

Associations World Congress 2018

**Antwerp, Belgium
12 to 14 March 2018**

Deadline for registration
Friday, 26 January 2018

BUSINESS EVENTS AUSTRALIA
AUSTRALIA.COM/BUSINESSEVENTS



Associations World Congress 2018

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WE INVITE YOU TO ATTEND THE ASSOCIATIONS WORLD CONGRESS 2018

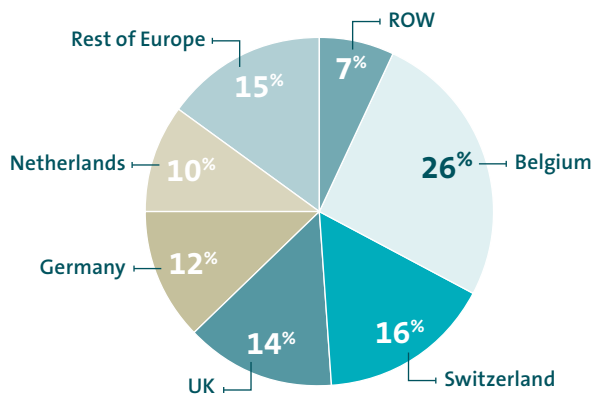
Background

The Associations World Congress, formerly known as the International & European Associations Congress, is a key annual meeting for association executives and attracts more than 200 association participants from up to 22 countries. Those attending are directly involved with association business and have influence in the destination choice for association events. The Congress offers you direct engagement with these high value buyers.

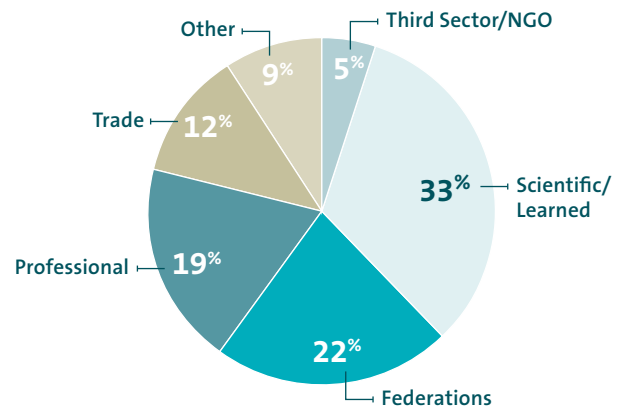
By attending the Congress sessions and engaging with association delegates over three days during the networking breaks, you will gain considerable understanding of association issues and trends, and critical insights into the associations market.

2017 ASSOCIATIONS WORLD CONGRESS BUYER BREAKDOWN

Where delegates are based:



Association type:



EVENT DETAILS

Event dates: 12 to 14 March 2018
Venue: Flanders Meeting & Convention Center
Address: Koningin Astridplein 20-26, 2018 Antwerp
Website: www.associationscongress.com

TENTATIVE PROGRAM*

Monday, 12 March 2018

6:00pm	Welcome reception (All suppliers and delegates)
7:00pm	VIP drinks and dinner for speakers and CEOs of international associations. Sponsored by Tourism Australia, exclusive supplier access for Australian industry partners.

Tuesday, 13 March 2018

8:30am	Registration and coffee
9:00am	Welcome and Chair's Introduction
9:30am	Conference session
10:20am	Morning coffee break
11:00am	Conference streams
12:30pm	Lunch and networking break
2:00pm	Conference streams continued
3:30pm	Afternoon tea and networking break
4:10pm	Conference streams continued
6:00pm	End of session
7:00pm	Congress Dinner

Wednesday, 14 March 2018

8:30am	Registration and coffee
9:00am	Welcome and Chair's introduction
10:45am	Morning coffee break
11:25am	Chair's introduction and conference streams
1:00pm	Lunch and networking
2:30pm	Conference streams continued
3:30pm	Afternoon tea and networking break
4:00pm	Conference streams continued
	End of congress

*Program and timings subject to change.



NETWORKING OPPORTUNITIES

Monday 12 March 2018	Welcome Reception
Tuesday 13 March 2018	Congress Dinner and Association Awards

EVENT FORMAT

Tourism Australia will be a sponsor of the event and leverage the opportunity to promote Australia and its business events offering prior to, and at the show.

As a partner you will have the opportunity to join the Australia area (an informal space within the business area) at the show and join any sponsored activity.

Tourism Australia will be the sponsor of one of the two hosted dinners taking place on the evening of Monday 12th March. This gives Australian industry partners exclusive supplier access to this event.

PARTICIPATION FEE

Show participation (one delegate only) AUD \$5,000

ITEMS INCLUDED WITH PARTICIPATION IN THE ASSOCIATIONS WORLD CONGRESS:

- » Access to the “Partner Zone” business area in a “premium position”, offering several networking opportunities per Congress day
- » Lunch each day (two days)
- » Attendance at the two evening functions
- » Inclusion where appropriate in marketing activities generated by Tourism Australia
- » Buyer list (provided six weeks prior to the show)
- » Short business profile text in the event guide (800 words)
- » Attendance at the Tourism Australia sponsored event: the hosted dinner on Monday 12th March – details to be confirmed.

ITEMS NOT INCLUDED IN THE PARTICIPATION FEE:

- » Formal appointment schedule
- » Dedicated partner booth with branding/images
- » International and domestic air tickets
- » Departure taxes
- » Transfers
- » Accommodation
- » Travel insurance or visas
- » Meals
- » Items of a personal nature or incidentals
- » Freight of collateral
- » Wi-Fi/internet access

TERMS AND CONDITIONS

Registration and deadlines

To secure your place at Associations World Congress, please complete the registration form attached to this prospectus and return to Kelly Maynard – kmaynard@tourism.australia.com by the close of business Friday, 26 January 2018.

Please note spaces are limited and registrations will be accepted on a first come, first served basis. Confirmation of your registration acceptance will be advised via email by Friday, 2 February 2018.

Once confirmed, the next steps including the detailed program will be provided.

Please note:

- *A copy of your organisation's public liability certificate must be included with your application in order to be considered for attendance. If information is incomplete or missing, your organisation will be automatically wait-listed until full details are provided.*
- *If a company has an outstanding debt with Tourism Australia, the application will be automatically waitlisted until the debt is cleared.*

Visas

Depending on your passport, you may require a visa for travel to Austria. Information on applying for visas can be found at www.smarttraveller.gov.au, the Australian Government's travel website.

Cancellation

100% cancellation fees apply from: Monday, 12 February 2018
All cancellations must be confirmed in writing. Cancellation fees apply regardless of whether the participation fee has been paid.

Invoicing

Invoices are subject to applicable tax (es). Following your company's acceptance for Associations World Congress, invoices will be raised in Australian dollars (AUD). Invoices will be distributed in February 2018. Invoices will be sent to the address provided within your registration unless otherwise requested.

Security

All participants are advised that all valuables should not be left unattended or unsecured at any time during the Congress, as Tourism Australia accepts no responsibility for any loss or damage suffered by participants or visitors.

Indemnity

All participants must indemnify and keep indemnified Tourism Australia, its officers, employees, agents and contractors against all liability for death or injury to persons or loss of or damage to property and all actions, claims, demands, losses, damages, costs and expenses whatsoever arising in respect of their participation in this event, unless such liability is caused by the negligence of Tourism Australia.



Privacy

Tourism Australia requires the following personal information in order to allow access to the Associations World Congress. If the mandatory personal information requested is not provided, the participant will not be able to attend the event. Tourism Australia is bound by the National Privacy Principles in the Privacy Act 1988 (Cth) and by registering for the Associations World Congress you are taken to consent to our privacy policy, which is available at www.tourism.australia.com or www.australia.com/privacypolicy.

Insurance and public liability

An organisation applying to exhibit at a Tourism Australia trade event must have public liability insurance to a minimum of \$10,000,000. Evidence of the policy must be provided on the application form and a copy of this current insurance must be supplied to Tourism Australia.

- » All participants are reminded that Tourism Australia DOES NOT:
- » Accept responsibility or liability for any loss suffered by participants or visitors
- » Provide or arrange for any insurance for, or on behalf, of participants or visitors
- » Provide any indemnity for loss or injury suffered by participants or visitors
- » Arrange insurance including public and product liability, workers compensation and property insurance. This is the responsibility of the participant

Use of your image

By attending Tourism Australia events, you acknowledge and agree that Tourism Australia and/ or its partners may take photos or recordings of participants (Materials) and that Tourism Australia and its partners may use the materials for future promotional and marketing purposes without further reference or compensation to the participant.

CONTACT US

For all enquiries, please contact:

SYDNEY

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LONDON

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REGISTRATION FORM - ASSOCIATIONS WORLD CONGRESS 2018

Please complete this form with details as you wish them to appear in the official show collateral and on all related communication (including signage where applicable). **Deadline for registration: Friday 26 January 2018.**

Organisation

Address

Telephone:

Website

Company Facebook page:

Company Twitter handle:

Company email:

LinkedIn:

PRIMARY PARTICIPANT

Preferred name

Position title

Email

Mobile No

Name as per passport:

Place passport issued:

Passport No

Passport expiry

Dietary / Allergies:

Next of Kin name:

Relationship to Next of Kin:

Telephone number of Next of Kin

UNIFORM

Do you have a Business Events Australia uniform (Please note the same uniform is used at all of our events): YES NO

If no, please indicate what you need:

Female: Necklace & Scarf or

Male: white shirt*: Small Medium Large X-Large XX-Large

* Please note: the shirt sizes are generous.

blue tie

Delivery Address (Please leave blank if details are as above)

INVOICE

Please advise the company name, address details and any purchase order numbers for invoicing. Please leave blank if details are as above.

Organisation:

Address

Accounts contact

Telephone

Email address:

PUBLIC LIABILITY INSURANCE INFORMATION

I have attached a copy of my company's public liability insurance to this application. Below are the summary details:

Organisation's public liability insurance provider name

Policy Number

Policy Expiry Date

Policy Territorial Limits

DECLARATION

I have read and accept the terms and conditions, including those relating to insurance and security, outlined within this document. I am aware that it is essential to meet all deadlines listed and I understand that all cancellations must be made in writing.

Signature

Print Name

Date