circulation of the Exhibition Manual	February 2013
Early Registration Fees Deadline	15 May 2013
Standard Registration Fees Deadline	14 August 2013
Onsite Registration	from 16 August 2013
Congress Dates	17 – 23 August 2013

Terms & Conditions

§1

Validity of the Terms and Conditions

All services provided by the organisers will solely be carried out in discretion of these Terms and Conditions. The Terms and Conditions therefore also apply to future bookings within the conference; even though they have not explicitly been named again. At the latest, the contractor confirms and accepts these Terms and Conditions upon the rendering of services by the organisers. Contractor's acknowledgements referring to his/her own terms and conditions are hereby rejected and will not be recognised.

Definitions

a. In these Terms and Conditions the term 'contractor' shall mean any company, partnership, firm, organisation or individual to whom sponsorship options have been allocated for the purpose of any of the following; exhibiting, advertising and/or sponsorship, and shall include their employees, suppliers and agents.

b. An 'exhibitor' is a contractor that opts for the purchase of exhibition floor space only.

c. A 'sponsor' is considered a contractor that opts for at least one additional sponsorship option besides the purchase of exhibition floor space, although the purchase of exhibition floor space is not a condition to become a sponsor.

d. The term 'conference' or 'congress' shall mean any conference, exhibition or event run by K.I.T. Group GmbH Association & Conference Management, hereafter referred to as K.I.T. Group, and in particular shall mean the event detailed in the sponsorship manual or the Exhibition and Sponsorship Ordering System (ESOS®), hereafter referred to as ESOS®.

e. The term 'organisers' shall mean K.I.T. Group and its employees.

f. The term 'conference venue' shall refer to any exhibition hall, conference facility, hotel or other such building, and in particular shall mean the conference venue listed in the sponsorship ma-

nual and anywhere within the precincts of such location under the control of the organisers for the purposes and duration of the conference.

g. The Exhibition and Sponsorship Ordering System (ESOS®) is an online ordering system that brings together exhibitors, sponsors, vendors and conference organisers to one platform.

h. The term 'Exhibition & Sponsorship Manual' or 'Sponsorship Manual' or 'Sponsorship Prospectus' shall mean the document announcing all sponsorship opportunities offered within the frame of the conference.

i. The term 'Exhibition Manual' shall mean the document which includes all detailed information pertaining to the realisation of the exhibition (e.g. dates, onsite regulations, material order forms, etc.)

§ 2

Booking Application

1. Application Process (online)

Applications for exhibition space and/or sponsorship items should be ordered through ESOS®. Please use the sponsor and exhibitor application through ESOS® to place your request. The application is binding upon the contractor's signature or upon confirming through ESOS®.

2. Confirmation of Booking

a. The organisers are to reconfirm the booking and issue an invoice/confirmation within six (6) weeks after the application has been received. The organisers will endeavour to match the contractor's request wherever possible, however, cannot guarantee that the contractor's selected options will be met.

b. Should the confirmation differ from the contractor's request, the contractor will be notified by the organisers with any needed changes. At that point the contractor has ten (10) working days to object, except for the exhibition space location (see §4.4). If no such objection is

registered within the allotted time, the booking is considered confirmed with the changes.

c. The organisers are empowered with the right to accept or reject any application.

§ 3

General Principles

a. The organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the conference, provided that such amendments or additions do not operate to diminish the rights reserved to the contractor under this booking and shall not operate to increase the liabilities of the organisers.

b. In the event of disagreement regarding behaviour, construction, procedures, contents etc. the organisers have the sole right to decide how matters shall be handled.

c. The organisers retain the right to change the conference venue without prior notification including if they deem it to be in the interest of the conference, or for reasons beyond their control.

d. The contractor should refer to the organisers to ensure they are in compliance with all local laws and regulations enforced by the city of the event, the conference venue, and suppliers.

e. In all cases, contractors are solely responsible for ensuring that their promotion during the conference is legally and ethically acceptable in the country of performance.

f. The organisers reserve the sole right to decide who will be admitted and to which areas and at what times. The organisers have the full authority to deny admittance to or expel any person from the conference venue.

g. The organisers reserve the right to alter or change the assigned room(s), spaces and time slots.

Terms & Conditions

h. As far as scientific issues and contents are concerned, the contractor is bound to the decisions of the organisers when alterations, omissions or cancellations of lectures, presentations, etc. may be necessary.

i. Sponsors who choose to finance a speaker's travel/accommodation costs or an official conference session have no influence regarding the organisation and/or content of the session or the presentation.

j. The contractor acknowledges that the organisers have the irrevocable right to use recordings of any kind which have been produced within the framework of the conference, for their own advertising purposes.

k. The contractor understands and acknowledges that any expenses incurred by the contractor in connection with the conference are the sole responsibility of the contractor, even in the event of cancellation by either party.

l. If the contractor fails to comply in any substantial respect with the Terms and Conditions, the organisers shall have the right to exclude the contractor and to sell its exhibition space/sponsorship options. The contractor however will be liable for any loss suffered by the organisers thereby, and all monies paid by the contractor shall be absolutely forfeited to the organisers.

m. The use of the organisers' name (in full or as abbreviation) as well as its logos is strictly forbidden in publicity, advertising, sign, product, printed matter, film, video, other media, etc. without the explicit permission, in writing, of the organisers. The only exception is that contractors may refer to the meeting as with its official complete name as it is published in the official conference publications. The contractor may use a text internet link to the conference website from their own company website, or submit to K.I.T. Group for permission to use the conference logo.

n. It is prohibited to use the official conference logo for any signage/publications/websites, in which layout is similar in kind to the ones from the official publications of the conference. For all

other publications that the contractor uses the official conference logo for or when in doubt, the organisers' approval must be obtained.

o. Additionally, the organisers must be named as the official organisers of the conference; however, the contractor is the organiser of their own satellite symposium.

p. Smoking is not permitted in the conference venue or any other area under control of the organisers.

q. Children and animals are not permitted at the conference without specific acceptance by the organisers in writing.

r. The contractor undertakes not to disclose to any third party, other than to its professional advisers or as required by law or as agreed by the organisers, any confidential information relating to the business or affairs of the organisers.

s. Both the contractor and the organisers shall ensure the general protection of personal data which is defined by the data protection rules and regulations of the country in which the conference venue is located. In particular, the contractor undertakes that any data provided by the organisers or generated in connection with the conference will only be used for the specific purposes outlined and that it will obtain similar undertakings in regard to any such data passed to sub-contractors.

t. The taking of pictures, other than by the official organisers' photographer, is expressly prohibited during construction, dismantling and non-exhibition hours; cameras will not be allowed on the exhibition floor during these times. Only the contractor may grant permission to have their stand photographed or an audio presentation taped and this must only take place during exhibition hours. Each contractor may prevent those considered as competitors from gaining access to or photographing their stands. No contractor shall deny any reasonable request for permission to photograph their booth from outside the boundaries of the booth.

u. Contractors organising an event, for 25 or more participants, before, during or after the WLIC Congress, must first seek approval from the organisers. The contractor may request to hold an event; however, the event must not occur parallel to the official conference programme or other social / cultural events.

v. The organisers and the IFLA CAC/EC retain the right to refuse contractors to exhibit displays or information providers that contradict with the host country's legislation or IFLA's general brand and values.

w. IFLA may review, exclude, modify, remove or require contractors to modify or remove any exhibits. IFLA has the right not to approve a booth space, contractor personnel (e.g. employees, agents, invitees etc.) or contractor materials or activities (e.g. costumes, décor, music, paraphernalia, fliers, method of operation, conduct etc.) that, in its sole discretion and in accordance with its policies, is unsuitable, dangerous or objectionable for the Exhibition.

In the event of such exclusion, modification or removal, the contractor agrees to pay or reimburse IFLA for any expenses incurred by IFLA or its agents in connection therewith at the then-prevailing rates. Further, IFLA shall not be required to refund any fees paid to IFLA by the contractor, or be responsible for contractor's expenses or any liabilities resulting therefore.

§ 4

Services

1. Sponsorship

a. Priority is given in the following order to level sponsors: Platinum, Gold and Silver.

Priority amongst sponsors within the same level will depend on the order of receipt of application and appropriate payment. Priority for level sponsors is applicable for the following: satellite symposium slots, exhibition booth allocation, block hotel booking, advertisements and exclusive sponsorship options.

Terms & Conditions

b. The organisers will project all sponsors' logos in the plenary room during official breaks. Sponsors' logos will be published in all conference publications and on the official conference website, after the down payment has been received.

c. Through the sponsorship participation the contractor is partially supporting the financing of the conference. In return, the contractor will receive the opportunity to present their endeavours, products and findings within the scope of the conference.

d. Additional benefits will be allocated to level sponsors as listed in the table for additional benefits in the sponsorship manual or on ESOS®.

2. Industry Symposia

a. Industry symposia slots will be allocated in regards to the sponsorship levels as noted above. Industry symposia are organised by the contractor in consultation with the organisers. In principle all industry symposia are concurrent, except if specified as exclusive in the sponsorship manual.

b. The contractor will be financially responsible for the invitation and travel arrangements of invited speakers and chairpersons that have specifically been invited to participate in contractors Industry symposium – even though they might also be invited by the organisers.

c. The technical equipment as noted in the sponsorship manual or on ESOS® will be provided by the organisers for the industry symposia.

d. The contractor may publish its own industry symposium programme, abstracts and proceedings.

e. The contractor agrees to provide the organisers with the proposed programme of the industry symposium, including proposed speakers, topics and titles no later than noted in the sponsorship manual or on ESOS®. The goal is to ensure that the programme is based on accurate content and that an overlap of topics among all industry symposia is prevented. Once the programme for the industry symposium is approved, it cannot be modified, except upon

written agreement between the contractor and the organisers.

f. The organisers are to publish the industry symposium programme in the conference final programme and on the conference website.

g. Accessibility for set-up and clearance of industry symposia will be defined in the sponsorship manual. Decorations or other advertising items, which have been brought in by the contractor or its acting agents must also be removed by this time. If the contractor fails to vacate the room in due time after the close of the symposium, the organisers are entitled to remove and store or dispose of the items at the contractor's expense.

h. Food and beverages are not permitted in the industry symposium rooms unless permission of the organiser is granted. Catering must take place outside of the room and the sponsor will be responsible for ensuring that food and beverage are not taken into the industry symposium room. Any catering event, including time and location, must be approved by the organisers prior to the conference. Catering events cannot be held during official conference sessions.

i. The contractor assumes full responsibility for promoting their industry symposium in an appropriate manner.

j. The contractor may display a certain number of posters (see additional benefits table in the sponsorship manual) in the conference venue on the day of the industry symposium only. Exceptions are stated in the sponsorship manual. Poster format and design must be submitted to the organisers for approval before production. The contractor is responsible for delivering the industry symposium poster(s) to the organisers on the day the poster(s) shall be displayed. Placement in the conference venue in suitable locations allowing full visibility must be agreed upon between the contractor and the organisers. The poster(s) cannot be attached to any wall, door or similar in the conference venue. It is the contractor's responsibility to order easels or such to set-up their posters.

k. Flyers as well as industry symposia invitations may only be distributed at the exhibition booth and in front of the industry symposium room shortly before the start of the contractor's industry symposium.

l. The display of posters in the official conference hotels except in the hotel where the contractor has allocated their own participants through K.I.T. Group is prohibited.

3. Advertisement in Official Conference Publications

For advertisements in announcements, final programme and/or abstract book, a high resolution file (at least 300 dpi, or .eps format) containing the advertisement for printing in the respective publication must be submitted to the organisers no later than noted in the sponsorship manual or on ESOS®. The advertisement is subject to the organisers' approval before printing. At least two weeks are allocated for the approval process.

4. Exhibition Space

a. Exhibition space will be confirmed in writing after the receipt of payment.

b. Exhibition space will be assigned by the organisers on a 'first-come, first-served' basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of the receipt of the payment. Special wishes regarding placement of the exhibition space will be given all possible consideration but placement demands as a condition of participation on the part of the exhibitor cannot be recognised.

c. Any changes in the duration and/or location of the exhibition do not entitle the exhibitor to cancel the agreement or request a refund of rates or to put forward a claim to damages incurred thereby.

d. Exhibitors desiring to share their contracted exhibition space with another company will face a surcharge and such an agreement is subject to approval by the organiser.

Terms & Conditions

e. The exhibitors will be informed of the location of their exhibition space when the exhibition floor plan is sent out as noted in the sponsorship manual or on ESOS®. The exhibition floor plan includes the most detailed information in regards to the exhibitor's exhibition floor space. It is the exhibitor's responsibility to verify such information before set-up.

f. While every effort is made to preserve the published floor plan of the exhibition, the organisers shall be entitled to vary the general layout at any time to ensure a harmonious construction of the exhibition. The organisers are obliged to consult the exhibitor prior to implementing a change and make every effort to reach a satisfactory solution for both parties, whereby the exhibitor is not entitled to any refunds or claims against the organisers regarding any changes in the general layout. The organisers determine the external design of the exhibition as well as of the exhibition space. Therefore applications can be refused if the booth layout fails to fit within the exhibition as a whole.

g. If due to any unforeseen circumstances it is found necessary to close the exhibition or the whole event on any day(s) or to vary the opening hours of the exhibition, the organisers reserve the right to do so, at their sole discretion without any liability to the organisers.

h. Exhibitors' names will be listed in all conference publications as well as on the official conference website.

i. Flyers may be distributed at the exhibition booth only.

5. Booth Set-up

a. There are three different types of booth possibilities: in-line, peninsula and island. More information is made available about the specific types and applicable conditions for your type of booth in the sponsorship manual.

b. Regulations for the set-up of booths, meeting rooms, hospitality suites and satellite symposia will be communicated in the Exhibition Manual and are binding. The Exhibition Manual will be published between three (3) and six (6) months prior

to the beginning of the conference. Publication dates will be stated in the sponsorship manual.

c. It is the contractor's responsibility to be familiar with all regulations in regards to their booth location.

d. All special booth set-ups must be approved by the organisers. The organisers must be informed within the time frame outlined in the Exhibition Manual should special requirements be necessary. A booth can only be set up if it is approved by the organisers. Therefore the contractor or its agent must send detailed reference documentation, including blueprints or layout images of the booth design and dimensioned drawings. Any changes or additions must be submitted before the deadline given in the official exhibition manual and are subject to approval by the organisers. At any time the contractor may be required to show appropriate supporting documents / certificates during the set-up and the exhibition period at the booth. In the interest of the harmonious overall design of the exhibition, applications can be refused if the exhibit fails to fit in with the exhibition as a whole.

e. All borders to adjacent booths or to free spaces which are not official aisle ways must be separated by a shell scheme wall or panel to inhibit passage and/or view. The walls/panels must be at least two metre fifty (2.5m) high. Pop-up booth, fair displays or canvas/tent materials are not considered proper booth separation. Please refer to ESOS® or to the Exhibition Manual to order shell scheme walls/panels for acceptable booth separation.

f. Walls that adjoin neighbouring booths must not include any logos or graphics (on the neighbouring side) and should be white.

g. For insurance and security reasons and to adhere to regulations stipulated by the conference venue, the organisers will appoint official contractors for all installations (such as electricity, communications, hanging points, mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all activities during set-up and dismantling periods and for security

purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the organisers.

h. The contractor will not damage any walls, floors or ceiling area of the conference venue – by nails, screws, oil and paint or by any other cause whatsoever. The exhibitor guarantees to pay for the repair of any damage caused by either accidental or intentional means.

i. When planning booth activities, the overall character of the conference must be respected. Therefore, the projection of films and slides, the amplification of spoken words with the aid of loudspeakers, the production of music and/or sounds, as well as the use of video monitors is permitted as long as hindrance to other exhibitors or participants is not caused. The sound should always be held at a low level. The organisers reserve the right to determine at what point sound constitutes interference with others and if the sound needs to be reduced or to be discontinued. If the organisers judge that a disturbance is being caused, the exhibitor is to halt the activity immediately.

j. Only quizzes having approval by the organiser can be held at the booth. Participation can be "rewarded" with a prize or giveaway. The distribution of giveaways should be low-profile and in no way should overshadow the main activity of the booth. However, the prize should be the same for everybody and should not exceed 10.00 EUR value. "Drawing winners" is not permitted. Notwithstanding the legal responsibilities of each exhibitor at its booth; giveaways with a value not exceeding 10.00 EUR are acceptable at the exhibition; e.g. badges, T-shirts, pens. If the exhibitor does not comply, the organisers reserve the right to make the necessary arrangements to end the activities at the expense of the exhibitor.

k. Set-up must take place and be finished during the times as noted in the Exhibition Manual or on ESOS®. Should the contractor fail to do so, the organisers reserve the right to reallocate the exhibitor's space to another exhibitor without refund.

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l. The exhibitor is responsible for the safety of products such as prizes and giveaways and general display of the booth.

m. The exhibitor is responsible to the organisers for ensuring that its booth is maintained in a clean and orderly state. Storage space is not guaranteed to be available in the exhibition hall and the exhibitor must ensure that all packing materials and empty cartons are removed from the premises before the opening of the exhibition. The organisers reserve the right to order cleaning of an exhibitor's space at the exhibitor's cost.

n. Removal of exhibits and dismantling is not allowed until after the official closing time which will be listed in the Exhibition Manual. The exhibitor must dismantle the stand within the allocated time. The exhibitor must leave the stand area clear and the floor clean. The organisers can demand that the exhibitor restore the exhibition area to the original condition at the exhibitor's expense. During the dismantling period, no material should be left unattended at anytime. Stored materials, empty containers and packing material must be disposed of properly.

6. Technical Guidelines

a. By accepting the Terms and Conditions the contractor accepts the general conditions and regulations of the organisers, the conference venue and the suppliers as well as the technical guidelines and local safety regulations. Detailed technical guidelines will be provided in the Exhibition Manual. The contractor should refer to the organisers to ensure that they meet all regulations enforced by the conference venue and the suppliers.

b. The contractor must conform to the regulations and conditions concerning explosive and dangerous materials, combustible or otherwise, as laid down by the local authorities and other statutory bodies. Any materials/exhibits not approved by the authorities or the organisers must be removed from the conference venue.

c. All inflammable materials shall effectively comply with any statutory or local regulations or requirements to which the exhibition may be

subject. Drapes and curtains must be at least 150 mm above the floor. No packing material or empty cartons shall be stored at the booth. Fire points must be kept clear at all times. The contractor must comply with any reasonable instructions given by the local authorities, the fire officer and/or the organisers to avoid the risk of fire.

d. Security will be provided at the absolute discretion of the organisers although they cannot accept liability for any loss or damage that may occur. Conference name badges must be worn at all times by the contractor and his/her staff whilst in the conference venue and in all other areas within the full control of the organisers for the duration of the conference.

§ 5

Payment Policy / Method of Payment

All rates listed in the sponsorship and/or exhibition manual and on ESOS® exclude statutory VAT and refer to the duration of the conference (except if stated in the above mentioned manuals or on ESOS®).

a. Payments must be completed in due time. All orders will be confirmed upon receipt of the full payment of 100%. If payment is not received in due time, the contractor's participation will be cancelled. It is the contractor's responsibility to advise the organisers of the problems with any orders and to check the invoices issued for accuracy prior to the close of the conference.

b. If more exhibition space and/or sponsorship items than were originally applied for are requested and allocated during the event, the additional amount due shall be paid immediately.

c. Payments must be made by bank transfer and in EUR only. Bank charges must be prepaid by the transmitter and are the responsibility of the payer. Please use the bank account as noted in the sponsorship and/or Exhibition Manual, ESOS® and/or invoice.

d. Please indicate the "conference", your company and the invoice ID number on all money transfers.

e. For each reminder sent after the payment deadline, a fee of 2.50 EUR will be charged. However, the organisers reserve the right of asserting further claims in regards to the damage caused by the delay. The contractor reserves the right to prove that lower financial damage has been caused by the delay.

f. Should the contractor's payments be delayed, the organisers are authorised to demand interest for delay. The interest rate for delay may be increased should the organisers be able to prove a higher burden.

§ 6

Cancellation or Reduction of the Booking

a. All booking cancellations must be sent in writing to the organisers. Any notice of termination of the booking shall be deemed to have been properly given when delivered by registered mail.

b. Should the contractor cancel for reasons other than that of failure, neglect or contravention, the contractor shall assume responsibility for all costs payable for all items that are part of the booking. The organisers shall be reimbursed for all expenses in connection with the planning of the conference incurred up to the date of termination and any foreseeable unavoidable costs that might result from the contractor's cancellation or from the contractor's sponsorship commitment.

c. The following cancellation charges apply:

- 20% of the total amount will not be refunded to the contractor for cancellations received earlier than nine (9) months prior to the conference.
- 60% of the total amount must be paid by the contractor for cancellations received between nine (9) and six (6) months prior to the conference.
- 100% of the total amount must be paid by the contractor for cancellations received six (6) months prior to the conference.

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d. Shall the contractor fail to appear at the conference without a valid reason and the requested services will not be required, the contractor will still be obliged to pay the amounts as referred to in the cancellation policies.

e. If platinum, gold or silver sponsors would like to cancel single items of their package, the minimum payment of the specific sponsorship category must be maintained. Cancellations within a certain sponsorship category are also subject to the cancellation policies as noted above.

f. Should the contractor desire to resell its space and/or sponsorship items to another organisation, this can only be accomplished after approval of the new contractor by the organisers. After approval of the new contractor, a 10% administrative charge must be paid by the original contractor.

§ 7

Cancellation of the Conference

a. The organisers are entitled to cancel the conference due to reasons beyond their control that prevent or substantially hinder the planned holding of the conference.

b. If the organisers are compelled to cancel the conference for reasons beyond their control, i.e. without organising another conference in its place within twelve (12) months of the originally planned date, the contractor is released from its sponsorship obligation. The organisers shall immediately refund 50% of the payment made by the contractor. The remainder shall be used by the organisers for payment of costs incurred. If proof can be given that the amount withheld by the organisers from sponsorship payments exceeds the costs incurred, the organisers shall be obliged to refund a proportionate amount of the sum not required for recovery of costs and expenses to the contractor. The same applies should the organiser decide to cancel parts of the conference. The organisers also reserve the right to re-schedule the conference in equal terms within a year's period. In this case the contractor does not have the right to withdraw

from or decrease its sponsorship participation.

c. If the conference must be cancelled or changed due to unforeseen political and economic events, or general "Force Majeure", the organisers cannot be held liable for any compensation.

§ 8

Limitations of Liability

a. A contractor's claim for compensation is only applicable in case of gross negligence from the organisers and/or their employees, agents or suppliers. Compensation and guarantee claims from the contractor must follow the statutory regulations, if they have not been noted differently.

b. In no case will the organisers or their employees, agents or suppliers be liable for any indirect, incidental, special or consequential damages including but not limited to damages for loss of profits, loss of business information, cost related to cancellations or cost of procuring substitute goods or services, however arising, even if it has been advised of the possibility of such damages. While the organisers may provide security guards, this is done solely as an accommodation for contractors.

c. An exception thereof is damage and breach of life, the body and/or health if breach of duty is the organisers' responsibility and for other damages, which involve deliberate and/or gross negligence on behalf of the organisers. A breach of duty of the organisers is equal to the breach of duty of a statutory agent or servant.

d. The contractor is liable for all damage to buildings or inventory which is caused by participants of the event, including visitors, staff and other third parties from the contractor's province or the contractor in person.

e. The organisers assume no liability for any loss, damage or injury to any property or equipment brought in by the contractor or any of its employees, agents or contractors, whether attributable to accident, fire, theft or any cause

whatsoever. The contractor must ensure adequate insurance coverage as necessary including public liability coverage, to cover loss of or damage to exhibits or other personal property.

f. The organisers shall not be responsible, in whole or in part, for any failure to perform any of the obligations under this booking or for failure to hold the conference as a result of circumstances beyond its reasonable control, including but not limited to riot, strike, civil disorder, acts of war, failure of facilities, terrorism, threats of terrorism, communicable disease, earthquake, storm, fire, flood and other acts of God.

§ 9

Governing Law

This booking is made and shall be governed under Germany law. Exclusive jurisdiction and venue of any actions arising out of, or relating to or in any way connected to this booking, its negotiation or termination, or the event, will be in the courts of Germany.

§ 10

Severability Clause

No amendments, changes, modifications or alterations of these Terms and Conditions shall be binding upon either party hereto unless in writing and signed by both parties. If any of the provisions of these Terms and Conditions are held to be void or unenforceable, then such void or unenforceable provisions shall be replaced by valid and enforceable provisions which will achieve as far as possible the economic business intentions of the parties. All other provisions of the Terms and Conditions that are not being affected remain valid.

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