



ICAO COLLOQUIUM ON AVIATION EMISSIONS with EXHIBITION

14 – 16 MAY 2007
ICAO, Montréal, Canada

SPONSORSHIP INFORMATION

1. Benefits of becoming a sponsor

- ❖ Take the opportunity of this environmental Colloquium to target the marketing of your products and/or services to a public and private sector audience from around the world.
- ❖ Over 250 representatives from among ICAO's 190 Contracting States, manufacturing and other aviation industries, international organizations and academic/research institutions are expected to attend this timely and specialized event. Participants will benefit from this interactive forum in their preparation for environment-related discussions and high-level decision-making at the forthcoming 36th Session of the ICAO Assembly in September 2007.
- ❖ Enhance the awareness of your brand's products and/or services through promotional efforts during hospitality events and take advantage of a double booth space at a prime location if you become a Gold sponsor.
- ❖ Meet potential customers and network with senior governmental officials from civil aviation administrations and industry executives during and after the event.

2. Sponsorship packages

<i>Slot No.</i>	<i>Sponsor category</i>	<i>Hospitality event</i>	<i>Day / Time</i>	<i>Booking status</i>	<i>Exposure fee US\$</i>
1	Gold	Welcome reception	Monday, 17:30 to 19:30	Pending	12,000
2	Gold	Cocktail reception	Tuesday, 17:30 to 19:30	PARTNER	12,000
3	Silver	Lunch	Tuesday, 12:30 to 14:00	EMBRAER	8,000
4	Silver	Lunch	Wednesday, 12:30 to 14:00	Rolls-Royce	8,000
5	Bronze	Coffee/Refreshments	Monday, 15:15 to 15:45	Pending	2,000
6	Bronze	Coffee/Refreshments	Tuesday, 10:45 to 11:15	Pending	2,000
7	Bronze	Coffee/Refreshments	Tuesday, 15:15 to 15:45	Pending	2,000
8	Bronze	Coffee/Refreshments	Wednesday, 10:45 to 11:15	Pending	2,000
9	Bronze	Coffee/Refreshments	Wednesday, 15:15 to 15:30	Pending	2,000

<i>Media Sponsors</i>	
1	Air Transport News
2	Just4Airlines

- ❖ **Catering services.** ICAO will make arrangements with recommended local caterers for the hospitality events and make the corresponding payments.



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Gold, Silver and Bronze sponsorship packages offer the following exclusive privileges:

<i>Privilege</i>	<i>Gold sponsor</i>	<i>Silver sponsor</i>	<i>Bronze sponsor</i>
Sponsor's logo and link on the event website	✓	✓	
Recognition by the event moderator during the opening and closing ceremony	✓	✓	✓
Announcement of the hospitality event with sponsor's name and logo in the Colloquium programme	✓	✓	✓
Prime visibility (company logo and description) in the directory with sponsor and exhibitor profiles	✓	✓	✓
Display of sponsors' logos in the venue areas	✓	✓	
Display of sponsor's logo during the event sponsored	✓	✓	✓
Fifteen-minute presentation prior to the sponsored reception or lunch	✓	✓	
Colloquium bag displays sponsors' logos and includes their promotional material	✓	✓	
Invitation to the hospitality event with sponsor name and logo on the auditorium screen	✓	✓	✓
Sponsors' names and logos on the auditorium screen	✓	✓	✓
A prime location double exhibition space	✓		
Free delegate passes	6	4	1
Exposure fee in US\$	12,000	8,000	2,000
Number of slots	2	2	5

- ❖ **Colloquium programme and presentations.** The Colloquium programme will identify the hospitality event with the name and logo of all sponsors. Although the presentations/speeches of main sponsors' on their organizations will not be announced in the programme, podium-time of fifteen minutes will be scheduled before the corresponding hospitality concluding the formal session. Strict control of this time will be exercised by the session moderator. For interpretation purposes, an advance copy of the presentation should be sent to ICAO not later than **4 May**.
- ❖ **Directory of sponsors and exhibitors.** For the inclusion of the sponsor's logo, description and coordinates in the Directory, the material must be e-mailed to ICAO by **30 April**. The description must be brief (maximum 100 words) and the logo must be provided in two versions (one in colour and one in black and white). These logos can be printed in the Directory only if they are provided with a resolution higher than 800x600 pixels in one of the following formats, identified by software or file extension in order of ICAO preference: (1) .cdr - Corel Draw, versions 6 to 10; (2) .bmp; (3) .tif; (4) .psd.
- ❖ **Promotional material.** Any promotional material to be included in the Colloquium bag *should neither display any military applications nor make reference to the Republic of Taiwan*. Each major sponsor is entitled to a maximum of three brochures or leaflets and should send approximately 300 copies of each brochure to ICAO not later than **4 May** to the following address:

International Civil Aviation Organization (ICAO)
 Attention: Mr. Mike Baiao
 Colloquium on Aviation Emissions
 999 University Street
 Montreal, Quebec
 Canada H3C 5H7

(Delivery at: ICAO loading deck on Viger Street, opposite to the Bell Tower parking entrance)

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SPONSORSHIP INFORMATION



3. Booking a sponsorship slot

Sponsorship slots will be allocated on a first-come, first-served basis. In order to ensure a transparent and fair allocation process, it is required that all sponsors comply with the following procedure.

To check what kind of sponsorship opportunities are available, please click on this link to the [List of Sponsorship Slots](#) that shows the current booking status.

Please complete the [Sponsorship Booking Form](#) [click on link to download] to ICAO by e-mail or facsimile (see contact details in item 6).

If the requested slot is available, ICAO will confirm the booking by return e-mail or facsimile. The reservation is valid for **seven calendar days** during which the requesting organization/corporation has to guarantee its booking by sending the completed contractual agreement.

4. Sponsorship Agreement

- ❖ **Signed contract validates booking.** Within the reservation period above, the [Sponsorship Agreement](#) [click on link to download] must be completed, signed and sent to ICAO by e-mail to envcollo07@icao.int or by facsimile to +1 (514) 954-6744. ICAO will confirm the receipt of the Agreement and establish the target date for the corresponding payment of the fee.
- ❖ **Payment.** Payment of the fee is due within 14 days of ICAO confirming the receipt of the Agreement. The Sponsorship Agreement offers two modes of payment: bank transfer or credit card. If a bank transfer is made, the sponsor should provide a copy of the bank transfer slip by facsimile or e-mail (scanned version in .pdf format) before the payment target date. It is important for sponsors to validate the Agreement and avoid its cancellation as well as a penalty charge by complying in time with this requirement to produce the proof of payment.
- ❖ **Invoice.** ICAO will provide an original invoice to one of the sponsor's representatives at the Colloquium and will also provide a pdf-version by e-mail upon request.
- ❖ **Cancellation policy.** The Sponsorship Agreement also stipulates the following cancellation policy. It may be cancelled by the Agreement signatory, with no penalty, within seven calendar days of receiving the confirmation receipt of the Agreement from ICAO. If the request for cancellation is received by ICAO later than seven, but within 15 calendar days of receiving the confirmation, the sponsor must pay, as a penalty charge, 25% of the total fee. Cancellations made after this 15-day period will be subject to a penalty charge of 50% of the fee. If the cancellation, however, is made during the 14 calendar days prior to the opening date of the event, the penalty will be 100% of the fee.



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SPONSOR BOOKING FORM

Please type or complete this form electronically.

1. Sponsor contact details

Organization name:

Contact person:

(Mr. Ms., first name, surname)

Job title:

Address:

City:

Province/State:

Country:

Postal code:

Telephone no.:

Fax no.:

E-mail address:

2. Booking a sponsorship slot

Sponsorship slots will be allocated on a first-come, first-served basis. In order to ensure a transparent and fair allocation process, please complete the table below:

- ❖ from the list of sponsorship packages, identify the slot number, corresponding sponsor category and name of the hospitality event in order of your preference, and
- ❖ confirm the exposure fee payable.

Preference	Sponsorship package	Fee in US\$
1st choice	Slot number:_____ Sponsor category:_____ Hospitality event: _____	
2nd choice	Slot number:_____ Sponsor category:_____ Hospitality event: _____	
3rd choice	Slot number:_____ Sponsor category:_____ Hospitality event: _____	
4th choice	Slot number:_____ Sponsor category:_____ Hospitality event: _____	

3. Signature _____ Date _____

4. Fax this form to: +1 (514) 954-6744 or e-mail its scanned version (pdf) to envcollo07@icao.int.



ICAO COLLOQUIUM ON AVIATION EMISSIONS SPONSORSHIP INFORMATION

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SPONSOR AGREEMENT

1. Acceptance of terms of reference

The undersigned hereby accepts the terms of reference outlined in this agreement to sponsor a hospitality event and receive the exposure offered with the sponsorship package selected at the *ICAO Colloquium on Aviation Emissions* to be held from Monday to Wednesday, 14 to 16 May 2007. Reservation of the allocated sponsor slot will be guaranteed by return of the **completed and signed form not later than 27 April** and **payment of the fee not later than 4 May**.

Name of company or organization:	
Contact person: (Mr./Ms., first name, surname)	
Job title:	
Address:	
City:	
Province/State/Country:	
Postal code:	
Telephone no.:	
Fax no.:	
E-mail address:	
Signature:	

2. Sponsorship slot and fee payable

<i>Slot No.</i>	<i>Sponsor category</i>	<i>Hospitality event</i>	<i>Day/Time</i>	<i>Exposure fee US\$</i>
1	Gold	Welcome reception	Monday, 17:30 to 19:30	12,000
2	Gold	Cocktail reception	Tuesday, 17:30 to 19:30	12,000
3	Silver	Lunch	Tuesday, 12:30 to 14:00	8,000
4	Silver	Lunch	Wednesday, 12:30 to 14:00	8,000



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<i>Slot No.</i>	<i>Sponsor category</i>	<i>Hospitality event</i>	<i>Day/Time</i>	<i>Exposure fee US\$</i>
5	Bronze	Refreshments	Monday, 15:15 to 15:45	2,000
6	Bronze	Refreshments	Tuesday, 10:45 to 11:15	2,000
7	Bronze	Refreshments	Tuesday, 15:15 to 15:45	2,000
8	Bronze	Refreshments	Wednesday, 10:45 to 11:15	2,000
9	Bronze	Refreshments	Wednesday, 15:15 to 15:45	2,000

Please complete the table below:

- ❖ identify the slot number and name of the sponsorship package which you reserved in your booking; and
- ❖ confirm the exposure fee payable.

<i>Sponsorship package</i>	<i>Fee</i>
Slot number: _____ Sponsor category: _____ Hospitality event: _____	US\$

3. Sponsorship privileges

Gold, Silver and Bronze sponsorship packages include the following privileges:

<i>Privilege</i>	<i>Gold sponsor</i>	<i>Silver sponsor</i>	<i>Bronze sponsor</i>
Sponsor's logo and link on the event website	✓	✓	
Recognition by the event moderator during the opening and closing ceremony	✓	✓	✓
Announcement of the hospitality event with sponsor's name and logo in the Colloquium programme	✓	✓	✓
Prime visibility (company logo and description) in the directory with sponsor and exhibitor profiles	✓	✓	✓
Display of sponsors' logos in the venue areas	✓	✓	
Display of sponsor's logo during the event sponsored	✓	✓	✓
Fifteen-minute presentation prior to the sponsored reception or lunch	✓	✓	
Colloquium bag displays sponsors' logos and includes their promotional material	✓	✓	
Invitation to the hospitality event with sponsor name and logo on the auditorium screen	✓	✓	✓
Sponsors' names and logos on the auditorium screen	✓	✓	✓
A prime location double exhibition space	✓		
Free delegate passes	6	4	1



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- ❖ **Directory of sponsors and exhibitors.** For the inclusion of the sponsor's logo, description and coordinates in the Directory, the material may be submitted with the completed Agreement. The description must be brief (maximum 100 words) and the logo must be provided in two versions (one in colour and one in black and white). These logos can be printed in the Directory only if they are provided with a resolution higher than 800x600 pixels in one of the following formats, identified by software or file extension in order of ICAO preference: (1) .cdr - Corel Draw, versions 6 to 10; (2) .bmp; (3) .tif; (4) .psd.

The text, along with a graphic files of your logos should be e-mailed to ICAO not later than **30 April**.

Name of company/organization:	
Mailing address:	
Contact name:	
Tel.:	
Fax:	
E-mail:	
Text (maximum 100 words) :	

- ❖ **Promotional material.** Any promotional material to be included in the Colloquium bag *should neither display any military applications nor make reference to the Republic of Taiwan*. Each major sponsor is entitled to a maximum of three brochures or leaflets and should send approximately 300 copies of each brochure to ICAO not later than **4 May** to the following address:

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Attention: Mr. Mike Baiao
Colloquium on Aviation Emissions
999 University Street
Montreal, Quebec
Canada H3C 5H7

(Delivery at: ICAO loading deck on Viger Street, opposite to the Bell Tower parking entrance)



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4. Payment methods and invoicing

❖ *Bank transfer* ☐

The sponsor fee is payable to ICAO - indicate "ENV Collo 2007 Sponsor Fee" and the sender.

An additional charge of U.S.\$10.00 should be added to cover local bank charges. All other bank charges must be prepaid and the total amount in U.S. dollars paid into the following account:

Beneficiary Bank:
Royal Bank of Canada
1140 St. Catherine Street
West
Montréal, Québec
Canada H3B 1H7

Transit code: 05101
ABA code (Europe):
02 1000021
Swift code:
ROYCCAT2
Bank code: 003
Bank account:
404 6 892 ICAO

Currency of account: U.S.\$

If a bank transfer is made, the sponsor should provide a copy of the bank transfer slip by facsimile or e-mail (scanned version in .pdf format) before the payment target date. It is important for sponsors to validate the Agreement and avoid its cancellation and a penalty charge by complying on time with this requirement to produce proof of payment.

❖ *Credit card* ☐

For off-line payment by major credit cards (American Express, MasterCard and Visa), please provide your credit card details below. Please note that the fee will be charged in Canadian dollars at the UN exchange rate of U.S.\$ 1 = Canadian\$ 1.17 although the fee is quoted in U.S. dollars.

American Express

☐

MasterCard

☐

Visa

☐

Card number:

Expiry date:

Cardholder's name:

Signature:

❖ *Invoice.* ICAO will provide an original invoice to one of the Sponsor's representatives at the Colloquium and will also provide a pdf-version by e-mail upon request.



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5. Cancellation policy

The Sponsorship Agreement also stipulates the following cancellation policy. It may be cancelled by the Agreement signatory, with no penalty, within seven calendar days of receiving the confirmation receipt of the Agreement from ICAO. If the request for cancellation is received by ICAO later than seven, but within 15 calendar days of receiving the confirmation, the sponsor must pay, as a penalty charge, 25% of the total fee. Cancellations made after this 15-day period will be subject to a penalty charge of 50% of the fee. If the cancellation, however, is made during the 14 calendar days prior to the opening date of the event, the penalty will be 100% of the fee.

6. Contacts

Please return the completed form by facsimile or e-mail the scanned version to:

Keith Miller

Tel. +1(514) 954-8219 ext. 6293

Fax: +1(514) 954-6744

or

Gilles Robichaud

Tel. +1(514) 954-8219 ext. 7772

Fax: +1(514) 954-6744

e-mail: envcollo07@icao.int