



EVIDENCE 2018 - 25-28 September 2018, Pretoria, South Africa
Brought to you by the Africa Evidence Network

Satellite Sessions, Engagement and Exhibition Opportunities

YOUR INVITATION

EVIDENCE2018 is a Regional Conference, organised by the Africa Evidence Network (AEN), which will take place from 25-28 September 2018 at the CSIR International Convention Centre in Pretoria, South Africa.

EVIDENCE2018 will bring together about 350 participants from across Africa with an interest in evidence and its production and use in decision-making. This includes students, academics and researchers, practitioners and policy-makers from universities, NGOs, government and the private sector. EVIDENCE2018 is supported by the Africa Centre for Evidence, a research centre at the University of Johannesburg that serves as the secretariat to the Africa Evidence Network.

We would like to take this opportunity to invite you to join a global audience at this international conference.

ABOUT EVIDENCE2018

The EVIDENCE2018 conference theme 'Engage, Understand, Impact' resonates particularly well with current priorities and concerns in South Africa and the African Continent and is an apt topic for a number of reasons. Firstly, there is a need to encourage and promote EIDM in Africa, thereby contributing to the development of effective public policies, efficient implementation of services, as well as joint learning on interventions that tackle poverty and inequality in African countries. Secondly, there is a need to communicate these advances, share lessons learned and explore opportunities for the application of EIDM in Africa. And last but not least, to build a community of relevant institutions, organizations and professionals through the AEN to act as a regional resource hub.

WHO WILL ATTEND?

Anyone who works in Africa and has an interest in evidence, its production and use in decision-making. This includes those working in government, civil society, universities and the private sector.

EVIDENCE2018 OBJECTIVES

The objectives of the conference include the following:

- To share lessons learnt and advance discussions in supporting EIDM in Africa;
- To increase engagement across AEN membership and build relations with relevant institutions and professionals in EIDM; and
- To situate the AEN as a key player in, and umbrella body for, EIDM in Africa.

CONFERENCE SECRETARIAT

Contact us to register your interest or discuss your requirements for EVIDENCE2018

Email: danielle@confsa.co.za

Tel: +27(0)12 349-2301

Register your [Interest](#)



Satellite Sessions: A chance for related organisations and initiatives to engage with AEN attendees in indepth discussions, sharing and networking

Satellite sessions are organised and supported by individuals, non-profit groups, organisations, or commercial entities. We particularly welcome organisations and initiatives related to the remit of the AEN to book a satellite session and invite their members to attend the wider conference.

EVIDENCE2018 offers these groups the opportunity to showcase their work, research and programmes, or draw more attention to a specific subject or area by organising a satellite session. These sessions are scheduled outside of the core programme and are announced via the online app, the website and in the official programme of the conference.

Satellite sessions will be held on 25 & 26 September outside of the core programme. These sessions do not form part of the three day conference programme but will be of interest to participants attending EVIDENCE2018. The satellite sessions will however be included in the schedule and programme for people to sign-up to, as long as the session's organisers are registered for EVIDENCE2018. The satellites should further the event goals, and foster interaction, and the development of partnerships and have broad appeal across sectors. Satellite session proposals that align with the core theme of EVIDENCE2018 will be considered.

Satellite sessions will be reviewed by the Scientific Committee. If they meet the criteria, the Local Organizing Committee can support arrangements for venue bookings and catering, however, it is important to note that all costs for venue and catering would need to be covered by the satellite facilitators.

EVIDENCE2018 is intended as an inter-sectoral and multi-disciplinary event exchanging ideas about how we best generate, summarize and communicate evidence to inform policy and practice. We anticipate input from a multitude of perspectives including education, social policy and practice, criminal justice, environment, gender, health, health systems and clinical care and practice.

Note that session organisers will not be permitted to charge participants for attending.

Please structure your proposal document under the following headings:

1. Session title
2. Contact person
3. Facilitators
4. Other contributors (if different from the facilitators)
5. Target audience
6. Type of session
7. Length of session
8. Abstract of the session
9. Number of participants
10. Equipment requirements
11. Special requests
12. Additional information

1. Session title

Give a brief but clear title to be printed in the EVIDENCE2018 Conference programme. The first letter of the first word of the title should be capitalized; all remaining words should be lower case unless they are proper names or acronyms.

2. Contact person

Please enter the name, affiliation, and email address of the contact person in your document. The contact person will receive all communications from the EVIDENCE2018 Conference organizers regarding this proposal. More than one contact person can be added. If the proposal is accepted, the contact person will also be responsible for receiving queries from EVIDENCE2018 participants.



3. Facilitators

Please list the names and affiliations of everyone who will be present at EVIDENCE2018 to facilitate the session. Facilitators must register to attend EVIDENCE2018 before their session will be accepted, and are responsible for their own expenses.

Facilitators will be responsible for coordinating the session, communicating with speakers, promptly communicating with the Secretariat about changes, and chairing or co-chairing the session.

4. Other contributors

If there are others who have made substantive contributions to the content of the session but will not be present on the day as facilitators, you may acknowledge them here.

5. Target audience

Please indicate who the target audience is for your satellite event. Also indicate whether the session is aimed at participants with a basic, intermediate or advanced level of knowledge, or if the session is appropriate for any level.

6. Type of session

Please ensure that the event abstract describes how participants will participate. Also ensure the abstract clearly informs the participants of their role in the event.

7. Length of session

Standard satellite sessions will run for 90 minutes. Options are available for 90, 180, 270 minute or full day sessions. If you wish to hold a longer event, please state the preferred length of your event.

13 x Available sessions

	DAY 1 TUESDAY, 25 SEPTEMBER 2018		DAY 2 WEDNESDAY, 26 SEPTEMBER 2018		
TIME	CRYSTAL (Satellite 1)	ONYX (Satellite 2)	CRYSTAL (Satellite 3)	ONYX (Satellite 4)	AMETHYST (Satellite 5)
08:00 – 08:30	ARRIVAL TEA/COFFEE & REGISTRATION				
09:00 – 10:30	COMMERCIAL SATELLITE 1.1.A	COMMERCIAL SATELLITE 1.1.B	COMMERCIAL SATELLITE 2.1.A	COMMERCIAL SATELLITE 2.1.B	COMMERCIAL SATELLITE 2.1.C
10:30 – 11:00	MID-MORNING TEA/COFFEE				
11:00 – 12:30	COMMERCIAL SATELLITE 1.2.A	COMMERCIAL SATELLITE 1.2.B	COMMERCIAL SATELLITE 2.2.A	COMMERCIAL SATELLITE 2.2.B	
12:30 – 13:00	LUNCH				
13:30 – 15:00	COMMERCIAL SATELLITE 1.3.A	COMMERCIAL SATELLITE 1.3.B	EVIDENCE2018 Opening Plenary Session		
15:00 – 15:30	MID-AFTERNOON TEA/COFFEE				
15:30 – 17:00	COMMERCIAL SATELLITE 1.4.A	COMMERCIAL SATELLITE 1.4.B	EVIDENCE2018 Plenary Session		

8. Abstract of the session

The abstract is limited to 2200 characters (approx. 300 words) and should be structured using two headings: **Objectives** and **Description**. If abbreviations are used, the abbreviated term should be written out in full the first time it is used. Proposals should be submitted in English. Please note that if accepted, your session will be presented at an international conference, where the language common to most delegates is English. No simultaneous translation will be provided

Your session should have clearly stated goals, include a high level of interaction with participants, and provide a structured plan appropriate for the length of the event.

If your proposal includes the use of computers, please provide a brief description of your plan of action for ensuring that participants use their own laptops.



9. Number of participants

Indicate the minimum and maximum number of participants you would be willing to have in the session, or that you expect to attend. Please be realistic and consider previous attendance if the session was run before. This will assist us in planning room allocation. Please also indicate the type of seating arrangements you want for the session. Classroom style (also known as theatre style) is standard; we may not be able to provide other types of seating arrangements if the anticipated number of participants for a session exceeds 70.

10. Equipment

All the rooms for sessions are equipped with standard AV equipment, which includes one projector and screen, flipchart and pens, a lectern with microphone, and WIFI, pens, paper, water and mints. Session facilitators are responsible for providing and transporting any printed materials required.

11. Special requests

If you require equipment or have any other special requests that are not listed, please include this information. We will do our best to accommodate these requests (at cost), but we cannot guarantee it.

Approximate costs

Packages range between R180-R650 per person (depending on the requirements). The venues can seat between 18-140 people (depending on the configuration). Rate could include the following (depending on the timeslot requested):

- Arrival tea/coffee break on arrival
- Mid-morning tea/coffee break
- Mid-afternoon tea/coffee break
- Lunch
- Standard AV Equipment
- Flipchart with pens
- Pens, paper, water & mints

Full payment should be made within six weeks of approval. If no payment is received, the slot will be allocated to another satellite session.

The satellite session organiser should ensure that costs of travel, accommodation and registration for any speakers and chairpersons for their session will be covered.

Submitting your proposal

Submissions of proposals must be done online. No email submissions will be allowed.

Assessment of proposals

Your proposal will be reviewed by the Scientific Committee. You will receive final notification of the success of your proposal on or near **1 May 2018**.

Please note that final acceptance of a satellite event in the EVIDENCE2018 programme is conditional on one of the contact persons or one of the listed facilitators being registered for the event prior to 1 May 2018.

Conditions of cancellation

All cancellations must be made in writing to the Conference Secretariat according to the following conditions:

1. Until 31 May: cancellation charge of 50%
2. From 1 July: no refund.



Engagement Opportunities: a chance to showcase your organisation or initiative whilst supporting the work of the AEN

Would you like to engage or exhibit at EVIDENCE2018?

Organizations and industries that can engage or exhibit at EVIDENCE2018 have the advantage of showcasing their products and services to an international audience. If you represent or head any of the following types of organization, then we would welcome your enquiries:

- Government or other public service agency
- Not-for-profit agency
- Research organization
- Think tank
- Teaching institution
- IT or software company
- Publishing house

How to engage with the EVIDENCE2018 Conference:

You may choose to appear as a Platinum, Diamond, Gold, Silver, or Bronze Partner. Packages include exhibition space, a profile of your organization in the programme, and attendance tickets. *All the below prices exclude 14% VAT.*

Other options for tailored partnerships include the welcome reception, meals, or providing stipends.

To discuss Engagement or Exhibition opportunities please contact our conference organiser – Danielle Henn @ danielle@confsa.co.za

Package	Offer	Price (ZAR)
Platinum	<ul style="list-style-type: none"> • Appear as the “platinum partner” in the programme, the Conference website, press releases & projection of your logo during breaks • Portrait of your company in the programme • Reference/networking by social media • Four full conference passes • Exhibition space only x 6m² • Give-away in delegate bags 	Assigned
Diamond	<ul style="list-style-type: none"> • Appear as a “diamond partner” in the programme, the Conference website, press releases & projection of your logo during breaks • Portrait of your company in the programme (one page) • Reference/networking by social media • Two full conference passes • Exhibition space only x 6m² • Give-away in delegate bags 	R45,000
Gold	<ul style="list-style-type: none"> • Appear as a “gold partner” in the programme, the Conference website, press releases & projection of your logo during breaks • Portrait of your company in the programme (half a page) • Reference/networking by social media • One full conference pass • Exhibition space only x 6m² • Give-away in delegate bags 	R30,000
Silver	<ul style="list-style-type: none"> • Appear as a “silver partner” in the programme, the Conference website, press releases & projection of your logo during breaks • Portrait of your company in the programme (quarter of a page) • Reference/networking by social media • One ticket for the welcome reception 	R12,500



Bronze

- Appear as a “bronze partner” in the programme, the Conference website, press releases & projection of your logo during breaks
- Reference/networking by social media

R5,000

On-site Advertising and Promotion

Conference Bags

R60,000

Provide and co-brand a company or organisation logo on the conference delegate bags and receive 2 x complimentary passes, recognition on conference website, listing in conference mobile app pages and recognition in conference social media

Conference Mobile App

R35,000

Official sponsorship of the conference mobile app, with placement of background logo of partner on app pages, a dedicated page in app for company profile, logo and website, logo looped on conference mobile app home screen, one bulk message to all app users (content subject to approval), 2 x complimentary delegate passes, recognition on conference website and recognition in conference social media

Charging Station(s)

R8,000

Display a company or organisation logo on the charging station in the general exhibition area and receive 1 x complimentary delegate pass and recognition on conference website.

Literature Table

R7,000

Display publications, brochures or other literature on a centrally located stand in the exhibition area. 400 pieces, 100 pages maximum, no larger than A4 and receive recognition on conference website.

Giveaways in conference bags*

R3,000

Include branded giveaways, such as luggage tags, umbrellas, adaptors and more, in the conference bags distributed to all delegates.

Opening Reception

Price upon request

Support the conference’s Opening Ceremony and display your company’s or organisation’s logo around in the Opening Reception (max 4 pull up banners) and receive 4 x complimentary delegate passes, recognition on conference website, listing in conference mobile app, recognition in conference social media, logo looped on conference mobile app home screen.



Exhibition: a chance for AEN members to get to know you

EVIDENCE2018 is delighted to offer exhibition space for the duration of the Conference at the CSIR International Convention Centre.

The exhibitor area will be located in the foyer area, close to the central meeting and refreshment break areas and will provide a networking space for delegates.

BOOTH SPACE OPTIONS AND PRICES

Standard booth: 6m² (3x2)

Space only – price per 6m²
R6,500-00 (excluding 14% VAT)

Lounge Area

R9,750-00 (excluding 14% VAT)

Shell scheme booth – price per 6m²

R12,500-00 (excluding 14% VAT)

IMPORTANT DATES

Exhibition Setup 25 September, 13:30 – 17:00

Exhibition dismantling 28 September, 14:00 – 18:00

EXHIBITION AREA OPENING HOURS

Wednesday, 26 September 12:00 – 20:00

Thursday, 27 September 08:00 – 17:00

Friday, 28 September 08:00 – 14:00

To discuss Partnership or Exhibition opportunities please contact our conference organisers – Danielle Henn @ danielle@confsa.co.za

Space only booths include:

- 1x trestle table, linen and 2 x chairs
- One exhibitor's badge per 6m² space. Additional registrations may be purchased @ R1,450.00pp (AT Excl.)
- List of exhibitors published in the conference programme and on the conference website.
- Customer service during the installation and dismantling periods, as well as during the conference.
- Daily cleaning of the exhibition area.
- Surveillance of the public areas of the exhibition. The booths themselves and their contents remain under the exhibitor's responsibility.

Lounge areas include:

- 1x couch, 2 x chairs and 1 x coffee table and flooring
- One exhibitor's badge per 6m² space. Additional registrations may be purchased @ R1,450.00pp (AT Excl.)
- List of exhibitors published in the conference programme and on the conference website.
- Customer service during the installation and dismantling periods, as well as during the conference.
- Daily cleaning of the exhibition area.
- Surveillance of the public areas of the exhibition. The booths themselves and their contents remain under the exhibitor's responsibility.

6m² Shell scheme booths include:

- Booth infrastructure, including fascia board with company name.
 - 1 x plug point
 - 2 x spotlights.
 - 1 x lockable counter (branding additional for client's own cost).
 - 1 x bin.
 - 1 x small round table and 2 x conference chairs.
- One exhibitor's badge per 6m² booth. Additional registrations may be purchased @ R1,450.00pp (AT Excl.)
- List of exhibitors published in the conference programme and on the conference website.
- Customer service during the installation and dismantling periods, as well as during the conference.
- Daily cleaning of the exhibition area.
- Surveillance of the public areas of the exhibition. The booths themselves and their contents remain under the exhibitor's responsibility.



General information

- Additional registrations can be purchased at R1,450.00 pp
- Priority of placement within the exhibition area will be offered to partners and then sold in accordance with the date of confirmation.
- An exhibition manual containing information on move-in and move-out times will be distributed to exhibitors and partners.

Conditions of payment

100% payment is required upon confirmation (signage of contract by both parties) of your engagement item and / or booth. Payment must be received before any benefits or branding will be extended to Partners or Exhibitors. Payment must be made for all engagement and exhibition monies within 30 days of being invoiced. Failure to do so may result in your partnership item or exhibition booth being released again for sale.

TERMS AND CONDITIONS

1. Partner/Exhibitor packages are available on a first-come-first-serve basis and the EVIDENCE2018 Conference Organisers reserve the right to decline applications at their sole discretion.
2. The Reservation form constitutes a binding agreement between the Partner/Exhibitor and the EVIDENCE2018 Conference Organisers.
3. Partnership/Exhibition will only be confirmed on receipt of the completed and signed Reservation form as well as receipt of payment of the 50% deposit.
4. Logos must be provided in jpeg format and emailed to danielle@confsa.co.za within 5 days of commitment to ensure that we are able to offer maximum exposure as per package stipulations.
5. All exhibitors are to comply with the Exhibition Rules and Regulations as determined by the venue, as well as the Occupational Health & Safety Act and Safety in Sports and Recreational Events Act of 2010 (both documents are available on request).
6. The law of South Africa governs this contract.
7. Any deposits paid to the EVIDENCE2018 Conference Organisers are non-refundable.
8. Any cancellations received from the participating partner/exhibitor, 45 days prior to the start of the Conference attracts a 100% cancellation fee of the total value of Package. The Partner/Exhibitor is obliged to make payment of all outstanding amounts not yet paid to the EVIDENCE2018Conference Organisers within 10 days of such cancellation by the Partner /Exhibitor.

THE PARTNER'S/EXHIBITOR'S OBLIGATIONS

The Partner/Exhibitor agrees:

1. To pay to the EVIDENCE2018 Conference Organisers:
 - a. 50% deposit on confirmation to secure booking (non-refundable);
 - b. Balance 50% payable prior to the start of the Conference.
2. That in the event of cancellation by the Partner/Exhibitor 45 days prior to the start of the Conference; the Partner/Exhibitor *shall forfeit all* amounts paid to the EVIDENCE2018Conference Organisers and remain liable for any unpaid amounts owing to the EVIDENCE2018Conference Organisers whatsoever the reason for the withdrawal or cancellation.
3. The Partner/Exhibitor acknowledges that the decision to, or not to continue with the event shall be the absolute discretion of the EVIDENCE2018Conference Organisers.
4. In the event of cancellation of the conference by the EVIDENCE2018Conference Organisers, for whatever reason, all monies paid by the Partner/Exhibitor to the EVIDENCE2018Conference Organisers shall be refunded in full to the Partner/Exhibitor within 30 days of the date of cancellation by the EVIDENCE2018 Conference Organisers.



THE EVIDENCE2018 CONFERENCE ORGANISERS' OBLIGATIONS

The EVIDENCE2018 Conference Organisers shall be responsible for the following:

1. Compilation of the Conference Programme.
2. Ensure that all invitations to the participants of the EVIDENCE2018 Conference are sent in a timely fashion.
3. Ensure that Partner /Exhibitor benefits are fulfilled as per selected package.
4. Not be liable for any damage or injury to any person or goods whatsoever during the staging of EVIDENCE2018.
5. Not be liable to the Partner /Exhibitor's losses should the event be cancelled due to acts beyond its control including war, riots, coup de' tat, armed resistance, over throwing of the government and weather related disaster.



RESERVATION FORM

Company/Organisation name:

Postal address:

Postal code:

Telephone: VAT no.:

Contact name (pre-conference):

Email: Mobile:

Contact name (at conference):

Email: Mobile:

ITEM	TOTAL COST (VAT Exclusive)	SELECTION
Platinum Partnership Package	Assigned	
Diamond Partnership Package	ZAR 45,000.00	
Gold Partnership Package	ZAR 30,000.00	
Silver Partnership Package	ZAR 12,500.00	
Bronze Partnership Package	ZAR 5,000.00	
Other Options	ZAR	
In-Kind offers	n/a	

Space Only Exhibition Package	ZAR 6,500.00	
Lounge Area Exhibition Package	ZAR 9,750.00	
Shell Scheme Exhibition Package	ZAR 12,500.00	

PAYMENT DETAILS

Title of Account: Conference Consultancy South Africa (Pty) Ltd

Bank: First National Bank (FNB)

Branch: RMB Private Bank, Pretoria

Branch Code: 222026

Account no.: 622 477 291 08

Swift Code: FIRNZAJJXXX

SIGNATURE

By signing below, I acknowledge that I have read the Terms and Conditions, that I agree, understand and accept them and that I am duly authorised to sign and thereby to bind the company/organisation named above.

Name: Date:

Signature:

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE CONFERENCE SECRETARIAT

CONFERENCE CONSULTANCY SOUTH AFRICA | ☎ +27(0)12 349 2301 | 📠 +27(0) 12 349-2302 | ✉ danielle@confsa.co.za

