

The logo for the Australian College of Perianaesthesia Nurses (ACPan) is displayed in a large, bold, blue, lowercase sans-serif font. The letters 'a', 'c', and 'p' are connected, and the 'o' is a solid circle. The background of the entire page is a night-time photograph of a city skyline with a bridge over a river, with lights reflecting in the water.

acpan

Australian College of Perianaesthesia Nurses National Conference 2019

www.acpan.edu.au

Dear Colleagues,



The Australian College of Perianaesthesia Nurses (ACPAN) invites you to attend the national conference for perianaesthesia nurses to be held, in Melbourne, so be prepared for four seasons in a day and the best coffee in the country. Conference to be held at the iconic MCG.

Our ACPAN national conference offers an amazing opportunity to network and share professional perianaesthesia nursing knowledge, research and clinical practice.

The conference incorporates all levels of perianaesthesia nursing practice including: pre-admission, Day Surgery, anaesthetic and post anaesthetic care and extended observation units. The Melbourne conference will run over two days providing presentations, group networking sessions and a panel discussion.

ACPAN are extremely excited to welcome you to Melbourne, so put your clocks forward and celebrate the start of long evenings and make the most of your time in Melbourne - the arts and sporting capital. October in Melbourne you will be spoilt for choice with the International Arts Festival, Spring Carnival or just wander through the blue stone laneways and explore the rich culture and diversity of Melbourne. Please look around our website to begin planning your trip to Melbourne, and do not hesitate to contact us for further information. On behalf of the Australian College of Perianaesthesia Nurses, we look forward to welcoming you to Melbourne in October 2019!

Angela Fraser
ACPAN 2019 Conference Chair



Conference Topics

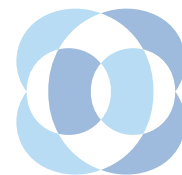


Possible themes to be covered at the conference include:

- Care of patients across the lifespan undergoing procedural sedation or anaesthesia
- Perioperative care delivery for challenging patient cohorts
- Managing perianaesthesia units: policies, procedures, teams
- Emerging research and its application to perianaesthesia
- Clinical practice Trials, Nurse education, team building strategies
- Quality assurance, evidence-based practice, use of audit/data to improve care delivery outcomes
- The role of mechanical and pharmacological prophylaxis against VET

The conference aims to attract a minimum of 400 Perianaesthesia nurses from across the nation, and will target professionals practising in all phases of anaesthesia including pre and post anaesthesia care.

Program Outline



The proposed conference program outline will be as follows:

Friday 18th October

Trade Exhibition set-up

Conference Registration

Full day conference program

Lunch and refreshments served in Trade Exhibition area & Terrace

Evening - ACPAN Cocktail Party — Trade Exhibitions (according to sponsor package selected)

Saturday 19th October

Conference Registration

Plenary conference program

Lunch and refreshments served in Trade Exhibition area & Terrace

Trade Exhibition pack-down



Summary of Sponsorship Opportunities



The following sponsorship opportunities are available. All prices are in Australian Dollars and include GST.

Level	Value (Inc. GST)
Platinum Sponsor	\$20,000
Gold Sponsor	\$10,000
Silver Sponsor	\$8,000
Bronze Sponsor	\$6,000
Cocktail Evening or Crisis Resource Management Exhibitor Tables	\$3,000
Satchel Insert Only	\$650

Sponsor Opportunity	Platinum	Gold	Silver	Bronze	Cocktail or CRM	Satchel
Opportunity for brief address (max 10 min) during the Conference, in a plenary session.	*					
Naming rights to the Conference Welcome Reception Cocktail Party, with the opportunity to provide catering staff with branded hats/ aprons (provided by sponsor); 5 min sponsor address; corporate banners (max 3) displayed in welcome reception area.	*					
Corporate Banner displayed in main plenary room (supplied by sponsor)	*					
Named sponsorship of 2 grant applicant free registrations to conference and acknowledgment in conference program	*					
Acknowledgment as a valued level of sponsor on conference signage, on opening session slides, in conference program, verbally during first plenary session and on ACPAN website including name, logo and link to website where appropriate.	*	*	*	*		
Present the award for 'Best Poster' at Welcome Reception Cocktail Party	*					
One full page advertisement in the conference Program and Abstract Book (artwork supplied by sponsor)	*	*				
Two full conference days with <i>double</i> exhibition tables in MCG foyer	*	*				
Two full conference days with <i>single</i> exhibition tables in MCG foyer			*	*		
Cocktail Party Exhibition - Friday evening - double table OR Crisis Resource Management Double Exhibitor Tables	*	*			*	
Double table at cocktail party or Crisis Resource Management Day.	*	*				
Complimentary Full Conference Registrations	4	3	2	1		
Cocktail Party tickets - Friday evening	4	3	2	1		
Complete list of delegate contact details provided after the Conference	*	*	*	*		
Organisation logo printed (single colour) on delegate satchels alongside ACPAN logo	*	*	*	*		
One half page advertisement in the conference program (artwork supplied by sponsor)			*			
Your organisation may provide promotional material / brochures that will be included in all delegate satchels- limited to a maximum of one A4 brochure or booklet up to 6 pages in length, logo pen and notepad, other small promotional items by agreement	*	*	*			*

ACPAN Sponsorship Conditions



Complimentary Full Conference Registration

'Full Conference Registration' includes lunches, morning and afternoon teas, conference program and materials, name badge, conference satchel and one ticket to the Cocktail Party. Additional company representatives (above the sponsorship entitlement) wishing to attend the conference sessions will need to register via the conference registration form at regular registration rates. For additional representatives only staffing the trade display, and not attending any of the conference sessions, additional exhibitor passes available for \$250 each Inc. GST (includes conference catering for Friday and Saturday. Attendance to the Cocktail Evening is an additional \$60.

Conference Website

All sponsor logos will be included in the ACPAN conference website once full payment has been received.

Conference Program

All sponsorship packages include sponsorship recognition in the Conference Program which will be distributed to the delegates when they arrive at the Conference. All artwork for advertisements in the Program must be sent according to the specifications provided and by the deadline given.

Exhibition Space

Your sponsorship package price includes the provision and setup of your exhibition tables.

Satchel Insert

Minimum of 300 (total number will be confirmed) pieces to be supplied to the venue approximately one week prior to the start of the conference (shipping information will be supplied). One A4 brochure or booklet up to 6 pages in length is allowed. Other promotional material or product samples are subject to approval – please email details to vic.committee@acpan.edu.au

To Confirm Sponsorship

Please complete the 'Sponsorship Application Form' and email to vic.committee@acpan.edu.au. A Tax Invoice will then be prepared and forwarded for your processing. Sponsorship entitlements will be confirmed upon receipt of full payment. All payments to be made in Australian Dollars, payable to 'ACPAN' (Australian College of Perianaesthesia Nurses), ABN 46 942 030 874.

ACPAN Exhibition Conditions



Exhibitor Pass

An additional pass must be purchased for all additional exhibitor representatives at a cost of \$250.00 Inc. GST (inclusion as above). If you would like to register as a full Conference Delegate and attend the conference sessions, please register and pay online.

Opening Times

It is anticipated that the exhibition will be open daily from 8.00am - 4.30pm on Friday and Saturday until 3.30pm. Details of bump-in and bump-out times will be advised. Space is limited and Trade Exhibit booking will be confirmed strictly on receipt of full payment.

Site Allocation

Platinum, Gold and Silver sponsors will be given first choice of preferred site location at the conference venue. The conference managers just prior to the commencement of the conference will allocate all other site locations, however, next preference will be given to those organisations that confirm their participation early.

Public and Product Liability Insurance

Australian regulations require all exhibitors to have adequate Public and Product Liability Insurance cover based on a limit of indemnity to the value of A\$10,000,000 or above. This refers to damage or injury caused to third parties / visitors on or in the vicinity of an exhibition area. Please ensure a copy of your current Public Liability Insurance is forwarded to the Conference Managers with your booking form.

Cancellations and Refunds

Once a booking form has been received, any cancellation must be advised in writing. If the cancellation is received on or before Friday 30th August 2019, a cancellation fee of 25% of the total fees will be retained/due. For cancellations after this date, the full amount of the total fees will be retained/due. These cancellation terms apply whether or not payment has been received at the time of cancellation. By submitting the booking form, you are agreeing to these terms.



ACPAN Sponsorship Application Form



To confirm your level of sponsorship, please return this completed form to:

ACPAN Conference Managers

Conference Chair - Angela Fraser

Email - vic.committee@acpan.edu.au

Phone 0407 029 100

Sponsorship Item/s Requested	Amount (Inclusive GST)
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ie. Silver	\$ 8,000
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+1 Cocktail Event	\$ 60
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1. _____	\$. _____
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2. _____	\$. _____
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3. _____	\$. _____
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Total Amount (inc GST)	\$ _____
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Organisation Name (as to appear in program): _____

Sponsorship Contact Person: _____ Number: _____

Postal Address: _____ City _____ State: _____ Postcode: _____

On Site Representative/s: _____ Phone: _____

Authorised by: _____ Signature: _____ Dated: ____ / ____ / ____

ACPAN Exhibition Booking Form



To reserve your exhibition areas, please return this completed form to:

ACPAN Conference Managers

Conference Chair - Angela Fraser

Email - vic.committee@acpan.edu.au

Phone 0407 029 100

Please reserve the following area(s):

- Double Exhibitor Tables (Platinum or Gold)
- Single Exhibitor Table (Silver or Bronze)
- Double Exhibitor Tables (Perianaesthesia Crisis Resource Management Day)
- Double Exhibitor Tables (Cocktail Event)
- No of additional Exhibitor passes @\$250 (inc GST): _____

Power required? (circle) **Yes** **No**

Sponsorship contact person: _____

Please also advise of any other requirements:

Total Amount (inc GST) \$ _____

Organisation Name (as to appear in program): _____

Sponsorship Contact Person: _____ Number: _____

Postal Address: _____ City _____ State: _____ Postcode: _____

On Site Representative/s: _____ Phone: _____

Authorised by: _____ Signature: _____ Dated: ____ / ____ / ____

Further Information

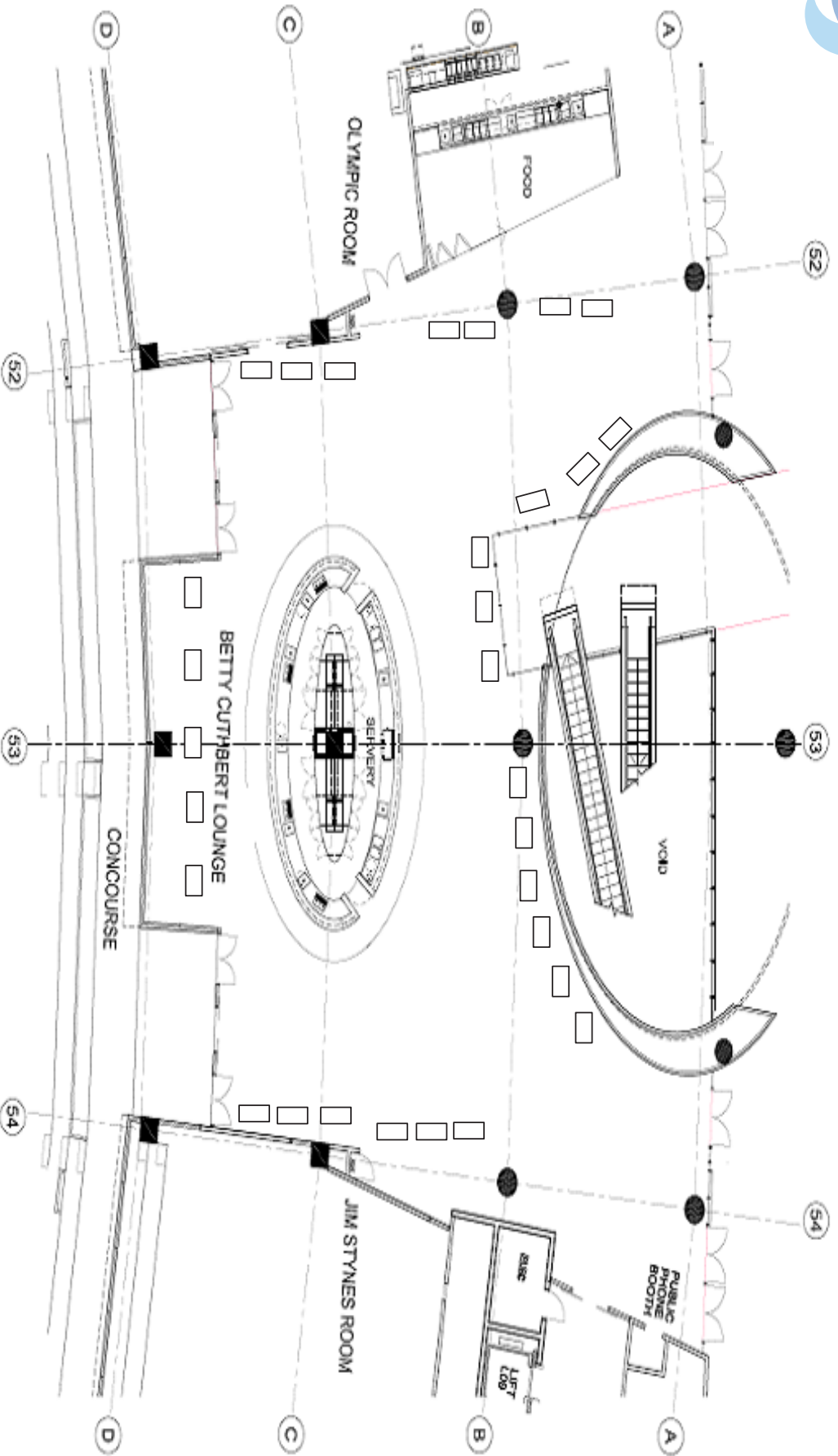
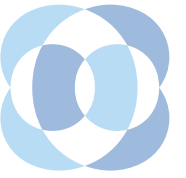


Please contact our conference committee members via the details below if you require any additional information.

ACPAN 2019 Conference Committee

Conference Chair	Angela Fraser
Conference Committee	Beth Schubel, Linda Matthews, Lynda-Jane Doltan
Email	vic.committee@acpan.edu.au
Phone	0407 029 100 (Angela)





EPICURE
MEMORABLE EVENT EXPERIENCES

Client: Max Capacity – 30 Trestles for Trade Display

Occasion:

Contact:

Guest No.:

30 Tables

Venue: MCG – Northern Stand – Betty Cuthbert

Date:

