

EPHEA CONFERENCE 2024

Equity is our compass:

Holding course for inclusive higher education



Sponsorship proposal
19-22 November 2024





Join the equity movement by becoming a driving force behind one of Australasia's leading educational conferences.

EPHEA is pleased to host the 2024 EPHEA Conference from Tuesday 19 November to Friday 22 November at Waipapa Taumata Rau University of Auckland.

This biannual event has become a key conference in the equity landscape of education, attracting approximately 300 attendees from around Australia and New Zealand. The aim of the conference is to bring together equity practitioners in higher education to highlight and share knowledge on best practice in student and staff equity.

Sincerely,

Professor Cathy Stinear
Pro-Vice Chancellor (Equity)
Waipapa Taumata Rau | The University of Auckland

EPHEA invites you to play an important role in this conference by becoming a sponsor at any one of the levels detailed in this proposal. Being a sponsor for the 2024 EPHEA Conference allows your organisation visibility and recognition amongst a crowd of educational professionals.

To join with us and support 'Equity is our compass: holding course for inclusive higher education', choose the sponsorship level that's right for you and return the registration form.

Dr. Kylie Austin
President
EPHEA



About EPHEA

Mission

EPHEA (Equity Practitioners in Higher Education Australasia) is the professional incorporated association for equity practitioners who work in tertiary education throughout Australia, New Zealand and the Pacific region.

Equity practitioners play an essential role in tertiary education to develop and implement student and/or staff affirmative action programs, manage organisational responsibilities under anti-discrimination legislation, promote cultural change within institutions, and foster an environment which values and respects diversity.

EPHEA is run by a committed volunteer Executive Committee made up of equity practitioners from across Australia and New Zealand. The committee structure is guided by the EPHEA Constitution.

Key goals

- We are advocates and influencers for positive change
- We aim to strengthen, support and build capacity amongst equity practitioners to empower their work.

History

EPHEA was originally formed as the Equal Opportunity Practitioners in Higher Education in Victoria in 1987 as the professional organisation for equal opportunity officers employed in higher education institutions in Victoria and in the Australian Catholic University which at that time has campuses in four states. The organisation was expanded across Australia and New Zealand as the Australasian body of Equal Opportunity Practitioners in Higher Education in Australasia known as EOPHEA.

In 2012 EPHEA was renamed the Equity Practitioners in Higher Education Australasia and became an incorporated association with membership across most Higher Education institutions in Australia and New Zealand with strong activity in both the staff and student equity spheres.

Values

- Reconciliation and recognition
- Social justice, equity, fairness and inclusion
- A strengths based approach
- Collegiality and participation
- Longevity





2024 EPHEA Conference

Held over three days with a focus on ‘Equity is our compass’, this professional development forum aims to position equity in a strength based model, whereby institutions recognise the rich knowledge, experiences and skills that diversity can enable.

The conference endeavours to highlight the outstanding work of equity practitioners across the sector, as well as celebrate the achievements of our staff and students who have leveraged their experience to achieve excellence.

The sub-themes of the conference will include:

- Indigenous Knowledge and Practices in Higher Education
- Culturally responsive teaching
- Community Engagement
- Gender equity and diversity initiatives
- Anti-Racism Initiatives
- Accessibility and Inclusive Environments

The program will include a mixture of keynote presentations and break out sessions, and will also provide valuable networking opportunities at a welcome reception and conference dinner.

Conference Overview

Tuesday 19 November

10.15am - 4pm	Registration, keynote presentation and breakout sessions
4.30 - 6pm	Welcome reception

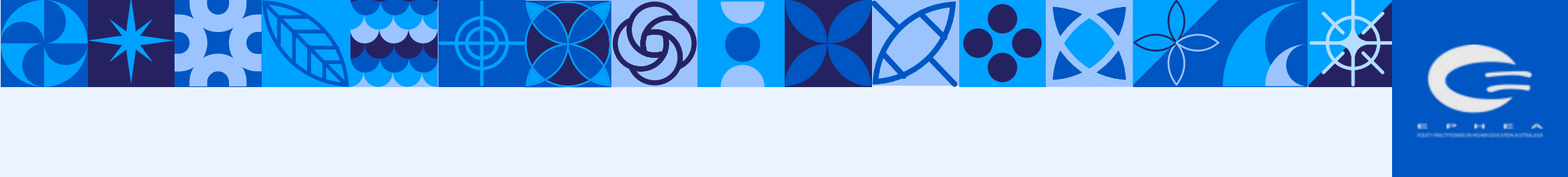
Wednesday 20 November

9am - 4pm	Registration, keynote presentation and breakout sessions
6.30pm - late	Conference Dinner

Thursday 21 November

9am - 4pm	Registration, keynote presentations, general meeting and special interest groups
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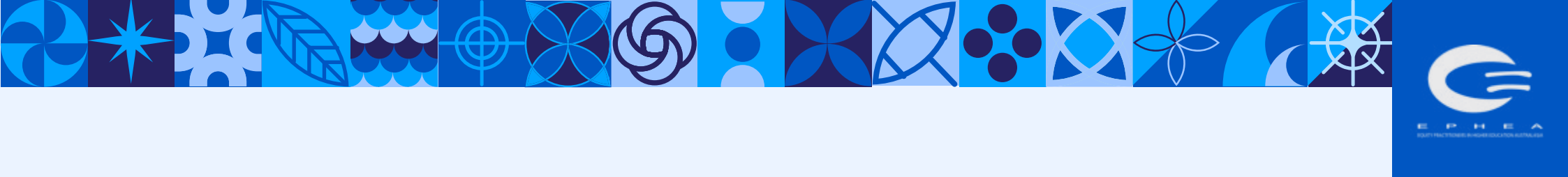
Platinum Sponsor

\$10,000 (1 available)

Platinum Sponsorship entitles you to the following benefits:

- naming rights of the sit down conference dinner
- five minute presentation during dinner to attendees
- recognition as the platinum sponsor at official conference welcome address and other announcement times
- inclusion of logo on all conference communications such as websites, program and other printed or electronic material
- display opportunity of up to two banners with your logo displayed inside the main conference room and dinner venue
- premier display location for further branded signage in the registration area
- optional inclusion of a giveaway or flyer in all delegate satchels
- invitation for two company representatives to attend the 2024 EPHEA Conference (excludes travel and accommodation)
- additional registrations at the EPHEA member price.





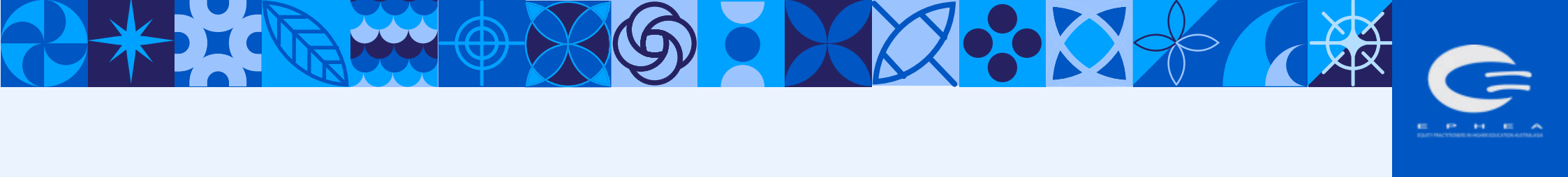
Gold Sponsor

\$7,500 (1 available)

Gold Sponsorship entitles you to the following benefits:

- naming rights to the welcome reception
- two minute speech to open or close the welcome reception
- recognition as the gold sponsor at official conference welcome address and other announcement times
- inclusion of logo on all conference communications such as websites, program and other printed or electronic material
- opportunity to display one banner with your logo displayed inside the main conference room and two at the welcome reception
- prominent display location for further branded signage in the registration area
- optional inclusion of a giveaway or flyer in all delegate satchels
- an invitation for one company representative to attend the 2024 EPHEA Conference (excludes travel and accommodation)
- additional registrations at the EPHEA member price.





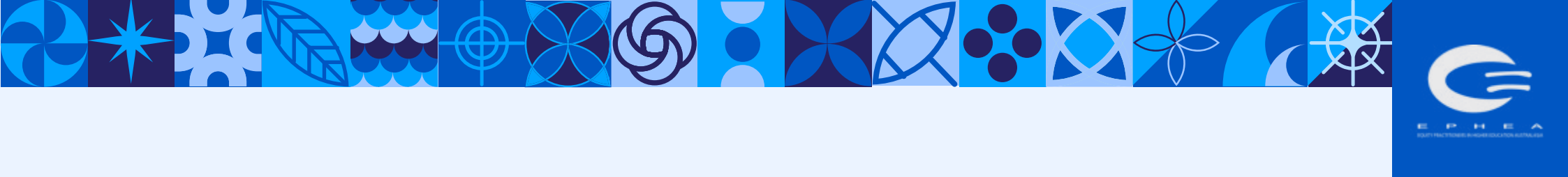
Silver Sponsor

\$5,000 (3 available)

Silver Sponsorship entitles you to the following benefits:

- naming rights to one lunch
- recognition as a silver sponsor at official conference welcome address and other announcement times
- inclusion of logo on all conference communications such as websites, program and other printed or electronic material
- opportunity to display one banner with your logo displayed at the lunch venue
- optional inclusion of a giveaway or flyer in all delegate satchels
- registrations at the EPHEA member price.





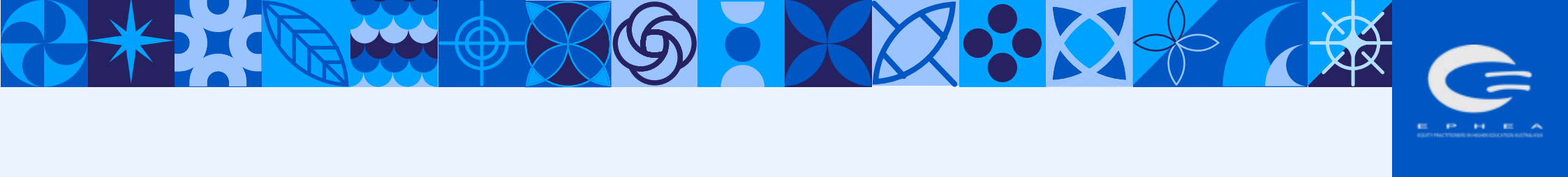
Bronze Sponsor

\$3,000 (4 available)

Bronze Sponsorship entitles you to the following benefits:

- naming rights to one morning tea or one afternoon tea
- recognition as a bronze sponsor at official conference welcome address and other announcement times
- inclusion of logo on all conference communications such as websites, program and other printed or electronic material
- opportunity to display one banner with your logo displayed at the allocated morning/afternoon tea
- registrations at the EPHEA member price.





Practitioner Sponsor

\$1,500 (unlimited available)

Practitioner Sponsorship, enables an early career practitioner to attend the conference free of charge and entitles you to the following benefits:

- recognition as a support sponsor at official conference welcome address and other announcement times
- inclusion of logo on all conference communications such as websites, program and other printed or electronic material
- registrations at the EPHEA member price
- acknowledgement of your sponsorship at the EPHEA Lifetime Member and Early Career Practitioner Awards.





Working with us

EPHEA looks forward to partnering with you for the 2024 EPHEA Conference at the University of Auckland.

To assist in ensuring the success of this event and that your organisation receives the sponsorship package requested, please see below some key points:

- confirm you have read, understood and agreed to the entitlements for the sponsorship level that you have selected
- ensure you complete and submit your signed registration form once you have decided as sponsorships will be allocated on a first in, first serve basis
- if you are uncertain of any information or wish to discuss the proposal first before committing, please touch base with the contact person listed.

Please note that once registration forms are received, EPHEA will then distribute in due course:

- terms and conditions
- payment details/invoice
- artwork specifications for logos
- confirmation instructions for organisation representatives
- presentation/address instructions
- branded signage display setup and pack down information
- giveaway or sample guidelines and delivery details.



Sponsorship summary

The following table provides a summary of sponsorship entitlements.

	Platinum (1 available)	Gold (1 available)	Silver (3 available)	Bronze (4 available)	Practitioner (unlimited)
Naming rights to specified event	1	1	1	1	-
Presentation or speech to attendees	1	1	-	-	-
Recognition at official welcome and announcement times	1	1	1	1	1
Logo inclusion on conference collateral	1	1	1	1	1
Banner displayed at main conference room	2	1	-	-	-
Banner displayed at specified venue	2	2	1	1	-
Prime display of other branded signage at registration area	1	1	-	-	-
Inclusion of giveaway or flyer in delegate satchels	1	1	1	-	-
Organisation representatives to attend conference	2	1	-	-	-
Registrations at EPHEA member price	✓	✓	✓	✓	✓
Total Conference Sponsorship Investment	\$10,000	\$7,500	\$5,000	\$3,000	\$1,500





Terms and conditions

The following terms and conditions apply to Your application to sponsor and/or exhibit:

You/Your – Sponsoring / Exhibition company/organisation.

We/Us/Our – Event Services, The University of Auckland (acting as agent for the event local organising committee (the “Principal”)).

By returning the completed and signed Application to Sponsor or Exhibit form (the “**Application Form**”) you agree to be a sponsor of **Equity Practitioners in Higher Education Australasia (EPHEA) Conference 2024** hosted by **University of Auckland Ltd** and being held at the **University of Auckland** from **19-22 November 2024** on the terms and conditions set out below, from the date that the Application Form is signed by You until the end of the Event Period.

We reserve the right to refuse or deny any application. When Your application has been received and is accepted by Us, We will send You email confirmation and attach an invoice for the total payment amount (as recorded on the Application Form). Our confirmation email amounts to an acceptance by Us of Your offer to sponsor. Once We confirm acceptance of Your application, there is a binding agreement between You and Us unless cancelled in accordance with these terms and conditions.

Your requested category of sponsorship may be limited to a certain number of sponsors and preference will be determined in order of receipt of the signed Application Form and payment. The event secretariat will notify You if You are unable to participate in Your requested category.

The Principal shall have control over selecting the invitees to the event and the selection of any speakers, presenters or authors.

Details of the event may change without notice. Please refer to the event website for the latest information.

General

You will be informed of all deadlines for the provision of information or materials by way of email updates and updates to the event website. The deadlines for delivery or supply of materials, information or artwork are not negotiable. If materials, information or artwork required from You are not received by Us by the designated due date, their use for their intended purpose cannot be guaranteed. The value of these entitlements will not be refunded in this circumstance.

Due to privacy legislation, We cannot guarantee the inclusion of all event participants’ details on any delegate list.

Sponsors and exhibitors are not entitled to entry into the event sessions or social events, unless the relevant tickets are offered as part of the particular sponsorship package. Sponsors and exhibitors who do not hold tickets as part of their sponsorship package and who wish to attend the event as a delegate must complete the appropriate registration form online and pay the applicable registration fee.

Finance

All prices include GST and are quoted in New Zealand Dollars.

The total payment must be made in full within thirty (30) working days of the date of our invoice.

Sponsorship entitlements as set out in the relevant sponsorship prospectus will not commence until the total payment has been received in full.

If the total payment is not received within thirty (30) working days of the date of our invoice, We reserve the right to cancel the application and the designated sponsorship/exhibition space may be reassigned.

If You pay by electronic funds transfer or an international cheque You agree to pay any bank charges and must include these in the amount You transfer.

Cancellation

You may only cancel the sponsorship arrangement within the period of five (5) days of receiving confirmation from Us. Cancellations may only be made in writing and must be forwarded to Event Services, The University of Auckland. In the event of cancellation by You, You agree to pay an administration fee of \$250. For the avoidance of doubt, if You cancel the sponsorship arrangement, We will not be obliged to provide any of the sponsorship entitlements to You, and no refunds of sponsorship will be made by Us for cancellations received by Us outside of the above permitted cancellation period.

We have the right to postpone or cancel the event and cancel this sponsorship agreement and shall not in any circumstances be liable for costs or losses resulting from such delay or cancellation.





Liability

You assume entire responsibility and hereby agree to protect, indemnify, defend and hold Us harmless against all claims, losses and damages to persons or property, government charges, or fines and legal fees arising from or caused by Your installation, removal, maintenance, occupancy or use of the event venue or a part thereof, except to the extent that such liability is caused by the negligence of the event venue, its employees and agents.

Without limiting the above provision, You are responsible for any reasonable costs of repairing Your designated exhibition space or the event venue should You paint, mark or damage any fixtures or fabric.

You are also solely responsible for any physical loss or damage to Your own property while that is located at the event.

We will not be liable for and make no guarantee of the number of visitors to the event.

We will not be accountable for the level of commercial activity generated for You or any other person.

You acknowledge that the University of Auckland is acting as agent for the Principal and that these terms and conditions are for the benefit of and enforceable by the University of Auckland and the Principal.

Exhibitors

You must only exhibit products sold or supplied, or services rendered by You.

You may not assign, share, sub-let, or grant licences for the whole or part of Your designated exhibition space without prior approval from Us.

We reserve the right to rearrange the floor plan and/or relocate any exhibit without notice. We will not discount or refund for any facilities not used or required.

The general exhibition space will have a surface that allows for velcro fastenings. No cementing, nailing, tacking, taping or attaching of any material to the floor, walls or columns is permitted.

We reserve the right to ask You to remove any display items We deem as unacceptable, and if We do so You agree to promptly comply with Our request.

During the event hours, a representative from Your company/organisation must staff Your exhibit at all times.

You must conduct business only from within the confines of Your designated exhibition space and must ensure that Your representatives and employees do not tout, or place any material, outside of Your designated exhibition space in a manner that obstructs the aisles. You must ensure that You and Your representatives comply with all relevant laws and with all policies relating to the event.

All material used in the event venue and/or exhibitor's space must conform to all appropriate regulations that We notify to You.

You shall not commence dismantling or packing product before the end of the final coffee break on the last day of the event. We will not be held responsible for any items left behind, including where remaining items are discarded by Us or any other person.

You hereby waive and abandon any right to claim specific performance of any obligation of Us now or henceforth.

Print entitlements

Your logos and/or company/organisation name will be reproduced in the event colour/s, full colour, or mono, at our discretion. All logos must be at least 300 DPI at 100% in EPS (preferred for print) and JPEG (preferred for website) format.

No print or web recognition will be given unless payment terms have been met.

No animals

No animals are permitted within University of Auckland buildings. Guide dogs for the visually impaired are the only exception.

Privacy statement

Your name and contact information, including electronic address, may be used by parties directly related to the event (such as the Principal, other organisers, and approved stakeholders) for related purposes such as promotion, networking, and administration related to this event and future events of this type. You may decide the extent of any personal information disclosed to Us but Our ability to provide the sponsorship entitlements may be limited if You withhold requested information.





Sponsorship application

Please complete the following and return it no later than 31 July 2024

Company name:

Company logo provided (jpg format) for publicity

Sponsorship package:

We wish to sponsor the following package:

- Platinum Sponsor** \$10,000 (1 Available)
- Gold Sponsor** \$7,500 (1 Available)
- Silver Sponsor** \$5,000 (3 Available)
- Bronze Sponsor** \$3,000 (4 Available)
- Practitioner Sponsor** \$1,500 (unlimited available)

Payment details:

Total to pay:

- Please send me a tax invoice for direct credit payment
- Credit card - Mastercard and visa only (additional fees apply)

Financial contact person - Below is the person we should contact directly to confirm payment details:

Name:

Email:

I have read and understood the Terms and conditions

Signed: **Date:**.....

Name (please print):

Title:

Phone:

Email:

Please email this completed form to:
ephea2024@auckland.ac.nz

Maeghan Loehr
Events & Conference Planner

