

REHAB WEEK 2023

24-28 SEPTEMBER 2023
SINGAPORE



rehabweek

Singapore '23

Sponsorship and
Exhibition Prospectus



CONTENTS

- WELCOME LETTER 3
- WHY PARTICIPATE? 4
- GENERAL INFORMATION & CONTACT DETAILS 5
- MATCHMAKING & INVESTOR FORUM 6
- DEVELOPING COUNTRIES & STARTUP PAVILLION..... 7
- MAIN SPONSORSHIP PACKAGES 8
- COMPARISON CHART FOR SPONSORSHIP PACKAGES10
- EXHIBITION DETAILS11
- SPONSORSHIP CATEGORIES & BENEFITS12
- APPLICATION, PAYMENT & CANCELLATION POLICY17



WELCOME LETTER

Dear Friends and Colleagues of the Rehabilitation Technology World,

On behalf of the International Consortium on Rehabilitation Technology (ICRT) and the local organizers, it is our great pleasure to invite you to the 7th RehabWeek, from September 24th to 28th, 2023, in the beautiful city of Singapore.

Advances in rehabilitation science, technology and clinical practice are changing many patients' lives and helping them reintegrate into our society. RehabWeek 2023 aims to cover inspiring innovations in Neurorehabilitation and their societal impacts. The highest quality of the scientific program is a longstanding tradition with the RehabWeek, thanks to internationally renowned speakers from clinical neurosciences and rehabilitation technology. The multidisciplinary approach to Neurorehabilitation, which includes physicians, physical and occupational therapists, rehabilitation engineers, neuroscientists, and many other professions, is well reflected in the program. At RehabWeek 2023, interdisciplinary networking will take a step further with tracks and workshops bridging neurorehabilitation robotics and related disciplines.

Come and join us in Singapore, a vibrant and innovative city-state located at the southern tip of the Malay Peninsula. It consists of the diamond-shaped Singapore Island and some 60 small islets. With its strong drive for innovation and its bridge between east and west, Singapore has become a well-known hub for business, technology, education and culture, making it the perfect place for the RehabWeek community to meet!

Along with our partners Singapore Tourism Board (STB) and Kenes Group, Shanghai Ruijin Hospital and the Singapore National Healthcare Group (NHG) as the hosting institutions, we would like to extend our welcome to the rehabilitation technology world.

RehabWeek is a well-established and highly reputable biennial conference. In 2022, eight societies and more than 1,000 delegates from around the world joined us in Rotterdam for the 6th RehabWeek. This time, we proudly announce that eight reputable associations will join us at RehabWeek 2023. These societies are:

- the International Consortium on Rehabilitation Robotics (ICORR) (technically co-sponsored by IEEE RAS and IEEE EMBS)
- the International Functional Electrical Stimulation Society (IFESS)
- the International Industry Society in Advanced Rehabilitation Technology (IISART)
- the International Society for Virtual Rehabilitation (ISVR)
- the American Congress of Rehabilitation Medicine (ACRM)
- MotusAcademy (M.A.)
- Society of Rehabilitation Medicine (Singapore)
- Masterclass in Neurotechnology (MiNT)
- the Malaysian Association of Rehabilitation Physicians with ASEAN Rehabilitation Medicine Association (MARP-ARMA)

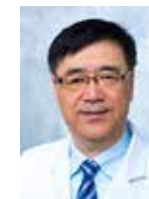
The RehabWeek conference has historically been a meeting place for leaders in the field of rehabilitation. We are excited to announce that in 2023, several societies who have participated in RehabWeek in the past have expressed their interest in remaining connected with us by organizing certain sub-events or sessions of the conference. We will announce in due course upon confirmation of their participation. We wish you a successful RehabWeek 2023 and a great time in Singapore.

Kind regards

For the RehabWeek 2023 Steering Committee:



Zen KOH
General Chair



Professor Guang NING
General Co-Chair/
Co-Host (Shanghai)



Professor Philip CHOO
General Co-Chair/
Co-Host (Singapore)



Dr Thierry KELLER
Chair ICRT

WHY PARTICIPATE?

KEY BENEFITS OF ATTENDING

RehabWeek is a biennial event bringing together different conferences in the field of Rehabilitation Technology in one place simultaneously to foster interdisciplinary exchange and learning. Its goal is to bring together engineers and medical experts, researchers and practicing clinicians, individuals working in academia and those working in the industry and all those belonging to different societies in the field.

- RehabWeek offers an engaging conference program along with many innovative side events.
- RehabWeek offers a platform for all players in the field of Neurorehabilitation Technology to exchange their ideas and form research partnerships.
- At RehabWeek, you will reach more than 1000 of the world's leading experts in neurorehabilitation technology.
- RehabWeek is supported by several international societies in the field of neurorehabilitation technology.
- RehabWeek is recognized all over the world and is mentioned in many publications.
- RehabWeek offers competitive sponsorship packages for the industry partners, to let them become an integral part of the conference.
- RehabWeek will bring together all players in the field at the same time in the same place, offering you the possibility to meet your peers, your customers and your consultants and build new partnerships.
- RehabWeek intends to grow over time and attract more societies in the field of rehabilitation.

Suggest an Idea!

We strongly encourage potential sponsors to suggest their own ideas and/or packages for supporting REHABWEEK 2023. We are very open to additional sponsorship opportunities and would be happy to discuss additional tailored packages for sponsors with particular requirements.

Please contact us for further information!

Who will be there?

- Clinicians: Therapists, Medical Doctors, Nurses
- Clinical Researchers
- Engineers
- Rehabilitation Technology Companies
- Representatives from Insurances and Politics

Discount for IISART Companies

Kindly note that 20% discount will be applied on all sponsorship options for the companies who are already IISART member. IISART welcomes new members, more information can be found at www.iisart.org

In addition, we honor our long-term partners by offering an additional 2% discount for every RehabWeek in which the company took part (only applicable for IISART members)

GENERAL INFORMATION & CONTACT DETAILS

WEBSITE

www.rehabweek.org

DATES & DESTINATION

24-28 September 2023, Singapore

VENUE

Resort World Sentosa

EXPECTED ATTENDANCE

Over 1,200

ORGANIZING SECRETARIAT, PCO



Sponsorship & Exhibition Sales

Mr. Muzaffer Komek

E-Mail: mkomek@kenes.com

Scientific Program Coordinator

Ms. Lara Volkan

Email: lvolkan@kenes.com

Registration & Accommodation

Ms. Pinar Eresici

Email: peresici@kenes.com

Ms. Ilayda Damar

Email: idamar@kenes.com

General Inquiries

Mr. Veysel Guzel

Email: vguzel@kenes.com



MATCHMAKING & INVESTOR FORUM

We are hosting our very first Business MatchMaking and Investor Forum at RehabWeek!

BUSINESS MATCHMAKING EVENT

Join us at the networking event designed to facilitate the meeting and connection of businesses with potential clients, partners, or vendors, to identify and pursue new opportunities for growth and collaboration. Don't miss this valuable opportunity to connect with potential partners and clients, learn about new technology, products, services, and explore opportunities for growth and collaboration. Schedule your 20-minute one-on-one meetings and networking activities matchmaking sessions in the Congress Mobile app.

INVESTOR FORUM

Join us at the inaugural investor forum – an event where investors and analysts can discuss and exchange information about investment opportunities and market trends for the rehabilitation technology industry. This will provide a platform for companies seeking funding or investment, as well as discussions and debates between industry experts and market analysts. Participate to learn from investors what information and insights are needed to help them make decisions about where to invest their money.

Contact us:
Sponsorship & Exhibition Sales
Mr. Muzaffer Komek
E-Mail: mkomek@kenes.com



DEVELOPING COUNTRIES & STARTUP PAVILLION

DEVELOPING COUNTRIES

The Developing Countries discount is available to those companies in countries, defined as low and lower middle income by the World Bank. This enables these companies, for whom the cost of exhibiting is outside of their means, to connect with potential partners and clients, learn about new technology, products, services, and explore opportunities for growth and collaboration.

EXHIBIT YOUR STARTUP

Be one of the leading companies at our Startup Pavilion.

The perfect opportunity to get the global visibility you want. Showcase and present your products at RehabWeek.

RehabWeek offers a discounted rate for you!

Don't miss this valuable opportunity to connect with potential partners and clients, learn about new technology, products, services, and explore opportunities for growth and collaboration. Contact us for detailed information and special pricing for your company!

Sponsorship & Exhibition Sales

Mr. Muzaffer Komek

E-Mail: mkomek@kenes.com

This offer is exclusively for startup companies and/or companies from Developing Countries.

Contact us NOW!



MAIN SPONSORSHIP PACKAGES

Platinum Sponsorship (Limited to 3 companies)

22,000 USD

- Opportunity of sponsoring one of the sessions of the conference scientific program
- Opportunity of organizing one industry workshop on September 24th 2023
- Free of charge exhibition space in the exhibition
- Opportunity of having lunch symposia at their booths/lounges.
- Inclusion of promotional material (up to 3 items) in the Conference bags (inserts should be provided by sponsor)
- Sponsor's logo with hyperlink on the Conference website
- Advertisement of the Sponsor in the Final Program E-Book
 - Options: Back Cover, Inside Back Cover, Inside front cover
- 8 complimentary exhibitor badges
- Opportunity to place 3 roll-ups of the Sponsor within the Conference venue (Roll-ups should be provided by sponsor)
- A 100-word company profile to be published in the Final Program E-Book and Congress Mobile App
- Acknowledgement
 - on the Conference website with logo and hyperlink to Sponsor's company website
 - in the Mini Program Book with logo
 - in the Conference mobile application with logo and company profile
 - on the Sponsors & Exhibitors Board during the Meeting
 - within the presentation to be looping on the screen in the Plenary Hall before and after all sessions of the conference
- Discount of 20% on additional sponsorship items' purchases

Gold Sponsorship

15,000 USD

- Opportunity of sponsoring one of the sessions of the conference scientific program
- Free of charge exhibition space in the exhibition
- Inclusion of promotional material (up to 2 items) in the Conference bags (inserts should be provided by sponsor)
- Sponsor's logo with hyperlink on the Conference website
- Advertisement of the Sponsor in the Final Program E-Book (Inside page)
- 6 complimentary exhibitor badges
- Opportunity to place 2 roll-ups of the Sponsor within the Conference venue (Roll-ups should be provided by sponsor)
- A 100-word company profile to be published in the Final Program E-Book and Congress Mobile App
- Acknowledgement
 - on the Conference website with logo and hyperlink to Sponsor's company website
 - in the Mini Program Book with logo
 - in the Conference mobile application with logo and company profile
 - on the Sponsors & Exhibitors Board during the Meeting
 - within the presentation to be looping on the screen in the Plenary Hall before and after all sessions of the conference
- Discount of 15% on additional sponsorship items' purchases

MAIN SPONSORSHIP PACKAGES

Silver Sponsorship

10,000 USD

- Free of charge exhibition space (4m x 3m) in the exhibition
- Inclusion of promotional material (one item) in the Conference bags (insert should be provided by sponsor)
- Sponsor's logo with hyperlink on the Conference website
- Advertisement of the Sponsor in the Final Program E-Book (Inside page)
- 4 complimentary exhibitor badges
- Opportunity to place 1 roll-up of the Sponsor within the Conference venue (Roll-up should be provided by sponsor)
- A 100-word company profile to be published in the Final Program E-Book and Congress Mobile App
- Acknowledgement
 - on the Conference website with logo and hyperlink to Sponsor's company website
 - in the Mini Program Book with logo
 - in the Conference mobile application with logo and company profile
 - on the Sponsors & Exhibitors Board during the Meeting
 - within the presentation to be looping on the screen in the Plenary Hall before and after all sessions of the conference
- Discount of 10% on additional sponsorship items' purchases

Bronze Sponsorship - (minimum exhibition package)

4,000 USD

- Free of charge exhibition space (3m x 3m) in the exhibition
- Sponsor's logo with hyperlink on the Conference website
- 2 complimentary exhibitor badges
- A 100-word company profile to be published in the Final Program E-Book and Congress Mobile App
- Acknowledgement
 - on the Conference website with logo and hyperlink to Sponsor's company website
 - in the Mini Program Book with logo
 - in the Conference mobile application with logo and company profile
 - on the Sponsors & Exhibitors Board during the Meeting
 - within the presentation to be looping on the screen in the Plenary Hall before and after all sessions of the conference

Bronze Sponsorship is also the minimum exhibition package offered by RehabWeek. Once you book 9sqm booth space in the RehabWeek exhibition area, your company will automatically become one of our Bronze Sponsors! Don't miss this valuable opportunity to connect with potential partners and clients, learn about new technology, products, services, and explore opportunities for growth and collaboration.

COMPARISON CHART FOR SPONSORSHIP PACKAGES

	PLATINUM SPONSORSHIP (Limited to 3 companies)	GOLD SPONSORSHIP	SILVER SPONSORSHIP	BRONZE SPONSORSHIP
Opportunity of sponsoring one of the sessions of the conference scientific program	√	√	-	-
Opportunity of organizing one industry workshop on 24 September 2023	√	-	-	-
Free of charge exhibition space in the exhibition	√ (with additional private lounge area)	√	√	√
Opportunity of having lunch symposia at their booths/lounges	√	-	-	-
Inclusion of promotional material in the conference bags (inserts should be provided by sponsor)	3	2	1	-
Sponsor's logo with hyperlink on the conference website	√	√	√	√
Advertisement of the sponsor in the Final program E-Book	√	√	√	√
Complimentary exhibitor badges	8	6	4	2
Opportunity to place roll-ups of the Sponsor within the Conference venue (Roll-ups should be provided by sponsor)	3	2	1	-
A 100-word company profile to be published in the Final Program E-Book and Congress Mobile App	√	√	√	√
Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Conference, in the Final Program E-Book, and Congress Mobile App	√	√	√	√
	22,000 USD	15,000 USD	10,000 USD	4,000 USD

Discount for IISART Companies

Kindly note that 20% discount will be applied on all sponsorship options for the companies who are already IISART member. IISART welcomes new members, more information can be found at www.iisart.org

In addition, we honor our long-term partners by offering an additional 2% discount for every RehabWeek in which the company took part (only applicable for IISART members)

EXHIBITION DETAILS

Table Top*

2,750 USD

Acknowledgement

- on the Conference website with logo and hyperlink to Sponsor's company website
- in the Mini Program Book with logo
- in the Conference mobile application with logo and company profile
- 1 Table and 2 Chairs
- Two (2) complimentary exhibitor registrations (with access to coffee breaks and lunches)

*Exhibition table top space will be designated by organizers

Booth Sharing Option

This year RehabWeek offers a booth-sharing opportunity to its exhibitors.

- 3m x 4m

4,500 USD

- 3m x 6m

6,750 USD

- 3m x 9m

10,125 USD

RENTAL OF EXHIBITION AREA INCLUDES

- Exhibitor's logo to be placed on the congress website with a hyperlink of the Exhibitor's company/product website
- Acknowledgement with the Exhibitor's logo during the congress; on the Sponsors & Exhibitors Board, in the Final Program and in the Congress Application
- A 100-word company profile to be published in the Final Program
- 2 exhibitor badges for every unit exhibition space (standard booth space is 9 sqm) and basic electricity (no furniture)

THE EXHIBITOR BADGES INCLUDE;

- Coffee breaks and lunches to be served during the congress program (from September 24th - 27th)
- Access to the Welcome Cocktail (which is going to be held in the Exhibition Area)
- Additional exhibitor badges will be subject to an additional cost of USD 300 per badge.

Any additional items, such as shell scheme module, furniture, floral decoration, catering and/or AV requirements for the stands will be available in the Exhibitors Technical Manual that will be sent to Exhibitors by the end of June 2023.

Application Process and Allocation Of Exhibition Space

Space allocation is made on a "first-come, first-served" basis, in the order in which the online booking form (through the Online Sponsorship & Exhibition Booking Portal) AND payment are BOTH received.

Please contact with us (Mr. Muzaffer Komek, mkomek@kenes.com) for detailed information.

SPONSORSHIP CATEGORIES & BENEFITS

CONFERENCE MOBILE APPLICATION (limited with 1 company)

6,500 USD

The Conference App engages attendees with personalized planning tools and real-time event updates. The App transforms smartphones, tablets and laptops into a tool for active meeting participation, making it easy for participants to access meeting information they need and to connect with speakers and colleagues. The App includes the scientific program, abstracts, speaker info, participant lists, rating/voting system for sessions/speakers and a personalized scheduler and is easily downloadable from the App Store and Google Play.

Conference App sponsorship includes:

- Supporter acknowledgement on the splash/pop-up screen of the app: "Supported by: company name/logo" (product logo not permitted)
- Signage on-site with App QR code and "Supported by: company name/logo" (product logo not permitted)
- 2 "push notifications" are included in the sponsorship package.
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-word company profile to be placed on the Conference website.



WI-FI SPONSORSHIP (limited with 1 company)

4,000 USD

Wireless Network Provision: Delegates wishing to access the internet via their own laptop/smartphone may do so by using the Meeting Wi-Fi. Supporter of this piece of technology will receive strong visibility during the meeting.

- Network name & password to be determined with Sponsor's company/product name.
- Sponsor's logo to be placed on the congress website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-word company profile to be placed on the congress website, and to be published in the Final Program.



SPONSORSHIP CATEGORIES & BENEFITS

HOSPITALITY SPONSORSHIP (limited with 1 company)

30,000 USD

The hospitality package includes all lunches, coffee breaks and other food & beverage services (except the Welcome Reception) that will be served to participants in the venue within the conference program. Supporter of the hospitality package will receive strong visibility during the meeting.

- Opportunity to have a display of company's logo at all the catering points located within the venue.
- Opportunity to provide items bearing company logo for use during the supported breaks.
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event.
- A 100-word company profile to be placed on the Conference website.



WELCOME RECEPTION SPONSORSHIP (limited with 1 company)

12,500 USD

Sponsor will have the opportunity to promote itself through a networking reception to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.

- Sponsor's logo on sign at the entrance to the Welcome Reception.
- Opportunity to provide items bearing company logo for use at the event.
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, and with signage during the event.
- A 100-word company profile to be placed on the Conference website.



REHABWEEK NIGHT SPONSORSHIP (limited with 1 company)

20,000 USD

Sponsor company will have the opportunity to promote through the RehabWeek Night.

- Sponsor's banners to be placed at the RehabWeek Night area and mini company flags to be placed on the tables.
- Sponsor's logo to be placed in Conference publications with the phrase "RehabWeek Night Sponsored by".
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website and with signage during the event.
- A 100-word company profile to be placed on the Conference website.
- 10 complimentary invitations to the RehabWeek Night for non-registered invitees of the sponsor company.

SPONSORSHIP CATEGORIES & BENEFITS

INDUSTRY WORKSHOP

4,500 USD



- Sponsorship of an official Industry Workshop, up to 90 minutes.
- The program, the timing and the topic are subject to the approval of the RehabWeek Scientific Committee.
- Includes hall rental, standard audio/visual equipment, display table.
- Permission to use the phrase: "Organized by:"
- Announcement of the Industry Workshop to the Conference participants with an electronic newsletter.
- Sponsor's banners to be placed within the session hall.
- Inclusion of the sponsor's workshop invitation cards/programs in the Conference bags (the invitation cards/programs to be provided by the Sponsor).
- 5 complimentary invitations to the Industry Workshop for non-registered invitees of the sponsor company.
- Program and workshop speakers abstracts to be included in the Final Program.
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-word company profile to be published in the Final Program.

More information about the workshop submission can be found [here](#)

- We kindly advise the industry workshop submitters to submit their proposals before March 1, 2023.

Speakers will be invited by the Sponsor and their registration fees, accommodation and travel costs will be covered by the Sponsor. In the case the Workshop speakers have already been invited as speakers of the general scientific program, the Sponsor will not pay any additional amount for the expenses mentioned above. Please check the availability of the desired Industry Workshop sponsorship availability. The main sponsors of the Conference will have the priority to use the available slots cited in the related sponsorship benefits.

LANYARDS (limited with 1 company)

6,000 USD



Sponsorship of the Conference lanyards includes the production of these materials which will be handled by the Organizing Secretariat (limited with 1 company).

- Sponsor's name and/or logo to be printed on the lanyards that will be distributed to the delegates and exhibitors.
- The conference and/or association logo will be placed on the lanyard along with the sponsor logo.
- The design of the lanyard is subject to the approval of the Organizing Committee.
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Sponsor will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website, with signage during the event, and also in the final program.
- A 100-word company profile to be placed on the Conference website, and to be published in the final program.

SPONSORSHIP CATEGORIES & BENEFITS

NOTEPADS & PENS (limited with 1 company)

5,000 USD

Sponsorship of the Conference pens and notepads includes the production of these materials which will be handled by the Organizing Secretariat (limited with 1 company).

- Sponsor's name and/or logo to be printed on the notepads and pens that will be distributed in the Conference bags.
- The design of the pens and notepads is subject to the approval of Organizing Committee.
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website and with signage during the event.
- A 100-word company profile to be placed on the Conference website, and to be published in the Final Program & Abstracts USB.



CONFERENCE BAGS (limited with 1 company)

10,000 USD

- Sponsor's logo to be printed on the Conference bags together with the Conference logo.
- Conference bags will be selected and approved by the Organizing Committee, and the production will be handled by the Organizing Secretariat.
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website and with signage during the event.
- A 100-word company profile to be placed on the Conference website.



POSTER BOARDS

5,000 USD

- Sponsorship of the poster boards to be used to display the accepted posters of the Conference participants.
- Sponsor's logo to be printed together with the poster board numbers with the phrase of "supported by" .
- Sponsor's logo to be placed on the Conference website with hyperlink of Sponsor's company/product website.
- Support will be acknowledged in the Sponsorship and Exhibition section of the program, on the event website and with signage during the event.
- A 100-word company profile to be published in the Final Program.



SPONSORSHIP CATEGORIES & BENEFITS

MINI PROGRAM (limited with 1 company)

4,500 USD

- The Mini Program is a portable information book for delegates containing key information on the schedule of the Conference. The Mini (pocket) program will be distributed to all participants together with their name badges.
- The Mini program sponsor's company name/logo will be sited on the front cover of the Mini Program and sited as the Mini Program Sponsor.
- Sponsor's logo to be placed on the Conference's website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo during the Conference.



MAILSHOT (per mail)

750 USD

- Gain additional exposure for your company or product by sending out an exclusive Mail Blast to the pre-registered delegates. Mail Blast material to be provided by Sponsor and subject to receipt by deadline.



BAG INSERT

1,250 USD

- Inclusion of one-page promotional material in the participants' Conference bags. Material should be provided by the Supporter and approved by the Secretariat. Supporters' product information will be available for all Conference participants. The distribution arrangement will be advised.



ROLL-UP (per roll-up)

1,000 USD

- Promotion of the Sponsor via roll-ups within the Conference venue. All roll-ups must be provided by the Sponsor. (Kenes Group can provide assistance for the production) Location of roll-ups to be determined by the Conference Secretariat with the approval of the Organizing Committee.



Please note that it is the Exhibitor's / Supporter's responsibility to comply with the local authority's regulations, and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations)

APPLICATION, PAYMENT & CANCELLATION POLICY

PAYMENT PLAN & CONDITIONS

All payments including the ones from last-minute sponsors are required to be finalized prior to the conference dates. Payment conditions indicated below will be applied for all sponsorship, exhibition, advertisement, and display applications.

- Full Payment 100% Upon confirmation of the sponsorship / exhibition item

PAYMENT METHODS

Payments can be made via bank transfer or credit card. Kindly note that individual and/or corporate cheques are not acceptable.

Payment via Bank Transfer:

Bank account details are as below. After the bank transfer, the proof of payment is required to be sent to the Conference Organizers.

Payment via Credit Card:

Visa and Mastercard are accepted through the online booking portal. Please finalize your payment during the booking process.

CANCELLATION POLICY

Any request for the cancellation of sponsorship and/or exhibition items must be sent to the Conference Organizers in writing. The following cancellation policy will apply:

- For cancellations until March 31, 2023 (inclusive); full payment less the bank charges will be refunded.
- For cancellations between April 1 – May 15, 2023; 50% of the total amount will be invoiced and charged as a cancellation fee, and the rest of the amount less the bank charges will be refunded.
- For cancellations on or after May 16, 2023; full sponsorship/exhibition amount will be invoiced and charged, and no refunds will be made.
- All relevant refunds will be made within 30 days after the conference dates.

