



STEP

**SCIENCE,
TECHNOLOGY
& ENGINEERING
FORUM**

**INCORPORATING
THE BIENNIAL
RADIOTHERAPY
MEETING**

**SPONSORSHIP
PACKAGES**

IPEM

Institute of Physics and
Engineering in Medicine

	BASICS	PACKAGE ADDITIONS	PRICE
PACKAGE ONE (A)			
Sponsorship of Session room for speciality	<ul style="list-style-type: none"> — Standard exhibition space in exhibitions room — Named a key event partner on STEF webpages/IPEM website — Access to delegate list 	<ul style="list-style-type: none"> — Includes logo on all presentation templates (joint with session sponsors), branding in room — 4 attendees including refreshments & lunch (two day pass) 	£3,500 plus VAT
PACKAGE TWO (B)			
Sponsorship of Individual Sessions	<ul style="list-style-type: none"> — Standard exhibition space in exhibitions room — Named a key event partner on STEF webpages/IPEM website — Delegate list 	<ul style="list-style-type: none"> — Includes logo on all presentation templates for that session joint with room sponsor — 2 attendees including refreshments & lunch (two day pass) 	starting from £1,850 plus VAT
PACKAGE THREE (C)			
Sponsorship of Industry Showcase	<ul style="list-style-type: none"> — Standard exhibition space in exhibitions room — Named a key event partner on STEF webpages/IPEM website — Delegate list 	<ul style="list-style-type: none"> — Includes headline speaking slot at industry showcase — 4 attendees including refreshments & lunch (two day pass) 	£3,500 plus VAT
PACKAGE FOUR (D)			
Standard exhibition space in Exhibition Space	<ul style="list-style-type: none"> — Standard exhibition space in exhibitions room — Named & Logo on website — Delegate list 	<ul style="list-style-type: none"> — 2 attendees including refreshments & lunch (2 day pass) 	£1,500 (VAT exempt)
PACKAGE FIVE (E)			
Branded items	<ul style="list-style-type: none"> — Your logo on the STEF event branded items i.e. environmentally friendly notepads 		starting from £2,250 plus VAT

EXHIBITION BOOKING FORM

CONFERENCE DETAILS

Title of conference: **SCIENCE TECHNOLOGY INNOVATION FORUM**
Date of conference: **TUESDAY 28TH FEBRUARY & WEDNESDAY 1ST MARCH 2023**

COMPANY DETAILS

Company: enter company name
Primary Contact: enter name of primary contact
Email: enter email address
Phone: enter phone number
Address: enter company address

Attending Representatives: enter name of Rep 1
enter name of Rep 2
enter name of Rep 3
enter name of Rep 4

Contact Details: Rep contact phone number
Rep email address

BOOKING DETAILS

PACKAGE	TITLE	SELECTION	SPECIFY SPECIALITY/ SESSION/ITEM	PRICE
Package 1	Sponsorship of Session room for speciality	<input type="checkbox"/>		£3,500
Package 2	Sponsorship of Individual Session	<input type="checkbox"/>		from £1,850
Package 3	Sponsorship of Industry Showcase	<input type="checkbox"/>	Industry showcase	£3,500
Package 4	Standard Exhibition space in exhibition areas	<input type="checkbox"/>	n/a	£1,500
Package 5	Branded Items	<input type="checkbox"/>		from £2,250

*for packages 2 and 5 final price will be determined by session/item

PAYMENT DETAILS

Purchase orders are required for all bookings. On receipt of your booking form and purchase order, IPEM's Finance Department will raise an invoice and email it to you for payment.

Purchase Order No:	enter Purchase Order number
Invoice email address:	enter email address for invoice if different from above

Signed Enter name

Date

D	D	M	M	Y	Y	Y	Y
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Please return this form with a copy of your Purchase Order to the IPEM Conferences Department conferences@ipem.ac.uk

TERMS AND CONDITIONS OF BOOKING

SPONSOR BENEFITS: IPEM will provide the sponsorship benefits to the sponsor as specified in the specific sponsorship proposal provided to them.

PAYMENT: The booking is not confirmed unless the invoice is paid in full and will still be subject to the cancellation terms below.

FEES: All our prices are subject to VAT at the prevailing UK rate.

CANCELLATION BY EXHIBITOR/SPONSOR:

Cancellations made more than 45 working days before the date of the event - 10% charge

Cancellations made between 30-45 working days before the date of the event - 20% charge

Cancellations made within 10-30 working days - 50% charge

Cancellations made less than 10 working days - 100% charge. Full costs will be charged for cancellations received after the deadline and for non-attendance on the day.

All cancellations should be made in writing to conferences@ipem.ac.uk

CANCELLATION BY IPEM: IPEM reserves the right to cancel a training course, workshop, conference, networking or any other events for any reason prior to the event date. We will contact you as soon as possible to tell you about the cancellation. If you have already paid a fee then we will issue a full refund or offer an alternative date for the event. IPEM will not be liable for any other costs relating to sponsoring the event.

Amendments to event programmes: Sometimes we will need to make amendments to our programmes or to our speakers. We reserve the right to do so.

DATA PROTECTION

Please note that we will store your details electronically for meeting administration purposes. We will never sell database information to third parties.

IPEM will keep your details on our database in order to inform you of future events and meetings via email. If you do not wish to be contacted, please tick here.

Any enquiries should be directed to the IPEM Conferences Team, conferences@ipem.ac.uk tel: **01904 550598**.
IPEM, Fairmount House, 230 Tadcaster Road, York, YO24 1ES.