

**CIfA2024:**Annual Conference

24-25 APRIL 2024

Booking Form

|  |  |
| --- | --- |
| *Your details for invoicing* | |
| Contact name and job title | |
| Click or tap here to enter text. | |
| Organisation | |
| Click or tap here to enter text. | |
| Website | |
| Click or tap here to enter text. | |
| Email | |
| Click or tap here to enter text. | |
| Telephone | Purchase Order number (if required for invoice) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Billing Address | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |

Sponsorship options

|  |  |  |  |
| --- | --- | --- | --- |
| *Sponsorship grades* | *Cost* | *Select* | *Qty* |
| ~~Gold sponsorship~~(Exclusive sponsorship: unavailable for 2024) | ~~£8,000~~ |  | ~~Qty~~ |
| Silver sponsorship | £5,000 |  | Qty |
| Bronze sponsorship (social event and excursions) | £5,000 |  | Qty |

Exhibition-only options

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| --- | --- | --- | --- |
| *Booth options* | *Cost* | *Select* | *Qty* |
| Onsite booth package *(included in sponsorship packages)* (trestle table, room for banner, 1 representative and digital exhibitor page) | £360 |  | Qty |
|  |  |  | Qty |
| Do you intend to bring a pop-up stand? If so, please provide dimensions. For larger displays, we may need to amend pricing. | Yes/No Dimensions: Click or tap here to enter text. | | |
| Electrical socket required for stand **NB: all electrical equipment must carry a valid PAT certificate)** | Inc |  | N/A |

Company representatives

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Details* | **Representative 1** | | | **Representative 2** | | **Representative 3** | |
| Name | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Membership number | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Email address | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | |
| Dietary requirements | Click or tap here to enter text. | | | Click or tap here to enter text. | | Click or tap here to enter text. | |
| *Attendance* | *Cost* | *Select* | | *Cost* | *Select* | *Cost* | *Select* |
|  |  |  | |  |  |  |  |
| Wed 24 April | No cost |  | | £60 |  | £60 |  |
| Thurs 25 April | No cost |  | | £60 |  | £60 |  |
| Tuesday drinks | No cost |  | | No cost |  | No cost |  |
| Wednesday dinner | £29 |  | | £29 |  | £29 |  |
|  | | | | | | | |
| **Total cost for exhibitor representatives** | £Click or tap here to enter text. | | | | | | |
| **Total cost for sponsor or exhibitor package** Section A | | | Click or tap here to enter text. | | | | |

Additional advertising or promotion

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| --- | --- | --- | --- |
| *Advertising Options* | *Advert only* | *Booth add-on* | *Qty* |
| **Programme advertisement**  Full page | £175 | £125 | Qty |
| **Programme advertisement**  Half page | £130 | £80 | Qty |
| **Programme advertisement**  Quarter page | £100 | £50 | Qty |

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| **Total cost for additional advertising/promotion** Section B | Click or tap here to enter text. |

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| *Bursaries* | | |
| Sponsor a student attendee – full digital attendance | £50 | Qty |
| Sponsor a student attendee – full live attendance | £100 | Qty |
| Sponsor a regular attendee – full digital attendance | £110 | Qty |
| Sponsor a regular attendee – full live attendance | £230 | Qty |

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| *Fees* | | |
| Late booking fee (exhibitors only, applied after 01/03/2024) | £25 |  |
| Admin fee (any changes to names after 31/03/2024) | £10 |  |

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| **Total for bursaries and fees** Section C | Click or tap here to enter text. |

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| **Grand total** (Sum of A, B, and C) | Click or tap here to enter text. |

Please also ensure you have provided us with the necessary files and/or information to process your booking, these may include:

* A high-resolution version of your logo
* URL to your website
* Any text or information you might wish to display on your exhibitor page within the portal
* Any documents such as flyers, brochures, offers etc you might wish to attach to your sponsored session within the portal or to your exhibitor page
* Your advertisement for our digital programme (by 5 Mar) in the appropriate size (standard A4 size, A5 or A6 at minimum of 300 dpi)

If you have any questions or may need any further information on any of the above package options or the files/information we may need, please don’t hesitate to reach out to:   
[conference@archaeologists.net](mailto:conference@archaeologists.net)