INVITATION TO TAKE PART

The International Hepatic-Pancreato-Biliary Association, The Asian-Pacific Hepato-Pancreato-Biliary Association (A-PHPBA) and the Australian and New Zealand Hepatic, Pancreatic & Biliary Association (ANZHPBA) are thrilled to host the 14th IHPBA World Congress in Melbourne, Australia from 21–24 September 2020 at the Melbourne Convention and Exhibition Centre.

The IHPBA World Congress brings together the world’s leading experts in hepatic, pancreatic and biliary disciplines to share the newest scientific advances and clinical innovations in the HPB sciences and to promote education and best practice and to improve patient care.

An excellent four-day scientific program will be complemented by social and networking opportunities, including the Welcome Reception which is hosted in the Exhibition Hall. Our industry partners are invited to attend all social events.

Melbourne, the home for IHPBA2020, is an international gateway to the rest of Australia. Melbourne is a vibrant, safe and lively city, and welcomes you warmly to IHPBA World Congress 2020.

COMMITTEE MEMBERS

Chairman

Professor Christopher Christophi
Head of the Hepatobiliary and Transplant Unit and Chairman of the Division of Surgery / Austin Hospital
President of A-PHPBA

Deputy Convenor

Professor Rob Padbury
Director of Surgery and Perioperative Medicine / Southern Adelaide Local Health Network, SA Health

IHPBA2020 Industry Liaison

Associate Professor Nicholas O’Rourke
Head of HPB surgery at Royal Brisbane Hospital

Dr Tom Wilson
Clinical Director of General & Digestive Surgery / Flinders Medical Centre
President of the ANZ HPBA

FAST FACTS

21-24 September 2020
Melbourne Convention and Exhibition Centre
3000 Attendees
www.ihpba2020.org
Email danny.perry@mci-group.com
for more information on partnership and exhibition sales opportunities.
+61 2 9213 4015
HOST BODIES

**International Hepatic-Pancreato-Biliary Association (IHPBA)**

With over 3,250 members from 105 countries, and 52 chapters, IHPBA is the global body for Hepatic-Pancreato-Biliary specialists.

**The Asian-Pacific Hepato-Pancreato-Biliary Association (A-PHPBA)**

As one of the most recognised organisations in its field, A-PHPBA represents both surgical and non-surgical specialists throughout Asia-Pacific region. Today, more than 500 active members create the energy of our society.

**Australian and New Zealand Hepatic, Pancreatic & Biliary Association (ANZHPBA)**

ANZHPBA has over 200 members who are dedicated to the growth and aims of the Association. With the support of the Host Body and the International Body, together they will bring you a successful IHPBA2020.

COMMITTEE MEMBERS

**IHPBA Executive Committee**

- **Professor Martin Smith**
  President
  University of Witwatersrand
  Johannesburg, South Africa

- **Dr William Jarnagin**
  Treasurer
  Memorial Sloan Kettering Cancer Centre
  New York, USA

- **Dr Elijah Dixon**
  Treasurer Elect
  University of Calgary
  Calgary, Canada

- **Professor Oscar Imventarza**
  Post President
  Hospital Dr Juan P Garrahan
  Buenos Aires, Argentina

- **Professor Norihiro Kokudo**
  President Elect
  University of Tokyo Hospital
  Tokyo, Japan

- **Professor Kevin Conlon**
  Secretary General
  Trinity College Dublin
  Dublin, Ireland

- **Professor Andre Montagnini**
  Universidade De Sao Paulo
  Sao Paulo, Brazil

- **Professor Kyung-Suk Suh**
  Seoul National University Hospital
  Seoul, Korea

- **Professor Roberto Troisi**
  Federico II University
  Naples, Italy

- **Professor Pierre Clavien**
  University Hospital Zurich
  Zurich, Switzerland

- **Professor Norihiro Kokudo**
  President Elect
  University of Tokyo Hospital
  Tokyo, Japan

- **Professor Kevin Conlon**
  Secretary General
  Trinity College Dublin
  Dublin, Ireland

- **Professor Andre Montagnini**
  Universidade De Sao Paulo
  Sao Paulo, Brazil

- **Professor Pierre Clavien**
  University Hospital Zurich
  Zurich, Switzerland

**Industry Sub-Committee**

- **Professor William Chapman**
  Washington University School of Medicine
  St Louis, USA

- **Professor Kyung-Suk Suh**
  Seoul National University Hospital
  Seoul, Korea

- **Associate Professor Thomas Aloia**
  MC Anderson Cancer Centre
  Houston, USA

- **Professor Roberta Troisi**
  Federico II University
  Naples, Italy

- **Professor Ande Montagnini**
  Universidade De Sao Paulo
  Sao Paulo, Brazil

- **Professor Dr Shailesh Shrikhande**
  Tata Memorial Centre
  Mumbai, India

- **Dr William Jarnagin**
  Treasurer
  Memorial Sloan Kettering Cancer Centre
  New York, USA

- **Professor Kees Dejong**
  Secretary General Elect
  Maastricht University Medical Centre
  Maastricht, Netherlands

- **Dr Shailesh Shrikhande**
  Scientific Program Committee Chairman
  Tata Memorial Centre
  Mumbai, India

**GENERAL INFORMATION**

- **Department of Surgery**
  Maastricht University Medical Center
  Visiting address:
  P. Debyelaan 25
  PO Box 5800
  6202AZ Maastricht
  The Netherlands
  Tel: +31-43-3877489
  Fax: +31-43-3875473
  chc.dejong@mumc.nl

- **Date of birth:**
  14-01-1962

- **Current position:**
  Professor of HepatoPancreatoBiliary Surgery
  Head of Section Gastrointestinal and Oncologic Surgery,
  Department of Surgery

- **Fields of Expertise:**
  Metabolism, liver surgery, liver failure, perioperative care, surgical training

- **QUALIFICATIONS:**
  (diplomas, degrees)
  - MD
  - PhD
  - FEBS
  - FRCSEd (ad hom)
  - General Surgeon
  - Professor of Surgery

- **CAREER:**
  Kees Dejong trained in Surgery at Maastricht University Medical Center in Maastricht, the Netherlands. He finished his surgical training in 1997. From 1998 until 2000 he worked as a Senior Lecturer and Consultant Surgeon at the Department of Surgery, Royal Infirmary of Edinburgh, Scotland. In 2000, he was appointed consultant surgeon at Maastricht University Medical Center in Maastricht. His clinical focus is on hepatopancreatobiliary surgery and on enhancing recovery after surgery; he was a co-founder of the ERAS Society (www.erassociety.org). His research interests are on metabolism in relation to liver dysfunction, and on improving clinical outcomes. He currently is vice-chairman of the Dutch Society of Gastroenterology and Secretary General of the European-African HepatoPancreatoBiliary Association, immediate past-IHPBA Executive Committee and IHPBA2020 Partnership Prospectus
DELEGATE DEMOGRAPHICS

3,000 delegates

<table>
<thead>
<tr>
<th>Category</th>
<th>Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatic, Pancreatic &amp; Biliary Specialists</td>
<td>1,200</td>
</tr>
<tr>
<td>Resident / Trainee Fellows</td>
<td>810</td>
</tr>
<tr>
<td>Allied Health Professionals</td>
<td>690</td>
</tr>
<tr>
<td>General surgeons</td>
<td>300</td>
</tr>
<tr>
<td>Gastro</td>
<td></td>
</tr>
<tr>
<td>Oncologists</td>
<td></td>
</tr>
<tr>
<td>Nurse practitioners</td>
<td></td>
</tr>
<tr>
<td>Radiologists</td>
<td></td>
</tr>
</tbody>
</table>

Geographic breakdown

<table>
<thead>
<tr>
<th>Region</th>
<th>Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asia</td>
<td>1,200</td>
</tr>
<tr>
<td>Europe, Africa and Middle East</td>
<td>810</td>
</tr>
<tr>
<td>North and South America</td>
<td>690</td>
</tr>
<tr>
<td>Australia and New Zealand</td>
<td>300</td>
</tr>
</tbody>
</table>
PAST IHPBA STATISTICS

Attendance across the last 6 IHPBA World Congresses

- 2010: Buenos Aires, 1,463 delegates
- 2012: Paris, 1,800 delegates
- 2014: Seoul, 1,871 delegates
- 2016: Sao Paulo, 1,945 delegates
- 2018: Geneva, 2,959 delegates

Top 15 Countries represented at IHPBA World Congress 2018 (Geneva)

- Japan
- Switzerland
- UK
- Netherlands
- India
- Germany
- Brazil
- Singapore
- China
- USA
- South Korea
- Italy
- France
- Spain
- Australia

IHPBA World Congress 2018 (Geneva) delegates by primary speciality

- General HPB: 53%
- Gall Bladder and Biliary Surgery: 4%
- Liver Surgery: 17%
- Pancreas Surgery: 12%
- Transplantation: 7%
- Interventional Radiology: 1%
- Hepatology: 2%
- Research: 3%
- Allied Health: 2%
CONFERENCE PROGRAM

IHPBA2020 will offer a scientific program highlighting the latest medical and scientific advances in basic and clinical research as well as practice in the field of hepato-pancreato-biliary.

PROPOSED TOPICS AT IHPBA2020 INCLUDE:

- Liver
- Pancreas
- Biliary
- General HPB
- Transplantation
- Controversies in HPB surgery
- Professional development
- Robotics and other technologies
- The application of molecular biology to HPB disorders
- Regional therapies in liver malignancy
- Common bile duct exploration

PRELIMINARY CONFERENCE PROGRAM

<table>
<thead>
<tr>
<th>Saturday 19 September</th>
<th>Sunday 20 September</th>
<th>Monday 21 September</th>
<th>Tuesday 22 September</th>
<th>Wednesday 23 September</th>
<th>Thursday 24 September</th>
<th>Friday 25 September</th>
</tr>
</thead>
<tbody>
<tr>
<td>0745</td>
<td></td>
<td>Registration</td>
<td>Plenary</td>
<td>Plenary</td>
<td>Plenary</td>
<td></td>
</tr>
<tr>
<td>0830</td>
<td></td>
<td>Consensus Meeting</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
<td>Coffee Break</td>
<td></td>
</tr>
<tr>
<td>0900</td>
<td></td>
<td></td>
<td>Parallel Sessions</td>
<td>Parallel Sessions</td>
<td>Parallel Sessions</td>
<td>Industry Organised</td>
</tr>
<tr>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Post Event Workshops</td>
</tr>
<tr>
<td>1100</td>
<td></td>
<td>Lunch Break</td>
<td>Parallel Lunch</td>
<td>Parallel Lunch</td>
<td>Parallel Lunch</td>
<td></td>
</tr>
<tr>
<td>1200</td>
<td></td>
<td></td>
<td>Symposums</td>
<td>Symposums</td>
<td>Symposums</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td></td>
<td>Post Graduate</td>
<td></td>
<td></td>
<td></td>
<td>Industry Organised</td>
</tr>
<tr>
<td>1400</td>
<td></td>
<td>Programs and</td>
<td></td>
<td></td>
<td></td>
<td>Post Event Workshops</td>
</tr>
<tr>
<td>1500</td>
<td></td>
<td>Workshops</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1600</td>
<td></td>
<td>Coffee Break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1700</td>
<td></td>
<td>Opening Ceremony</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1800</td>
<td></td>
<td>Parallel Evening</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1900</td>
<td></td>
<td>Symposums</td>
<td></td>
<td></td>
<td></td>
<td>Gala Dinner</td>
</tr>
</tbody>
</table>

**Draft program subject to change**
PARTNERSHIP LEVELS

DIAMOND PARTNER

USD200,000

- One Lunch Symposium in Plenary Theatre (900 Pax) on Day 1 or 2 (Subject to availability)
- One Lunch Symposium in 400 Pax Room on Day 1 or 2 (Subject to availability)
- One Evening Symposium in 400 Pax Room on Day 1 or 2 (Subject to availability)
- 54m² of exhibition space
- USD60,000 to spend on branding and marketing entitlements (please see page 11-12)
- Ownership of 20 pax meeting room for the duration of congress
- Acknowledgement as a sponsor from this category in the below congress branding
  - EDMs, congress website, event app, promotional leaflets, intersession slides at congress and on generic signage at congress
- Five (5) complimentary e-brochure in the congress app
- Two (2) email sent to all registered IHPBA 2020 delegates
- 20 full congress registrations
- 10 exhibitor registrations

PREMIER PARTNER

USD130,000

- One Lunch Symposium in a 400 Pax Room on Day 1 or 2 (Subject to availability)
- One Lunch Symposium in 400-900 Pax Room on Day 3 (Subject to availability)
- 36m² of exhibition space
- USD40,000 to spend on branding and marketing entitlements (please see page 11-12)
- Acknowledgement as a sponsor from this category in the below congress branding
  - EDMs, congress website, event app, promotional leaflets, intersession slides at congress and on generic signage at congress
  - Three (3) complimentary e-brochure in the congress app
- One (1) email sent to all registered IHPBA 2020 delegates
- 15 full congress registrations
- 8 exhibitor registrations
### Partnership Structure

**Major Partner**
- USD 100,000
- **USD 45,000** to spend on audience engagement entitlements (please see page 9-10)
- **27m²** of exhibition space
- **USD 30,000** to spend on branding and marketing entitlements (please see page 11-12)
- Acknowledgement as a sponsor from this category in the below congress branding
  - EDMs, congress website, event app, promotional leaflets, intersession slides at congress and on generic signage at congress
- One (1) complimentary e-brochure in the congress app
- 10 full congress registrations
- 6 exhibitor registrations

**Supporting Partner**
- USD 70,000
- **USD 25,000** to spend on audience engagement entitlements (please see page 9-10)
- **18m²** of exhibition space
- **USD 25,000** to spend on branding and marketing entitlements (please see page 11-12)
- Acknowledgement as a sponsor from this category in the below congress branding
  - EDMs, congress website, event app, promotional leaflets, intersession slides at congress and on generic signage at congress
- 8 full congress registrations
- 4 exhibitor registrations

**Primary Partner**
- USD 50,000
- **USD 15,000** to spend on audience engagement entitlements (please see page 9-10)
- **18m²** of exhibition space
- **USD 15,000** to spend on branding and marketing entitlements (please see page 11-12)
- Acknowledgement as a sponsor from this category in the below congress branding
  - EDMs, congress website, event app, promotional leaflets, intersession slides at congress and on generic signage at congress
- 6 full congress registrations
- 4 exhibitor registrations
# Audience Engagement Entitlements

## Audience Engagement

<table>
<thead>
<tr>
<th>Lunch Symposium</th>
<th>1 hour lunch symposium. Includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Room and basic AV</td>
</tr>
<tr>
<td></td>
<td>• Acknowledgement on IHPBA2020 website</td>
</tr>
<tr>
<td></td>
<td>• Signage advertising the symposium</td>
</tr>
<tr>
<td></td>
<td>• Use of IHPBA2020 logo on symposium invitation</td>
</tr>
<tr>
<td></td>
<td>• Opportunity to brand door signage and projection in the room upon delegate entry</td>
</tr>
<tr>
<td></td>
<td>• Symposium program on congress website</td>
</tr>
<tr>
<td></td>
<td>• Display table at entrance of meeting room</td>
</tr>
<tr>
<td></td>
<td>• Room capacity is based on theatre style</td>
</tr>
<tr>
<td></td>
<td>• Lunch box catering provided</td>
</tr>
</tbody>
</table>

- **400 pax room**
  - Day 1/2 - USD45,000
  - Day 3 - USD25,000
  - Available to only Supporting Partner and above

- **200 pax room**
  - Day 1/2 - USD25,000
  - Day 3 - USD15,000
  - Available to only Primary Partner and above

<table>
<thead>
<tr>
<th>Evening Symposium</th>
<th>1 hour evening symposium. Symposium to begin after congress program concludes for the day. Includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Room and basic AV</td>
</tr>
<tr>
<td></td>
<td>• Signage advertising the symposium</td>
</tr>
<tr>
<td></td>
<td>• Use of IHPBA2020 logo on symposium invitation</td>
</tr>
<tr>
<td></td>
<td>• Opportunity to brand door signage and projection in the room upon delegate entry</td>
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<tr>
<td></td>
<td>• Display table at entrance of meeting room</td>
</tr>
<tr>
<td></td>
<td>• Room capacity is based on theatre style</td>
</tr>
<tr>
<td></td>
<td>• Catering costs to be covered by sponsor</td>
</tr>
</tbody>
</table>

- **900 pax room**
  - USD20,000

- **400 pax room**
  - USD15,000

- **200 pax room**
  - USD10,000

<table>
<thead>
<tr>
<th>Post Event Workshop</th>
<th>Post event full-day workshop promoted as part of the event program. Includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Room and basic AV included</td>
</tr>
<tr>
<td></td>
<td>• Signage advertising the workshop</td>
</tr>
<tr>
<td></td>
<td>• Use of IHPBA2020 logo on workshop invitation</td>
</tr>
<tr>
<td></td>
<td>• Opportunity to brand door signage and projection in the room upon delegate entry</td>
</tr>
<tr>
<td></td>
<td>• Workshop program on congress website</td>
</tr>
<tr>
<td></td>
<td>• Display table at entrance of meeting room</td>
</tr>
<tr>
<td></td>
<td>• Catering costs to be covered by sponsor</td>
</tr>
</tbody>
</table>

- **200 pax room**
  - USD30,000
## BRANDING AND MARKETING ENTITLEMENTS

### BRAND EXPOSURE

<table>
<thead>
<tr>
<th>Brand Name</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lanyard Sponsor</strong></td>
<td>Branding on Lanyard alongside IHPBA2020 branding. Acknowledgement onsite and online as a congress partner.</td>
<td><strong>USD35,000</strong></td>
</tr>
<tr>
<td><strong>Pocket Program Sponsor</strong></td>
<td>Branding on the IHPBA2020 Pocket Program. Acknowledgement onsite and online as a congress partner.</td>
<td><strong>USD20,000</strong></td>
</tr>
<tr>
<td><strong>Congress Mobile App Sponsor</strong></td>
<td>Branding on the welcome page of the Official Event App, Four (4) pop-up notifications during the congress as promotion of your organisation. Acknowledgement onsite and online as a congress partner. Content and timing of notifications subject to approval prior to the congress.</td>
<td><strong>USD30,000</strong></td>
</tr>
<tr>
<td><strong>Wi-Fi Sponsor</strong></td>
<td>Branding on the Wi-Fi Welcome Page. Acknowledgement onsite and online as a congress partner.</td>
<td><strong>USD15,000</strong></td>
</tr>
<tr>
<td><strong>E-Poster Area Sponsor</strong></td>
<td>Branding throughout the E-Poster Area through floor decals and printed signage. Acknowledgement onsite and online as a congress partner. Final branding design and location at discretion of congress management.</td>
<td><strong>USD25,000</strong></td>
</tr>
<tr>
<td><strong>Charging Zone Sponsor</strong></td>
<td>Branding on the Event Charging Zones. Zones will be available in the exhibition. Acknowledgement onsite and online as a congress partner. 3 available.</td>
<td><strong>USD15,000</strong></td>
</tr>
<tr>
<td><strong>Barista Zone Sponsor</strong></td>
<td>Branding on the Event Barista Zone through floor decals and signage around the zone and where possible on the cart. Acknowledgement onsite and online as a congress partner. Includes one zone, barista/service staff and complete coffee/tea service open for all delegates during the catering hours. Branded cups can be provided at the expense of the sponsor. The cups are to adhere to the congress sustainability values.</td>
<td><strong>SOLD</strong></td>
</tr>
<tr>
<td><strong>Registration Desk Sponsor</strong></td>
<td>Branding on or next to the Event Registration Desk. Acknowledgement onsite and online as a congress partner. Final position and design at discretion of congress management.</td>
<td><strong>USD25,000</strong></td>
</tr>
<tr>
<td><strong>Catering Zone Sponsor</strong></td>
<td>Branding of the Event Catering Zone through floor decals and signage around the zone and where possible within the dedicated zone. Acknowledgement onsite and online as a congress partner. Additional branding can be supplied by the sponsor at discretion of congress management.</td>
<td><strong>USD20,000</strong></td>
</tr>
</tbody>
</table>
### BRANDING AND MARKETING ENTITLEMENTS

| Water Station Partner | Branding of the Event Water Stations through floor decals and branding on stations where possible with approval from venue  
Acknowledgement onsite and online as a congress partner. | USD5,000 | 3 available |
|------------------------|--------------------------------------------------------------------------------------------------|---------|-----------|
| Column wrap in registration area | Opportunity to provide branding on a column that is positioned in a high traffic area within the registration area  
Specifications: 2570mm width | 1x column | USD10,000 |
|                         |                                                                                                   | 2x columns | USD15,000 |
| Column wrap in front of main plenary room entrance | Opportunity to provide branding on a column that is positioned in a high traffic area in front of the main plenary room entrance  
Specifications: 2570mm width | USD8,000 | 3 available |
| Overhead banners | Opportunity to provide your branding on highly visible overhead banners within the venue, two positions are available  
Ground floor and level one visibility  
Exhibition entry and exit visibility  
Specifications: 2600mm x 4000mm | USD10,000 | 1 available in each location |
| Main foyer glass panels | Opportunity to provide your branding on a glass panel in the main foyer of the convention  
Specifications: 1920mm x 2600mm | USD10,000 | 2 available |
| Exhibition entry Bulkhead | Opportunity to provide your branding on the exhibition entry bulkhead.  
Specifications: 6500mm x 1850mm | USD30,000 | Exclusive |

### MARKETING EXPOSURE

| Electronic Newsletter | One email sent to all registered IHPBA2020 delegates.  
Email will be distributed through the IHPBA2020 mailing system with content created by the sponsor. | USD2,000 | 4 available |
|-----------------------|--------------------------------------------------------------------------------------------------|---------|-----------|
| Social Media | Opportunity to provide content for 2 social media posts pre-event.  
Posts will be distributed through the IHPBA2020 marketing committee. | USD2,000 | 5 sold  
5 available |
| Website Banner | Opportunity to provide a banner on the IHPBA2020 Website. | USD5,000 | 2 available |
| E-brochure insert in electronic satchel | Opportunity to include a e-brochure in the electronic satchel on the app. | USD2,000 | 15 available |
## EXHIBITION

### Exhibition floor space

<table>
<thead>
<tr>
<th>Description</th>
<th>USD1,000 per m² (minimum size 6m²)</th>
</tr>
</thead>
</table>

### Exhibition shell scheme

<table>
<thead>
<tr>
<th>Description</th>
<th>USD1,200 per m² (size 6m²-18m²)</th>
</tr>
</thead>
</table>

## INCLUSIONS

<table>
<thead>
<tr>
<th>Floor space</th>
<th>Shell scheme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Staff onsite</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Walls</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Fascia Panel</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Lights</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Power</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Additional Equipment</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Listing on onsite signage</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
FLOOR SPACE ONLY

Custom designed exhibition booth must be erected on the floor space. A CAD drawing, engineering specifications and an artist’s impression will be required and is subject to approval by the venue and the congress managers. Deadline for submission Friday 21 August 2020.

PROPOSED EXHIBITION TIMETABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 September</td>
<td>00:01–12:00</td>
<td>Stand build and custom stand build</td>
</tr>
<tr>
<td></td>
<td>12:00–17:00</td>
<td>Exhibitor move in</td>
</tr>
<tr>
<td></td>
<td>18:00</td>
<td>Welcome Reception in the exhibition</td>
</tr>
<tr>
<td>22 September</td>
<td>08:00–17:00</td>
<td>Exhibition open (catering served in breaks for MT, lunch and AT)</td>
</tr>
<tr>
<td>23 September</td>
<td>08:00–17:00</td>
<td>Exhibition open (catering served in breaks for MT, lunch and AT)</td>
</tr>
<tr>
<td>24 September</td>
<td>08:00–15:00</td>
<td>Exhibition open (catering served in breaks for MT, lunch and AT)</td>
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<tr>
<td></td>
<td>15:00–17:00</td>
<td>Exhibitors to begin move out</td>
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<tr>
<td></td>
<td>17:00–23:59</td>
<td>Exhibition pack down</td>
</tr>
</tbody>
</table>

STAFFING EXHIBITOR BOOTHs

All exhibition booths must be staffed by organisation representatives and all representatives must be registered for the congress. Additional personnel required to staff the exhibition stand must purchase additional exhibitor registrations. An online registration form will be forwarded to sponsors and exhibitors for completion closer to the congress. Additional exhibitor registrations are available for the following fee:

Exhibition staff catering pack for full congress: USD250

The full exhibitor registration includes all day catering on Monday 21, Tuesday 22 and Wednesday 23 September 2020. It also includes attendance at the welcome reception and a name badge.

Exhibitor registration does not include attendance at sessions.
EXHIBITION FLOOR PLAN

*This floor plan is a draft only and is subject to changes. To view the most current floor plan, click here: https://mciaustralia.eventsair.com/ExhibitionPortal/ihpba2020/exhibitors/floorplan/live*
**TERMS AND CONDITIONS**

**Things you need to know**
- You (Sponsoring /Exhibiting organisation) by returning the sponsorship booking form or the exhibition booking form accept these Terms and Conditions.
- We/Us (MCI ABN 76 108 781 988) representing the Organising Committee and the Host Body do not accept responsibility for any errors, omissions or changes.
- Details may change without notice. Please refer to the website (ihpba2020.org) for the latest information on the event.

**Financial facts**
- Phone or unpaid bookings will not be accepted.
- We will issue a tax invoice which is payable within 14 days. If you miss the payment date, any time dependent discounts will be forfeited – i.e. you will be billed at the next highest level (early rate to standard, etc.).
- You will not receive any sponsorship or exhibition entitlements, including allocation of booth location (allocated in order of sponsorship/exhibition level) until all monies have been paid.
- All sponsorship and exhibition prices are in USD.
- All prices include GST
- Payment via credit card will incur a payment processing fee of 2.95%
- Payments can be made via EFT.
- If you pay by electronic funds transfer you agree to pay any bank charges and must include these in the amount you transfer.
- You must notify us in writing if you need to cancel.
- Cancellations made before 31 March 2020 will be refunded less 15% cancellation fee. Cancellations received between 31 March and 1 July 2020 will be refunded less a 50% cancellation fee.
- Any cancellations received after 1 July 2020 will not be eligible for a refund
- Your non-payment does not cancel your contractual obligations to us.
- No exhibitor shall occupy allocated space until all monies owing to the organiser are paid in full.

**In the unlikely case that the event cancels**
- The extent of refunds will be a matter for the Host Organisation (the underwriter) to decide. We have no responsibility for making refunds and attempts to cancel credit card payments will be rejected by our bank.

**You and your staff—onsite**
- Your application to sponsor and/or exhibit does not constitute an attendee registration. You will need to do that separately online.
- All exhibition staff must be registered online—i.e. complimentary exhibitor registration, or by purchasing additional exhibitor staff registrations.

**Print entitlements**
- Lagos and other printed material may, at our sole discretion, be reproduced in colour (where possible), OR the nominated congress spot colour/s OR mono depending on method of production.
- The sponsor must provide suitable material to meet our publication requirements and deadlines.
- Please provide all material at 300 DPI at 100% in jpeg (preferred for website) AND eps (preferred for print) format including, where possible, RGB or Pantone colour equivalents.
- Where applicable, advertisements are to be supplied by the sponsor.
- No print or web recognition will be given unless payment terms have been met.

**Sponsor notes**
- All sponsor functions must be endorsed by the IHPBA2020 congress managers
- If you are approved by the congress organisers to host a private function, sponsors must do so at their own expense and within the time & date the congress managers approve.
- Failure to notify or receive approval for hosting a sponsor function during IHPBA2020 may result in forfeiture of sponsorship fees/entitlements, or the ability to be involved as a sponsor or exhibitor to IHPBA in the future.
- Sponsorship of speakers and sessions are subject to additional terms and conditions.

**Exhibitor notes**
- You may not assign, share, sub-let, or grant licences for the whole or part of the booth without our prior approval. Please email the congress manager for further information.
- We reserve the right to ask you to remove any display items we deem as unacceptable.
- You must conduct business only from within the confines of your booth. You may not tout, or place any material, outside your booth/ space causing obstruction of the aisles.
- You will be responsible for any reasonable costs of repairing the booth or premises should you paint, mark or damage any fixtures or fabric.
- Food, beverage or prohibited items are not permitted at the event unless prior arrangements are made with the congress managers.
- Any supplier you use onsite must conform to the venue’s OH&S, insurance and other regulations.
- You are solely responsible for any physical loss or damage to your own property.
- You must hold a current public liability insurance policy for a minimum of AUD1,000,000.00. Please forward the name of your insurer, your policy number, the insured amount and its renewal date to us at least four weeks prior to the event. Entry to the venue will be denied if you have not provided this information. If you are unable to organise insurance cover as required, please contact the congress managers to discuss options.

**Privacy statement**
- Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please advise us.
- In addition, your name, organisation, country/ state of origin may be published on the list which is provided to delegates, exhibitors and sponsors at the event. If you do not wish your details to be included in this list, please contact us.

**Non-sponsor functions**
- Ad-hoc or unapproved non-sponsor functions running prior to, during or post congress are prohibited. Failure to comply will result in a forfeit of sponsorship fees and entitlements.
CONTACT US

Email Danny Perry for more information on partnership and exhibition sales opportunities.

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