

ISGE/AFSGE **INTERNATIONAL CONGRESS**

**“GYNAECOLOGICAL ENDOSCOPIC SURGERY
AND FERTILITY ISSUES, PELVIC ADHESIONS, TUBAL PATHOLOGIES,
ADNEXAL PATHOLOGIES, ABNORMAL UTERINE BLEEDING,
FIBROIDS, ENDOMETRIOSIS, ONCOLOGY”**

**Conference Center,
April 23rd - 27th, 2018
Yaounde - Cameroon**

SPONSORING BUSINESS PLAN



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Vice-Presidents

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Institutional Partners

Ministry of Public Health

Ministry of Higher Education

Ministry of Scientific Research and Innovation

AAGL, ESGE, SAGO, FMSB-UY, CHRACERH

Chantal Biya Foundation



MESSAGE FROM THE LOCAL ORGANIZING COMMITTEE CHAIR



Dear Industry Partners,

The African Society of Gynaecological Endoscopy (AFSGE) and the International Society for Gynecologic Endoscopy (ISGE) are pleased to announce their first international congress jointly organized from 23rd to 27th April 2018, at the Conference Center in Yaounde, Cameroon, Central Africa.

The theme proposed for this conference is “**Gynaecological Endoscopic Surgery and fertility issues, pelvic adhesions, adnexal pathologies, abnormal uterine bleeding, fibroids, endometriosis, oncology**”. Presentations and discussions will thus focus on the role of endoscopic surgery in the management of infertility and other common gynaecological pathologies, mainly in the African setting. For this purpose, endoscopic surgeons from various countries across the world are currently being invited to contribute in the elaboration of a thorough scientific programme that will challenge and enhance the skills of participants who are expected to come from the entire African continent, Europe and North America.

Furthermore, postgraduate courses will be held in order to increase the educational value of this meeting, while live surgery sessions will be practiced on several patients as the practical feature designed to give participants more insight on how to carry out endoscopic surgery in managing specific pathologies.

As you can notice, dear Industry Sponsors, your support is more than welcome for this occasion, in order to guarantee its success, in the prospect of a mutually beneficial partnership for both sides: exhibit, sponsorship and advertisement opportunities are available for your company to choose which kind of participation best suits its needs to promote itself internationally and locally. Benefits associated with the various levels of sponsorship include, though are not limited to, hosting a booth at the congress; having your company’s logo inserted on participants ‘conference bags and/or badges, banners, flyers, website; providing industry sponsored symposia.

So please join me as well as the entire faculty and staff, in the 2018 ISGE –AFSGE International Congress, and I urge you to contact the AFSGE Secretariat to indicate how you wish to be involved.

Yours sincerely,

Professor Jean Marie Kasia
President of the African Society for Gynaecological Endoscopy (AFSGE)
Local organizing Committee Chair



EXHIBIT AND SPONSORSHIP OPPORTUNITIES

PLATINUM SPONSORSHIP – 30 000 Euros

Platinum level supporters will receive:

- Double exhibit space (20' X 10')
- Exhibitor registration for eight (08) staff members
- Placement of stand-alone signage in pre-function and conference common areas
- Two (02) stand-alone signs (not exceeding 6' X 2') in main meeting room
- Acknowledgement of Platinum level support in conference magazine
- One full-page advertisement in conference magazine
- *(front inside cover or back inside/outside cover – availability depending on space, number of sponsors and time of submission)*
- Space on AFSGE conference website during the congress and eight weeks after
- Acknowledgement of Platinum level support in conference public relations activity
- Placement of promotional material inside the conference bag (maximum three 8.5" X 11" sheets)
- Opportunity to provide official branded conference bags, pens, notepads and lanyards

GOLD SPONSORSHIP – 20 000 Euros

Gold level supporters will receive:

- One exhibit space (10' X 10')
- Exhibitor registration for six (06) staff members
- Acknowledgement of gold level support in conference magazine
- One full-page advertisement in conference magazine
- Space on AFSGE conference website during the congress and six weeks after

SILVER SPONSORSHIP – 12 500 Euros

Silver level supporters will receive:

- One exhibit space (10' X 10')
- Exhibitor registration for four (04) staff members
- Acknowledgement of silver level support in conference magazine
- Half-page advertisement in conference magazine
- Space on AFSGE conference website during the congress and four weeks after
- Acknowledgement of silver level support in conference public relations activity

BRONZE – 8 500 Euros

Bronze level supporters will receive:

- One exhibit space (10' X 10')
- Exhibitor registration for three (03) staff members
- Half-page advertisement in conference magazine
- Space on AFSGE conference website during the congress and two weeks after
- Acknowledgement of bronze level support in conference magazine

EXHIBITORS (BOOTH ONLY) – 4 500 Euros

Exhibitors will receive:

One exhibit space (10' X 10')

Exhibitor Registration for two (02) staff members



OTHER SPONSORSHIP AND ADVERTISING OPPORTUNITIES

CONFERENCE BAG INSERTS – 2 500 Euros

All registered participants will receive an official conference bag on-site. Sponsors who select this option have the opportunity to connect with all attendees via the placement of advertisement brochures inside the conference bag.

Inserts are to be received at the CHRACERH by April 20th, 2018.

ADVERTISEMENT IN THE CONFERENCE MAGAZINE

Please select the relevant section of the contract if you wish to have an advertisement printed in the 2018 ISGE – AFSGE International Congress sponsorship magazine. Each participant will receive a copy of this magazine.

Location	Size	Cost (euros)
Half page (inside) landscape view	8.5" X 5.5"	335
Full page (inside)	8.5" X 11"	600
Inside cover (front or back)	8.5" X 11"	850
Back cover (outside)	8.5" X 11"	1 000

*Opportunities are limited to maximize potential benefits for sponsors and consequently applications will be considered on the basis of submission date.
Based on availability*



SPONSORSHIP CONTRACT

All sponsors and exhibitors should complete the **sponsorship/exhibit contract** and submit it to the AFSGE Secretariat with payment by **January 31st, 2018**. Signing the **sponsorship/exhibit contract** represents agreement that all policies, costs and benefits outlined in this prospectus constitute an integral and binding part of the sponsorship/exhibit contract. It is the responsibility of the sponsoring company to ensure that all individuals staffing its booth are aware of the rules and regulations governing their participation to the ISGE – AFSGE 2018 International Congress.

ADVERTISING ARTWORK

High-resolution advertising artwork in JPEG format should be submitted by April 20th, 2018. To ensure the best possible representation of your brand, please contact the AFSGE Secretariat for any questions regarding advertising format, orientation or resolution.

BANNERS

Banner placement in the exhibit area is only allowed within a sponsor's/exhibitor's designated exhibit space. There may be restrictions on the methods used to hang banners, and the conference venue may charge a fee in some cases.

Platinum sponsors must deliver their stand-alone signs for placement in the conference meeting room to the AFSGE Secretariat at the CHRACERH by 8 am on April 20th, 2018.

REGISTRATION

Participating companies must complete an **exhibit staff registration summary form** indicating the person(s) who will be using the registration passes entitled to the sponsoring company. This form should be signed by an authorized representative of the sponsoring company and submitted **by March 20th, 2018**. Registration badges will **only** be issued to exhibiting company representatives formally named on the exhibit staff registration summary form. Exhibiting companies will be asked to pay registration fees for additional staff members (maximum of 2 additional registrations) beyond those allocated to their level of sponsorship.

Exhibitor registration includes access to exhibit area, conference scientific sessions and coffee/lunch breaks.

Complimentary conference function tickets are available to platinum, gold, silver and bronze sponsors. Additional function tickets will be available for purchase at the AFSGE Secretariat.

Complimentary speaker registration includes access to exhibit area, conference scientific sessions, and coffee/lunch breaks.

Sharing of single staff registration among multiple staff members **will not be allowed**. If a participating company wishes to have more staff attend than those covered by the selected sponsorship level, the additional staff members must be registered at the applicable conference registration rate for industry representatives.



Exhibit registration is designed to optimize the ratio of industry representatives to medical professionals and allow for quality interactions between attendees and industry. Thus, a maximum of two additional registrations will be allowed.

CANCELLATION POLICY

Exhibit fees are non-refundable. In the event of cancellation the organizers are not liable for any airfare, hotel, shipping or other costs incurred by exhibiting companies. Exhibiting companies are welcome to take out event cancellation insurance which will cover them in the unlikely event that the meeting is cancelled or disrupted.



KEY INFORMATION

CONFERENCE PROFILE

The ISGE/AFSGE International Congress aims to be a turning point for the future of gynaecological endoscopic surgery in Africa in terms of its development and expansion throughout the continent's countries.

This process requires the use of emerging case-based medical teaching and learning strategies in view of sharing innovative surgical techniques capable of improving patient care and safety.

VENUE

The 2018 ISGE/AFSGE International Congress will be held at the Yaounde Conference Center near five stars Mount Febe Hotel, where accommodation will be available for participants, as well as in other hotels. Exhibitors are encouraged to contact AFSGE Secretariat to benefit from the group rate, for this purpose bookings will be open from **January 1st 2018**.

KEY DATES AND DEADLINES

Conference dates: Monday 23rd April – Friday 27th April 2018

Exhibit dates: Monday 23rd April – Friday 27th April 2018

Submission of reservation coupon (sponsorship/exhibit): Wednesday 31st January 2018

Submission of advertising artwork: Friday 20th April 2018

Submission of conference bags/badges inserts: Monday 5th March 2018

Submission of stand-alone signage (for platinum sponsors only): Friday 20th April 2018

Exhibit booth load-in: Sunday 22nd April 2018

Exhibit booth load-out: Friday 27th April 2018

CONTACT

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BUDGET PROPOSAL

SERVICE	Unit (EUR)	Nb	Total (EUR)
Air tickets for Board member and invited speakers paid by LOC	916	30	27485
Hotel for Board members and invited speakers paid by ISGE	410	15	6110
Hotel for Board member and invited speakers paid by LOC	410	15	6110
Bus transfers for Invited Speakers and ISGE Board members	3055	1	3055
coffee breaks	1069	10	10690
lunch breaks	4075	03	12215
cocktails (opening and closing ceremonies)	7635	02	15270
Opening and closing ceremonies musical entertainment	765	02	1530
Yaounde congress centre - 5 days (package: exhibition booths, congress halls, technical facilities)	15270	01	15270
Congress bags (bags and design printing)	9,165	1000	9165
Gala dinner for Invited Speakers, Board members - paid by ISGE	611	10	6110
Gala dinner for Invited Speakers invited - paid by LOC	305,5	20	6110
Local marketing (banners, press)	2290	01	2290
Photographer and video reporting	1530	01	1530
Gifts for Invited Speakers and Board members	30,66	30	920
sightseeing for Invited Speakers and Board members	51	30	1530
Floral decoration	1530	01	1530
Hostesses	76,5	20	1530
Social events	2291,25	04	9165
Miscellaneous	7635	01	7635
TOTAL:			145 250



RESERVATION COUPON

(To be returned duly filled to the Congress Organizing Committee)

Name of Institution:

Branch of activity:

Name of representative:.....

Quality of the representative:

Address:.....

Tel : email :

PARTICIPATION PREFERENCE

NB : Please check your preferred sponsoring option

SPONSORING LEVEL	AMOUNT (in euros)	CHECK HERE
Platinum	30 000	
Gold	25 000	
Silver	12 500	
Bronze	8 500	
Exhibitor (booth only)	4 500	
Conference bags inserts	2 500	
Advertisement in the conference magazine	335	
	600	
	850	
	1 000	

I declare that I have read the terms of payment and the general conditions of sale specified on the page dedicated to the policies and accept all the clauses.

Date Signature

