

LOOKING FORWARD...

83rd ANNUAL CONFERENCE
7-8 November 2019
NEW PLYMOUTH



NZIHE Mission:

To enhance the quality of health care through the pursuit of excellence in health estate and engineering management.

The New Zealand Hospital Engineers Association was formed in 1936 and was one of the early members of the International Federation of Hospital Engineering.

The Association was renamed The New Zealand Institute of Healthcare Engineering (NZIHE) in 2008 to better reflect the nature of work being undertaken by engineers within New Zealand's health sector. The NZIHE membership consisting of people from the facilities, project management, property, engineering and biomedical disciplines of the Health Industry throughout New Zealand.

The NZIHE has, for many years, maintained close links with the Institute of Hospital Engineers Australia (IHEA), with engineers from both sides of the Tasman participating in the Australia New Zealand Exchange (ANZEX) scheme, which provides an excellent foundation for ongoing information exchange. Membership of the NZIHE is open to the many people who are involved in the technical aspects of healthcare engineering.

NZIHE CONFERENCE & TRADE EVENING

Attendance at the annual NZIHE Conference & Trade Evening is typically 80-100 delegates. Delegates come from a number of sectors including:

- Major tertiary hospitals
- Secondary and rural hospitals
- Private hospitals
- Consultants
- Service contractors
- Providers/industry reps

Taking part in the NZIHE Conference & Trade Evening as a sponsor or an exhibitor gives organisations and companies access to key decisionmakers responsible for all aspects of hospital construction, engineering, property management and medical equipment. The opportunity to be represented at this event is one that shouldn't be missed!

Conference Theme: 'Looking Forward'

Change is a constant in the field of health. Healthcare engineers need to learn from past experience with emerging technologies, while also being aware of, and ready for, new technologies that are currently evolving and may well be realities in the not too distant future. Only by **looking forward** can we be prepared to adapt our systems and workplaces for these new technologies which promise major changes in how we will be operating in the years to come.

Trade Evening

The Trade Evening will be held from 6pm to 9pm on Thursday 7 November 2019 at The Plymouth Hotel, with exhibitor pack-in on that morning, and pack-out after 9pm. Drinks and nibbles are served during this event.

Past feedback from trade exhibitors and participants has been very favourable. A designated evening session such as this ensures the full attention of delegates and other invited guests. Some of the sponsorship packages available include trade stands at this evening. Trade stands can also be secured separately from sponsorship packages.

Conference Dinner

The conference dinner will be held on Friday 8 November at The Devon Hotel, New Plymouth, and will include pre-dinner drinks, buffet dinner, and then a live band. This is always a great night and a lot of fun!

SPONSORSHIP and EXHIBITOR OPPORTUNITIES

All sponsorship and trade evening opportunities are offered on a 'first received' basis and are not secured until full payment has been made to the NZIHE. Benefits to sponsors and exhibitors are commensurate with the level of investment. The earlier the commitment is made, the greater the exposure will be through pre-conference publicity, including on the conference website.

NOTE: all amounts shown are shown in \$NZ and are GST exclusive. The NZIHE is GST registered.

As a Principal Sponsor (\$8,000):

- Your company logo will be incorporated on all publicity material and conference documentation.
- Your sponsorship will be acknowledged on the NZIHE conference website and a link to your page provided.
- You will be acknowledged and promoted during conference proceedings.
- You will be given the opportunity to present a paper in keeping with the conference theme.
- You will be able to display a company banner (or similar promotional material by arrangement) in the conference room throughout the conference.
- You will receive two full conference registrations including tickets for the conference dinner on the Friday night.
- You will have first opportunity to select a complementary exhibitor space for our trade evening.
- You will be entitled to a full page advertisement in the NZIHE's post conference edition of its journal 'The Health Engineer'.
- You will be able to include promotional material and items in the conference satchel.
- You will receive a list of all delegates in attendance who have given permission for their details to be shared.

As a Gold Sponsor (\$5,000)

- Your company logo will be incorporated on all publicity material and conference documentation.
- Your sponsorship will be acknowledged on the NZIHE conference website and a link to your page provided.
- You will be acknowledged and promoted during conference proceedings.
- You will be given the opportunity to present a paper in keeping with the conference theme.
- You will be able to display a company banner (or similar promotional material by arrangement) in the conference room throughout the conference.
- You will receive one full conference registration including a ticket for the conference on the Friday night.
- You will have an early opportunity to select a complementary exhibitor space for our trade evening.
- You will be entitled to a half page advertisement in the NZIHE's post conference edition of its journal 'The Health Engineer'.
- You will be able to include promotional material and items in the conference satchel.
- You will receive a list of all delegates in attendance who have given permission for their details to be shared.

As a Silver Sponsor (\$3,500)

- Your company logo will be incorporated on all publicity material and conference documentation.
- You will be acknowledged and promoted during conference proceedings.
- Your sponsorship will be acknowledged on the NZIHE conference website and a link to your page provided.
- You will receive one full conference registration including a ticket for the conference dinner on the Friday night.
- You will receive a complementary exhibitor space for our trade evening.
- You will be able to include promotional material and items in the conference satchel.

As the Conference Dinner Sponsor (\$4,000)

- Your company logo will be incorporated on all publicity material and conference documentation.
- You will be acknowledged and promoted during conference proceedings and conference dinner on 8 November.
- You will be given speaking rights at the conference dinner (5 minutes).
- You will receive one full conference registration including a ticket for the conference dinner, as well as an extra conference dinner ticket.
- You will receive a complementary exhibitor space for our trade evening.
- Your sponsorship will be acknowledged on the NZIHE conference website and a link to your page provided.
- You will be able to include promotional material and items in the conference satchel.
- You will be entitled to a quarter page advertisement in the NZIHE's post conference edition of its journal 'The Health Engineer'.

As the Trade Night Sponsor (\$2,000)

- Your company logo will be incorporated on all publicity material and conference documentation.
- You will be acknowledged and promoted during conference proceedings.
- You will receive a full conference registration for one including registration for the conference dinner.
- Your sponsorship will be acknowledged on the NZIHE website and a link to your page provided.
- You will be able to include promotional material and items in the conference satchel.

As a Trade Exhibitor (\$1,750)

- You will be allocated a 2.4m x 1.2m exhibitor stand for the Trade Evening on 7 November.
- Your participation as a trade exhibitor will be acknowledged on the NZIHE conference website and a link to your page provided.
- You will receive two exhibitor registrations per exhibition stand for the trade evening.
- You will be able to include promotional material and items in the conference satchel.

Other Sponsorship Opportunities

Supporting Sponsors (\$800-\$1,500)

Sponsorship opportunities exist for naming rights to morning and afternoon teas, specific activities during the conference, best member's paper, welcoming drinks and a range of other options. The level of benefits will be discussed upon application.

We may also be looking for **breakfast sponsors, refreshment sponsors** and **keynote speaker sponsors** as the programme develops. Please contact us if you are interested and we can tailor these sponsorship packages to meet your needs.

We request that any company wishing to organise a breakfast, or other industry-organised session or function, during the conference period apply in writing to the conference organizer. Please do not organise independent sessions at the same time as the conference sessions.

GENERAL INFORMATION ABOUT EXHIBITION STANDS

Exhibition Stand inclusions:

- Velcro-friendly panels
- Single stand size 2.4m wide x 1.2m deep
- Two x 150w spotlights
- One x 10 amp power outlet with 4 pin multi box
- One coreflute signage fin per company
- One table and two chairs (if requested)

Exhibition Stand allocation

Sponsors will be allocated their stands in order of sponsorship level and date of commitment. All other exhibition stands will be allocated on 'first received' basis on full payment. Stands will be allocated at the end of September 2019. Sponsors must have confirmed their participation by 1 August 2019 to guarantee preferential stand locations.

Installation access for exhibition stands

Full details about the exhibition area including location within venue, access and pack-in/pack-out details, and registration forms for exhibitor passes will be available early July 2019.

Exhibitor Registrations

- Two exhibitor passes are included for each exhibition stand.
- Exhibitor passes include the trade evening, but do not include access to speaking sessions at the conference itself or tickets to the conference dinner.
- Tickets to the conference dinner can be purchased separately.
- All representatives of sponsoring companies using complementary registrations included in their sponsorship packages must be registered for the conference. All other exhibition stand personnel must register either as full delegates (payment required) or exhibitors (free of charge).

TERMS AND CONDITIONS

Payment

- Sponsorship packages and exhibition space will be allocated only on receipt of a signed booking form.
- Confirmation will be sent together with a tax invoice for the full amount which is payable within 20 days of date of tax invoice.
- All payments due must be received by the NZIHE prior to the conference. No sponsor or exhibitor will be allowed to set up their trade stand at the event until full payment has been received.
- Sponsors may not assign or sublet any part of their exhibition space.
- The NZIHE Conference & Trade Evening organising committee may need to make changes to the floor plan, however, changes will not be undertaken without prior discussion with the exhibitors affected.
- Sponsors consent to their contact details being shared with conference suppliers and contractors.

Cancellation

If notification of cancellation is received from sponsors/exhibitors prior to 1 June 2019, 50% of your investment will be returned. After 1 June 2019 no refunds will be made.

The NZIHE reserves the right to cancel the conference and/or trade evening no later than 1 June 2019 in case of circumstances beyond its control. In such a case, all monies paid to date will be refunded in full less any expenses incurred. The liability of the NZIHE will be limited to that amount.

Insurance

It is the responsibility of each sponsoring company to ensure that their display materials are insured for theft or damage.

Health and Safety

Sponsors must comply with Health and Safety requirements of the venue and the NZIHE.

**If you have any questions about these sponsorship and trade stand packages,
please contact Carolyn Lewis at carolyn.lewis@xtra.co.nz**