SECOND TRADE announcement

Unity in Diversity
Combined 65th SOUTH AFRICAN ORTHOPAEDIC CONGRESS 2019
DURBAN ICC 2 - 6 SEPT

www.saoa.org.za
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Dear Orthopaedic Trade Partners

The 65th Congress of the South African Orthopaedic Association will be held in Durban from the 2nd to the 6th of September at the Inkosi Albert Luthuli International Convention Centre Complex.

This will be the largest SAOA congress that has taken place to date and will include the participation of all the orthopaedic sub-specialty groups.

26 international invited speakers will present across all orthopaedic fields, contributing to a stimulating academic program.

This meeting promises to be a compelling drawcard to local, regional and international delegates, and is the premier opportunity to engage with orthopaedic surgeons in South Africa in 2019.

This is an event not to be missed. See you in Durban.

Dr Ian Stead  
2019 SAOA Congress Chairman
EXHIBITION / STAND BOOKING INFORMATION

You will need to purchase your stands online on or after the designated stand sale day – WEDNESDAY 13 March 2019 at 10h00 GMT+2.

As the SAOA has changed website hosts, the online registration will be on a new portal and previous log in details will no longer be valid or required. You will not have to preregister as a user on the new site. At 10h00 on 13 March 2019 you will be able to log on to the link to the right and register and book your stands.

Please complete the trade registration form online and send your proof of payment to Colette Diamond on diamond@icesolution.co.za.

No telephonic bookings or allocations can take place, please complete the online trade registration form.

BOOKING LINK

Only once payment is received will your stand/s be confirmed. Please note that in the event that first options are not available, we will endeavour to allocate your second or third option, but final trade space and positioning is at the discretion of the SAOA 2019 organising committee.

When selecting your choice of stand/s please keep in mind that you will be required to close/ seal the back of your stands so as not to negatively affect the stand/s which may not have a built structure alongside you. Please ensure that your stand builders are informed of this so as not to have any situations onsite where they claim to not be aware of this.

SAOA BANKING INFO

Name: SAOA
Bank: First National Bank (FNB), Brandwag
Branch Code: 230-534
Account number: 62 337 246 062
SWIFT CODE: FRNZAJ  IBAN/BIC: 23053462337246062

The SAOA congress is VAT registered. VAT is charged at 15%
VAT no : 429 013 1020
STEP BY STEP BOOKING PROCESS

(Please note that this site will only go live at 10h00 on 13 March 2019, so you will not be able to test it before this time)

1. Click on the link below which will take you to a landing page

2. Scroll to the bottom of the landing page and click on “New Registration”

3. Enter your company name and email address and click on “Continue”
4. Enter all the required information and then click on “Continue”.
a. Please note that if all required fields are not completed you will not be able to move onto the next page.

5. Select the number of 3x3m stands you want to book

SECTION 1 - EXHIBITION STANDS AND HOSPITALITY SUITES

THE COST OF EACH STAND INCLUDES 2 STAND PERSONNEL, REGISTRATION, MEALS WHERE INDICATED, LIMITED DRINKS AND ACCESS TO CONGRESS PRESENTATIONS.

1ST CHOICE:

PLEASE SELECT YOUR FIRST OPTION OF STAND QUANTITY AND THE STAND NUMBERS BELOW;

1ST CHOICE: 3M X 3M EXCL 15% VAT

PLEASE INDICATE THE QUANTITY OF STANDS HERE: 4

R94,500.00 per stand

6. Click on the radio button to select your stands, this will open a block for you to enter your selected stand numbers

[CLEAR SELECTION]

STAND NUMBERS
Please indicate your stand choices here. (If you are booking more than one stand, please separate your numbers by making use of a comma eg: 11,15,21)
7. Enter your preferred stand numbers, separated by a comma

8. Follow the same process with 3x2m stands if required
9. Follow steps 5 and 6 above and fill in your 2nd and 3rd choice of stands
10. Select any additional exhibitor badges you would like to order
11. Select any tickets you would like to order for social events

12. Select and other sponsorship options you would like to apply for by clicking on the relevant buttons

SECTION 4 - SPONSORSHIP OPPORTUNITIES

All details of these sponsorship opportunities are listed in the trade announcement. Enter the number you require next to each item, or leave blank if not required.

<table>
<thead>
<tr>
<th>Hospitality Courtyard</th>
<th>R250,000.00 per stand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising in Delegate Announcement 2 - Page 2</td>
<td>R7,875.00 per stand</td>
</tr>
<tr>
<td>Advertising in Delegate Announcement 2 - Inside Page</td>
<td>R6,300.00 per stand</td>
</tr>
</tbody>
</table>
13. At the bottom of the page click on “Continue”

14. You will be taken to a summary page
   a. Please note that the amount indicated on this page includes all three your stand options, and thus is not the correct amount for payment. Please calculate your correct payment amount accordingly.

15. On the payment page – please select “Tax Invoice” as your payment method

16. The exhibitor is to please send the secretariat (ICE Solution) a confirmation (proof) of payment. (Please include the date of payment; the method of payment and bank reference numbers if applicable).

17. The exhibition secretariat (ICE Solution) will confirm in writing the stand/s allocated and an invoice for the due amount will be sent to you in due course for your records.

NOTES:

- At present the demand for exhibition space is considerable and in order to make the process as fair as possible we can only allocate and confirm exact stand allocation/s once payment has been received.
- Exhibitors should be aware that if there is a long interval between the dates that they indicate their preferred choices, and the receipt of payment, their preferred stand/s may have been reserved and paid for by another exhibitor. However, the secretariat (ICE Solution) undertakes to stay in close communication with all exhibitors during this process and to keep them informed of the continued availability or unavailability of their chosen stand/s.

We trust that exhibitors will find these procedures fair and we would like to assure exhibitors of our co-operation at all times to assist in securing their preferred stand/s.
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Lesotho       +266 5370 2654
Swaziland     +268 7699 1417
Botswana       +267 318 2525
Rwanda         +250 7353 00 000
Kenya          +254 722 848 465

www.scandisplay.co.za
STAND COSTS

All exhibition space is charged at R 10 500 ex VAT per square meter. Therefore a 3 x 3m stand will cost R 94 500 ex VAT, and a 3 x 2m stand will cost R 63 000. Please note that these prices exclude VAT at 15%

The stand cost includes the following:

• 1 x (3x3m) or (3x2m) floor space area
• 1 x 15-amp plug
• 1 x Trestle table and 2 chairs. Please note that no table cloths are provided by the venue - please ensure that you plan accordingly.
• 2 x Exhibitor Badges per stand, including all teas and lunches for badge holders.
• PLEASE NOTE THAT NO SHELL SCHEME IS PROVIDED

IMPORTANT INFORMATION FOR THE TRADE

1. Set up will be on Saturday 31 August (from 08h00) and Sunday 01 September 2019.

2. The trade hall will open on Monday 02 September for the arrival tea at 06h30. All set ups will need to be complete by 05h00 on this day.

3. The trade hall will be open for full days on Monday, Tuesday, Wednesday, and until the end of the mid-afternoon tea break on Thursday 05 September.

4. Breakdown is to commence on Thursday after the mid-afternoon tea and must be complete by 23.59 on this day.

5. We have 63 stands available.

CONGRESS FORMAT

Monday 02 September 2019
Full day congress and networking cocktail party

Tuesday 03 September 2019
Full day congress and free evening

Wednesday 04 September 2019
Full day congress and banquet

Thursday 05 September 2019
Full day congress and free evening
Trade stands to break down after mid afternoon tea

Friday 06 September 2019
Full day congress – no trade.

All tea and coffee breaks and lunches are served in the exhibition venue to give the exhibitors maximum exposure to the congress delegates.
CONGRESS VENUE

The Inkosi Albert Luthuli International Convention Centre Complex is an events centre complex located in the city centre of Durban, KwaZulu-Natal. A focal point of Durban’s business district, the Durban International Convention Centre is a functional space in an aesthetic environment.

Contact: Londiwe Ngeamvu
Email: londiweng@icc.co.za
Telephone: 031 360 1361
Address: 45 Bram Fischer Road, Durban, 4001
Website: www.icc.co.za

CONTRIBUTIONS TOWARDS PROFESSIONAL EDUCATION

The SAOA, together with the Trade, have a shared responsibility to secure the future of musculoskeletal care in our country. As strategic partners in this endeavour the following grant opportunities are available for the 2019 Combined Orthopaedic Congress:

SUPPORT TOWARDS INTERNATIONAL SPEAKER TRAVEL COSTS

The academic program at the Combined Orthopaedic Congress is of utmost importance to the organising committees and attendees. Invited speakers will present at the Combined Orthopaedic Congress, host sessions for sub-speciality group specific attendance/networking and where applicable, be available to host Trade sponsored workshops.

DELEGATE ATTENDANCE GRANTS

In accordance with the “Medical device code of ethical marketing and business practice” provisions relating to direct sponsorship of healthcare professional attendance at independent medical education events, the SAOA will be accepting delegate attendance grants for the 2019 Combined Orthopaedic Congress.

EXHIBITOR BADGES

The cost of a stand includes 2 exhibitor badges. 2 x Additional badges may be purchased per stand. The cost of an additional exhibitor badge is R 6 100.00 ex VAT.

Daily exhibitor badges may be purchased for a specific day at a cost of R 3 150.00 ex VAT per badge per day.

Additional badges can be purchased online with your stand booking, or you can email Colette Diamond on diamond@icesolution.co.za your requirements in this regard and you will be invoiced accordingly.

CONGRESS & EXHIBITION OPENING HOURS:

(Subject to the confirmation of the scientific program and subject to change)

EXHIBITION OPENING HOURS:

MONDAY 2 SEPTEMBER 2019 – 06h30 – 18h00
TUESDAY 3 SEPTEMBER 2019 – 06h30 – 18h00
WEDNESDAY 4 SEPTEMBER 2019 – 06h30 – 18h00
THURSDAY 5 SEPTEMBER 2019 – 06h30 - +17h00 (pending final tea time)

As this is the One Meeting in One Week where you have an opportunity to interact with all the delegates from all the orthopaedic sub speciality groups, the trade hall will be opening at 06h30 daily so that you can catch the delegates before the academic programme starts. The afternoon tea breaks will end at 16h00 daily but there are many activities planned for the late afternoon and early evenings in and around the trade hall. We suggest that you remain on your stand after the end of the tea breaks to interact with the delegates still in the trade hall.
ELECTRICITY / DB BOARD REQUIREMENTS

Each stand/s will be supplied with an electrical plug point (single phase 15 Amp) and one DB board per every 4 stands. Please do not overload your plug point. Please bring your own extensions and adaptors as these are not available to borrow or buy on site.

Should you need to arrange additional electricity supply please contact:

**GL Events - Caren Cloete**  
Tel: +27 (021 526 3200’  
Mob: +27 (083 215 8700)  
caren.cloete@gl-events.com

SECURITY

The SAOA will arrange security in the exhibition area for set up and exhibition days and nights for the duration of the congress. If you require any further security, it will be for your own account.

CLEANING

Extra cleaning personnel will do a once off clean on Monday from 05h00 – 06h00 and general aisle cleaning will be done throughout the congress. If you require additional cleaning services, this will be for your own account and can be arranged through the cleaning company directly. Please contact Colette Diamond should you require their details.

RIGGING:

Should you wish to find out more about rigging please contact Londiwe at the ICC on the details below:

Contact : Londiwe Ngcamu  
Email : londiweng@icc.co.za  
Telephone : 031 360 1361

Any costs incurred with regards rigging will be for your own account.

STORAGE

There are no storage facilities at the ICC. All goods need to arrive on set up days only. (ie. Saturday 31 August or Sunday 1 September) and removed by the end of the breakdown day.

No storage facilities will be permitted within the exhibition hall or behind the individual stands for safety reasons. Stands that require storage need to accommodate a storage area within their designated stand. (Lockable cupboards are advised for security purposes).
MONDAY 2 SEPTEMBER 2019

The Cocktail / Networking function will be held onsite at the ICC and promises to be an enjoyable evening catching up with friends and colleagues.

Cost: R 300 ex VAT per person

TUESDAY 3 SEPTEMBER 2019

Free evening

WEDNESDAY 4 SEPTEMBER 2019

This year’s Congress Banquet will be held at the Aquarium – this is always a great evening to catch up with colleagues and friends and to enjoy something different! Seating is limited so please book asap to confirm your attendance.

Cost: R 500 ex VAT per person

Tickets for the social events can be booked when you book your stand, or before 16 August 2019 (pending availability) by emailing Colette Diamond on diamond@icesolution.co.za

STAND CATERING:

This needs to be arranged directly with the ICC and all costs are for your own account. The ICC has their annual increase in July, thus the catering forms will only be sent out with the final trade announcement in July.

PLEASE NOTE THE FOLLOWING:

1. There is a DAILY surcharge of +- R 750.00 if you have a coffee machine or any beverages on your stand. This cost will be payable directly to the ICC

2. Permission will have to be granted by the ICC for any catering or refreshments on your stand. The aforementioned document will need to be sent to the ICC for approval. SAOA and ICE Solution cannot grant this permission.
TRADE WORKSHOPS
The 2019 Combined Congress programme has been structured in such a way to allow for ample opportunities to host workshops. Lunch breaks are longer in duration and do not compete with other meetings. Training workshops will be hosted at a Registrar and Consultant level. Please contact Colette Diamond on diamond@icesolution.co.za should you wish to host a workshop during the Congress.

HEALTH & SAFETY DOCUMENTS
All stand builders and contractors who work at the ICC have to be accredited and go through the ICC induction and accreditation procedure. Please see separate attachments from the ICC with the rules and regulations in this regard. These should be returned directly to the ICC.

SPONSORSHIP OPPORTUNITIES AVAILABLE
ALL SPONSORS WILL BE MENTIONED ON THE SAOA2019 FACEBOOK AND TWITTER PAGES!
All costs are excluding VAT

Details of each sponsorship are listed on the following pages. However, should you have other sponsorship ideas, please feel free to get in touch and discuss these with us!
<table>
<thead>
<tr>
<th>SPONSORSHIP OPPORTUNITY</th>
<th>NUMBER AVAILABLE</th>
<th>PRICE (ex VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality courtyard</td>
<td>1</td>
<td>R 250 000.00</td>
</tr>
<tr>
<td>Advertising in the delegate announcements</td>
<td>1 per announcement Unlimited</td>
<td>R 7 875.00 R 6 300.00</td>
</tr>
<tr>
<td>- Page 2 advert</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Inside page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing of academic program overview</td>
<td>1</td>
<td>R 12 500.00</td>
</tr>
<tr>
<td>Branding of registration area</td>
<td>1</td>
<td>R 26 500.00</td>
</tr>
<tr>
<td>Name badge &amp; lanyard sponsorship</td>
<td>1</td>
<td>R 52 500.00</td>
</tr>
<tr>
<td>Congress bags</td>
<td>1</td>
<td>Cost of bags only</td>
</tr>
<tr>
<td>Luggage tags (pending approval from bag sponsors)</td>
<td>1</td>
<td>R 8 000.00</td>
</tr>
<tr>
<td>Promotional literature in congress bags</td>
<td>Unlimited</td>
<td>R 8 000.00</td>
</tr>
<tr>
<td>Promotional flyers in congress halls</td>
<td>3 (Tues/Wed/Thurs)</td>
<td>R 8 000.00</td>
</tr>
<tr>
<td>Branded notepads &amp; pens</td>
<td>1</td>
<td>R 5 500.00</td>
</tr>
<tr>
<td>- In congress bags</td>
<td>5</td>
<td>R 5 500.00</td>
</tr>
<tr>
<td>- On desks in congress venues</td>
<td>(Mon/Tues/Wed/Thurs/Fri)</td>
<td>R 5 500.00</td>
</tr>
<tr>
<td>USB memory sticks with abstracts</td>
<td>1</td>
<td>R 5 500.00</td>
</tr>
<tr>
<td>Trade Passport Sponsorship</td>
<td>1</td>
<td>R 12 500.00</td>
</tr>
<tr>
<td>Branding rights of the coffee stations (per day)</td>
<td>4</td>
<td>R 16 600.00 R 10 500.00</td>
</tr>
<tr>
<td>- With branded cups and napkins</td>
<td>(Mon/ Tues / Wed / Thur)</td>
<td>R 10 500.00</td>
</tr>
<tr>
<td>- Without branded cups and napkins</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branding of plenary venue and lectern</td>
<td>1</td>
<td>R 21 000.00</td>
</tr>
<tr>
<td>Branding of one of the parallel venues and lectern</td>
<td>4 (Per venue for duration)</td>
<td>R 10 500.00</td>
</tr>
<tr>
<td>Visual advert in the plenary venue</td>
<td>Unlimited</td>
<td>R 10 500.00</td>
</tr>
<tr>
<td>Visual adverts in one of the parallel venues</td>
<td>Unlimited</td>
<td>R 8 000.00</td>
</tr>
<tr>
<td>Full sponsorship of the congress mobi app</td>
<td>1</td>
<td>R 75 000.00</td>
</tr>
<tr>
<td>Co-Sponsorship of the congress mobi app</td>
<td>Unlimited</td>
<td>R 26 000.00</td>
</tr>
<tr>
<td>Branding of YouTube links of presentations</td>
<td>1</td>
<td>R 15 000.00</td>
</tr>
<tr>
<td>ePoster Sponsorship</td>
<td>1</td>
<td>R 27 000.00</td>
</tr>
<tr>
<td>Attendee email confirmation</td>
<td>3</td>
<td>R 10 500.00</td>
</tr>
<tr>
<td>eBlast</td>
<td>5</td>
<td>R 10 500.00</td>
</tr>
<tr>
<td>Opening network event</td>
<td>1</td>
<td>R 31 500.00</td>
</tr>
<tr>
<td>Congress banquet</td>
<td>1</td>
<td>On request</td>
</tr>
<tr>
<td>Speaker Prep Room</td>
<td>1</td>
<td>R 10 000.00</td>
</tr>
</tbody>
</table>
1. **HOSPITALITY COURTYARD**

This is an opportunity to create a hospitality area in the North Courtyard area of the ICC.

- This area is centrally located between the registration area, the plenary venue, the parallel venues and the trade hall.
- The cost is for the space rental only. You have the option to cover the area with a marquee and set up and brand this area as you like.
- This area may be used as a hospitality area, but no product displays may be placed in this area, and no training may take place in this area.

2. **ADVERTS IN DELEGATE ANNOUNCEMENTS**

- Exhibitors may place adverts in the 3 delegate announcements which are emailed in a PDF format to the delegates.
  - Advert specifications:
    - A4 portrait
    - 300 dpi jpeg or pdf
    - 3mm bleed
    - 20mm safe area
- Should you wish to book this area you can select if you want to use it on Friday 6 September as well. (The main trade hall closes on Thursday 5 September)
- Friday sessions will be focussed on Foot and Ankle surgeons and lectures what will allow delegates to get their ethics points.
- Catering for the area must be supplied by the ICC
- We suggest a site visit to ensure that this area is suitable and how best to optimise the space.
SPONSORSHIP OPPORTUNITIES AVAILABLE

3. PRINTING OF THE ACADEMIC PROGRAMME OVERVIEW
   • The SAOA has this year decided not to print an overview of the full program, but rather a one-page document of an overview of the congress.
   • This page can be printed double sided with your branding on the back.
   • Minimum quantity of 700 will be required.
   • Cost of design and printing is the responsibility of the sponsor.
   • The sponsor will be responsible for delivering the items to the congress venue on a stipulated date.
   • Specification and approval will be required by the organising committee.

4. BRANDING OF REGISTRATION AREA
   • This is the opportunity to brand both the main registration area at the ICC from Sunday 1 September – Thursday 5 September.
   • The cost of the sponsorship is purely for the branding rights - all costs of branding are for your own account.
   • The branding opportunity is for the all the red fabric areas on the pictures below.
   • The monitors at the top will be used for the A-Z of registration for delegates.
   • A site inspection is advised to determine exact requirements & permutations.

5. NAME BADGE & LANYARD SPONSORSHIP
   • Name badges are worn by all delegates and accompanying persons.
   • The name badge will include your company logo, name and surname of delegate and all badges are colour coded to differentiate between categories of delegates.
   • Sponsoring the lanyards, provides you with 100% certainty than your company name will be seen and remembered by every visitor.
   • Each delegate will wear the name badge with your lanyard around their neck for the duration of the event, making your company name and brand top-of-mind – for all congress attendees.
   • To facilitate the RFID tracking disks we request that lanyards have a facility for this disk as per the graphic below.
   • As name badges are printed single sided lanyards are required to have 2 hooks to ensure that name badges do not flip over.
6. CONFERENCE BAGS

• A minimum of 500 delegate bags are to be supplied by the sponsor.
• All bags are subject to the approval of the organising committee
• The sponsor will be responsible for delivering the bags to the congress venue on a stipulated date.

7. LUGGAGE TAGS

• As all conference bags look the same this is an excellent opportunity for you to supply branded luggage tags, so that delegates can write their names onto the tags
• 500 units will be required.
• Luggage tags are subject to the approval of the organising committee
• The sponsor will be responsible for delivering the tags to the congress venue on a stipulated date.
• This sponsorship will also have to be approved by the sponsor of the congress bags.
• Please discuss this with Colette at ICE Solution should you be interested.

8. PROMOTIONAL LITERATURE FOR CONGRESS BAGS

• Promotional literature can be placed in the Congress bags. A4 or A5 flyers or memory sticks may be placed in the bags – all this material needs to be delivered to the venue on Friday 30 August 2019 to be included in the congress bags.

9. PROMOTIONAL FLYERS IN CONGRESS HALLS

• Flyers will be laid out at each seat on one morning. This is available for the Tuesday, Wednesday and Thursday only (not for the congress opening). This opportunity is open to one company per day. Selection of days is on a first come, first serve basis.
• 1500 flyers will be required, and these will be placed in all 5 the congress venues on the selected day.
• The sponsor will be responsible for delivering the flyers to the congress venue on a stipulated date.
10. **BRANDED NOTE PADS AND PENS**

- There are various options available to sponsor note pads and pens:
  
a. The opportunity to place a note pad and pen, with your company branding in the conference bag for all delegates
   
i. A minimum of 500 notepads and pens are to be required
   
ii. One opportunity available
  
b. The opportunity to place note pads and pens at each seat within the conference rooms on a specific day (ie Monday/Tuesday/Wednesday/Thursday/Friday)
   
i. Should you wish to have your products placed in all venues (plenary and 4 parallel venues) 1500 units will be required. Should you wish to only place in the plenary venue 500 units will be required.
   
ii. For Friday 6 September 500 units will be required as less venues are being used.
   
iii. One opportunity available per day

11. **USB / MEMORY STICKS WITH ABSTRACTS**

- This is an excellent opportunity to attract delegates to your stand. Each delegate will be given a voucher at registration to collect the USB from your stand.

- The sponsor will be responsible to provide a minimum of 500 memory sticks.

- The sponsor will be responsible for supplying the vouchers will be handed out at the registration desk

- It will be the responsibility of the sponsor to have the abstract book (less than 4 gigs) copied onto the memory sticks.

- Items are subject to organising committee approval.

12. **TRADE PASSPORT – PRINTING AND BRANDING**

At the request of the trade we are reintroducing the Trade Passport.

- Each delegate will receive a passport in their name badge.

- Exhibiting companies have an option to participate in this initiative. Delegates then visit each participating company's stand and get a stamp from that specific stand in their passport. Each delegate needs to have a full passport at the end of the meeting to qualify for a lucky draw at participating companies for a prize.

- Delegates will hand in their completed passport at the sponsoring company's stand. The congress organiser will assist with the lucky draw, participating companies can each offer a prize of not more than R1000.00 for the lucky draw. This will encourage stand traffic at the participating stands as well as the sponsoring stand, which will see delegates again at their stand when handing in the passports.

- Sponsorship excludes printing and delivery to the congress venue. No prizes are included and the prize is entirely up to the participating companies' discretion. The sponsoring company logo and advertisement will appear on the printed passport.

- Minimum of 500 passports are required
**SPONSORSHIP OPPORTUNITIES AVAILABLE**

**13. BRANDING RIGHTS OF TEA AND COFFEE STATIONS AND CATERING STATIONS**

- This sponsorship option is to brand the coffee stations and catering stations for one day of the congress.
- The sponsorship cost includes:
  - 1000 disposable coffee cups with your one colour logo.
  - 1000 napkins with your logo.
- Should you wish to provide your own cups and napkins, the cost will be reduced. Please refer to the table with costs.

**14. BRANDING OF IN PLENARY VENUE AND LECTERN**

- There will be a plasma screen lectern on the stage of the venue. This opportunity is to have your logo on the screen for the duration of congress.
- You will be required to provide the graphic you wish to show on the screen in the required format.
- You will be allowed to place 1 banner at the entrance to the venue.
  - Branding to be provided by sponsor – will consist of a self-standing vertical banner (maximum height 2m)
- You will be allowed to place 2 banners at either side of the speakers’ platform / stage
  - Branding to be provided by sponsor – will consist of 2 x self-standing vertical banners (maximum height 2m)

**15. BRANDING OF PARALLEL VENUES AND LECTERN**

- There will be a plasma screen lectern at the front of each venue. This opportunity is to have your logo on the screen for the duration of congress.
- You will be required to provide the graphic you wish to show on the screen in the required format.
- You will select which venue you wish based on the programme of which presentations happen in which venue.
- You will be allowed to place 1 banner at the entrance to the venue.
  - Branding to be provided by sponsor – will consist of a self-standing vertical banner (maximum height 2m)
- You will be allowed to place 2 banners at either side of the speakers’ platform / stage
  - Branding to be provided by sponsor – will consist of a self-standing vertical banner (maximum height 2m)

**16. VISUAL ADVERT IN THE PLENARY VENUE**

- The sponsor will be able to place a visual advert or announcement on the main screen in the plenary venue.
- This will be shown prior to tea breaks and lunch breaks and when delegates leave and return to the venue.
- This option does not provide exclusivity to one sponsor. All sponsor adverts will be shown at various times throughout the duration of the congress.
17. **VISUAL ADVERT IN A PARALLEL VENUE**

- The sponsor will be able to place a visual advert or announcement on the main screen in one of the parallel venues.
- This will be shown prior to tea breaks and lunch breaks and when delegates leave and return to the venue.
- This option does not provide exclusivity to one sponsor. All sponsor adverts will be shown at various times throughout the duration of the congress.
- You will select which venue you wish based on the programme of which presentations happen in which venue.

18. **SPONSORSHIP OF THE CONGRESS MOBI APP**

The congress mobi app has become very popular and in 2018 received more than 29 000 hits, and 616 unique visitors.

The mobi app will be accessible on all devices and this site will have the most up to date congress information/ programme available, and any new information will be loaded on the site. All congress delegates will be sent the link to the mobi website for quick congress access.

There will be no congress book printed with general information and all this information will only be available on the mobi app, and this will be the only place to find the latest program, as there will also be no printed program.

- For a full report of the analytics of the mobi app for 2018, please contact ICE Solution.
- Your logo with click throughs to your website can be placed on each page of the mobi app.
- The YouTube links to the presentations are also placed on the mobi app after the congress, so your advertising does not end on the day of the congress.
- There is an option to have full branding rights on the mobi app, or shared rights and Your logo/ advert will appear on various pages of the app with a link to your website.
- Specification and approval will be required by the organising committee for the above.
19. BRANDING OF YOUTUBE LINKS OF PRESENTATIONS

After the congress, all the presentations which are allowed to be made public, are placed on the SAOA YouTube channel for delegates to view after the event. This is an opportunity for your to place your company logo on this page.

20. E-POSTER SPONSORSHIP

- All e-poster submissions will be shown on LED screens in the main trade hall or main foyer (pending available space in the trade hall)
- This sponsorship includes your branding on the landing pages of the e-poster presentations and a slide of your logo/branding placed between every 5th poster.
- You may put up 2 x pull up banners next to the screens.
- Your company name will appear on the daily announcements each day e.g: please remember to view the e-posters, sponsored by XYZ company.

21. ATTENDEE EMAIL CONFIRMATIONS

- All pre-registered delegates receive confirmation of their registration via email.
- The sponsorship includes your company logo and a hyperlink to your website on all registration emails sent out
- 3 x Sponsorships are available
22. eBLAST

- This option is only available to attending exhibitors and sponsors.
- Copy will have to be approved by the congress committee.
- Only congress related information is allowed.
- Your logo and link to your website is included in the email.

23. OPENING NETWORKING EVENT

The opening networking cocktail party will be held in the main foyer of the ICC on Monday 2 September 2019. Please contact ICE Solution if you are interested in sponsoring this event.

24. CONGRESS BANQUET

The gala dinner will be held at uShaka Marine work on Wednesday 4 September. Please contact ICE Solution if you are interested in sponsoring this event.

25. SPONSORSHIP OF THE SPEAKER PREP ROOM

- You will be allowed to put up 2 banners at the entrance to the speaker prep room (Boardroom 23 on the upper level of the ICC)
- Your logo will be used as the screen savers on the PC’s where speakers load their presentations

CONTACT PERSON FOR QUERIES

Trade / Sponsorship & Exhibitions
Colette Diamond
+27 83 788 0010 – diamond@icesolution.co.za

SAOA CHIEF EXECUTIVE OFFICER

Sara Mather
Email: sara@saoa.org.za
+27 83 459 8967

CHAIRMAN OF THE SAOA CONGRESS COMMITTEE

Dr Ian Stead - iwstead@gmail.com
### Hilton Durban

**Booking ref and link**

[bit.ly/2HosoLm](bit.ly/2HosoLm)

**Contact person:** Carmel Daniels  
**Tel:** 27 31 336 8100  
**Email:** carmel.daniels@hilton.com  
**Website:** [www.durban.hilton.com](http://www.durban.hilton.com)

**Rates:**
- King Guestroom (R1 950.00 / R2 400.00)
- Twin Guestroom (R1 950.00 / R2 400.00)
- King Deluxe Room (R2 600.00 / R3 050.00)
- King Executive Room (R2 950.00 / R3 400.00)

Release dates apply from June with final Release Date being 01 August 2019

### City Lodge

**Booking ref**

SAOA 2019 (no booking link)

**Contact person:** Buyi  
**Tel:** +27 31 332 1447  
**Email:** cldurb.resv@clhg.com  
**Website:** [www.clhg.com](http://www.clhg.com)

**Rates:**
- Single occupancy – R1353.40 per room per night – room only
- Double Occupancy – R1595.80 per room per night – room only

Breakfast is available at a cost of R175 per person per day

Rates include VAT and tourism levy  
Release date: 2 August 2019 (one month before)

### Southern Sun Elangeni Maharani

**Booking ref and link**

[bit.ly/2R5szKM](bit.ly/2R5szKM)

**Contact person:** Siphelele Zulu  
**Tel:** 031 337 3341  
**Email:** Siphelele.Zulu@tsogosun.com  
**Website:** [https://www.tsogosun.com/southern-sun-elangeni-maharani](https://www.tsogosun.com/southern-sun-elangeni-maharani)

**Rates:** Single R1,915.00 / R2190.00 sharing per night

**Includes:** Breakfast and VAT

**Excludes:** tourism levy & parking

Release dates: apply from June with final Release Date being 01 August 2019

Policies: Full prepayment required at time of making reservation and Reservations cancelled within 29 days prior arrival a 100% full cancellation fee will apply
For accommodation queries please contact Sam - sam@icesolution.co.za