



# VIRTUAL LUNCHBOX CONVERSATION SERIES

Type of event:	Virtual Live-streaming Event
Event Series:	Virtual Lunchbox Conversation
Target market:	FMA members and FM professionals
Dates:	Weekly
Format:	Speaker & panel session delivered online
Event link:	<a href="#">Click here</a>

## OVERVIEW

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In response to the COVID-19 situation, FMA has implemented a series of virtual live-streaming events. While the current situation poses challenges, we are confident that digital technology will help us stay connected and keep facilities managers informed and up to date during these extraordinary times.

Speakers have first right of refusal for Session Partner Sponsorship, which creates further brand exposure and adds value to their involvement in Virtual Lunchbox Conversations.

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### VLC Session Partner – \$1,000 + GST per session – 2 available

- Opportunity to provide welcome, company overview or video address of up to 2 minutes
  - Opportunity to provide additional support person for Q&A session
  - Ability to nominate a speaker
  - Logo and link on social media posts for the event
  - Logo and link on registration page
  - Dedicated LinkedIn post (20k followers) to engage support and provide company information/video
  - Logo displayed during the event
  - Logo acknowledging sponsorship on Event Survey issued at conclusion of event
  - Opportunity to provide company brochure with Event Survey (1-page PDF flyer)
  - 5 x complimentary registrations
  - List of participants (*in accordance with Australian privacy laws*)
- \* FMA reserves the right to select speakers/sponsors for each event*

### VLC Supporter – \$500 + GST per session – Multiple available

- Acknowledgement by the MC as the VLC Supporter
- Logo on social media post
- Logo on event registration page
- Logo acknowledging sponsorship on Event Survey issued at conclusion of event
- 2 x complimentary registrations
- List of participants (*in accordance with Australian privacy laws*)



## Sponsorship Terms and Conditions

All sponsorships will be awarded on a first come, first served basis. The Facility Management Association of Australia (FMA) retains the right to reject any sponsor that it deems inappropriate.

FMA Australia does not provide exclusivity in any areas unless otherwise indicated in the sections of the agreement.

The sponsor must provide the sponsorship funds, logo image (in the format required) and other details as required (such as correct use of sponsor's name, trademarks etc) to FMA **within 10 days** of receipt of acceptance.

If payment has not been received within 14 days, FMA reserves the right to offer the sponsorship opportunity to another company.

If sponsorship is taken up with less than **10 business days** before the event, the sponsor must fulfil all obligations, including payment, immediately.

In line with Privacy permissions, FMA Australia does not provide copies of delegate lists for any of its events. If applicable, a delegate list may be available for view in the registration area on the event day.

Where there is opportunity to provide signage, gifts, materials or prizes to delegates; it must be provided by and distributed by the sponsor.

All signage, gifts, materials and prizes for delegates must be approved by FMA Australia a minimum 10 days prior to the event.

Sponsorships cannot be processed without payment. Funds must be payable in Australian dollars. Refunds are not available for sponsorships.

FMA will not be liable for damage or loss to a sponsor's properties through fire, theft, accident or any other cause, whether the result of negligence or otherwise.

Sponsors may sponsor single or multiple events.

For sponsorship opportunities that include physical signage please note that signage is the responsibility of the sponsor including drop off and pick up. FMA will inform each sponsor of the maximum size, number of signs etc.

There are no refunds for cancellations by sponsors. If a sponsor cancels at any time, for any reason, the sponsor will be responsible for the entire sponsorship fee.

FMA reserve the right to make changes to the event agendas. Unforeseen circumstances may result in the substitution of a presentation, venue, topic or speaker. FMA reserves the right to reject or rescind any registration and return registration fees accordingly. Registrant, speaker, sponsor, or other attendee or agent assumes all risks incidental to participation in all event activities, including loss or damage to property and/or personal injury.

Where FMA takes photos / videos at events, by attending you give permission to use images taken at the event, as well as any written comments on our evaluation forms in advertising and promotion.



## Sponsorship Form/Tax Invoice

### FMA Virtual Lunchbox Conversation Series sponsor 2020

Company Name:

Contact Name:

Position:

Address:

Suburb:

State:

Postcode:

Email:

Phone:

Yes, we would like to support FMA Australia by becoming a sponsor of the selected event. By signing this document we are agreeing to take part in a sponsorship arrangement, as per the terms and conditions, and confirm I have the authority of my organisation to do so.

Authorised By:

Position:

Signature:

Date:

## Sponsorship Opportunities

### Virtual Lunchbox Conversation Series

Event Title

Event Date

Event Type

Virtual Live Streaming Event

Sponsorship

Total Amount:

+ GST



## Payment Details & Authority

EFT

Bank: CBA			BSB: 063 000	ACC: 10529527
EFT reference:				

Credit Card via Link on invoice

Credit Card - please call me to take payment over the phone

- To confirm sponsorship, payment must be received by FMA Australia **at least 4 weeks prior to the event**
- Credit card payments will appear as 'FMA Australia' on your statement and payments may incur an additional 3% charge
- Tax Invoice: Please keep a copy of this form for your records.
- This will be a tax invoice for GST upon payment. ABN 57 003 551 844