



SPE ASIA PACIFIC DIGITAL WEEK

11 – 14 September 2017 | Kuala Lumpur, Malaysia

SPONSORSHIP SUPPORT INFORMATION

Sponsorship support of the event helps offset the cost of producing workshops and allows SPE to keep the attendance price within reach of operation-level individuals, those who benefit most from these technical workshops. Supporters benefit both directly and indirectly by having their names associated with a specific workshop. While SPE prohibits any type of commercialism within the workshop room itself, the Society recognises that supporting companies offer valuable information to attendees outside the technical sessions.

SPONSORSHIP CATEGORIES

Sponsorship categories are offered on a first-come basis. Please contact SPE to enquire and verify the availability of categories. Existing supporters have the opportunity to renew the same level of support for annual workshops.

SPONSORSHIP BENEFITS

In addition to onsite recognition, SPE will recognise sponsors on the SPE website and in all printed materials for the workshop. Based on the category selected, supporting companies also receive logo visibility on promotional workshop items.

Sponsorship Category	Value
Gold Sponsor	USD 10,000
Silver Sponsor	USD 8,000
Lanyards	USD 6,500
Welcome Reception and Networking Dinner	USD 6,000
Delegate Bags	USD 5,500
Bottled Drinking Water	USD 4,500
Coffee / Tea Breaks (Co-Sponsor)	USD 4,000
Networking Luncheon (Per Luncheon)	USD 3,500

Gold Sponsor

USD 10,000

- Four (4) complimentary workshop registrations**
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Company name in all email broadcasts sent to selected SPE member to promote the event
- Verbal Acknowledgement at the beginning of the technical programme
- Distribution of promotional collaterals at publications table throughout workshop duration

Silver Sponsor

USD 8,000

- Three (3) complimentary workshop registrations**
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Company name in all email broadcasts sent to selected SPE member to promote the event
- Verbal Acknowledgement at the beginning of the technical programme
- Distribution of promotional collaterals at publications table throughout workshop duration

Lanyards

USD 6,500

- One (1) complimentary workshop registration**
- Company logo printed on the lanyards and badges
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Distribution of promotional collaterals at publications table throughout workshop duration

Welcome Reception (11 Sept) and Networking Dinner (12 Sept)

USD 6,000

- One (1) complimentary workshop registration**
- Two (2) Welcome Reception and Networking Dinner Guest Passes
- Display of company logo during sponsored reception and dinner sessions
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Verbal Acknowledgement at the beginning of the Welcome Reception and Dinner
- An opportunity for a senior representative of the sponsor to deliver a 10-minutes welcome address to attendees/guests
- Distribution of promotional collaterals at publications table throughout workshop duration

Delegate Bags

USD 5,500

- One (1) complimentary workshop registration**
- Company logo printed on the delegate bags
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Distribution of promotional collaterals at publications table throughout workshop duration

Bottled Drinking Water

USD 4,500

- One (1) complimentary workshop registration**
- Company logo printed on the label of bottled drinking water
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Distribution of promotional collaterals at publications table throughout workshop duration

Coffee / Tea Breaks (Co-Sponsor)

11 – 13 September

USD 4,000 per sponsor

- One (1) complimentary workshop registration**
- Display of company logo during coffee/tea breaks
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Distribution of promotional collaterals at publications table throughout workshop duration

Networking Luncheon – 11, 12 and 13 September

USD 3,500 per luncheon

- One (1) complimentary workshop registration**
- Display of company logo during sponsored luncheon session
- Company logo in the event website, holding presentation slide between sessions and Technical Programme*
- Distribution of promotional collaterals at publications table throughout workshop duration

Notes:

* Sponsors will be acknowledged in the Technical Programme (if confirmed before/by 28 August 2017)

** Workshop Registration includes access to all workshop sessions, coffee/tea breaks, daily luncheons, SPE dinner and post-workshop digital materials



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SPONSORSHIP SUPPORT CONTRACT

This is a sponsorship contract at the **SPE Asia Pacific Digital Week** ("Event"), which will become a binding contract if the potential sponsor satisfies and agrees to Society of Petroleum Engineer ("SPE") Sponsorship Policy as set forth in this contract. The undersigned company (the "Sponsor") does hereby request a sponsorship in the Event, scheduled 11 – 14 September 2017 at the Hilton Kuala Lumpur in Kuala Lumpur, Malaysia. The individual signing this contract warrants that he/she has the authority to bind contractually the organisation contracting for the sponsorship.

SPONSOR INFORMATION		SPONSORSHIP OPPORTUNITIES		
Company Name		Sponsorship Category	Value	Tick (✓)
Contact Name		Gold Sponsor	USD 10,000	
Job Title		Silver Sponsor	USD 8,000	
Office Tel/Direct Line		Lanyards	USD 6,500	
Mobile Number		Welcome Reception and Networking Dinner	USD 6,000	
Email Address		Delegate Bags	USD 5,500	
Company URL		Bottled Drinking Water	USD 4,500	
BILLING DETAILS		Coffee / Tea Breaks (Co-Sponsor)	USD 4,000	
Company Name		Networking Luncheon – Day 1 (11 Sept)	USD 3,500	
Mailing Address		Networking Luncheon – Day 2 (12 Sept)	USD 3,500	
		Networking Luncheon – Day 3 (13 Sept)	USD 3,500	
City/State/Province		TOTAL EXHIBIT SPACE COST = USD		
Postal Code		I hereby submit this sponsorship contract and agree to abide by the policies and procedures as outlined in this contract.		
Country				
Office Tel				
Office Fax				
PAYMENT SCHEDULE	 Authorised Representative Signature & Name	 Date
100% due within 30 days or before 28 August 2017				
PAYMENT MODE: CREDIT CARD		PAYMENT MODE: BANK TRANSFER		
<input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners Club		All payment to be made in USD .		
Card Number		Account Name:	SPE-Asia Pacific (M) Sdn. Bhd.	
Card Expiry Date (mm/yy)		Account Number:	312143567258	
Card Holder Name		Bank Name:	Standard Chartered Bank Malaysia Bhd.	
Card Billing Address		Bank Address:	36, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia	
Amount (USD)		Bank Swift Code:	SCBLMYKXXXX	
Signature		Please return to: Ms Hanna-Rose Abdul Jalil , Assistant Event Manager Telephone: +603.2182.3157 Email: hajalil@spe.org		
SPONSORSHIP POLICY				
Sponsorship Guidelines				
<ul style="list-style-type: none"> Company logo specifications information will be sent to the Sponsor once sponsorship is confirmed. It is the responsibility of the Sponsor to adhere to the logo specifications information provided, as it specifically related to submittal of company logo to be used in promotion of the sponsorship. 				
Sponsorship Recognition on Website				
<ul style="list-style-type: none"> All sponsorship opportunities that meet the guidelines are recognised on the event website: http://www.spe.org/events/en/2017/workshop/18wm05/home.html http://www.spe.org/events/en/2017/workshop/18wm09/homepage.html Sponsor must provide an URL address on the contract to be embedded in the logo on the website. 				
Payment & Cancellation Policy				
<ul style="list-style-type: none"> SPE requires a 100% deposit to be paid within thirty (30) days of invoicing or before 28 August 2017 in order to secure sponsorship. Upon receipt of the signed contract and deposit, an invoice will be emailed to the Sponsor. A sponsor will not be acknowledged or promoted until the company has submitted the Sponsorship Contract and required deposit. 				
<ul style="list-style-type: none"> If a sponsorship cancellation occurs on or more than thirty (30) days prior to the Event, a 50% penalty shall be incurred. If a Sponsor cancels less than fourteen (14) days prior to the Event, the Sponsor will be assessed a cancellation penalty equal to 100% of the total contracted sponsorship value. If a Sponsor cancels with an outstanding balance due, the Sponsor remains responsible for the entire balance due, plus reasonable attorney's fees to collect. Sponsor will not be permitted to participate in future SPE events until all outstanding balances have been paid. Credit cards and wired transfers are accepted. No cancellation shall be acknowledged unless received in writing. The date of the notice of cancellation received shall apply as the office date of cancellation. Upon Sponsor notification of cancellation, SPE has the right to resell the sponsorship item(s) forfeited. 				
Amendments				
Any and all matters and questions not specifically covered by the articles in this Contract shall be subject to the decision of SPE and may be amended at any time by SPE in the overall best interest of the sponsorship and notice thereof shall be binding on the sponsors equally with the foregoing in this Contract.				