



2005 CONFERENCE

**Archives and Records Association of New Zealand,
Australian Society of Archivists
and the New Zealand Society of Archivists**

Sponsorship and Trade Exhibition Opportunities

Wellington Town Hall
Wellington, New Zealand

Thursday 6th to Saturday 8th October 2005

ARCHIVES AND COMMUNITIES 2005 CONFERENCE

An opportunity you won't want to miss.....

The Australian Society of Archivists, the Archives and Records Association of New Zealand, and the New Zealand Society of Archivists are pleased to invite you to take part in their joint 2005 conference. This unique event will see the first ever joint gathering of these three leading archives and recordkeeping associations take place at the Wellington Town Hall in Wellington (New Zealand) from 6-8 October 2005. I am pleased to offer you the opportunity to be there.

The theme of the conference reflects a coming together of two national communities, and three societies. It also draws attention to the diverse communities that the recordkeeping profession serves, exploring the interrelationships between these groupings. Within the Archives and Communities theme key elements include:

- Professional communities
- Empowering communities
- Documenting communities
- Australasian communities

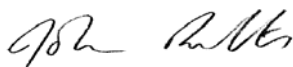
And of course the conference is also an unparalleled place for connection between the professional community and the vendor community which supports it.

Delegates to the conference will come from national, state and local government archives and related institutions; from business and academic archives and recordkeeping programmes; and from throughout the recordkeeping profession. Delegates will have wide ranging responsibilities and interests in systems from digitisation to document shredding, from databases to shelving. Our aim is to provide a conference that is relevant to the full range of our profession.

We have arranged a programme that includes high-profile international keynote speakers, respected local thinkers and practitioners, and a range of key stakeholders to stimulate and challenge our delegates.

This programme will be complemented by an industry showcase, as we know our delegates also value the opportunity to engage with vendors and explore the diversity of products and services available to support them in their work.

There is already a buzz in the recordkeeping community in anticipation of this groundbreaking joint conference, and over 200 delegates from around Australia and New Zealand are expected to attend. We look forward to seeing you there too.



John Roberts
Chairperson ARCHIVES AND COMMUNITIES
2005 CONFERENCE



Sponsorship Benefits

Programme

The conference will provide an international forum on the challenges, demands and opportunities currently facing the archives and recordkeeping professions within the context of the various communities they work with and for. The aim is to explore this central theme, exploring both the professional and Australasian community settings, and how the profession documents and empowers these communities.

The conference programme will include:

- International Keynotes to inspire delegates to act, these will be drawn from the industry and other relevant areas.
- Respected local thinkers and practitioners.
- A range of key stakeholders to stimulate and challenge.

The programme and venue have been arranged to ensure that your company and its products and services will receive maximum exposure throughout the conference.

We are anticipating that 200+ delegates will attend this conference. Delegates from all areas of the industry will be present.

Venue

Perfectly located in the very heart of Wellington's CBD, the Wellington Town Hall is the venue for this vibrant conference. The Town Hall is close to corporate headquarters, Government offices, banks, shops, cafes and theatres and is only a 15 minutes drive from domestic and international terminals.

Accommodation

Accommodation has been reserved for those involved in the conference. If you would like us to book your accommodation, please let us know.

Your Involvement

You have the opportunity to participate in this conference both through **sponsorship** and at the **trade exhibition**. We would like to offer you the opportunity to participate in one or both of these categories as outlined in the enclosed material. Should these activities and benefits fall outside your requirements we will be happy to negotiate an alternative that will better suit your needs.

Major sponsorship will be acknowledged as such. If you are interested in being a major sponsor of the conference please discuss this with the conference organiser.

Once you have decided on your involvement please contact the conference organiser to arrange your requirements and make your bookings.

Thank you for your consideration.

Sponsorship

We would like to offer you the opportunity to become a sponsor of the Archives and Communities 2005 Conference.

We are planning for an attendance of around 200 - 250 and all estimates of likely activity costs are based on this figure. We have structured sponsorship opportunities so that you will receive the maximum possible exposure and benefit from your sponsorship.

You may purchase from the organising committee, for a specified amount, the rights to a specific activity or event if you wish. You can elect to meet the full cost or you may agree to meet costs to a defined value. Naturally, if you wish to provide additional features above those set by the organising committee, you are free to do so at your cost.

In addition to your sponsorship of the specified event or activity all sponsors will be acknowledged in the conference promotional materials (if registered prior to their publication), at the venue and throughout the conference.

Sponsors will also have the opportunity to have promotional material included in the conference satchel given to all delegates.



Sponsorship Opportunities

Below is the list of sponsorship opportunities and an estimate of costs. We would like to offer you the chance to participate in the categories outlined on this list. If these sponsorship opportunities fall outside your requirements or you have specific requirements we will be happy to discuss these with you.

Conference satchels	\$ 6 000.00	
Satchel inserts	\$ 300.00	per item
Stationery and pens	\$ 500.00	plus product
Registration pack	\$ 3 000.00	
Conference handbook	\$ 3 000.00	
Pocket programme	\$ 1 500.00	
Registration badges	\$ 1 500.00	
Conference MC	\$ 4 000.00	
Keynote speaker x 3	\$ 4 000.00	each
Motivational speaker	\$ 4 000.00	
Conference rooms x 4	\$ 1 500.00	each
Welcome function	\$ 5 000.00	
Happy hour x 2	\$ 1 250.00	each
Saturday night function:		
Pre dinner nibbles	\$ 3 000.00	
Dinner and drinks	\$ 3 000.00	
Entertainment	\$ 1 000.00	
Parallel sessions	\$ 2 000.00	each
Audiovisuals	\$ 2 000.00	
Communications	\$ 1 000.00	+ product
Complimentary gifts	\$ 2 000.00	+ product
Morning tea x 3	\$ 750.00	each
Afternoon tea x 3	\$ 750.00	each
Lunch x 3	\$ 1 750.00	each
Internet Cafe	\$ 2 000.00	+ costs

All the above figures do not include GST

Sponsors Eligibility for Trade Exhibits

The trade exhibition will be held in conjunction with the conference. The following benefits are available to your organisation depending on the value of your sponsorship package.

A sponsor committing to sponsorship of \$ 2,500.00 + GST or more will be provided with one Trade Exhibition booth for no additional charge (refer to *Trade Exhibition* section). The sponsor will also receive one free trade attendant registration which will include entrance to all conference sessions and participation in the arranged social activities.

Conference Rooms

The room that you sponsor will be renamed to your specification for the period of the conference. Includes: references to the room in conference materials.

Keynote, Plenary and Parallel Sessions

Sponsorship is available for keynote, plenary and parallel sessions. Your organisation will be acknowledged in the conference programme and in the speaker welcome as well as have the opportunity to place your banner or other promotional material in the conference room for that session.

Communications and Gifts

You have the opportunity to place advertising on your product or service in the conference satchel given to all delegates.

Conference Advertising

There will also be opportunities to sponsor advertising for the conference either in conjunction with your usual advertising or by placing supporting advertising around conference features in *Infotech*. Please contact the conference organiser if you are interested in this opportunity.



Trade Exhibition

A Trade Exhibition will be held in conjunction with the Archives and Communities 2005 Conference. In order to provide you with the optimum exposure to delegates the trade exhibition will be located in the West Court of the Wellington Town Hall. The conference presentations will be made in the Ilot Theatre which is situated next to, and flows well into West Court.

At this stage the programme is being finalised and it is intended to hold the Welcome reception and Awards Presentations in the Trade Exhibition area to provide an early focus to the exhibition. Morning and afternoon teas, and lunches will also be served in the Trade Exhibition area.

Space will be allocated on a first-in basis.

Exhibition Booths

The size of each booth is 3.00 metres wide x 1.20 metres deep.

The basic setup provided for booths are side and back partitioned walls. The configuration of individual booths may vary. Each booth will include the following:

- Screens
- Power to site
- Dressed table with chair
- Spotlighting
- Installation and removal of basic setup

Any additional requirements will be the responsibility of exhibitors and at their own cost.

Cancellation Policy

Should you cancel from the conference prior to 5 August 2005 an administration fee of \$200 will be charged. Sponsors and exhibitors cancelling after this date will be liable for full costs of their commitment. In the event of the conference being cancelled, a full refund less \$200 administration fee will be charged.

Costs

The charge for booths will be \$1 250.00 + gst each

Each exhibiting company will receive one free trade attendant registration, allowing participation in all conference activities.

Site

The map on the back of this booklet shows a floor plan of the range of sites and their position within the trade exhibition area.

Note: Your position, once chosen, will not be changed, however, your booth number may change. We will confirm your booth number closer to the conference dates. This will ensure any printed material, if you choose to produce any, will have your correct booth details.

Lunches, coffee and morning & afternoon tea breaks will be held in this area. Nibbles and drinks for the Welcome function will be held in the area on Thursday night.

In order to maintain the integrity of the conference the trade booths must not be taken down until after the closing address of the conference.

Delegate Stamp Collection

As well as holding the lunches, coffee and morning & afternoon tea breaks in the trade exhibit area, we also have a "Stamp collection" trail which entices delegates to obtain a stamp from each booth at the exhibition and will therefore ensure that delegates visit all booths.

Completed stamped card entries will go into a major prize draw.

To secure your sponsorship please contact the conference organiser:

CONFERENCE ORGANISER

Luke Paardekooper

Paardekooper and Associates
PO Box 41 002, Eastbourne, Wellington
Phone: +64 4 568-4576
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Email: archives@paardekooper.co.nz

Act now to ensure your first choice

CONFERENCE WEBSITES

Australian Society of Archivists -
www.archivists.org.au

Archives and Records Association of New Zealand - www.aranz.org.nz

New Zealand Society of Archivists -
www.archivists.org.nz

Trade Exhibition Area

