



IUAPPA 2013

SIDE EVENTS INFORMATION DOCUMENT

Side events are a vital component of the programme, as they provide opportunities for information dissemination, capacity building, technical and policy discussions. Partner organisations, research institutions, and key stakeholders may present their work or foster discussions on key issues, often engaging the audience in a question and answer session.

Side events can take many forms such as presentation workshops, panel discussions, stakeholder meetings, product or service presentations, recommended practices or a publication, a lunch-time debate or a networking cocktail.

Side events are listed with the organisation(s)' name and/or the side event organiser(s) on the official Congress programme in electronic and print.

IUAPPA congress organisers contact for side events: Alzena Gomes (organisers@iuappa2013.com)

Allocation of side event slots

Delegates wishing to hosts side events at the 16th IUAPPA Congress may apply for a side event slot which will be reviewed by the 2013 IUAPPA Local Organising Committee (LOC). Slots will be allocated on a first come first serve basis and with consideration to the relevance of the side event to the Congress.

Side events can only be hosted by attending delegates, exhibitors or representatives from their organisations. *(Please provide proof of registration and payment with your application)*

Side Events Programme Slots:

Programme slot	Offer and Conditions	Fee
Congress lunch-time slot	Venue options:	R 3,500.00
13:00 – 14:00 Monday, Tuesday, Thursday and Friday	Meeting Room 1.4 A and 1.4 B (Can accommodate 72 pax, classroom style) Meeting Room 1.6 A and 1.6 B (Can accommodate 72 pax, classroom style)	
Please note: Side events take place in dedicated IUAPPA congress venues. We therefore request side event hosts to strictly adhere to times allocated to side events as not to disrupt congress proceedings.	<p>The side event fee, includes:</p> <ul style="list-style-type: none"> • The use of a 2013 IUAPPA Congress venue • Description of the side event in the monthly electronic Congress Update together with host’s RSVP details. • Listing of the side event in the Congress programme together with an RSVP e-mail address and mobile number or special text “by invitation only”. • Announcement of your event by the programme director at the closing of the Congress session, prior to your event. <p>Special requests</p> <p>The following can be arranged at the expense of the side event host:</p> <ul style="list-style-type: none"> • Catering including beverages • Technical and audio-visual equipment 	

Programme slot	Offer and Conditions	Fee
<p>Wednesday afternoon</p> <p>(Please note that the optional scientific excursions and the golf day are hosted on Wednesday afternoon – scientific excursion will only start after lunch)</p> <p>From 13:00 onwards</p>	<p>Venue options:</p> <p>Meeting Room 1.4 A and 1.4 B (Can accommodate 72 pax, classroom style)</p> <p>Meeting Room 1.6 A and 1.6 B (Can accommodate 72 pax, classroom style)</p> <p>The side event fee, includes:</p> <ul style="list-style-type: none"> • The use of a 2013 IUAPPA Congress venue • Description of the side event in the monthly electronic Congress Update together with host’s RSVP details. • Listing of the side event in the Congress programme together with an RSVP e-mail address and mobile number or special text “by invitation only”. • Announcement of your event by the programme director at the closing of the Congress session, prior to your event. <p>Special requests</p> <p>The following can be arranged at the expense of the side event host:</p> <ul style="list-style-type: none"> • Catering including beverages • Technical and audio-visual equipment 	R 3,500.00

Programme slot	Offer and Conditions	Fee
<p>Side event with networking cocktail</p> <p>From 17:30 onwards</p> <p>Monday, Tuesday, Thursday and Friday</p>	<p>Venue options:</p> <p>Meeting Room 1.4 A and 1.4 B (Can accommodate 72 pax, classroom style)</p> <p>Meeting Room 1.6 A and 1.6 B (Can accommodate 72 pax, classroom style)</p> <p>The side event fee, includes:</p> <ul style="list-style-type: none"> • The use of a 2013 IUAPPA Congress venue • Description of the side event in the monthly electronic Congress Update together with host's RSVP details. • Listing of the side event in the Congress programme together with an RSVP e-mail address and mobile number or special text "by invitation only". • Announcement of your event by the programme director at the closing of the Congress session, prior to your event. <p>Special requests</p> <p>The following can be arranged at the expense of the side event host:</p> <ul style="list-style-type: none"> • Catering including beverages • Technical and audio-visual equipment 	<p>R 3,500.00</p>

Side Event Application

Time frame for the application and allocation of side events:

By 29 July

Submit side event application form

- Please complete the side event application form and send to organisers@iuappa2013.com
- Please provide a short description of the event, number of delegates expected, event format and indicate your slot preferences.

By 21 August

Confirmation of a side event & update of information

- The organisers will contact you to advise if your event can be accommodated in the congress side events programme. Once you have confirmed that you will be taking up the allocated time slot you will receive an invoice together with a side event confirmation and requirements form. This form should be completed and submitted with proof of payment by no later than 30 August 2013.

By 30 August

Payment deadline and notification

- All payments received and IUAPPA 2013 Congress News is distributed with information on scheduled side events.

Independent side events

Should an IUAPPA Congress venue slot not be available (as offered above), you may contact the Cape Town ICC directly to book a venue for your event or book a venue at any of the adjacent hotels and conference venues. (Please note that the Westin Grand is across the road from the Cape Town ICC).

You may request the inclusion of your event in the congress programme – should the IUAPPA 2013 LOC deem your event relevant in relation to congress themes and presentations and should you or a representative from your company be a paying delegate. (Please provide proof of registration and payment with your application to have your side event listed in the congress programme)