



Catholic Education  
Business Administrators



# **2018 - 2019 Sponsorship**

## **Sponsor Information Kit**

Including the 2018 CEBA Conference, Adelaide Convention Centre, South Australia

## About CEBA

The Catholic Education Business Administrators Inc. (CEBA) is the Professional Association for business and finance staff working within the education sector in Australia. The Association includes the senior administrators from Catholic secondary schools, Catholic Education Offices and other allied organisations that are involved within the sector. The membership base and approximate number of members is currently from Victoria (190), NSW (25), Tasmania (14), South Australia (11) and Queensland (1).

## About the CEBA Conference

The CEBA Conference is held every two years, and aims to provide exceptional professional development via top quality speakers and informative workshops. This occurs in a relaxed environment which provides significant networking time for participants.

The 2018 Conference will be held at the Adelaide Convention Centre from Wednesday 10 October until Friday 12 October 2018. Sponsors will have the opportunity to bump into the venue the day before on Tuesday 9 October. The Adelaide Convention Centre is conveniently located in the heart of the city centre and nestled within the beauty of the Riverbank Precinct, surrounded by parklands and the Torrens river.

The conference will be based in the western end of the ground level with sponsors in a modern and spacious EXPO hall, next to the plenary sessions.

Please see following link. <http://www.imapenterprises.com/adelaide/welcome.php>

## Why sponsors like our conference

1. CEBA members are generally the key financial adviser (and often the decision-maker) at their school.
2. We treat our sponsor delegates exactly the same as our member delegates at our Conference. Sponsor delegates enjoy full participation in all meals, activities and special events, and are welcome to attend any conference sessions of interest.
3. We interact with our sponsors – CEBA delegates will use the conference to catch up with current suppliers and to gather information on new opportunities for their College.
4. We listen! Following feedback from our previous conferences we have made further improvement to our exhibition layout and conference program and have included accommodation for sponsor delegates.

## Sponsor Arrangements

Our 2018 conference will be held at the Adelaide Convention Centre located in the heart of Adelaide. This facility includes substantial exhibition spaces which will be used to accommodate the conference sponsor exhibition area.

At our recent conferences we developed a program which continuously channels members into the exhibition areas for morning and afternoon tea, and lunches. We will continue to build on this concept for 2018.

The conference event including meetings, exhibition displays and social activities continue to grow and the hotel (still to be chosen) can accommodate all of our delegates, visitors and sponsor representatives on the same site.



**CEBA Sponsorship remains the ONLY way for suppliers to have direct access to CEBA members. There are two options:**

CEBA 'Annual' Sponsorship Packages  
Annual Fee: \$1,500 + GST = \$1,650

### **Entitlements**

- Listing on the CEBA website as a sponsor
- Endorsement of up to 2 bulk emails to members per year
- Eligible to receive a copy of the CEBA membership listing
- Opportunity to participate at CEBA's biennial, 3-day conference as a trade exhibitor, subject to availability of places
- Opportunity to sponsor a CEBA term meeting, trade/PD day or other business gathering, subject to availability (at additional cost)

### 2018 'Conference' Sponsorship Package levels:

- **Gold**
- **Silver**
- **Bronze**

- There are three levels of 'Conference' packages available for organisations who wish to participate at the CEBA Conference held every second year. In 2018 the conference will be held during October at the Adelaide Convention Centre.
- Conference sponsors will be able to participate at CEBA's 3-day conference as a trade exhibitor and to attend the various conference sessions and activities.
- CEBA operates in a co-operative relationship with reputable purveyors of goods and services to schools and the education sector.
- No sponsor will be refused participation due to the presence of competing products. However, only one sponsor per product category will be permitted at the combined gold/silver levels.
- Only one sponsor package will be allocated per sponsor.
- Only one extra delegate per sponsor can be added to the conference package for \$5000 plus GST.

**A detailed description of all conference sponsorship packages follow.**



## Gold 'Conference' Sponsorship Package (2 places only): \$35,000 + GST = \$38,500

### Conference

- Four conference delegates including accommodation (2 nights), catering, conference dinners and all other activities
- Quad-size sponsor stall (including exhibition booth hire) of 2.5m x 8m approx. dimensions
- Inclusion on all conference materials (top billing)
- Opportunity to attend all conference sessions
- Ten-minute address to conference delegates

### Other

- Opportunity to host a separate corporate/branded event, as part of the conference or separately, endorsed by and for CEBA members
- Includes one year of the CEBA 'Annual' Sponsorship Package fees
- Opportunity to sponsor a CEBA term meeting, trade/PD day or other business gathering (at additional cost)
- Listing on the CEBA website as a sponsor
- Endorsement of up to 2 bulk emails to members per year (including PDF attachment)
- Eligible to receive a copy of CEBA membership listing

## Silver 'Conference' Sponsorship Package (6 places max): \$15,000 + GST = \$16,500

### Conference

- Three conference delegates including accommodation (2 nights), catering, conference dinner and all other activities
- Double-size sponsor stall (including exhibition booth hire) of 2.5m x 4m approx. dimensions
- Inclusion on all conference materials
- Opportunity to attend all conference sessions
- Five-minute address to conference delegates

### Other

- Includes one year of the CEBA 'Annual' Sponsorship Package fees
- Opportunity to sponsor a CEBA term meeting, trade/PD day or other business gathering (at additional cost)
- Listing on the CEBA website as a sponsor
- Endorsement of up to 2 bulk emails to members per year (including PDF attachment)
- Eligible to receive a copy of CEBA membership listing



## Bronze 'Conference' Sponsorship Package (approx. 30 places allocated) \$8,000 + GST = \$8,800

### Conference

- Two conference delegates including accommodation (2 nights), catering, conference dinner and all other activities
- Sponsor stall (including exhibition booth hire) of 2.5m x 2m approx. dimensions
- Inclusion on all conference materials
- Opportunity to attend all conference sessions

### Other

- Includes one year of the CEBA 'Annual' Sponsorship Package fees
- Opportunity to sponsor a CEBA term meeting, trade/PD day or other business gathering (at additional cost)
- Listing on the CEBA website as a sponsor
- Endorsement of up to 2 bulk emails to members per year (including PDF attachment)
- Eligible to receive a copy of CEBA membership listing

## Allocations of 'Conference' packages are subject to availability

- Due to limited physical space, and the desire to control the ratio of sponsors to delegates, there will be a limited number of 'Conference' sponsorship opportunities (approx. 40 places)
- All sponsorship applications for 'Conference' packages will be processed according to the following rules for allocation
- Two Gold 'Conference' Sponsorships will be available. Where more than two applications are received the places will be awarded using the following priority criteria:
  1. **Current Gold Sponsor**
  2. **Current Silver Sponsor (longest serving)**
  3. **Current Bronze Sponsor (longest serving)**
  4. **Annual Sponsor (longest serving)**
  5. **Previous CEBA Sponsor (longest serving)**
  6. **New applicants**
- If no Gold 'Conference' Sponsorship application is received the sponsorship committee may determine to accept additional Silver or Bronze sponsors
- Six Silver 'Conference' Sponsorships will be available. Where more than six applications are received the places will be awarded using the following priority criteria:
  7. **Current Gold Sponsors**
  8. **Current Silver Sponsors**
  9. **Unsuccessful New Gold Sponsor**
  10. **Current Bronze Sponsors (longest serving)**
  11. **Annual Sponsor (longest serving)**
  12. **Previous CEBA Sponsors (longest serving)**
  13. **New applicants**



- No Silver 'Conference' Sponsorship will be provided if the sponsor organisation is in direct competition with one of the successful Gold 'Conference' Sponsors
- If six Silver 'Conference' Sponsorship are not received the sponsorship committee may determine to accept additional Bronze sponsors
- Approximately 30 Bronze 'Conference' Sponsorships will be available – the exact amount will be determined by the sponsorship committee once the number of higher range sponsorships (i.e. Silver and Gold) has been determined. Where excess applications are received the total places will be awarded using the following priority criteria:
  1. **Current Gold Sponsor**
  2. **Unsuccessful New Gold Sponsor**
  3. **Current Silver Sponsor**
  4. **Unsuccessful New Silver Sponsor**
  5. **Current Bronze Sponsors (longest serving)**
  6. **Annual Sponsor (longest serving)**
  7. **Previous CEBA Sponsor (longest serving)**
  8. **New applicants**

## Payment

- We are prepared to work with sponsors to facilitate payment plans that match your sponsorship budgets and the financial year.
- Each conference sponsor will have the opportunity to nominate a portion of their sponsorship fee (minimum 50%) for payment by 28 February 2018, with the balance to be paid by 31 July 2018.
- CEBA Inc. will issue tax invoices to sponsors in December 2017 for the full value of the 2018-2019 sponsorship packages.

## Associate Members

Associate Members of CEBA may attend the conference as a sponsor delegate or as a CEBA delegate. As a sponsor delegate there is no conference registration fee provided the total number of sponsor nominees is within the respective level for the sponsorship selected by the organisation. Otherwise an Associate Member will be eligible to attend the conference by registering as a member delegate for the event.

## Any Questions?

If you wish to discuss any aspect of CEBA sponsorship or the 2018 CEBA Conference to be held in Adelaide, please feel free to contact either CEBA Committee Sponsor Convenor (Jack Palumbo - [jpalambo@salesian.vic.edu.au](mailto:jpalambo@salesian.vic.edu.au)) or:



### Catholic Education Business Administrators

E: [office@ceba.edu.au](mailto:office@ceba.edu.au)  
 T: (03) 9895 4495 F: (03) 9898 0249  
[www.ceba.edu.au](http://www.ceba.edu.au)  
 PO Box 546 East Melbourne, Vic 3002



Catholic Education  
Business Administrators

# 2018 - 2019 CEBA Sponsor Registration

incl. Adelaide Conference (Oct 2018)

Name of Organisation:

Contact Person:

Office Phone:

Mobile:

Email:

Packages (Annual and Conf. options)	Delegates at Conference	Exhibition space	Speak @ Conference	Annual Group Emails	Cost	Please tick sponsor level:
'Annual'	No	No	No	Yes	\$1,500 = GST	<input type="checkbox"/>
Bronze	2	Single	No	Yes	\$8,000 + GST	<input type="checkbox"/>
Silver	3	Double	5min	Yes	\$15,000 + GST	<input type="checkbox"/>
Gold	4	Quad	10min	Yes	\$35,000 + GST	<input type="checkbox"/>

1. I have read the sponsor information kit and wish to register as a sponsor at the level indicated above.
2. I acknowledge that this is a binding commitment to pay the amount shown above and I confirm I have the authority to enter into this commitment on behalf of my organisation.
3. Please invoice my organisation for the sponsorship package shown above. Note that I will organise to pay the full value of the elected conference sponsor package as follows:

Instalment 1 (Min 50%)

Due by 28 FEB, 2018

\$

Instalment 2 (balance)

Due by 31 JUL, 2018

\$

Purchase Order No:

Authorised By (Name):

Position:

Signature:

Date: / /

Please return the completed sponsorship application form by the extended date of 22nd December 2017 to the CEBA office:



Catholic Education Business Administrators

E: office@ceba.edu.au

PO Box 546 East Melbourne, Vic 3002



Catholic Education  
Business Administrators