

**Letter of Invitation for Sponsorship to the  
PMI Singapore Chapter  
Project Management Symposium**

**Dear Friend,**

This coming October, PMI Singapore Chapter, will once again host the hallmark event “PMI Singapore Project Management Symposium”. This highly anticipated event will be held at the **Sands Convention and Exhibition Centre, Singapore from 9th-10th October 2013.**

This year’s Symposium once again builds on our achievements in the Project Management domain and help recognise project achievements and to further the profile of our Project Managers and their respective industries.

We have the honor of having **Ms Beth Partleton, PMP, Director of PMI 2013 Board of Director** joining us for this event, and expressing what our theme for this year will be, “**Working in Unison - the Practitioners, the Academicians and the Industry**”.

As such the Symposium will have the presence of government, business leaders and professionals to share their knowledge that will drive growth of Project Management in the Asia Pacific, ensuring sustainable growth, driving adoption of Project Management tools and technology and prepare organizations to balance between growth and performance as they strive for global competitive edge. With an **expected attendance of 1000 delegates** this year, it will be a priority date to mark on your calendar.

As President of PMI Singapore Chapter, I invite your organization to support this event by becoming a sponsor which will optimize your company’s market presence by ensuring sufficient exposure on your organization before a highly qualified and influential audience. Being a sponsor in this event will provide great prospects for your organization to take advantage of the opportunity to meet, network, and build contacts with regional and global delegations, industry players, decision makers, professionals, leaders and experts.

Please join us in this grand event to make it once again a great success.

**Sincerely,**

Umesh Ursekan, President PMI Singapore Chapter

**[sponsors2013@symposium.sg](mailto:sponsors2013@symposium.sg)**

# Project Management Symposium

# 2013



Organized by  
PMI Singapore Chapter

## Benefits of Becoming a Sponsor of the Project Management Symposium 2013

### ***Limited Sponsorship to provide that High Impact Marketing Exposure.***

*12 Sponsors slots divided into Platinum and Gold level, you choose the level of support you wish to give  
Regional Exposure on the Two Day Event with 1000+ Delegates expected from Singapore, Indonesia, Malaysia, Philippines and Thailand.*

*PMI Singapore Chapter, PMI Members and Public; including Professionals, Students, Corporate and Government Leaders and Managers.*

### ***You receive the great benefit through association with the global PMI brand***

*by Sponsoring the Symposium and being part of this event you show your support to the biggest growing community of Project Managers in the widest array of industries. PMI Singapore Chapter opens up a doorway for your business to grow even more.*

### ***Increase brand awareness in the Project Management market both in Singapore and internationally***

*Your Logo, your brand and your marketing information will not only be seen at the exhibition, but also in all the marketing material, the event booklet and smart phone applet that the delegates carry with them. Also early registration for sponsorship will mean your logo would be included in our marketing material to promote the event.*

### ***Network with key corporate decision makers attending the Conference and who are members of the Chapter.***

*Form a 1 on 1 relationship with the PMI leaders, Project managers in various industries and organizational leaders who attend the Symposium with a view on expanding their knowledge about Project Management and Services associated with it.*

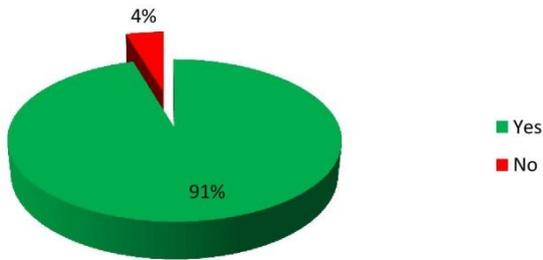
### ***Overall a highly cost effective means of marketing your organization to targeted audiences***

# The Symposium history

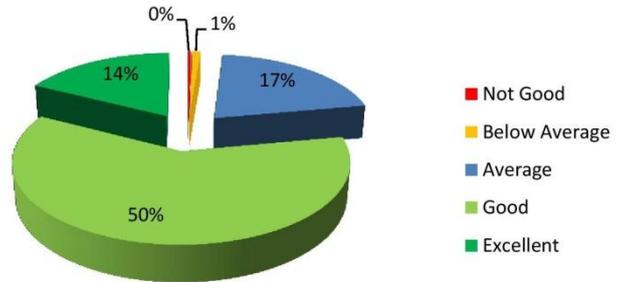
*Annual growth has been more than by 10%*

*Feedback from the attendees show that the Symposium is of great value*

**Would you invite other people to attend this Symposium next year?**

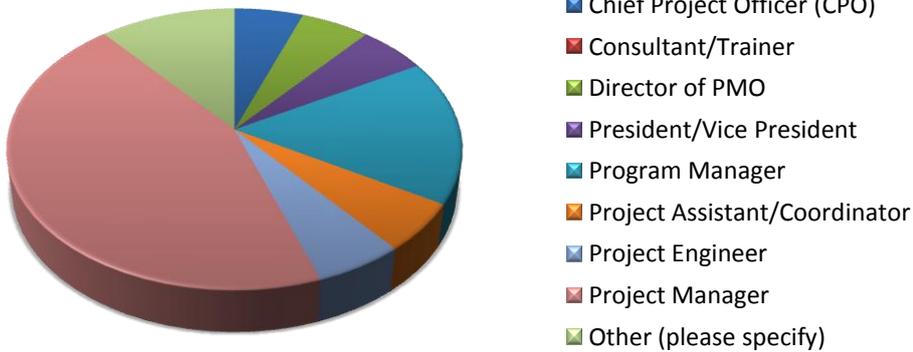


**Overall Experience**

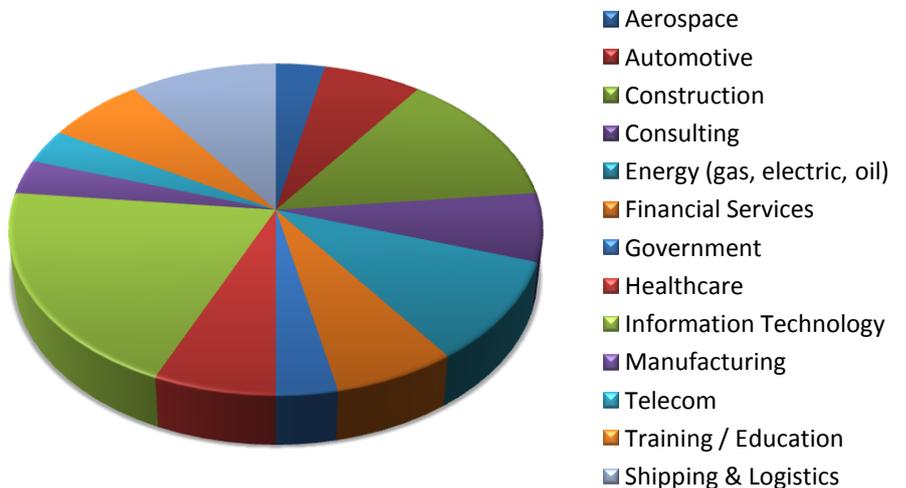


*Our attendees are from project backgrounds, but their employers are from across all industries*

**Attendees role within their company**



**Attendees industry distribution**



## Project Management Symposium

Is the ideal platform to reach out to a range of delegates of all industries.

If your products are for Project Managers and their projects then the Project Management Symposium is the event to be represented at!

## SPMI SYMPOSIUM SPONSORSHIP CATEGORY AND BENEFIT ENTITLEMENT

Item	Sponsorship Benefits	Platinum	Gold
1	Logo on all promotional & event material	Yes	Yes
2	Private event room for the 2 Day Symposium	Yes	No
3	Advertising Slot in SPMI Monthly Newsletter	9 Months	4 mths
4	In-room Logo on Main Hall - Stage Back Drop *	Yes	Yes
5	In Room Logo on 3 Breakout Rooms - Stage Back Drop *	Yes	Yes
6	Logo on Exhibition Hall Entrance - Entrance Pillar Drop *	Yes	Yes
7	Logo on Teabreak Table during Tea Breaks *	Yes	No
8	Assured Speaking Slot. Topic and Schedule to be approved.	Yes	No
9	VIP invitation to opening ceremony	2	No
10	Complimentary Symposium Tickets for 2 Days	5	3
11	Complimentary Event Blast by SPMI	Yes	Yes
12	Complimentary Booths - Uniform size, Power Points. (Gold 6m <sup>2</sup> , Platinum 12m <sup>2</sup> )	Yes	Yes
13	Invitation to Gala Networking Dinner, 1st Day	4	2
14	Complimentary Parking Coupons for 2 Days (per day)	3	2
15	Sponsor Branding - Front Page of Program Booklet (Logo only)	Yes	No
16	Sponsor Branding - Back cover	shared	No
17	Event Booklet Inserts and Write-up Space	3 full pages	1 full page
19	Placement of souvenirs in Goodies Bag for each delegate	Yes	Yes
20	Access to attendee list for Post Conference Follow-up (only of attendees who have approved)	Yes	Yes
21	Feedback Questionnaire designated by the Sponsor will be included by SPMI in the overall feedback form	Yes	No
22	Exhibition Booth Helpers granted access to lunch and tea-breaks. Non Symposium Delegate	3	2
23	Lucky Draw Participation - Drawing of Winners, 2nd Day	Yes	No
24	Brochure Distribution and Promotion beyond Booth Space, during tea breaks	Yes	No
Note: * Logo Displayed will differ in size - Largest for Platinum Sponsor			
<b>Price</b>		\$20,000	\$9,500
<b>Early Bird (up till 31st July)</b>		<b>\$16,000</b>	<b>\$7,000</b>

### Terms and Conditions for sponsorship application

- Definition and Acknowledgement of Terms and Conditions:** The "Applicant", defined herein as the entity submitting this sponsorship application form to PMI Singapore Chapter. By submitting a signed copy of this sponsorship application form, the sponsor acknowledges and agrees to abide by the terms and conditions specified in this document.
- Submission Period:** Please submit this completed form along with your updated high quality image (300ppi, 150px x 150px) of your company's logo or image with name to [sponsors2013@symposium.sg](mailto:sponsors2013@symposium.sg). The high quality image allows for PMI Singapore Chapter, to reproduce onto its online and printed marketing material. This sponsorship promotion for the event will cease, once the required sponsorship numbers have been taken up, for PMI Singapore Chapter, to finalize and prepare all materials for the event.
- Early Bird and Normal Rate of Sponsorship:** The table below lists the "Early Bird" and "Normal Rate" for each type of Sponsorship. Early Bird Price will be from April 1st, 2013 up to July 31st, 2013 only, after which the Early Bird Price will be replaced with the Normal Rate. All prices are in Singapore Dollars Nett. PMI Singapore Chapter is not a registered GST Entity and will not charge GST.

	Early	Normal
Platinum Sponsor	<b>\$16,000.00</b>	\$20,000.00
Gold Sponsor	<b>\$7,000.00</b>	\$9,500.00

4. **Sponsorship Application Process:** The following is a step by step general process for the application of your Sponsorship for the PMI Singapore Project Management Symposium. Submission of duly completed forms does not entitle for the sponsorship automatically. The application will be reviewed and you shall be informed based on the following application process below:

- a. The Applicant fills in the required sponsorship application form and forward to [sponsors2013@symposium.sg](mailto:sponsors2013@symposium.sg) for processing.
- b. A PMI Singapore Chapter Sponsorship Representative will contact the potential sponsor for discussions and meeting.
- c. Once finalized the Applicant will need to pay the required Sponsorship Fee by Cheque, payable to **“Project Management Institute Singapore Chapter”**.
- d. Payment is payable within 30 days after confirmation of sponsorship of the applicant by a PMI Singapore Chapter Sponsorship Representative.
- e. Payment of early bird rate must be received before July 31<sup>st</sup> 2013, (Early bird closing date)
- f. The Applicant will need to submit to PMI Singapore Chapter the following at least 1 month before the start of the Symposium Event (i.e. before September 9th, 2013) :
  - i. All write-up and inserts for the Symposium Booklet. Layouts, fonts and size will be modified by PMI Singapore Chapter to make the Symposium Booklet uniform and within the allowed marketing dimension specifications.
  - ii. A High Quality, 10 Megapixel and above, image of the Sponsor’s Logo, with or without words. Kindly take note that all banners, booklet ad space and booths are of uniform or defined in size, which means if the Sponsor would want the complete name of the company printed on the promotional materials, the image will be resized accordingly to fit.  
  
***note that late submission of your images and marketing material will result in not being included. PMI Singapore Chapter will not take the responsibility for your late submittal and the resulting non-inclusion in the booklet or any other produced marketing material.***
- g. The Applicant will need to submit to PMI Singapore Chapter the following at least 1 week before the start of the Symposium Event (i.e. before October 2nd, 2013) :
  - iii. List of invited attendees, that will be attending 2 day symposium
  - iv. List of VIP guests which will attend opening ceremony.
  - v. List of Attendees for the 1st Day Gala Dinner including primary contact details and designations.

#### 5. Booth Size Information and Selection

- a. Booths are bare shell design, and include only a table and 2 chairs. Any further design or adjustments are the responsibility of the applicant. We place no restriction upon the design of the booth within the assigned area (as long as it is non-offensive in any means) or the contractor engaged.
- b. Only Platinum and Gold Sponsors can select the location of their booths on a first come first served basis. Gold Sponsors should give way to the Platinum Sponsor, when the selected booth location of the Platinum Sponsor is already selected by the Gold Sponsors. PMI Singapore Chapter Sponsor Representative, will liaise with each Sponsor on the layout and selection of the booths separately.
- c. Platinum Sponsors will be given a booth area of 12m<sup>2</sup>, Gold Sponsors will have a booth area of 6m<sup>2</sup>. Booths are of 3mx2m dimensions, where the platinum sponsor may choose to have 6mx2m or 3mx4m and will include power points and 2 spotlights.
- d. Booths will be located within an exhibition hall, which is the same area where all coffee breaks, snacks and meals are served.
- e. Sponsors may distribute flyers to attendees to a maximum distance of 2m from their booths and this must not interfere with adjacent booths. No permanent fixtures are to be placed outside the booth area.
- f. Platinum Sponsors may place flyers on the coffee tables that are distributed throughout the hall. The must be placed within a holder.
- g. Platinum Sponsors may place up to 2 pull-up banners in other areas of the symposium assigned location, but cannot be placed within the main hall, or the breakout rooms, or blocking any other exhibition or display space of either other exhibitors or PMI (incl. SPMI). Also any placed banners may not block passage ways or otherwise access ways where people may have to walk.

#### 6. Platinum Sponsors Room

- a. Platinum Sponsors will get the exclusive use of a room which may seat up to 30 persons.

- b. This room may be decorated as permitted by the regulations of Sands Exhibition and Convention Centre, and SPMI places no restriction on this. All costs for any such decoration or adjustments are the responsibility of the applicant.
- c. This room is supplied without any audio visual equipment or stage.
- d. Seating can be arranged either in classroom manner or in theatre style and must be advised to us by 1 month before the event.
- e. The rooms will be within the symposium venue area, but may not be directly adjacent to the applicant exhibition space.

**7. Banner Size, Table Top Logos and Locations:**

- a. Main Hall and breakout halls: There will be no banners present but a stage back drop instead where the logo or image of the Platinum (Top) and Gold Sponsors (Bottom) will be displayed.
- b. Entrance pillars: At the entrance way to the Symposium area there will be a pillar on either side. These will display the Logos for all sponsors (Platinum and Gold)
- c. Exhibit Area: Each sponsor may decorate their exhibit area for their own requirements. Exact dimensions will be given upon request. If a sponsor wishing to take advantage of the special rates we receive from our marketing vendor for production of banners or other display material, please contact us ([sponsors2013@symposium.sg](mailto:sponsors2013@symposium.sg)) and we will introduce you. All material must be placed within the boundary of the exhibit area to ensure no obstruction of the human flow through the area.
- d. Tea Table Top Logos: Platinum Sponsors will have their logos displayed on the tea tables in a stand up display (supplied by SPMI). Platinum Sponsors may also place their flyer on these tables in a flyer stand (supplied by the applicant).
- e. To maximize human traffic during tea-breaks and lunch, the tea-breaks and lunch will be held near the exhibition booths. Tea breaks and Lunch will be served within the exhibition space.

**8. Restrictions and Security:** To enhance the overall experience of the delegates and protect legitimate Symposium Sponsors, PMI Singapore Chapter will be assigning authorized staff under direction of the Event Management Team and will be supported by the Security Staff of Marina Bay Sands Convention centre on an as needed basis.

- a. No distribution of marketing materials will be done outside the booth area, except for the Platinum Sponsor.
- b. No un-authorized sponsor will be permitted to erect banners, notices or distribute marketing materials and brochures during the event. Un-authorized person will be asked politely to leave the Symposium Area within the allotted time, before contacting the venue security team.
- c. Color Coded ID Badges will be issued to the delegates, booth operators, speakers, event handlers and board members for easy identification on the level of access authorized.
- d. No offensive banners, logo or wordings will be allowed during the symposium event by PMI Singapore Chapter.

**9. Cancellation Policy and Fee:** The following cancellation fee applies for all sponsorship packages.

- a. 50% Sponsorship Fee Refund Nett: If the cancellation is made on or before August 9th, 2013.
- b. 30% Sponsorship Fee Refund Nett: If the cancellation is made on or before September 9th, 2013.
- c. There will be no refund if cancellation is made after September 9th, 2013, since the Symposium Booklets, Booths and Banners are now under full production for the Symposium Event.

**10. Arrival on the Venue:** The approved sponsors (Booth Operators and Symposium Delegates) should be at the venue at least 30 minutes before the start of the event each day, in order to register, prepare the Sponsor's Booth and your individual marketing materials.

**11. Disclaimer:** PMI Singapore Chapter, its authorized Event Management Team and Marina Bay Sands Convention Centre will be rendered harmless and free from any liability whatsoever, for actions and items beyond its control. This includes but not limited to loss, damage or theft of any sponsor materials and equipment during the event. PMI Singapore Chapter, reserves the right to modify and/or substitute sponsor entitlements due to unforeseen circumstances

**Please contact us with your interest to sponsor us and to receive the application form  
[sponsors2013@symposium.sg](mailto:sponsors2013@symposium.sg)**