



ICAO Global Aviation Security Symposium #AVSEC2017

AVSEC Culture – Beyond the Standards

ICAO Headquarters, Montréal, Canada, 12 - 14 September



ICAO

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The International Civil Aviation Organization (ICAO) will be holding its inaugural Global Aviation Security Symposium from 12 - 14 September at the ICAO Headquarters in Montréal, Canada.

The three-day Symposium will bring together AVSEC professionals from around the globe to advance the cultivation of a new mind-set towards aviation security, embracing it as a culture that goes beyond a set of standards. It will strategically enhance international cooperation and collaboration to address the threat posed by terrorists targeting civil aviation by reinforcing, strengthening and promoting the international framework of aviation security standards. Participants will benefit from an interactive exhibition showcasing the

latest State and industry AVSEC technology and process innovations, along with dynamic learning workshops.

This will also be an incredible opportunity for networking and collaboration between States, ICAO, industry leaders, and representatives from different international and regional aviation organizations.

For more information, please visit our website www.icao.int/meetings/AVSEC

Anticipated Participants



900

Anticipated Industry Exhibitors



35

Number of days / sessions



3

Anticipated specialized U.N. agencies / Member States



Over 200

ICAO Headquarters, Montréal, Canada

999 Robert-Bourassa Boulevard



ICAO Headquarters

Take the opportunity at this event to market your products and services to a public and private sector audience from around the world. A unique Symposium that will bring together airlines, air transport academics, financial institutions, aircraft manufacturers, international organizations and air navigation services providers. As an exhibitor/sponsor at the ICAO Global Aviation Security Symposium (AVSEC2017), your company will gain exposure to senior-level decision makers, such as the ICAO's 191 Member States representatives. Your participation will enhance the awareness of your brand's products and/or services and will permit your company's delegates to network with senior officials from Civil Aviation Authorities and industry executive.



Exhibition Booth



Exhibition Hall



ICAO Assembly Hall Seating Capacity over 900

Sponsorship Agreement Form



Sponsorship Agreement

To participate as a sponsor at the ICAO Global Aviation Security Symposium (AVSEC2017), please complete pages 5-7.

1- Confirmation: Confirmation of the Sponsorship Agreement will be guaranteed by return of this duly completed and signed Agreement and payment of the total fee.

Company Name					
Contact Person					
Salutation		First Name		Last Name	
Title					
Address					
City				Province/State	
Country				Postal/Zip Code	
Tel No.				Fax No.	
Email Address					

2- Sponsorship Fees – Hospitality Events: To see a list of sponsorship privileges provided by ICAO, please see Appendix B. To view the exhibition floor plan and booth space, please see Appendix C.

Event No.	Select Event No.	Sponsor Category	Hospitality Event	Day	Approximate Time *	Fee in \$USD
1		Platinum	Welcome Reception	Tuesday	17:30 – 19:30	\$24,500
2		Platinum	Cocktail Reception	Wednesday	17:30 – 19:30	\$24,500
3		Gold	Lunch	Tuesday	12:00 – 14:00	\$21,000
4		Gold	Lunch	Wednesday	12:00 – 14:00	\$21,000
5		Gold	Lunch	Thursday	12:00 – 14:00	\$21,000
6		Bronze	Coffee/Refreshments	Tuesday	10:30 – 11:00	\$5,000
7		Bronze	Coffee/Refreshments	Tuesday	15:15 – 15:45	\$5,000
8		Bronze	Coffee/Refreshments	Wednesday	10:30 – 11:00	\$5,000
9		Bronze	Coffee/Refreshments	Wednesday	15:15 – 15:45	\$5,000
10		Bronze	Coffee/Refreshments	Thursday	10:30 – 11:00	\$5,000
11		Bronze	Coffee/Refreshments	Thursday	15:15 – 15:45	\$5,000

Delegate Bag	Fee
Confirmation has been received from ICAO to sponsor the delegate bag.	\$8,500

Lanyards (ICAO and Customer logo)	Fee
Confirmation has been received from ICAO to sponsor lanyards.	\$8,500

USB Key (ICAO and Customer logo)	Fee
Confirmation has been received from ICAO to sponsor the USB Key.	\$8,500

Event Application (ICAO and Customer logo)	Fee
Confirmation has been received from ICAO to sponsor the Event Application.	\$8,500

Promotional Material Distribution	Fee
Confirmation has been received from ICAO for one single sheet of printed promotional material (8.5" x 11" or A4) to be inserted into the delegate bag.	\$2,500

* Times are subject to change.

Note: Hospitality events will take place in the exhibition area (See Appendix C). ICAO will make arrangements to cater and pay for the hospitality events with recommended local caterers.

Total Fee	
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3- Program Directory: A logo, description of your company's products/services and contact information will be included in the Event Directory. Please complete this form and email it to MCR@icao.int.

Corporate Logo

Please send us via email your company corporate logo. The resolution must be at least 300 dpi in one of the following formats:
(1) .ai; (2) .eps.

4- Contact Information and Description: Please complete the table below. All the fields are mandatory and the company description, products or services cannot exceed more than 100 words.

Company Name			
Contact Person			
Salutation	First Name	Last Name	
Email Address			
Website Address			
Company Description Max 100 words			

5- Invoicing and payment: Upon receipt of the duly completed Sponsorship Agreement, ICAO will remit an invoice for the event sponsorship fee; which will be sent by e-mail in a PDF format and the original will be mailed to the sponsor.

Payments must be made prior to the event and will be due fourteen (14) days upon receipt of the invoice.

Methods of payment are: cheque, bank transfer or major credit card.

If payment is not received within fourteen (14) days upon receipt of the invoice, ICAO may not guarantee the customer's first choice for the booth number and/or the sponsorship slot.

Please select one of the following payment options: (Icao's preferred method of payment is by credit card.)

Option 1	By cheque:
Cheque should be payable to ICAO and mailed to:	International Civil Aviation Organization Treasury Office 999, Boul. Robert-Bourassa, Montréal, Québec, H3C 5H7

Option 2	By Bank Transfer:
Pay to:	Royal Bank of Canada St.Catherine & Stanley Branch, Montreal, Quebec, H3B 1H7
Bank Code	003
Transit Code	05101
Swift code	ROYCCAT2
For Credit to	400-416-4

Option 3	Visa	Master Card	American Express
Card Number			Expiry Date
Card Holder Name			
Signature			

ICAO is committed in keeping your provided financial information safe and secure.

6- Promotional Material: Exhibitors and Sponsors are prohibited from placing flyers, pamphlets, brochures and other promotional items (i.e. Pens, USB sticks, mugs, memo pads, etc.) on tables or stands other than their own. These tables or stands are reserved for ICAO. Exhibitors may use their assigned tables to display their collateral materials.

Promotional materials must not promote military applications or make reference to the Republic of Taiwan.

7- Transportation and Customs Clearance: ICAO will not be responsible for any transportation and customs clearance of the exhibit's material.

Please, ensure that box 5 (Purchase's name and address) of the Canada customs clearance form is completed by your company of shipping/transportation.

To view the Canada customs invoices form : <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>.

8- Cancellation Policy: This Agreement may be cancelled by the Agreement signatory. Cancellation request must be sent by email to your project manager and are subject to the penalty in the table below.

If the cancellation request is:	Penalty for cancellation
More than 29 days before the event	0 % - Full refund
Between 22 to 28 days before the opening of the event	25% charge
Between 14 to 21 days before the opening day of the event	50% charge
Less than 14 days before the opening day of the event	No refund – 100% charge

ICAO reserves the right to terminate this Agreement at any time via written notice.

If the Agreement is terminated, ICAO will (at their discretion) refund any deposit made for this event.

9- Acceptance: The undersigned hereby certifies that the information set forth in this Sponsorship Agreement is accurate and agrees with the above policies.

Signature: _____ Date: _____

10- Return the Agreement: Save the duly completed and signed Agreement and return it by e-mail in a PDF format to MCR@icao.int.

Yes, please, send me all the information related to ICAO's products, services and other events.

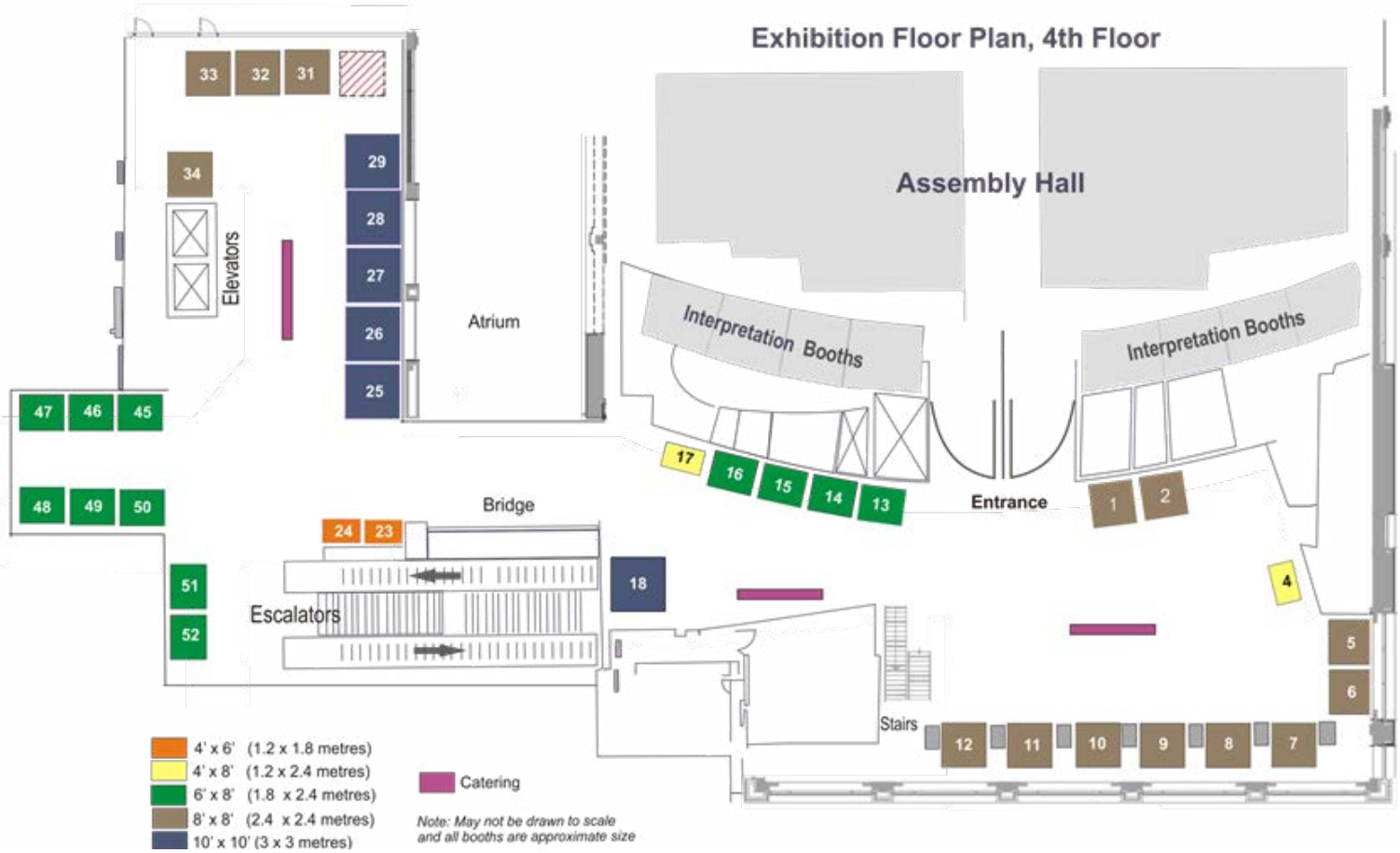
Appendix A: Benefits of Becoming a Sponsor

- A great opportunity to market and showcase your products and services to the public and private sector audience from around the world, as well as representatives from ICAO's 191 Member States.
- Enhance the awareness and visibility of your organization by promoting your brand's products and/or services at one of the many hospitality events while networking with senior officials from Civil Aviation Authorities and industry executives during and after the event.
- Network with high level decision makers and explore how new technology, equipment and processes can assist States and industry to meet both existing and future aviation safety & security requirements and challenges.

Appendix B: Sponsorship Privileges

Privileges	Sponsorship			
	Platinum	Gold	Bronze	Delegate Bag, Lanyards, USB Key & Event Application
Sponsor's logo and hyper link on the ICAO event website.	✓	✓		
Fifteen-minute non-commercial presentation to the delegates prior to the sponsored reception or lunch.	✓	✓		
A prime location single exhibition space.	✓	✓		
Up to three single sheets of printed promotional material (8½×11 inch or A4) inserted into the delegate bags or the event folder.	✓	✓		✓
Ad in the event programme.	Full page Ad	Half page ad		
Recognition by the event moderator during the opening and closing ceremonies.	✓	✓	✓	✓
Prime visibility in the Event Directory of the sponsor's name, logo and company's products/services.	✓	✓	✓	✓
Display of sponsors' logos in the venue areas.	✓	✓	✓	✓
Sponsor name and logo on the Event auditorium screen.	✓	✓	✓	✓
Invitation to the hospitality event with sponsor name and logo on the Event auditorium screen.	✓	✓	✓	
Display of sponsor's logo during the event being sponsored.	✓	✓	✓	
Free delegate or exhibitor pass(es) and folder or delegate bag.	6	4	1	2

Appendix C: Exhibition Floor Plan



Event Planning Guide

Online and On-Site Registration

REGISTRATION – Online and On-Site registration are both compulsory.

1. Online Registration: To speed up the registration process on-site, please complete your online registration at least seven (7) days prior to the event. Please note that you must use your voucher code given by your project manager to get your preferential discount.

Access to the conference and exhibition areas will be granted only to registered participants.

Step 1: Choose the desired event on the Events Portal home page or in the Events Calendar section and press “Click here to register”. Then click on “Register for this event” which will bring you to the ICAO Events Login page. If you are registered in the ICAO portal, proceed to step 2. If you’re registering for the first time, proceed to step 3

Step 2: Existing User

1. Enter your email address and password and click on Log In.
2. The system will display the online registration page with pre-populated information.
3. All fields with an * are mandatory fields.
4. Enter the voucher code that was provided to you by your project manager.
5. Click “Register now”.
6. Exit from the registration page and go to your email inbox and print the confirmation email.

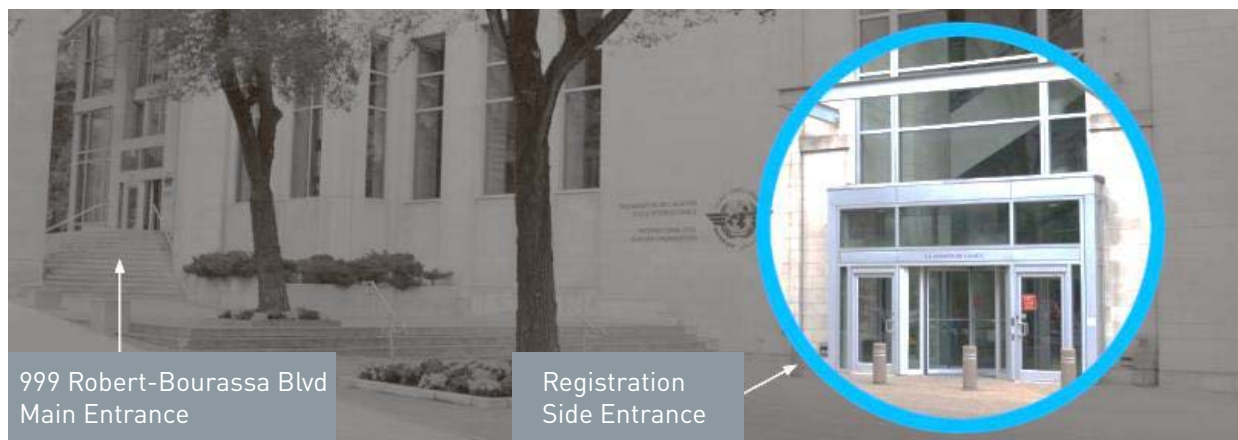
Step 3: New User

1. Click on “Create an Account”.
2. Enter your email address and click on “Verify email address”.
This process is to check if your email address is in our database.
3. Click on “Proceed to a new registration” and continue to step 2 above.
If you have forgotten your password, please click on “Forgot your password?”
Enter your email address and a temporary password will be sent to you by email.
Then create a new password and store it in a safe location.
If you need help, please contact the Market and Customer Relations team at MCR@icao.int.

2. On-Site Registration: At the ICAO HQ, please enter on the side entrance. See below. Have on hand, the registration confirmation that was sent to you by email. It contains bar-codes that will be scanned to help speed up the registration process. At registration, they will:

1. Confirm your registration.
 2. Take a photo if necessary.
 3. Create your ID badge.
 4. Hand out event materials. i.e. Programme, bags, folders, etc.
- Please note the registration hours of operations on the next page.

Access to the conference and exhibition areas will be granted only to registered participant with their Photo ID Badge.



REGISTRATION AND EXHIBITION DATES AND TIME

The following times are subject to change.

Day	Date	Registration Hours	Exhibitor Setup	Exhibition Hours	Exhibitor Tear down
Monday	Sept. 11	10:00 – 13:00	10:00 – 16:00	-	-
Tuesday	Sept. 12	07:30 – 10:30	-	07:30 – 17:00	-
Wednesday	Sept. 13	Closed	-	07:30 – 17:00	-
Thursday	Sept. 14	Closed	-	07:30 – 17:00	17:00 – 21:00

The exhibition will be held in the conference section of ICAO Headquarters, Montreal on the fourth floor (Assembly Hall level) and on the third floor (Landing).

Sponsored hospitality events will take place on the fourth floor.

SHIPMENTS – Inbound

Directly to ICAO

To ship exhibition materials (ie. Magazine rack, pop up banners, flyers, promotional materials) directly to ICAO, you must obtain approval in advance from your project manager as there is limited storage space at the ICAO premises.

Once approved, ensure each box contains the following two (2) labels and are easily visible.

The shipment must arrive at ICAO via the loading dock (see diagram below) and before the setup date. (See table above)

Domestic Shipments

Exhibitors should be aware that there are limited storage spaces at the ICAO premise for large boxes, crates, etc.

Please contact the exhibition supplier to make arrangements to store your materials in their advance warehouse facilities.

International Shipments

If exhibitors do not have their own brokers to help clear customs, they may ship their materials to the event customs broker. It is recommended to use a reliable courier company that will be able to track your shipment. We therefore require exhibitors to send their display goods with all fees (i.e. duties and taxes) prepaid.

To view Canada customs invoice form, please visit: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>.

Please ensure that box 5 is completed by your company or transportation company.

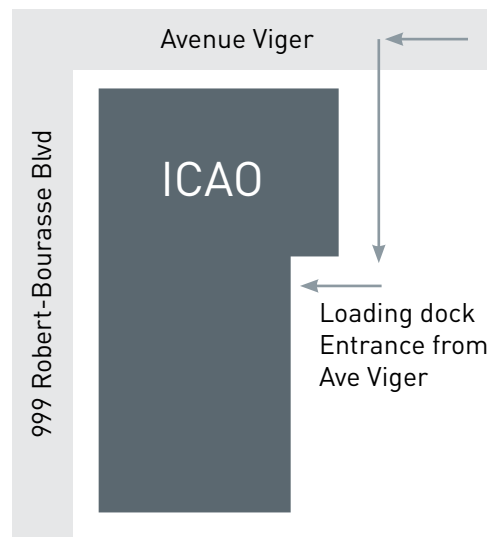
ICAO is not responsible for any charges (transportation, brokerage or customs) for inbound shipments to ICAO or outbound shipments from ICAO.

BUILDING RESTRICTIONS

The exhibitor must ensure that the dimensions of any single component, crate or skid will fit in through the warehouse entrance and freight elevator. Crates or material may not exceed the following dimension.

	Height	Width	Depth
Garage Entrance	12'5" (3.8 m)	10' (3 m)	
Freight Elevator	7' (2.1 m)	4' (1.2 m)	8' (2.5 m)

Mr. Fabio Mhaouek / Mr Christian Khouzam International Civil Aviation Organization (ICAO) 999 Robert-Bourassa Blvd – Side Entrance (Viger Street) Montreal, Quebec, H3C 5H7 Canada		
Event Name:		
Booth No:		
Number of Boxes:	Box	of



Custom Clearance

To view Canada customs invoice form, please visit: <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>

Please ensure that box 5 is completed by your company or transportation company.

If exhibitors do not have their own brokers to help with custom clearance, they may ship their materials to ICAO customs broker. It is recommended to use a reliable courier company that will be able to track your shipment.

PROMOTIONAL MATERIALS

Promotional Items: (Delegate Bag)

Platinum, Gold and the Delegate Bag sponsors are entitled to insert up to three (3) promotional sheets* (8 1/2 x 11 inch or A4) into each delegate bag or event folder.

Recommended Quantity: 900

Note: Promotional items or printed material must be shipped directly to ICAO Show Site Address before September 8, 2017. The package label must clearly show "Promotional items for ICAO Global Aviation Security Symposium (AVSEC2017)".

* Promotional pieces that require printing and printed promotional material can be produced in ICAO's fully equipped state of the art printing facility at a nominal cost — details on request.

BOOTH SETUP

BOOTH SETUP

By Exhibitor: Exhibitors may setup up their own booth.

They must register first, so they may have access to the 4th floor.

By Contractor: Exhibitors hiring an outside contractor to setup the booth must provide the contractor’s name(s) to the project manager so he/she may advise building security to give them access to the exhibition area (4th floor).

DISMANTLE

Through ICAO

To ship material back to your company, please advise your project manager in advance and provide the pre-paid courier labels and commercial invoice.

Through the official booth equipment supplier

For large volumes of boxes or crates, these items should be handled though the official supplier.

Note: Materials left behind (at the exhibition booth or loading dock) without any prior shipping instructions will be discarded.

ICAO will not assume any charges (transportation, brokerage, custom clearance) for inbound or outbound shipments.

KEY CONTACTS

Contact	Functions
ICAO MCR – Market and Customer Relations +1 (514) 954-8219 ext. 7474 Email: MCR@icao.int .	<ul style="list-style-type: none"> • Project Managers (MCR – Market and Customer Relations); • Planning and coordination of booth assignments and sponsorships; • Program Directory; • Promotion materials; • On-site contact.
Exhibition Supplier TBD	<ul style="list-style-type: none"> • Booth construction; • Advance warehouse services; • Setup and dismantle of booths; • Rental of furniture (Chairs, Lighting, Tables, Magazine stands, bar stools, etc.); • Customized graphic back panel.
Custom Broker TBD	<ul style="list-style-type: none"> • Customs broker and transportation provider; • Assist exhibitors with shipments.
Audio-Visual Supplier TBD	<ul style="list-style-type: none"> • Audio-Visual Equipment

Please note that prices will be provided in a separate documents by your ICAO project manager.