

# Sponsorship / Exhibition Application Form

## 2023-2024 Board of Directors

- Christian Cajochen, PhD (President)
- Corrado Garbazza, MD, PhD (VP)
- Marijke Gordijn, PhD (PP)
- John Hanifin, PhD (Treasurer)
- Renske Lok, PhD
- Lisa Wu, PhD
- Louise Ince, PhD
- Aleksandar Videnovic, MD

## General Information

<b>Congress site:</b>	Faculty of Science, Charles University, Albertov 6, 128 00 Praha 2, <a href="#">click here to view campus map</a> , Prague Czech Republic
<b>Organization:</b>	Registration for the 3-day scientific program includes coffee breaks and lunches. The main program will take place in a single location to ensure maximum exposure for our exhibitors.
<b>Website &amp; Materials:</b>	All sponsors and exhibitors will first be listed by sponsorship level and then alphabetically on the website and materials.
<b>Exhibition Space:</b>	Space allocation will take place in early June 2024. Priority locations will be allocated according to sponsorship level.
<b>Participants:</b>	The total number of delegates is expected to be between 100-200.
<b>Congress Bags &amp; Promotional items:</b>	Each delegate will receive a congress bag. Sponsors are welcome to distribute flyers, pens and other promotional items. More information to follow.

### Gold

- \$10,000 (max. 1)
- Industrial symposium (1h)
- 1 table at premier exhibition location
- Materials provided on each dinner table and in congress bag
- Up to 3 registration badges
- Up to 3 banquet invitations
- Premier location of logo on congress materials and website

### Silver

- \$5,000 (max. 3)
- 1 table at premier exhibition location
- Flyer in congress bag
- Up to 2 registration badges
- Up to 2 banquet invitations
- Premier location of logo on congress materials and website
- Lunch sponsor

### Bronze

- \$3,000 (max. 4)
- 1 table at exhibition location
- Flyer in congress bag
- 1 registration badge
- 1 banquet invitation
- 1-Session Coffee Break
- Signage provided during break
- Logo on congress materials and website

### Friend Sponsor

- \$1500
- 1 congress registration
- Exhibition table
- Logo on congress materials and website

### Young Investigator Award

- \$600 (max. 1)
- Named sponsor of Young Investigator Award
- Logo on congress materials and website

### Poster Prize

- \$200 (max.3)
- Named sponsor of Poster prize
- Logo on congress materials and website

We are planning to launch a Corporate Roundtable at the Prague meeting. The SLTBR Board is pleased to present this as a forum for open exchange with our corporate partners to discuss new and innovative ways to collaborate and promote quality in circadian health research. In addition, speakers will be invited to present on "circadian-driven pharmacological and non-pharmacological treatments", as interventions do not always treat ICD-10/DSM-IV diagnoses of circadian rhythm disorders.

## **Rules & Guidelines for Sponsors and Exhibitors**

### **Exhibition Space**

- Each sponsor/exhibitor will be provided a table and 2-3 chairs. Electricity will be available.
- Please note that tables may or may not be covered with linens. Please bring your own if you wish.

### **Installation / Removal of materials**

- All sponsors/exhibitors are requested to set-up no earlier than 0800 on Thursday, June 20, 2024.
- Regarding breakdown of the spaces, the earliest would be on Saturday, June 22nd, 2024 after lunch but the latest would be 30 minutes after the closure of the scientific program.
- All tables and space must be left in the same condition. Please ensure proper cleaning and disposal of materials.

### **Insurance**

- Sponsors/exhibitors are responsible for any damage caused by their equipment or materials. Sponsors/exhibitors are responsible for their equipment and if left unattended, the Congress Organizer accepts no liability for loss, theft, or damage. Sponsors/exhibitors are fully responsible for any damage caused to any person by their equipment, products or materials. The Congress Organizer accepts no liability in such cases.

### **Payment Requirements**

- Following confirmation of the Sponsorship Agreement (which will be provided once the application has been completed and submitted), the full payment will be invoiced in April 2024.
- Payment is due upon receipt of the invoice without exception. In the event of non-compliance with the above terms and conditions, the Congress Organizing Committee shall be entitled to terminate the agreement without any responsibility or obligation, and in certain cases, to retain the partial payment of any sponsorship amount.

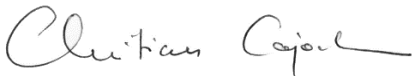
### **Cancellation Policy**

- In case the sponsor/exhibitor wishes to cancel the agreement or is unable to attend the meeting, the sponsor/exhibitor must notify the Congress Organizing Committee in writing as soon as possible.
- Refunds will be considered on a case-by-case basis, depending on the reason and the date of notification.
- If the Congress has to be cancelled due to "force majeure" or due to new restrictions to prevent the spread of COVID-19 or any other disease, a refund of sponsorship will be made. No additional compensation will be provided to cover any costs or fees incurred by the sponsor/exhibitor in attending the congress. The Board of the SLTBR will decide by April 2024 at the latest whether or not to proceed with the organisation of the congress as planned.

## Return Form

**Please return this form by December 31, 2023**

### Contact



Prof. Christian Cajochen, president SLTBR

[SLTBR.contact@gmail.com](mailto:SLTBR.contact@gmail.com)

Desired sponsorship level	
Company Name	
VAT Number	
Street	
Postal Code	
City	
Country	
Phone	
Fax	
Email	
Contact / Responsible	
Name of delegate	

**Please send by email to  
[SLTBR.contact@gmail.com](mailto:SLTBR.contact@gmail.com)**