SPONSORSHIP AND EXHIBITION PROPOSAL
www.milcis.com.au
The University of New South Wales at the Australian Defence Force Academy (UNSW@ADFA), in partnership with the Defence Chief Information Officer Group (CIOG), presents the 2014 Military Communications and Information Systems (MilCIS 2014) Conference.

MilCIS is an annual conference aimed at attendees from military and government organisations, academia, and defence industry who contribute to key decisions in investments in communications and information systems. MilCIS is the only Australian conference focusing directly on the crucial technologies, products, systems and services associated with military communications and information systems. As in previous years, the conference facilitates a continuing interface between Defence, defence industry, and academia to discuss solutions that meet current operational requirements—specifically to discuss current and developing technological capabilities.

The conference features morning plenary sessions comprising keynote presentations and panel discussions, and afternoon sessions presenting academic (refereed) papers, tutorials, updates and product briefs. MilCIS also features an exposition that provides an opportunity for exhibitors to demonstrate new technologies and promote their products and services to attendees.

MilCIS 2014 is to be held 11–13 November 2014 at the National Convention Centre, Canberra.

In making a commitment to become a sponsor or an exhibitor, your company will be assured of high-profile exposure to the military communications and information systems community.

MilCIS 2014 will address:
• operational concepts
• information management
• command support systems
• network architectures
• routing and protocols
• IPv6 migration
• network management
• modelling and analysis
• tactical data links
• wireless technologies, and
• evolving and future technologies.

To secure your place at MilCIS 2014, simply choose the sponsorship option or an exhibition booth that suits, complete the attached application form and forward, with your deposit, to the Professional Conference Organisers.

Individual packages can also be arranged by contacting the Professional Conference Organisers to discuss your specific needs for a more personalised package.

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Invitation to Sponsor and Exhibit

The University of New South Wales at the Australian Defence Force Academy (UNSW@ADFA), in partnership with the Defence Chief Information Officer Group (CIOG), presents the 2014 Military Communications and Information Systems (MilCIS 2014) Conference.

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Individual packages can also be arranged by contacting the Professional Conference Organisers to discuss your specific needs for a more personalised package.

Conference Details

Dates
Tuesday 11 – Thursday 13 November 2014

Venue
National Convention Centre,
Constitution Avenue, Canberra

Located in the heart of Canberra, overlooking Glebe Park, the National Convention Centre is within walking distance of the city centre, many of the city’s top restaurants and nightlife as well as the city’s national attractions.

The National Convention Centre is the largest purpose-built meetings and events facility in the ACT and its contemporary design makes the most of its parkland surroundings.

Winner of the Canberra and Capital Region Meetings and Business Tourism Award, the National Convention Centre is Canberra’s largest purpose-built events venue. Its closeness to the city centre and Australia’s full suite of national attractions it also offers the very best proximity to accommodation.
Conference Program

The conference will include:
- keynote addresses
- plenary sessions
- panel discussions
- refereed paper sessions
- tutorial sessions
- update sessions
- product brief sessions
- welcome reception
- conference dinner, and
- a trade exhibition.

Promotion of the Conference

To ensure maximum attendance, MilCIS 2014 will be widely promoted throughout Australia and the region by:
- distribution of the conference main announcement and registration brochure by mail and e-mail
- promotion on the MilCIS website
- advertising within Australian Defence-related journals and magazines
- advertising within conference databases
- internal Defence advertising via Defgrams and internal websites
- advertising on related UNSW@ADFA professional short courses
- announcements through Defence industry forums
- brochures distributed at other Defence-related conferences, and
- targeting of regional Defence forces.

Canberra – The Host City

Canberra is modern city, set within extensive parks and gardens and enjoys four distinct seasons.

Australia’s nation’s capital is the home of the Australian Story. Discover the national attractions which house our shared history, culture, flora, art, knowledge, law and identity with regular displays, tours and exhibitions.

Our climate and geography nourishes excellent food and wine which you can enjoy in our stylish restaurants, cafes, bars and shops.

An extensive network of parks and reserves with walking trails and cycle ways offer wonderful recreation, exploration and rejuvenation opportunities.

Canberra in November is a stunning picture of spring – splashed with bright colours and a certain festive feeling is in the air.

Benefits to your Company by Sponsoring and/or Exhibiting

The benefits to your company include:
- a significant marketing advantage
- corporate goodwill from conference delegates
- relationship marketing
- gaining an understanding of the Australian requirements for military communications and information systems
- gaining knowledge of Australian procurement programs for military communications and information systems
- creation of brand awareness and acceptance
- demonstration of your products
- increased business potential
- enhanced company profile
- direct access to an audience made up of your clients, current and potential
- broadened exposure through to November 2014 by acknowledgement in all print material, including the conference registration brochure and the conference pocket program and App
- promotion in industry related journals and magazines
- promotion on the MilCIS website, and
- exposure at the conference through signage and announcements.

Those who should Attend

MilCIS 2014 is relevant to:
- Australian Defence Force stakeholders
- Capability Development Group
- Chief Information Officer Group
- Defence Material Organisation
- Defence Science and Technology Organisation
- Australian Defence industry
- Regional Defence Force representatives, and
- Regional Defence Industry.

Why Trade Exhibitions Work

*Meet the decision makers. It is estimated that…

- 83% of all visitors to a trade event have the authority to purchase or are a decisive influence in the purchasing decision of a company.
- 72% of trade event visitors intend to make a purchase either at the event or in the near future.

*It is estimated that exhibitions are effective because:

- 54% of visitors come specifically to see new products and services
- 48% come for information
- 40% to keep up to date with technology
- 15% to make business contacts.

*Did you know?

- 46% of people planning to visit a trade exhibition make the decision to attend more than 2 weeks before the event
- 25% of visitors decided to attend the trade exhibition because they had attended the same event before
- 82% of trade event visitors are aged over 25.

*Source: Exhibition & Events Association of Australia


**Sponsorship Opportunities**

Please note that all costs are in Australian dollars and are inclusive of GST.

### PLATINUM SPONSOR

One only $122,000.00

- Platinum sponsor acknowledgement
- Six (6) full conference registrations including tickets to the Welcome Reception (Tuesday 11 November) and Conference Dinner (Wednesday 12 November)
- Two (2) additional tickets to the Conference Dinner (Wednesday 12 November)
- Six (6) exhibition booths (3m x 3m) in prime position (prime position will be dependent on availability in the floor plan when application is received)
- “Platinum Sponsor” on booth signage
- Organisation acknowledgement on the MilCIS 2014 website
- Banner advertisement on the conference App and pocket program
- Image slideshow at the start of each day
- Two (2) satchel inserts (to be supplied by you)
- Corporate logo on conference signage
- Corporate logo featured on the cover of the registration brochure
- Corporate logo featured on the cover of the conference pocket program and a promotional paragraph included in the sponsor’s section of the conference App
- Corporate logo on main conference slide in each room

Platinum sponsors will also be given priority to purchase the naming rights to the Welcome Reception and Name Card Lanyard Sponsor sponsorship options.

### NAMING RIGHTS TO THE WELCOME RECEPTION

**Tuesday 11 November** . . . . $6,600.00

**First option to Platinum Sponsor**
- Welcome Reception sponsorship acknowledgement
- Introduction to delegates of five (5) minutes by your chosen company representative
- Company sign, supplied by you, displayed during the Welcome Reception (normally a pull up stand banner)
- Four (4) tickets to the Welcome Reception (Tuesday 11 November)

### DISPLAY RIGHTS FOR OVERHEAD BANNERS

**$4,400.00**

- First Option to Platinum Sponsor
- Display of an overhead banner above the exhibition hall (banner to be supplied by sponsors)

### GOLD SPONSORS

**$66,000.00**

- Gold sponsor acknowledgement
- Two (2) full conference registrations
- Four (4) exhibition booths (3m x 3m) in prime position (prime position will be dependent on availability in the floor plan when application is received)
- “Gold Sponsor” on booth signage
- Organisation acknowledgement on the MilCIS 2014 website
- Image slideshow at the start of each day
- One (1) satchel insert (to be supplied by you)
- Corporate logo on conference signage
- Corporate logo featured on the cover of the registration brochure
- Corporate logo featured on the cover of the conference pocket program and a promotional paragraph included in the sponsor’s section of the conference App

### BRONZE SPONSORS

**$12,000.00**

- Bronze sponsor acknowledgement
- One (1) full conference registration
- Organisation acknowledgement on the MilCIS 2014 website
- Corporate logo on conference signage
- Corporate promotional paragraph included in the sponsor’s section of the conference App

### TECHNOLOGY PAVILION SPONSOR

**$44,000.00**

- Acknowledgement as the sponsor of the Technology Pavilion “Technology Pavilion Sponsored by…”
- Two (2) exhibition booths (3m x 3m) in the Technology Pavilion
- Two (2) full conference registrations
- Organisation acknowledgement on the MilCIS 2014 website
- Exhibition Booths in the Technology Pavilion will be available to the Technology Pavilion Sponsor and their nominated partners at the Booth Early Bird rate of $4,400.00 (inclusive of GST) for each booth, for sponsor’s partners, for four (4) weeks from the agreement to this offer of sponsorship
- An entrance feature to the Technology Pavilion acknowledging sponsorship as the “Technology Pavilion Sponsor”
- One (1) coffee machine in the Technology Pavilion for each of the three days of the conference
- Corporate logo on conference signage
- Advertisement of the Technology Pavilion in the exhibition section of the conference App

### DISPLAY RIGHTS FOR OVERHEAD BANNERS

**$4,400.00**

- First Option to Platinum Sponsor
- Display of an overhead banner above the exhibition hall (banner to be supplied by sponsors)

### SILVER SPONSORS

**$22,000.00**

- Silver sponsor acknowledgement
- One (1) full registration
- One (1) exhibition booth (3m x 3m) in prime position (prime position will be dependent on availability in the floor plan when application is received)
- Organisation acknowledgement on the MilCIS 2014 website
- One (1) satchel insert (to be supplied by you)
- Corporate logo on conference signage
- Corporate promotional paragraph included in the sponsor’s section of the conference App
CONFERENCE DINNER

Wednesday 13 November

**COMPLETED**

- Sponsorship Opportunities continued

**COMPLETED**

- Confirmation acknowledgement
- Corporate logo featured on the Conference Dinner menu
- Introduction to delegates during the Conference Dinner
- Company sign, supplied by you, displayed during the Conference Dinner (normally a pull up stand banner)
- Corporate logo featured in the conference registration brochure
- Corporate logo and promotional paragraph featured in the conference App
- Corporate logo on the MiCIS 2014 website
- Four (4) tickets for the Conference Dinner (Wednesday 12 November)

**NAME CARD LANYARD SPONSOR**

**COMPLETED**

- Sponsor’s name and/or logo will be printed in colour on the name badges which will be worn by delegates throughout the conference
- Company logo in colour on the delegate lanyards

**CONFERENCE APP SPONSOR**

- Corporate logo at the bottom of each page of the conference App
- Link to a special App conference web page, so you can provide information about your products and trade exhibition area and a link to your company web site
- Company acknowledgement as a sponsor in the conference pocket program

**BREAKFAST SESSION**

One of two ........................... **$5,500.00**

- Presentation of forty (40) minutes by your chosen company representative during a breakfast session (on your nominated day) prior to the start of the conference on the second or third day of the conference
- Price includes a light breakfast for up to 150 delegates attending. Additional attendees can be catered for in advance at $30 per delegate (up to a total of 300 delegates for the session)
- A promotional paragraph and logo for publication in the conference App
- Ten (10) additional tickets to your nominated Conference Breakfast session (for visitors who are not registered for the conference)

**LUNCHEON SESSION**

One of three ........................... **$5,500.00**

- Presentation of forty (40) minutes by your chosen company representative during a lunch session (on your nominated day) on the first, second or third day of the conference
- Price includes the standard conference lunch for up to 150 delegates attending. Additional attendees can be catered for in advance at $30 per delegate (up to a total of 300 delegates for the session)
- Ten (10) additional tickets to your nominated Conference Breakfast session (for visitors who are not registered for the conference)

**PRODUCT BRIEF SESSION**

- A 50-minute opportunity to deliver a commercial brief on your company’s product or services as part of the conference program during one of the Product Brief Sessions
- A promotional paragraph and logo for publication in the conference App

The following must be provided:
- a title for the product brief
- a 300-word abstract of the purpose of the product brief
- a list of full name(s), qualification(s) and affiliation(s) of presenter(s), and
- a promotional paragraph and logo for publication in the conference App

**MORNING OR AFTERNOON TEA**

Two each day ........................... **$2,500.00**

- Unlimited beverages provided to all delegates attending. Additional delegates attending. Additional additional tickets to your sponsored morning/afternoon tea

**SATCHEL INSERT**

- One (1) company brochure (A double sided A4 size) inserted in all delegates’ satchels or small promotional item (to be provided by you), as agreed by the Professional Conference Organisers.

**SPECIAL PACKAGES**

The above traditional sponsorship arrangements/packages may not cater for your specific needs. If so, please contact the Professional Conference Organisers and discuss your needs for a more personalised package.

To discuss your individual requirements, please contact the Exhibition/Sponsorship Manager, Aaron Neame:

Telephone: +61 2 6251 0675
Facsimile: +61 2 6251 0672
Email: miCIS@consec.com.au
Hospitality Suite/Briefing Meeting Rooms
Rooms are available for hire, should you wish to demonstrate new product lines, brief delegates on new practices within your organisation, or arrange side meetings during the conference.

Rooms must be booked in 4-hour blocks. The standard room set-up will be boardroom style, but is able to be adjusted to your presentation requirements.

Please note that there will be no audio visual or catering provided in the room. This can be arranged at an additional cost.

Briefing Room (4 hour period) = $1,500.00 incl GST (4 hour period includes 8am–12pm or 1pm–5pm on each day)

Exhibition Details
The exhibition will be held in the exhibition hall of the National Convention Centre, Canberra. The floor plan has been designed to ensure good visibility and access to all stands.

Maximum traffic flow will be encouraged by the placement of catering/coffee stations at key points in the exhibition areas.

There are a maximum number of exhibition booths available and all morning, afternoon teas and lunches will be served in the exhibition areas.

Move-in/Move-out Times

Move in: Monday 10 November from 3.00pm
Please note: this is not the time for exhibition build

Move out: Thursday 13 November from 1.30pm

SBX will be on site during the Monday exhibitor move-in period to ensure that the final exhibitor’s requirements can be met.

Consec works with SBX (the exhibition build contractors) to design the best high traffic exhibit layout as possible.

To increase the number of delegates attending your exhibit, think about enhancing your booth, through a raffle or giveaway, a colourful display or perhaps something interactive.

Please Note: All booths must be show-ready by 7.30pm on Monday 10 November. No installation will take place on Tuesday 11 November through to Thursday 13 November. All booths must remain in place until 1.30pm on Thursday 13 November.

Exhibition Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday 10 Nov</td>
<td>Exhibition Build and Move-in (exhibitors move-in from 3.00pm–8.00pm)</td>
</tr>
<tr>
<td>Tuesday 11 Nov</td>
<td>7.30am–6.30pm</td>
</tr>
<tr>
<td>Wednesday 12 Nov</td>
<td>7.30am–5.00pm</td>
</tr>
<tr>
<td>Thursday 13 Nov</td>
<td>7.30am–1.30pm</td>
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Overhead Banners in the Exhibition Hall
It is not permissible to hang any material from the ceiling of the exhibition hall. Booth height should not exceed 4.5 meters – this includes overhead signage.

Welcome Reception
An invitation is extended by the Conference Committee, for two (2) people per exhibition booth booked to attend the Welcome Reception as their guests on Tuesday 11 November 2014.

Please Note: The Conference Dinner is NOT included as part of the Exhibitor Package.

Conference Information Kit
One per exhibition booth including conference pocket program and delegate listing.

Name Badges
Name badges for two (2) representatives. Additional exhibitors can be arranged at an additional cost.

Promotion
Listing of company name in the conference pocket program.

Catering
Morning/afternoon teas and lunches for two (2) representatives each day.

Cost (incl gst)
$4,400.00 per 3m x 3m booth
(if booked and paid before 9 April 2014)
$4,700.00 per 3m x 3m booth
(if booked and paid after 9 April 2014)
$4,400.00 – overhead banner
(first priority given to the Platinum sponsor)

Exhibition Booth
Dimensions
3m x 3m (furniture/plants/posters not included in booth).

Walls
Walls are 2.5m high and 1m wide, with Octanorm opal panels.

Fascia
Fascia is 27cm deep and finished in blue vinyl cut lettering on white corflute.

Company Name
One company name per stand in computer cut vinyl standard style letters. Max of 35 Letters-Pty Ltd etc deleted. Corner stands have one company name on each side.

Lights and Power
2 x 150 watt lights per stand and lights are mounted on the inside of the front fascia. One single power point per stand – 1,000 watts (4 amps) capacity.
Exhibition Stand

Structure
Octanorm structure and computer cut vinyl text applied for company name

Lights and Power
• 120w spotlight on arm (vario)
• 4amp single powerpoint

(Optional) Signage (extra cost)
• Graphic digital print infill 970mm x 2360mm h (rear panel)
• Graphic digital print infill 970mm x 894mm h (counter front panel)

Welcome Reception
An invitation is extended by the conference committee for one (1) per person per exhibition stand to attend the Welcome Reception as their guest. Please note: Dinner is NOT included as part of the Exhibitor Package.

Conference Information Kit
One (1) per exhibition stand including conference pocket program and delegate listing.

Name Badge
Name badge for one (1) person. Additional exhibitors can be arranged at an additional cost.

Promotion
Listing of company name in the conference pocket program.

Catering
Morning/afternoon teas and lunches for one (1) representative each day.

Cost (includes gst)
$3,000.00 per exhibition stand (if booked and paid by 9 April 2014)
$3,300.00 per exhibition stand (if booked and paid after 9 April 2014)

Custom Booths
Companies intending to install custom designed stands must submit full specifications and drawings direct to Consec – Conference Management before 10 September 2014 to facilitate the required approval process by the National Convention Centre Canberra.

SBX can also assist with custom build stands. See www.sbx.biz/site/ or contact Kerry at SBX for more information.

Trade Exhibition Floorplan

This provisional floor plan may be amended once major sponsors are confirmed, or at the conference organising committee’s decision. Should the exhibition floor plan require expansion, retraction or re-arranging, the organisers have the right to make the necessary changes without notice.
How to Book and Payment Deadlines

Sponsorship
In order to confirm your sponsorship, we will require the Application to Sponsor Form and fifty percent (50%) deposit payment to be forwarded to the Professional Conference Organiser. Balance of the sponsorship must be received by 2 July 2014.

Exhibition
Early booking is necessary, as space is limited. Booths will be allocated strictly in order of the date the deposit payment and Application to Exhibit Form is received. In order to confirm your exhibition space we will require the Application to Exhibit Form and fifty percent (50%) deposit payment to be forwarded to the Professional Conference Organiser. Balance must be received by 2 July 2014.

Hospitality Suite/Briefing Meeting Room
To secure your place, please complete the attached Application for Room Hire Form. As space is limited, please ensure we receive your requirements and fifty percent (50%) deposit payment to be forwarded to the Professional Conference Organiser. Balance of the booking must be received by 2 July 2014.

Cancellation Policy
In the event of the withdrawal of an exhibition booth(s)/sponsorship booking, Consec – Conference Management should be notified in writing as soon as possible. Please note that a refund of fees paid (less a cancellation fee of 50% of the value) will be made to an exhibitor/sponsor cancelling before or on 6 August 2014. No refunds will be made after that date. In the case of exhibition booths, this only applies if the space in the exhibition floor plan is sold.

Please Note:
• Acknowledgment in the main announcement, registration brochure and the conference pocket program and App is subject to sponsorship confirmation prior to printing deadlines.
• The production of banners and any promotional material is the responsibility of the sponsor.

Liability Waiver
MilCIS 2014 and the National Convention Centre will not be liable for injuries to any person or damages to property owned or controlled by exhibitors. Regarding claims for damages or injuries that may arise from or be in any way connected with exhibitor occupation or display space, the exhibitor agrees to defend indemnity and hold the Organising Committee harmless against all such claims. The exhibitor agrees to insure itself at its own expense against property loss or damage and for Public Liability or personal injury and liability for property damage.

Participation in the exhibition does not imply any endorsement or approval by the MilCIS 2014 Conference. The MilCIS 2014 Conference takes no responsibility in relation to displays, products, representations or promotional material of the participants. The MilCIS 2014 Conference has not assessed, endorsed or approved any display, product, representation or promotional material.

Insurance
Exhibitors are strongly advised to insure goods during transit and while on display, against damage/loss, however caused, as well as public liability. In addition, the exhibitor acknowledges that MilCIS 2014 and Consec – Conference Management do not maintain insurance covering exhibitor’s property and that it is the sole responsibility of the exhibitor to obtain public liability, business interruption and property damage insurance covering such loss by an exhibitor.

All exhibitors must have a current public liability insurance cover for their exhibition stand. Exhibitors may be required to submit their public liability insurance certificate along with their booking form.

Personal Insurance
Participants shall be regarded in every aspect as carrying their own risk for injury to person or property, including baggage, during the conference. We strongly recommend that at the time of booking you take out a travel insurance policy of your choice. The policy taken should include the loss of deposit through cancellation, medical insurance, loss or damage to personal property, financial loss incurred through disruption due to strikes or other industrial action. The organisers are in no way responsible for any claims concerning insurance.

Privacy Act
Due to the privacy legislation, the organisers cannot guarantee the inclusion of ALL participants names and contact details on the delegates list.

All exhibitors must have a current public liability insurance cover for their exhibition stand. Exhibitors may be required to submit their public liability insurance certificate along with their booking form.
APPLICATION TO EXHIBIT

Please complete this form and return with payment to:

**MilCIS 2014 Professional Conference Organiser**

Consec – Conference Management, PO Box 3127, BMDC ACT 2617 Australia ABN 46 056 292 169

*Professional Conference Organisers: Consec – Conference Management as agent for MilCIS 2014 Conference*

<table>
<thead>
<tr>
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</tr>
<tr>
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<td>Mobile:</td>
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**Booth/Stand Position**

Number of booths/stands required:

I/we prefer booth position/s as indicated on the enclosed floor plan in order of preference:

1st [ ]
2nd [ ]
3rd [ ]
4th [ ]

Please tick:

☐ I/we understand that booths and stands will be allocated strictly in order of receipt of applications and deposit monies and that the Conference Manager’s decision will be final. Should the exhibition floor plan require expansion or retraction, the organisers have the right to make the necessary changes without notice.

☐ I/we note that furniture, extra lighting and power are to be ordered from the exhibition contractor.

**Cancellation Policy**

In the event of the withdrawal of an exhibition booth/stand booking, Consec – Conference Management should be notified in writing as soon as possible. Please note that a refund of fees paid (less a cancellation fee of 50%of the value) will be made to an exhibitor cancelling before or on 6 August 2014. No refunds will be made after that date. This only applies if all the space in the exhibition floor plan is sold.

**Cost (includes GST)**

**EXHIBITION BOOTHS**

☐ AUD$4,400.00 per 3m x 3m exhibition booth if booked and paid by 9 April 2014

☐ AUD$4,700.00 per 3m x 3m exhibition booth if booked and paid after 9 April 2014

☐ AUD$4,400.00 to display overhead banner (first priority given to Platinum Sponsor)

**EXHIBITION STANDS**

☐ AUD$3,000.00 if booked and paid by 9 April 2014

☐ AUD$3,300.00 if booked and paid after 9 April 2014

☐ I/we accept the terms and conditions as outlined in this Sponsorship and Exhibition Proposal and hereby enclose our payment for $ ________________ (Please Note: a 3% fee will apply to all payments made by credit card) including 10% GST.

Signed: _______________________________________________________

(on behalf of the exhibitor listed above)

Date: _____ / _____ / _____

Deposit Deadline: 50% required at the time of booking

Balance deadline: 2 July 2014

[See last page for Method of Payment details]

**App Listing Information:** Please note: The information entered below will be published in the MILCIS 2014 App. Please make sure all details are correct. If this information is not completed the above contact details will be used in the conference App. Required by 7 October 2014.

| Your company name: |
| Sample listing: Booth 1
Consec – Conference Management
Aaron Neame
Unit 4, 1st Floor, 8–10 Purdue Street
Belconnen ACT Australia
Ph: +61 2 6251 0675
Email: milcis@consec.com.au
Website: www.consec.com.au
| Company contact person: |
| Company contact address: |
| Company contact phone number: |
| Company email address: |
| Website address: |
APPLICATION TO SPONSOR

Please complete this form and return with payment to:

MilCIS 2014 Professional Conference Organiser*
Consec – Conference Management, PO Box 3127, BMDC ACT 2617 Australia ABN 46 056 292 169

*Professional Conference Organisers: Consec – Conference Management as agent for MilCIS 2014 Conference

Contact Name:

Company/Organisation:

Address:

Telephone: Facsimile:

Mobile: Email:

Sponsorship Package Preference

I/we would like to take up the following sponsorship package/s:

☐ 1st ______________________________________________________________________ $ __________________

☐ 2nd _______________________________________________________________________ $ __________________

☐ Satchel Insert _______________ Number Required

☐ Notwithstanding any email or verbal communication, I/we understand that the sponsorship will be allocated strictly in order of
receipt of this application form and deposit monies and that the Conference Manager’s decision will be final. Should the exhibition
floor plan require expansion or retraction, the organisers have the right to make the necessary changes.

Cancellation Policy

In the event of the withdrawal of a sponsorship booking, Consec – Conference Management should be notified in writing as soon as
possible. Please note that a refund of fees paid (less a cancellation fee of 50% of the value) will be made to a sponsor cancelling before or
on 6 August 2014. No refunds will be made after that date.

☐ I/we accept the terms and conditions as outlined in this Sponsorship and Exhibition Proposal and hereby enclose our payment for
$ __________________ (Please Note: a 3% fee will apply to all payments made by credit card) including 10% GST to secure our
sponsorship package at the MilCIS 2014 Conference.

Signed: ___________________________________________ Date: _______ / _______ / _______

(on behalf of the sponsor listed above)

Deposit Deadline: 50% required at the time of booking
Balance deadline: 2 July 2014

[See last page for Method of Payment details]
# APPLICATION FOR HOSPITALITY SUITE/BRIEFING MEETING ROOM

Please complete this form and return with payment to:

**MilCIS 2014 Professional Conference Organiser***

Consec – Conference Management, PO Box 3127, BMDC ACT 2617 Australia ABN 46 056 292 169

*Professional Conference Organisers: Consec – Conference Management as agent for MilCIS 2014 Conference

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<td align="left">Mobile:</td>
</tr>
</tbody>
</table>

**Please tick**

- I/we would like to book a hospitality suite/meeting room (4-hour block) $1,500.00 incl GST
- I/we understand that the room hire will be strictly in order of receipt of application form and deposit.

**Please nominate a time block and day, in order of preference:**

<table>
<thead>
<tr>
<th align="left">Option 1</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">Option 2</td>
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<tr>
<td align="left">Option 3</td>
</tr>
</tbody>
</table>

**Room Set Up Requirements**

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

Note: All additional costs incurred for the set up will be at your expense.

**Cancellation Policy**

In the event of the withdrawal of a hospitality suite/briefing meeting room booking, Consec – Conference Management should be notified in writing as soon as possible. Please note that a refund of fees paid (less a cancellation fee of 50% of the value) will be made to hospitality suite/briefing meeting room booking cancelling before or on 6 August 2014. No refunds will be made after that date.

I /we accept the terms and conditions as outlined in this Sponsorship and Exhibition Proposal and hereby enclose our payment for $ _________________ (Please Note: a 3% fee will apply to all payments made by credit card) including 10% GST to secure our hospitality suite/meeting room.

Signed: _______________________________________________________

(on behalf of the sponsor listed above)

Date: _______ / _______ / _______

**Deposit Deadline:** 50% required at the time of booking

Balance deadline: 2 July 2014

[See last page for Method of Payment details]
METHOD OF PAYMENT

☐ CHEQUE

Please make cheque(s) payable in Australian dollars to the MilCIS Conference and mail to:

MilCIS Conference
Professional Conference Organiser
Consec – Conference Management*
PO Box 3127
BMDC ACT 2617 Australia

Telephone:  +61 2 6251 0675
Facsimile:  +61 2 6251 0672
Email:  milcis@consec.com.au

*Professional Conference Organisers: Consec – Conference Management as agent for MilCIS Conference.

☐ CREDIT CARD

☐ Visa  ☐ Mastercard  ☐ Amex

Cardholder’s Name:  _______________________________________________________________________________

Card Number: ____________________________________________

Expiry Date: ______ / ______   Signature: ____________________________________________________

Please note: a 3% fee will apply to all payments made by credit card.

☐ ELECTRONIC FUNDS TRANSFER

Bank:  National Bank of Australia
BSB Number:  082 902
Account Number:  147 581 778
Account Name:  MilCIS Conference
Branch:  Canberra City, ACT

Transaction Reference Number:  __________________________________________________

Please note: A remittance advice MUST be faxed through to the Professional Conference Organisers once payment has gone through on +61 2 6251 0672. Include company name as point of reference.