

CIPFA In Wales Application Form

Stand Space

Preferred site

1st Choice:	2nd Choice:
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Cost of stand is £695 + VAT

£

Sponsorship

Preferred item

1st Choice	£
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2nd Choice	£
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Annual Dinner - Thursday 18 November

Cost of ticket £60 each + VAT

£

Total £

VAT number: GB 627 3907 25

VAT £

TOTAL AMOUNT TO BE INVOICED

£

Workshop

Preferred Topic:

£1,500 + VAT

Total £

VAT number: GB 627 3907 25

VAT £

TOTAL AMOUNT TO BE INVOICED

£

Company Details

Company Name:

Contact Name:

Address:

Postcode:

Telephone:

Fax:

Email:

We hereby apply for space and/or sponsorship at the CIPFA in Wales Conference, 18 & 19 November 2004.

Signed by authorised person:

Date:

This form will constitute a confirmed booking for the event. No refund can be given for any subsequent cancellation for whatever reason, unless the stand or sponsored item is resold, in which case half of the total amount excluding VAT will be refunded.
Please complete and return this form to: Cynthia Godley, CIPFA, 3 Robert Street, London WC2N 6RL Tel: 020 7543 5749 Fax: 020 7543 5780



www.cipfa.org.uk



Registered office: 3 Robert Street, London WC2N 6RL Tel: 020 7543 5600 Fax: 020 7543 5867
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CIPFA IN WALES ANNUAL CONFERENCE

18 & 19 November 2004

Vale Hotel, Hensol, Vale of Glamorgan

AT THE HEART OF
PUBLIC SERVICES



CIPFA IN WALES ANNUAL CONFERENCE

Now in its fourth year, this Annual Conference attracts between 135 and 175 delegates, the majority of whom are influential senior finance professionals working within public sector organisations in Wales, especially local government, health, audit and central government.

This year the event is being held at the Vale Hotel in Hensol, Vale of Glamorgan on the 18 and 19 November. As last year, the conference will incorporate the CIPFA in Wales Annual Dinner on the evening of the 18 November at the conference hotel. Along with delegates and speakers, many local dignitaries and influential high profile professionals will also be invited to attend.

The Exhibition

The exhibition will be located in the Morgannwg Suite, which has been designated as the registration and breakout area during the event. All teas and coffees will be served in this area providing an excellent opportunity to make valuable contact with the delegates.

The cost includes:

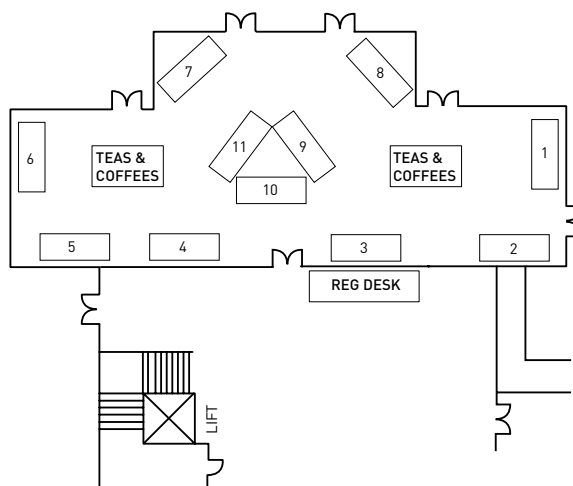
Space-only site of 3m x 1m

Two members of staff to man the stand (inc. lunches, teas, coffees).

Chairs, table and electrical supply.

Delegate list two weeks in advance of the conference

There will be an additional charge for attending the conference sessions and additional staff to man the stand.



£695 +VAT

Workshops

A two hour slot has been reserved in the Conference programme for workshop sessions on the afternoon of Thursday 18th November. Four individual one-hour sessions are planned to run concurrently and then be repeated thus enabling each delegate the opportunity of attending a maximum of two workshops.

Sponsorship of these workshops will provide a valuable opportunity to meet key decision makers in a receptive environment. Ideally, individual topics will be consistent with the overall conference theme of "Striving for Excellence" and the overall workshop programme will be determined to ensure sufficient appeal to the range of organisations from which delegates are drawn.

Expressions of interest to be submitted by the end of May 2004 and the final topics will be decided in June 2004. Sponsorship will secure two one-hour sessions of any one workshop.

Sponsorship

Sponsors of any of the items below will receive an acknowledgement in the conference pack and will be mentioned in the Chairman's opening and closing addresses, in addition to the benefits shown next to each item.

Conference Programme

£1,500 + VAT

Providing prominent and exclusive visibility of your organisation's involvement with this event. Company logo prominently displayed on the front cover of the programme, which is sent to at least 1,500 potential delegates 12-16 weeks before the conference.

Website sponsorship

£1,500 + VAT

A page is dedicated to the event within the CIPFA website to promote the Conference and encourage delegates to book on-line. This is an effective way of advertising your association with the event for six months prior to the event. Company logo prominently displayed on the Conference page.

Delegate Folders/Briefcase

£2,000 + VAT

Given to all delegates and speakers on arrival and contains essential information on the conference. Company logo displayed on the front cover along with a complimentary insert.

Notepads and Pens

£1,800 + VAT

Retained by delegates for use after the event, the notepads and pens will have the CIPFA in Wales logo and your company logo printed on both items.

Conference Lunches

£1,000 + VAT

Prominent acknowledgement within the Conference Programme and on the associated lunch menu cards. Price shown is per day.

Delegate Badges

£2,000 + VAT

Worn by all delegates, speakers and exhibitors throughout the 2-day event. The badges will also be used at all CIPFA in Wales's courses and conferences throughout the ensuing year

Stage Set and Related Equipment

£1,200 + VAT

Logo prominently displayed on the stage set in the main auditorium and on conference plasma screens between sessions.

Annual Dinner and Reception

£3,750 + VAT

Acknowledgement on the menu and 2 complimentary tickets for the dinner. Companies may sponsor both the dinner and the reception or just one of them. This is a black tie event. Tickets are also available for individual purchase (see booking form)

Delegate Pack Inserts

£100 + VAT

£200 +VAT

(exhibitor/sponsor) (non-exhibitor/sponsor)

Promote your company with your personalised message.