



# **AIT UK Technical Meeting 2017**

27<sup>th</sup> April

Mondrian at Sea Containers, London

## **Supplier Presentation Pack**



## AIT UK Technical Meetings

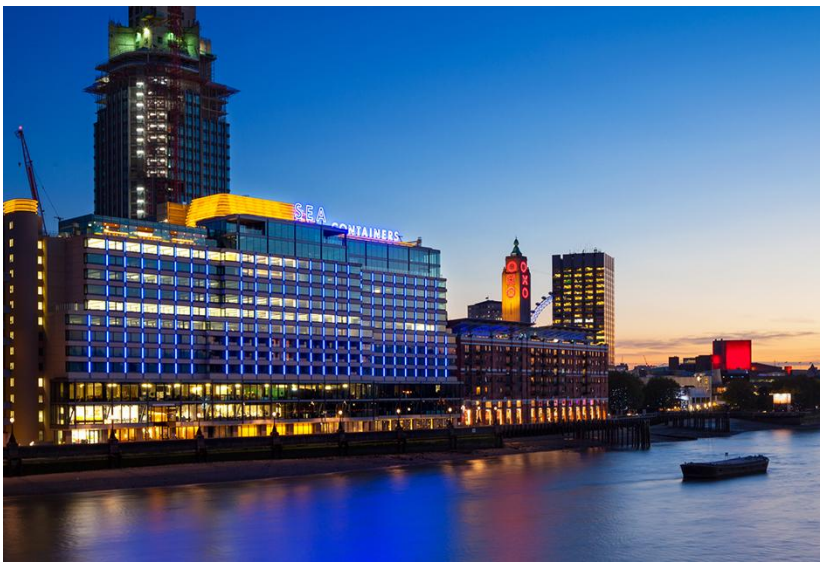
The AIT UK is a unique organisation, bringing together the I.T. Directors and staff from many of the UK's accountancy firms for networking, exchange of information, and informative presentations.

The group have been holding technical meetings for over 5 years. Typically over 50 representatives from our member accountancy firms and industry partners enjoy a day of structured presentations from selected IT suppliers and accountancy members, Q&A sessions, and informal discussion.

Supplier presentations provide the opportunity to update the group on latest products, software & services. Presenters can take questions or points of discussion from the attending I.T. professionals, to ensure that the audience gain maximum benefit and understanding from the presentation, including how products or services may apply to them.

Only suppliers presenting at these meetings may attend, thereby ensuring the audience is relevant and focused. The annual conference in September welcomes all supplier members, sponsors and member firms at a single event, providing even greater networking opportunities.

AIT UK works closely with each of the selected partners to ensure each supplier is able to 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.



## 2017 AIT UK Technical Meeting Presentation Request Form

All requests for presentation opportunities must use this form. All incoming requests are submitted to the AIT UK Board of Directors and selected on the basis of 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 secretariat: Emma Jones AIT (UK) [emma.jones@aituk.co.uk](mailto:emma.jones@aituk.co.uk)

Company Information	
Company Name:	
Contact Position Title:	
Contact Name:	
Address:	
Contact Phone Number:	
Contact email:	

Title of proposed presentation (will also be used in the agenda)
<b>Brief synopsis of presentation.</b>

Please indicate which meeting you wish to present at:

**Thursday 27<sup>th</sup> April**      **£750 + VAT**     

Total amount of presentation fees requested (NET) £

Purchase order no:

Name of authorised Signatory:

Signature:

Date:

## Terms and Conditions

1. All presentation opportunities will be awarded at the discretion of the AIT UK Board Directors. The supplier needs to be committed to I.T. knowledge sharing, and supplying the most appropriate solution to the accountancy market. AIT UK retains the right to reject any supplier that it deems inappropriate.
2. After written acceptance by AIT UK, the supplier must provide the presentation funds to AIT UK 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 may be cancelled.
4. The presentation fee includes free meeting registration for a maximum of 3 people (inclusive of speakers). Name, job title and dietary requirements must be provided a minimum of 7 days prior to the meeting. Failure to do so may result in the place being forfeited.
5. A full brief of presentation content must be submitted 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 cancellation of the related aspect due to the venue not being able to support it.
6. No promotional materials are to be displayed in the registration, refreshment or meeting area. This includes leaflets, business cards and presentation notes on the tables.
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 UK.
8. AIT UK will not be liable for damage or loss to a suppliers properties through fire, theft, accident, or any other cause, whether the result of negligence or otherwise.
9. Attendance at an AIT UK technical meeting is restricted to AIT UK accountancy firm members, presenting suppliers and AIT UK invited guests.
10. AIT (UK) is an operating name of PSITUK Ltd a limited company registered in England and Wales with registered number 07145002.



## **Presentation Opportunity** **£750 +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 name and presentation title listed on the meeting agenda – must be provided 7 days prior to the meeting
- 3 complimentary passes to the meeting (inc. speakers) – to cover full day attendance

### **Meeting Materials**

As a presenting supplier your company's name and presentation title will appear on the meeting agenda. 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.

### **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.