



HETL 2023

Re-Imagining Education:
Collaboration and Compassion

**Re-Imagining Education: Collaboration
and Compassion**

12 – 14 June 2023

**SPONSORSHIP & EXHIBITION
PROSPECTUS**

[HETL2023](https://www.hetl2023.com)

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INTRODUCTION

It is a great pleasure to invite you to participate in the **Higher Education Teaching and Learning Conference (HETL 2023)** running from 12 - 14 June 2023, at the P&J Live, TECA, Aberdeen, Scotland, UK.

HETL 2023 will be organised by a broad team at the University of Aberdeen with representation from across all disciplines. The conference attracts 200 - 400, international delegates and will be an in-person event in 2023. This year's conference will focus on four themes:

- Inclusive
- Interdisciplinary
- International, and
- Sustainable

The themes provide the opportunity for us to 're-imagine education' with a focus on collaboration and compassion, they are not limiting, and submissions can go beyond these suggestions.

Plenary lectures are given by a few invited, distinguished speakers, alongside a programme of oral and poster presentations selected from abstract submissions.

For more information on the programme please visit the [website](#)

The Local Organising Committee of **HETL 2023** wish to encourage you to consider exhibiting at or sponsoring this event, and look forward to confirming your participation and welcoming you to Aberdeen.

VENUE

The Conference is being held at the P&J Live

Address:

P&J Live

East Burn Road,

Stoneywood,

ABERDEEN,

AB21 9FX

[Getting Here](#)

CONTACT INFORMATION

To discuss sponsorship or exhibition packages, please contact the event organisers.

Event Organisers

Contact: CPD and Events Services

Address: University of Aberdeen, Room 29,
University Office, King's College, Aberdeen, AB24
3FX

[Website](#)

Email: cpdservices@abdn.ac.uk

Tel: +0044 (0) 1224 272523

POSSIBLE SPONSORSHIP OPPORTUNITIES HIGHER EDUCATION TEACHING AND LEARNING 2023

Please note that these opportunities are guidelines, not set in stone. If you would like to tailor a sponsorship opportunity, please let us know and we will be happy to discuss your requirements.

Platinum Sponsorship (Exclusive Opportunity)

£5,000.00 +VAT

- Sponsor's logo and description will appear on website
- E-mail blast to pre-registered attendees – sponsors name mentioned
- Press release mentions sponsor prominently
- Corporate listing in delegate pack – 100-word corporate description and advert in e-abstract booklet
- Company logo on programme as Platinum Sponsor
- Two full delegate registration
- One exhibition stand

Gold Sponsor

£2,500.00 +VAT

- Sponsor's logo will appear on website
- E-mail blast to pre-registered attendees – sponsors name mentioned
- Logo in e-abstract booklet
- One full delegate registration
- One exhibition stand

Silver Sponsor

£1,000.00 +VAT

- Sponsor's logo will appear on website
- E-mail blast to pre-registered attendees – sponsors name mentioned
- Logo in e-abstract booklet
- One exhibition stand

Bronze Sponsor

£500.00 +VAT

- Sponsor's logo and description will appear on website
- Logo in e-abstract booklet

Other Possible Sponsorship Opportunities may include:

Sponsorship of Formal Dinner

TBC + VAT

- Inclusion of tag line on programme e.g.
Company X has sponsored this event
- Inclusion of tag line/logo on the menu
- Logo included on web pages
- Invitations to the dinner
- Opportunity to welcome guests (short speech)

Sponsorship of Student Places

TBC + VAT

- Inclusion of tag line on programme/web pages e.g.
Company X has sponsored 10 student places at this event
These places have been sponsored by Company X
- Logo included on web pages
- Logo included on delegates' information

Sponsorship of Drinks Reception

TBC + VAT

- Inclusion of tag line on programme e.g.
Company X has sponsored this event
- Logo included on web pages
- Logo included on delegates' information
- Invitations to the reception and dinner

Sponsorship of Delegate Pack

TBC + VAT

- Logo on conference bag (with University of Aberdeen's logo)
- Inclusion of promotional materials in the delegate pack
- Inclusion of tag line on conference pack e.g.
Company X has sponsored this pack
- Logo included on web pages

Abstract Booklet Advertising

TBC + VAT

- There are opportunities to advertise in the abstract booklet.

EXHIBITION INFORMATION

The Venue: The exhibition will be held in the P&J Live. All catering during the refreshment breaks will be served in the exhibition area to encourage the flow of delegates and to maximise the networking opportunities for the exhibiting companies. It is anticipated that exhibitors will have access to set up from early on 2 June 2023 – subject to building requirements and health and safety restrictions.

Exhibition Hours: It is expected that exhibition displays will remain for the duration of the conference, from 12 - 14 June 2023. Break down is anticipated to be from mid-afternoon on 14 June 2023

What is included in your package: An area roughly 2 x 2 with one table and two chairs. Power is available on request

Height limitations: No stand fitting or display feature on shell scheme stands may exceed 2m in height. If in any doubt please contact us see details on page .

Risk assessment: You may be asked to provide information regarding the materials you wish to set up on the stand before attending

Outline Terms and Conditions: By completing the application form for sponsorship and exhibition space you are abiding by the terms and conditions on pages 10 - 11.

Please note: Exhibition stands must not exceed the space allocated and must not encroach into or in any way impede access to or reasonable use of those of other Exhibitors. The Exhibitor shall ensure that its' exhibition stand is open during the event exhibition opening times and will not dismantle until after the final exhibition viewing time on.

The Conference Organising Committee reserve the right to alter stand allocations and the floor plan if required at its absolute discretion. These will only be made if absolutely necessary and all exhibitors will be consulted and notified. Payments must be received in full and prior to the conference.

A deposit of 25% of the agreed fee will be due on booking an exhibition stand; the balance will be due on 28 February 2023.

Notification of cancellations or amendments to stand space must be submitted in writing. Cancellations can be accepted up to 28 February 2023, with a refund of the total fee less 25% administrative fee. No refunds will be made to cancellations made after 28 February 2023

HETL 2023 SPONSORSHIP / EXHIBITOR BOOKING FORM

Please fully complete all sections of this form and return with print quality logos to:

Email: cpdservices@abdn.ac.uk

Contact person:

Title: _____ First name: _____ Surname: _____

Job title: _____ Organisation: _____

Address for correspondence: _____

Country: _____ Postcode: _____

Telephone: _____ Email: _____

Please tick your requirements from the list below and we will be in touch in due course to finalise details.

- | | |
|---|-------------|
| <input type="radio"/> Platinum Sponsor | £5,000.00 |
| <input type="radio"/> Gold Sponsor | £2,500.00 |
| <input type="radio"/> Silver Sponsor | £1,000.00 |
| <input type="radio"/> Bronze Sponsor | £500.00 |
| <input type="radio"/> Conference Dinner Sponsor | £negotiable |
| <input type="radio"/> Student Place Sponsor | £negotiable |
| <input type="radio"/> Drinks Reception Sponsor | £negotiable |
| <input type="radio"/> Delegate Pack Sponsor | £negotiable |
| <input type="radio"/> Abstract Booklet Advert Exhibitor | £negotiable |

Please note – All prices shown are exclusive of VAT

For each delegate to be registered and each representative at the exhibition stand as part of your sponsorship package please provide the following information:

Title: _____ First name: _____ Surname: _____

Telephone: _____

Email: _____

Any dietary, access of other needs: _____

Invoices can be paid by BACS or credit/debit card.

Please invoice my organisation. The purchase order number is: _____

The VAT Number of my Organisation/University (or tax equivalent), is: _____

Email address to send invoice to: _____

Total Payment	
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Terms & Conditions (please tick)

<input type="checkbox"/>	I confirm I have read and agree to the University of Aberdeen's terms and conditions.
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TERMS AND CONDITIONS:

1. DEFINITIONS

- a "EXHIBITOR" – includes the Exhibitor and its employees and agents
- b "EXHIBITION" – Relates to the HETL 2023 Conference on 12 – 14 June 2023 at the the P&J Live Aberdeen Scotland.
- "ORGANISERS" – Refers to the Organising Committee of the HETL 2023.
- "VENUE" – Aberdeen Exhibition and Conference Centre

2. SPACE AND STAND

Approximately 2m x 2m of space will be allowed per exhibitor unless otherwise agreed in advance. A table, chairs and backdrop can be provided upon request. Power and other services are subject to availability.

3. ALLOCATION OF SPACE

The Organisers will endeavour to allocate space in order of receipt of applications and wherever possible in accordance with the Exhibitor's choice and preference. Consideration will however be given to the overall layout and functions of the exhibition as a whole and the Organisers reserve the right to reassign space allocated.

4. PAYMENT FOR SPACE

Any application for space not accompanied by payment within the deadlines set may be deemed null and void. No exhibitor may commence setting up at the Exhibition unless full payment for the space has been made. Where payment is not made in accordance with these Terms and Conditions, any deposit may be forfeited and the space re-allocated. The defaulting Exhibitor must pay any loss incurred by the Organisers by reason of such a non-payment.

5. OTHER SERVICES

All stand rental costs will include a company listing with logo in the delegate pack.

6. REVISION OF LAYOUT

Should it be necessary to revise the layout of the Exhibition, for any reason, the Organisers reserve the right to transfer an Exhibitor to a suitable alternative stand location. Layout floor plans provided to the Exhibitor do not constitute a representation that the stand allocated to the Exhibitor will remain in the position shown.

7. STAND INTERIORS

Exhibitors erecting interior displays must ensure that all such work conforms to the requirements of the Organisers and other appropriate authorities.

8. COMPLETION OF EXHIBITS

All stand fitting and decoration should be completed by the time and date specified by the Organisers. The Organiser will recharge any charges levied by the Venue for overtime working by Exhibitors.

9. DISMANTLING OF EXHIBITS

Exhibits must not be removed and displays must not be dismantled, either partially or totally, before the closing time on the last day of the exhibition. All exhibits and displays must be removed as soon as possible after this time. All exhibitor products and materials must be completely removed from the premises as soon as possible after the exhibition.

10. UNOCCUPIED SPACE

Where space allocated is not occupied by the Exhibitor, the Exhibitor shall pay to the Organisers the entire cost of the stand space booking. The Organisers reserve the right to reallocate or otherwise deal with this space as they so decide.

11. PROHIBITION OF TRANSFER

Exhibitors may not assign, sub-let or grant licences in respect of the whole or any part of the space allocated to them without the written permission of the Organisers.

12. FIRE RISKS AND SAFETY

All materials used in construction of interior displays must either be made of non-flammable material or be effectively fire proof. Exhibitors shall not place, or suffer to be placed, or kept on the space allocated to them any substance that is, in the opinion of the Organisers, of a dangerous, explosive or objectionable nature. All aisles and fire exits must be kept clear of exhibits. Exhibitors must adhere to all fire and safety regulations applicable to the Exhibition.

13. PROTECTION OF EXHIBITS

All exhibits must be properly protected so as to avoid danger to any person or persons visiting or taking part in the Exhibition. The Exhibitor shall indemnify the Organisers against all such claims, actions, costs and liabilities on account of any injury or damage being caused by or accountable to any exhibit to any persons whatsoever.

14. EXHIBITION SERVICES

The Organisers will make all reasonable efforts to provide necessary services for the smooth running of the Exhibition but shall have no responsibility for the breakdown or failure of such services.

15. GENERAL INSURANCE

The Organisers do not accept responsibility for any damage to stands or loss of property relating to any stand or anywhere else in the exhibition or in the course of its delivery or removal from any cause whatsoever. The Organisers are not responsible for any loss sustained by Exhibitors from fire, theft, damage or any other reason, or for personal injury or loss to or by any person employed by the exhibitor, anyone visiting its stand, or third party. Exhibitors should ensure that they take out their own insurance to cover all risks (including but not limited to those referred to in this paragraph and paragraph 17 and are responsible for satisfying themselves about the suitability and adequacy of such insurance).

16. EXHIBITORS' LIABILITIES AND THIRD PARTY COVER

The Exhibitor shall be responsible for all acts or omissions of itself, its employees, contractors, agents and visitors and shall indemnify the Organisers, other Exhibitors and visitors and keep them indemnified against all liability in respect thereof including any legal costs and expenses and any compensation and other costs paid by the Organisers to comprise or settle any claims and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the Organisers or incurred or become payable by them arising there from in respect thereof, including any claims arising out of the supply of the Exhibitor of any kind whatsoever whether such samples be sold or given away free. The Exhibitor shall maintain appropriate third party liability insurance.

17. POSTPONEMENT OR ABANDONMENT

If by reason of fire, storm, tempest, lightning, material emergency, war, labour disputes, strikes or lockouts, civil disturbances, explosions, inevitable accident, force majeure or any cause not within the control of the Organisers whether ejusdem generis or not, the opening of the Exhibition is prevented or postponed or abandoned, or the building becomes wholly or partially unavailable for the holding or the Exhibition, the Exhibitor shall have no claim for damages of any kind against the Organisers in respect of any loss or damage thereby sustained and the Organisers shall be entitled to retain such part of all sums paid by the Exhibitor as the Organisers consider necessary. If, in the opinion of the Organisers, by rearrangement or postponement of the period of the Exhibition, or by substitution of another hall or building, or in any reasonable manner the Exhibition can be carried through, the contract for the space shall remain binding upon the parties, except as to size and position of stands as to which the Organisers shall determine any modification, substitution or re-arrangement they consider necessary. If the Exhibition is cancelled by the Organisers for any other reason the Exhibitor shall have no claim against the Organisers except for the reimbursement of any deposit paid or final payment made to the Organisers.

18. ADVERTISING MATTER

Exhibitors may distribute advertising or printed material from their stands but shall not distribute any such material in the neighbourhood of entrances or exits nor in such a manner as to cause annoyance or disturbance to other Exhibitors. In the event of a complaint the matter shall be referred to the Organisers for their binding decision. Exhibits and other devices within the stand shall be operated and controlled so that there is no disturbance to other Exhibitors.

19. DAMAGE TO SHELL SCHEME

The Exhibitors shall pay to the Organisers forthwith, upon demand, the costs of making good all damage to stands.

20. SALE OF GOODS

Selling from stands is not permitted.

21. MUSIC AND PHOTOGRAPHY

The Organisers reserve all photographic rights for the Exhibition. Any Exhibitor who wishes to arrange photography of their stands should have prior permission of the Organisers. The use of amplified systems on stands requires the prior written consent of the Organisers and, together with any video, films or other audio equipment, must not be used such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit such use if annoyance is being caused. The Exhibitor is responsible for obtaining any copyright permissions and licences for the use of music and will indemnify the Organisers in respect of any failure to do so.

22. ADMISSION

Admissions to the Exhibition will be restricted to those persons who in the opinion of the Organisers have a legitimate interest in the subject of the Exhibition. The Organisers reserve the right to refuse admission or to eject or otherwise exclude from the Exhibition any person or persons without assigning any reason.

23. CANCELLATION OF SPACE

All cancellations MUST be made in writing to the HETL 2023 Organising Committee, and will receive an acknowledgement. All payments received against an exhibition stand are non-refundable.

24. PASSES AND TICKETS

Non-transferable passes will be supplied free of charge by the Organisers to admit Exhibitors, attendants and contractors. No Exhibitor, attendant or contractor will be admitted without such pass being produced on entering the exhibition hall.

25. CONDUCT OF EXHIBITORS AND REPRESENTATIVES

The Exhibitor shall not allow the stand to be used for any illegal or immoral purposes or for betting or gaming. The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to the other Exhibitors or visitors. Business shall be conducted only from the Exhibitor's own stand and under no circumstances from any gangway deemed to be a breach of contract and articles and goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss occasioned by such removal. Any publicity material shall be displayed and/or given away only from the Exhibitor's own stand.

26. HEALTH AND SAFETY LEGISLATION

Exhibitors must ensure that all employees, contractors, subcontractors and agents in the construction and dismantling of their stands/exhibits, and in the course of all work carried out on site by all or any of them, ensure that all necessary steps are taken to comply with the health and safety legislation applicable in the UK at the time of the Exhibition.

27. JURISDICTION AND WAIVER

This Exhibitor/Organiser contract shall be governed by and construed in accordance with the laws of Scotland and each party agrees to submit to the exclusive jurisdiction of the courts of Scotland. No failure or delay by any party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.