



The
Chartered
Society of
Forensic
Sciences



SecureSouthEast: An information security and cyber-resilience symposium

Sponsor & Exhibitor Information



Date: 23 June 2015

Venue: Portland Building, University of Portsmouth



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Aims

1. Discuss current and future challenges in the areas of information security and cyber-resilience.
2. Explore suggested solutions and best practices in the context of local and national cybersecurity needs.

Objectives

1. Develop an understanding of contemporary threats and cyber-risk analysis for businesses and Public-sector services.
2. Support and promote efficient implementation of security policies.
3. Promote information and cyber-security awareness.
4. Provide opportunities to build links between local industry, public sector, academia and security providers.
5. Create a network between universities, private sector industry and governmental agencies to promote knowledge exchange.
6. Develop interdisciplinary and cross-sectoral research opportunities.
7. Provide employability opportunities of students and recruitment opportunities for participating organisations.

Indicative topics

- Cybersecurity and network infrastructure resilience
- Cyberwarfare, cyberterrorism and cyberespionage
- Cybercrime, policing online and digital forensics

Themes

- Discuss current and future challenges in the areas of information security and cyber-resilience
- Explore suggested solutions and best practices in the context of local cybersecurity needs

Target audience

- Public sector information services
- Law enforcement
- National Security, Cybersecurity and related governmental agencies
- Military
- Private sector security/cybersecurity companies
- Software/hardware developing companies
- E-commerce companies
- Banking sector
- Academics in relevant areas

For further information on the Symposium, please visit the dedicated website: <http://securesoutheast.port.ac.uk/>





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(#) Sponsorship Level	
Principal	£2650
Executive	£1840
Premium	£1280
Standard Plus	£720
Standard	£560

Sponsorship Packages	Principal	Executive	Premium	Standard Plus	Standard
Website Advertising					
Logo recognised on The Chartered Society of Forensic Sciences website under the specific event page with a hyperlink click through direct to your home page. (Logo to be provided in png, tif or jpeg format)	✓	✓	✓	✓	✓
Logo recognised on the University of Portsmouth Symposium web page with a hyperlink click through direct to your home page (Logo to be provided in png, tif or jpeg format)	✓	✓	✓	✓	✓
Logo printed on symposium material. (Logo to be provided in png, tif or jpeg format)	✓	✓	✓	✓	✓
Use of The Chartered The Chartered Society of Forensic Sciences logo until 23rd June 2015	✓	✓	✓	✓	✓
Electronic Advertising					
Generic pre-symposium direct e-mail campaign featuring company logo, sent to 3000 members of The Chartered Society of Forensic Sciences and approximately 750 non-members who have attended previous Chartered Society of Forensic Sciences events. (Logo to be provided in png, tif or jpeg format)	✓	✓	✓	✓	✓
Pre-conference direct e-mail campaign on your company's latest product to 3000 members of The Chartered Society of Forensic Sciences and approximately 750 non-members who have attended previous Chartered Society of Forensic Sciences events. (Content to be plain text only - must be taken by 30 th May 2015)	1	1			
Post-symposium direct e-mail campaign on your company's latest product to 3000 members of The Chartered Society of Forensic Sciences and approximately 750 non-members who have previously attended previous Chartered Society of Forensic Sciences events. (Content to be plain text only - can be taken anytime up till 30 th June 2015 or by prior agreement)	1				
Printed Advertising					
A4 advertisement in symposium material. (Print-ready artwork to be supplied by the sponsor)	1	1/2	1/4		
Double page editorial feature in the interfaces issue following the symposium. (Can be taken anytime up until 31 st August or by prior agreement.)	✓				
Single page editorial feature in the interfaces issue following the symposium. (Can be taken anytime up until 31 st August 2015 or by prior agreement.)		✓			
Company profile included in the symposium material. (Logo and 200 word profile)	1/2	1/4			
Direct Advertising					
Logo /name projected on the screens in the symposium room during breaks.	✓	✓	✓	✓	✓
Recognised as a sponsor in the opening and closing remarks of the symposium.	✓	✓	✓	✓	✓
Two small freestanding banners (maximum size 2m high x 1m wide) on the registration desk areas.	✓				
Exhibitor space (3 x 3 metres) in a prime location within the exhibition area.	✓				
Exhibitor space (2 x 2 metres) in the exhibition area.		✓	✓	✓	✓
Delegate passes.	6	5	4	2	1
Additional delegate passes at a 10% discount on published delegate fees.	✓	✓	✓		



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Item	Cost
<p>Memory stick sponsor (to be sourced and supplied by the sponsor)</p> <ul style="list-style-type: none"> • A memory stick will be provided to delegates on registration. • Recognition as a sponsor on The Chartered Society of Forensic Sciences website and on the University of Portsmouth Symposium web page • Recognition as a sponsor during the closing remarks of the symposium. 	<i>Price available from the office directly</i>
<p>Pen sponsor (to be sourced and supplied by the sponsor)</p> <ul style="list-style-type: none"> • A pen will be provided to delegates on registration. • Recognition as a sponsor on The Chartered Society of Forensic Sciences website and on the University of Portsmouth Symposium web page • Recognition during the closing remarks of the symposium. 	<i>Price available from the office directly</i>
<p>Conference pads sponsor (to be sourced and supplied by the sponsor)</p> <ul style="list-style-type: none"> • A conference pad will be provided to delegates on registration. • Recognition as a sponsor on The Chartered Society of Forensic Sciences website and on University of Portsmouth symposium web page • Recognition during the closing remarks of the symposium. 	<i>Price available from the office directly</i>
<p>Conference bag sponsor (to be sourced and supplied by the sponsor)</p> <ul style="list-style-type: none"> • A conference bag will be provided to delegates on registration. • Recognition as a sponsor on The Chartered Society of Forensic Sciences website and on the University of Portsmouth Symposium web page • Recognition during the closing remarks of the symposium. 	<i>Price available from the office directly</i>
<p>Pre-conference email marketing campaign (Logo to be supplied in png, tif or jpeg format)</p> <ul style="list-style-type: none"> • Sponsors logo and web address included on e-mails to UK and international audiences (inclusive of 3000 members of The Chartered Society of Forensic Sciences and approximately 750 non-members who have previously attended at The Chartered Society of Forensic Sciences events. • Monthly updates to potential delegates will generate approximately 15,000 e-mails during the lead up to the symposium. • Ideal opportunity to build your brand with delegates before they arrive at the symposium. 	<i>Price available from the office directly</i>
<p>Arrival refreshments sponsor (Applicable to 23 June 2015)</p> <ul style="list-style-type: none"> • Verbal recognition by the Chair at the sessions directly before the refreshment break. • Recognition as a sponsor on The Chartered Society of Forensic website and on the University of Portsmouth Symposium web page. • Recognition as refreshment break sponsors with A3 card featuring your company logo in the refreshments areas. 	<i>Price available from the office directly</i>
<p>Mid-morning refreshments sponsor (Applicable to 23 June 2015)</p> <ul style="list-style-type: none"> • Verbal recognition by the Chair at the sessions directly before the refreshment break. • Recognition as a sponsor on The Chartered Society of Forensic Sciences website and on the University of Portsmouth Symposium web page. • Recognition as refreshment break sponsors with A3 card featuring your company logo in the refreshments areas. 	<i>Please contact the office for details directly</i>
<p>Afternoon refreshments sponsor (Applicable to 23 June 2015)</p> <ul style="list-style-type: none"> • Verbal recognition by the Chair of sessions at the sessions directly before the sponsored refreshment break. • Recognition as a sponsor in the Symposium material. • Recognition as refreshment break sponsors with A3 card featuring your company logo in the refreshments areas. 	<i>Price available from the office directly</i>
<p>Marketing material on the registration desk (Supplied by the sponsor)</p> <ul style="list-style-type: none"> • Organisation leaflet (maximum one double-sided A4 page) to be displayed on the registration desk for delegates to pick up. 	<i>Price available from the office directly</i>



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Sponsorship booking form

Sponsorship Level	Amount	23 June 2015
Principal sponsor	£2650	
Executive sponsor	£1840	
Premium sponsor	£1280	
Standard plus sponsor	£720	
Standard sponsor	£560	
Other sponsorship Items	Amount	23 June 2015
Memory stick sponsor	tbc	
Pen sponsor	tbc	
Conference pads sponsor	tbc	
Conference bag sponsor	tbc	
Pre-conference e-mail marketing campaign	tbc	
Arrival refreshments sponsor	tbc	
Mid-morning refreshments sponsor	tbc	
Afternoon refreshments sponsor	tbc	
Marketing material on the registration desk	£200 per day	
1/2 page advertisement in the delegate brochure	£300 per advert	

Company/organisation:	
Contact:	
Address	
Postcode:	
Telephone number:	Fax:
Mobile:	E-mail:

No.	Complimentary passes (name & job title as you wish it to appear on your badge).
1	
2	
3	
4	
5	
6	



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Please give us details about the size and dimensions of your stand		
Do you require tables and chairs? Please specify your exact requirements		
Do you have any specific AV requirements? If so please specify		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signed</td> <td style="width: 50%; border: none; text-align: right;">I agree to the sponsorship terms and conditions <input type="checkbox"/></td> </tr> </table>	Signed	I agree to the sponsorship terms and conditions <input type="checkbox"/>
Signed	I agree to the sponsorship terms and conditions <input type="checkbox"/>	

Please return the booking form to:

Keshia McGuire, Event Management Organiser, The Chartered Society of Forensic Sciences, 18a Mount Parade, Harrogate. HG1 1BX
 Telephone: +44 (0) 1423 506068 Fax: 01423 506391 E-mail: conference@csofs.org

Sponsorship terms and conditions

General information disclaimer

The Chartered Society of Forensic Sciences reserves the right to amend any sponsorship package at any time and without notice.

Requests for sponsorship

Requests for sponsorship or exhibitor space at the symposium should be made by completing the official booking form which can be found in this sponsorship proposal. Sponsorship packages and exhibitor space will be allocated on a strictly 'first-come, first-served' basis.

Allocation of sponsorship packages and exhibition space

Sponsorship packages will be allocated on receipt of a completed booking form. The Chartered Society of Forensic Sciences will allocate site positions after taking into account the level of each organisation's sponsorship, the date of booking, proximity to competitors and other relevant matters.

Accommodation & dinners

These are not included in the sponsorship package or exhibitor fee and must be booked by the individual. If you require any assistance with this, please contact **Keshia McGuire, Event Management Organiser** directly. +44 (0) 1423 506068

Payments

To secure your booking, payment must either be received with the completed booking form or with a company purchase order. Please note that your organisation must be set up on our accounting system for bill back facilities. All invoices are payable within 30 days.

Acceptable methods of payment include credit card/debit card, cheque or bank transfer. **Please note that International Bank Transfers are not permitted.**

Cancellation by the sponsor

Exhibitors wishing to cancel a booking must do so in writing to Keshia McGuire (conference@csofs.org) at The Chartered Society of Forensic Sciences. Receipt of such a request will be confirmed in writing.

In the event of a cancellation request, the following charges will apply:

- a) 30% of total cost if cancelled more than 16 weeks prior to the first day of the symposium.
- b) 60% of total cost if cancelled between 16 and 12 weeks prior to the first day of the symposium.
- c) The full cost of the booking is payable for cancellations less than 12 weeks prior to the first day of the conference.

Symposium cancellation or postponement by The Chartered Society of Forensic Sciences

The Chartered Society of Forensic Sciences do not accept any liability for losses incurred in the event of the symposium being cancelled or postponed due to an unforeseen event or any other event that renders the continuation of this conference inadvisable, illegal, impracticable or impossible. An unforeseen event shall include, but shall not be limited to: an Act of God; infectious disease outbreak; service provider failures; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension, and/or restriction on transportation; or any other emergency. In the event the conference is cancelled no refunds will be issued. All available funds, after cancellation expenses, will be credited towards rescheduling a future event at a later date.

Bankruptcy

In the event of a sponsor or exhibitor becoming bankrupt, going into liquidation, appointing an administrator or receiver, or entering into a voluntary arrangement, the full agreed amount of sponsorship will be due and payable with immediate effect.

Stand Building

Stand space at the conference is 2m width x 2m depth, unless otherwise stated. Included in this space will be a table (size to be determined by the venue) and chairs (minimum of two). Any additional furniture or equipment must be supplied by the sponsor/exhibitor and at their own expense.

Exhibitors must abide by the set-up and breakdown times as stated within the **Sponsor and Exhibitor Guidelines**. Exhibition stands should be manned during all refreshment breaks and events scheduled in the exhibition area (s). Stands can be broken down after the last refreshment break but not before.

Liabilities

Whilst The Chartered Society of Forensic Sciences will endeavour to protect your property at the symposium, it must be understood that the venue and the organisers (i.e. The Chartered Society of Forensic Sciences) cannot accept liability for loss or damage sustained to personal property whilst at the symposium.

Sponsors and exhibitors agree to indemnify and hold The Chartered Society of Forensic Sciences and the venue blameless against any and all loss, liability, damage, costs, expense, claims, proceedings and actions arising out of any act by you as the exhibitor/sponsors which results in any damage to your personal property.

Insurance

Sponsors and exhibitors are responsible for arranging appropriate insurance cover in connection with their attendance at the symposium, including prevention, postponement or abandonment. The Chartered Society of Forensic Sciences cannot be held liable for any loss, liability or damage to personal or company property.

Public Liability Insurance

It is mandatory that all sponsors/exhibitors have adequate **Public and Product Liability Insurance cover**.

This refers to damage or injury caused to third parties/visitors on or in the vicinity of your exhibition stand and equipment. Sponsors/exhibitors are required to submit a copy of their Public Liability Insurance Certificate along with their completed booking form.

Fire & Safety

Sponsors and exhibitors must comply with any reasonable instructions given by any authority regarding fire precautions and safety. All decorations, displays and exhibits, together with incidental fittings, must conform fully to the regulations and requirements as set by law, and must be non-flammable or treated for fire prevention by an approved method.

Alterations & Disclaimer

The Chartered Society of Forensic Sciences reserves the right to make alterations to the symposium programme, venue and timings at any time.

Whilst we will make every effort to secure a high level of attendance of delegates to the conference, no guarantee of delegate numbers can be given and no discounts or refunds are available if delegate numbers do not reach the projected levels.

Personal Property

The Chartered Society of Forensic Sciences and the venue accepts no responsibility for the loss or damage to personal property whilst at the conference

Responsibilities of the sponsor/exhibitor

The Sponsors and exhibitors will not imply that it has the ability to control or unduly influence decisions on the development, content, process or results of the symposium. We encourage the sponsors and exhibitors to promote their sponsorship of the symposium, e.g. through press releases, website etc, with guidance/support or prior agreement from The Chartered Society of Forensic Sciences.

The Chartered Society of Forensic Sciences will:

- Keep the sponsor/exhibitor informed of any substantial change to the symposium programme and will seek your views on key matters of principle or fundamental issues as appropriate.
- Retain all decision making over the development of, participation in and the process of operating the symposium.
- Ensure the sponsor's logo is featured on key promotional marketing tools and literature.
- Retain ownership and control of data/information gained as a result of the symposium process.
- Retain sign-off on press releases and other promotion of the symposium.

Contact:

Any queries you may have about the Society's conferences/events should be addressed to:

The Chartered Society of Forensic Sciences

Clarke House
18A Mount Parade
Harrogate
North Yorkshire
HG1 1BX

tel : +44 (0)1423 506 068

fax: +44 (0)1423 566 391

email: conference@csofs.org