



April 5-9, 1998  
Melbourne, Australia

# 4<sup>th</sup> National Mediation Conference

*'Mediation: Shaping the Future'*

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## Sponsorship Proposal

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**4 - 8 April, 1998**  
**Carlton Crest Hotel, Melbourne**

The Conference Organisers Pty Ltd  
PO Box 1127 Sandringham Victoria Australia 3191  
Telephone: + 61 3 9521 8881 Facsimile: + 61 3 9521 8889  
Email: [conforg@ozemail.com.au](mailto:conforg@ozemail.com.au)

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## The Committee

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### *Conference Chair*

Ena Shaw

Relationships Australia, Sunshine

### *Committee Members*

Paul Henning

Jacky Kefford

Carmel Kozolup

Di Moloney

Margot Rogers

Winsome Thomas

Ernest Treagus

Sue Walden

Noble Park Family Mediation Centre (Ringwood)

Residential Tenancies & Small Claims Tribunals

Dispute Settlement Centre of Victoria

Relationships Australia, Preston

Relationships Australia, Kew

Consulting, Mediation & Counselling Services

Melbourne Family Law Mediation Group

Noble Park Family Mediation Centre (Narre Warren)

### *Conference Manager*

Marg Scarlett

The Conference Organisers Pty Ltd

## Who Will Attend

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The conference sessions will be attended by key mediators involved in:

- |                               |                        |
|-------------------------------|------------------------|
| * Research and Evaluation     | * Government           |
| * Environmental Areas         | * Commercial Mediation |
| * Community Mediation         | * Family Mediation     |
| * Parent/Adolescent Mediation | * Mediation in Schools |

## Benefits to Your Company

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Participating companies will achieve high profile visibility for their organisation through pre conference promotion and on site access to in excess of 350 delegates and invited guests.

## **Sponsorship Opportunities**

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### **Main Announcement and Registration Brochure**

**Cost : \$4,000**

- One full page mono advertisement on the back cover of the Main Announcement and Registration Brochure
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

### **Satchels**

**Cost : \$3,500**

- Company logo and Conference logo to be printed on satchels
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

### **Note Pads and Pens**

*(Sponsor to provide and overprint)*

**Cost : \$1,500**

- Sufficient quantity of pads and pens to be provided by the sponsor for inclusion in delegates satchels
- Company name together with the Conference logo to be overprinted on the pads and pens
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

### **Program & Handbook**

**Cost : \$2,000**

- One full page mono advertisement on the back cover of the Program & Handbook
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

## **Book of Proceedings**

**Cost: \$2,500**

- Company name, together with the Conference logo to be overprinted on the cover of the Book of Proceedings
- Full page mono advertisement on the back cover of the Book of Proceedings
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

## **Conference Dinner**

**- Tuesday 7<sup>th</sup> April 1998**

**Cost : \$4,000**

- Company logo and name over-printed on the menu
- Four tickets to the Conference Dinner
- A sign, as provided by your company, to be displayed during the Conference Dinner
- A three minute welcome speech by a representative from your company during the Conference Dinner
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

## **Welcome Reception**

**- Monday 6<sup>th</sup> April 1998**

**Cost : \$2,000**

- Four complimentary tickets to the Welcome Reception
- A sign, as provided by your company, to be displayed during the Welcome Reception
- A three minute welcome speech by a representative from your company during the Welcome Reception
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

## **Luncheon**

**- Monday 6<sup>th</sup> April 1998**

**Cost : \$750 (Per day)**

**- Tuesday 7<sup>th</sup> April 1998**

- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- An invitation for two representatives to attend the sponsored luncheon
- Signs, as provided by the sponsor, to be placed on serving stations
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

## **Morning Tea**

**Cost : \$500 (Per day)**

- Monday 6<sup>th</sup> April 1998
- Tuesday 7<sup>th</sup> April 1998
- Wednesday 8<sup>th</sup> April 1998

- An invitation for two representatives to attend the sponsored morning tea
- Signs, as provided by the sponsor, to be placed on tea/coffee serving stations
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook

## **Afternoon Tea**

**Cost : \$500 (Per day)**

- Monday 6<sup>th</sup> April 1998
- Tuesday 7<sup>th</sup> April 1998

- An invitation for two representatives to attend the sponsored afternoon tea
- Signs, as provided by the sponsor, to be placed on tea/coffee serving stations
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook

## **Message Board**

**Cost : \$350**

- Signage, as provided by the sponsor (*and approved by the Committee*), to be placed on the Message Board
- Acknowledgment in the Main Announcement and Registration Brochure
- Acknowledgment in the Program and Handbook
- One piece of promotional literature in the delegates satchel (supplied by the sponsor)

## **Promotional Items**

We welcome the opportunity to provide promotional items to delegates attending the Conference. Sponsorship in this regard is flexible and we would be more than happy to consider any ideas and suggestions you may wish to put forward. Companies interested in sponsoring a promotional item are invited to discuss the various options and costs with Nadine Hutchins at the Conference Secretariat:

Tel: (03) 9521 8881

Fax: (03) 9521 8889

**Please note:** Acknowledgment in the Main Announcement and Registration Brochure and the Program and Handbook is subject to sponsorship confirmation prior to printing deadlines.

## **How to Book and Payment Details**

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To book your package, please complete the **Application to Sponsor** form and return it with a fifty percent (50%) deposit payment to the Conference Secretariat. The balance payment will be required by 4<sup>th</sup> February 1998. Applications will be allocated in order of receipt and subject to availability.

Please make cheques payable to:     **4<sup>th</sup> National Mediation Conference**  
and return with Application Form to:

4<sup>th</sup> National Mediation Conference Secretariat  
c/- The Conference Organisers Pty Ltd  
PO Box 1127  
Sandringham VICTORIA 3191

## **Cancellation Policy**

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All cancellations must be advised in writing.

The Conference Committee reserve the right to retain all payments received, unless the package is resold, in which case payments will be refunded, less administrative charges of \$50.00.

## **Further Information**

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**For further information regarding the 4<sup>th</sup> National Mediation Conference**

**please contact:**

Nadine Hutchins  
4<sup>th</sup> National Mediation Conference Secretariat  
c/- The Conference Organisers Pty Ltd  
PO Box 1127  
Sandringham VIC 3191

Tel: 03 9521 8881  
Fax: 03 9521 8889

# Application to Sponsor

## 4<sup>th</sup> National Mediation Conference

Carlton Crest Hotel, Melbourne

4 - 8 April 1998

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact Name: (Prof/Dr/Mr/Ms/Mrs/Miss) \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

I/We would like to take up the following sponsorship package(s) :

1<sup>st</sup> Pref. : \_\_\_\_\_ Total Cost: \_\_\_\_\_

2<sup>nd</sup> Pref. : \_\_\_\_\_ Total Cost: \_\_\_\_\_

3<sup>rd</sup> Pref. : \_\_\_\_\_ Total Cost: \_\_\_\_\_

I/We understand that the sponsorship packages will be allocated as outlined and the decision of the Committee will be final.

### CANCELLATION POLICY

In the event of withdrawal of sponsorship, please be advised that unless that particular area of sponsorship is resold, we will reserve the right to retain the payments received.

### PAYMENT

Cheques should be made payable to the **4<sup>th</sup> National Mediation Conference**

and forwarded to: 4<sup>th</sup> National Mediation Conference Secretariat  
C/- The Conference Organisers Pty Ltd  
Post Office Box 1127  
SANDRINGHAM Victoria 3191

**DEPOSIT DEADLINE:** 50% by return

**BALANCE DEADLINE:** 4th February 1998

**OFFICE USE ONLY**

Total Amount Expected: \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_ Amount: \_\_\_\_\_

Date Balance Received: \_\_\_\_\_ Amount: \_\_\_\_\_