



ait technical meeting 14 may 2020  
@grant thornton office, london



# supplier presentation pack

## ait technical meetings

### introduction

now within its 11th year ait is the one-stop shop membership organisation for the open exchange of innovation, technological advancement and agile working practices for U.K. I.T. professionals, working within accountancy.

technical meetings are an opportunity for member suppliers and new companies to network with accountancy professionals, exchange innovative ideas and present new and exciting developments in their own sphere of operation.

only suppliers presenting at these meetings may attend, thereby ensuring the audience is relevant and focused. ait works closely with each of the selected partners to ensure every supplier can make the best of their day, and that presentations are applicable to the audience; the audience has a strong technical bias and welcomes presentations and discussions that provide detail on the technical aspects of the service or products being described.

in addition to technical meetings, ait also host an annual conference in september; this event is an even greater opportunity to meet with accountancy professionals over a two-day period. the september conference is the pinnacle of the hard work ait has spent in bringing together member firms, member suppliers as well as new friends and colleagues; details of the september conference can be found on [www.aituk.co.uk](http://www.aituk.co.uk)

### 2020 ait technical meeting presentation request form

all requests for presentation opportunities must use this form.

all incoming requests are submitted to the ait board of directors and selected based on relevance to the audience and diversity of subjects.

each applicant will receive written notification of whether their application was successful.

prior to completing this sponsorship request form please review the terms and conditions below.

please complete the following form and send it to the attention of our meeting planner:

Emma Jones [admin@aituk.co.uk](mailto:admin@aituk.co.uk)

#### company information

company name	
contact position title	
contact name	
address	
contact phone number	
contact email	

title of proposed presentation (will be used in the agenda)
brief synopsis of presentation



# supplier presentation pack

## ait uk technical meetings

### terms and conditions

**1.** all presentation opportunities will be awarded at the discretion of the ait board of directors; the supplier must be committed to technology knowledge and solution sharing relevant to the accountancy profession.

ait reserves the right to reject any supplier that it deems inappropriate.

**2.** following written acceptance by ait, the supplier must provide the presentation funds to ait within 14 days of receipt of invoice.

**3.** full payment must be received to guarantee the presentation opportunity; should payment not be received the presentation opportunity may be cancelled.

**4.** the presentation fee includes free meeting registration for a maximum of 3 people (inclusive of speakers); names, job title and dietary requirements must be provided a minimum of 14 days prior to the meeting, failure to do so may result in the place being re-allocated.

**5.** a full brief of presentation content must be submitted a minimum of 14 days prior to the meeting, e.g. use of flash players, pdf documents or specific software; failure to do so may result in the opportunity being re-allocated.

**6.** no promotional materials are to be displayed in the registration, refreshment or meeting area, this includes leaflets, business cards and presentation notes.

**7.** suppliers may not sublet, assign or apportion any part of the presentation nor represent advertise or distribute literature or materials for the products or services of any other firm or organisation except as approved in writing by ait.

**8.** ait will not be liable for damage or loss to a supplier's properties through fire, theft, accident, or any other cause, whether the result of negligence or otherwise.

**9.** attendance at an ait technical meeting is restricted to ait accountancy firm members, presenting suppliers and ait invited guests.

**10.** ait is an operating name of psituk ltd a limited company registered in England and Wales with registered number 07145002.

### presentation opportunity

£775 + vat

#### to include the following

- named introduction of company representatives
- 40 minute presentation – which must include set-up, welcome address, conclusion and a q&a session if desired
- company logo/details and presentation title listed on the event app. must be provided a minimum of 28 days prior to the meeting.
- 3 complimentary passes to the meeting (inc. speakers) – to cover full day attendance

#### delegate passes

as a presenting supplier your 3 representatives will be welcome at the meeting for the entire day, this includes presence at the networking lunch and refreshment breaks.

#### meeting materials

as a presenting supplier your company's name and presentation title will appear on the meeting app. it will also be featured on other meeting related materials (if information is provided within production schedule). if a copy of the presentation is submitted to the ait by the day of the meeting, it will be made available to all members of the ait after the meeting.

