



An Invitation
to
SPONSORSHIP

The 15th IAVE Asia Pacific Regional Volunteer Conference



International
Association for
Volunteer
Effort



WELCOME MESSAGE



We are delighted and honored to inform you that Yayasan Salam Malaysia has been awarded to host the 15th IAVE Asia Pacific Regional Volunteer Conference and Youth Volunteer Conference in Malaysia in 2017. This biannual Conference will take place at Kuala Lumpur Convention Center (KLCC) from November 22nd to 23rd for Youth Volunteer Conference and November 23rd to 26th for Regional Volunteer Conference.

We cordially invite you to participate and witness the most interesting and informative event that will explore the latest innovations, trends and developments in the volunteering sector in the region and around the world. Speakers from respectable organizations representing various sectors will be sharing their expertise and experiences on the latest initiatives, techniques, innovation, excellence and leadership in volunteering and volunteer management. This event will give you the opportunity to further explore the best practices that evolve in facets of CSR, community development and project management. We are positive that this event will merge networking with a great resource sharing opportunity that will be a privilege and great value to you and your organization.

This Conference and exhibition will bring together government entities, professional institutions, federations and associations, Information Technology, Legal, and others who are determine to improve how we collectively address regional and global issues together in line with United Nations SDG.

We look forward to having you in this milestone event and we promise you that this will be one of the best international gatherings in the region. We truly hope that you will have a great time and experience at the 15th IAVE Asia Pacific Regional Volunteer Conference in Kuala Lumpur.

I wish to extend a warm welcome to fellow delegates from the various countries. I realize that you are fully dedicated to the sessions that will follow but I do hope you will also take time to enjoy fascinating Malaysia with its tropical setting, friendly people and multi-cultural cuisine.

Thank you and Selamat Datang.

Datuk Ahmad A Talib JP
Organising Committee Chairman

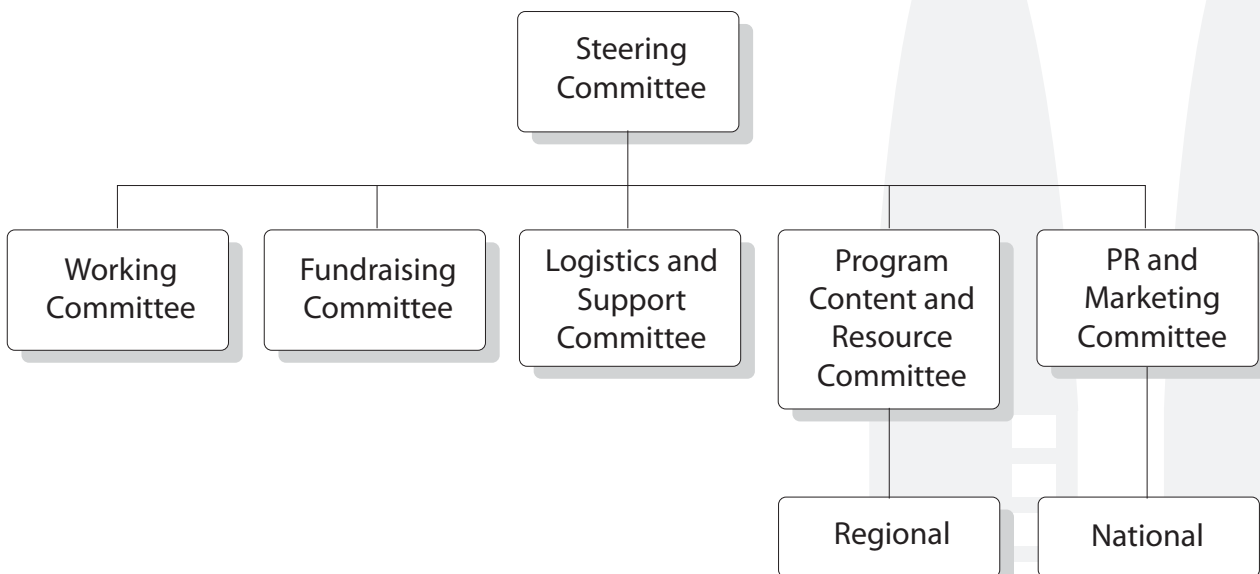
ABOUT IAVE ASIA PACIFIC REGIONAL VOLUNTEER CONFERENCE

The International Association for Volunteer Effort (IAVE) was founded in 1970. IAVE is the only international organization whose primary aim is to promote, strengthen and celebrate volunteering in all of the many ways it happens throughout the world.

IAVE is best known for its biennial World Volunteer Conference and affiliated Youth Volunteer Conference. Its biennial regional volunteer conferences offer the opportunity for leaders of volunteering to come together closer to home, meeting and working with their regional peers.

The IAVE Asia-Pacific conference is the longest-running and most successful regional conference. From the first in 1987, it has been held throughout the region – from New Delhi in the West to Canberra in the South to Tokyo and Nagoya in the East to Seoul in the North – every two years since.

COMMITTEES



ABOUT YAYASAN SALAM MALAYSIA

THE FOUNDING OF YAYASAN SALAM Malaysia is based on a very simple philosophy: that people everywhere are entitled to live in an environment that is just and equitable, and pursue a life of dignity and fulfillment. The goal of civil society is to ensure that people are helped to lead better lives.

Yayasan Salam regards volunteer work as a meaningful way to bring about change. Volunteer work helps to build strong communities by cultivating an ethic of sharing, helping and caring. Through Yayasan Salam, Malaysians now have the opportunity to contribute towards the building of civil society when they serve as volunteers at home and overseas.

SALAM volunteers work with people and communities in need, sharing with them their knowledge and skills, and building capabilities. We believe many Malaysians, especially youths, would like to contribute to this effort. Those who become SALAM volunteers will be placed to work with requesting organizations at home and abroad.

The launching of Yayasan Salam is significant in one other respect. For many years Malaysia has been a recipient of aid and assistance from many developed countries. This has contributed in no small measure to our development and progress as a nation. Our success of recent times has given us the confidence and reinforced our commitment to reach out and share our knowledge and expertise with others, within the limits of our resources and capabilities. In this context, the formation of a national volunteer corps and the sending of volunteers across borders is an expression of a new dimension in our nationhood.

The formation of Yayasan Salam underscores our belief that people must make a deliberate effort to reach out to other people to help build a better world. Our mission is to give expression to this objective through volunteer effort. Let us all join hands and together seek to make a meaningful difference.

Yayasan Salam Malaysia Operation

1. Training
2. Promotion
3. Volunteer Placements
4. Motivational Camps
5. Salam E-Initiative
6. Work Camps
7. Corporate Volunteerism
8. Community Based Development
9. Community Based Centers
10. Special Interest Groups
11. Disaster Relief



Conference Date

22 – 26 November 2017

Venue

Kuala Lumpur Convention Centre
Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia
<http://www.klccconventioncentre.com/>

Expected Participants

1,000 participants

Organiser

YAYASAN SALAM MALAYSIA

Address : No 22, Jalan Changgai 6/22, 46200, Petaling Jaya, Selangor., Malaysia.

Tel : +603-7958 4021 *Contact person : Ms Roza Suranti Romli*

Fax : +603-79584031

Website : www.salam.org.my

Email : info@salam.org.my

Conference Secretariat

AOS CONVENTIONS & EVENTS SDN BHD (249774-X)

(Member of AOS Tourism & Hospitality Group)

Address : No. 39 & 40, 2nd Floor, Jalan Mamanda 9, Ampang Point, 68000 Selangor Malaysia

Tel : +603 4252 9100 (Ext 382) *Contact person : Ms Affidah Adam*

Fax : +603 4257 1133

Email : secretariat@iave2017.org.my

Website : <http://iave2017.org.my>

Language

The official language of the Conference is English.

Dress Code

Business / Smart Casual

Visa Requirement

Some participants may require Visas in order to enter Malaysia. Please check with your local Malaysian Consulate or Embassy.

THE EXHIBITION

The exhibition hall is at level 3 of Kuala Lumpur Convention Centre and is a pillar-less hall of 517 sq. metres (5,563 sq.ft.) that will offer maximum flexibility to exhibitors.



Only fully registered exhibitors will be allowed access to the exhibition area.

Exhibition Period

Thursday	23 Nov 2017	9:00 hrs – 18:00 hrs
Friday	24 Nov 2017	9:00 hrs – 18:00 hrs
Saturday	25 Nov 2017	9:00 hrs – 18:00 hrs
Sunday	26 Nov 2017	9:00 hrs – 12:00 hrs

3m X 3m Standard Shell Scheme Stand Rental @ MYR 7, 500

Each 3m X 3m standard shell scheme stand includes:

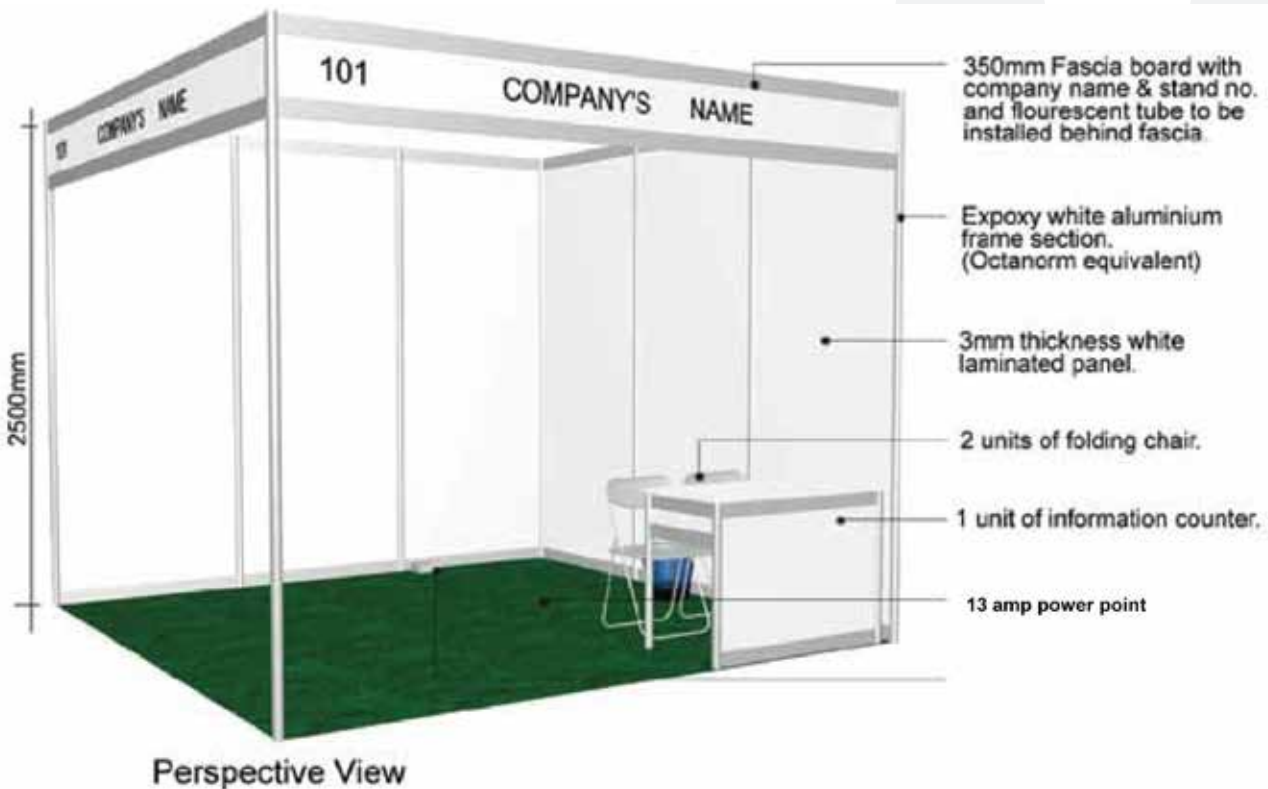
Partition, carpeted floor, one information counter, one waste basket, two folding chairs, fascia board with company's name in English, two 40 watt fluorescent tubes and one single phase socket.

The package also includes the following benefit:

- Exhibitor's write up (50 words) in the Final Programme Book on USB Drive
- Exhibitor Service Manual
- Company logo to appear as exhibitor within the exhibition section on the IAVEAP 2017 website
- Access to Tea / Coffee breaks
- Cleaning public area and gangways
- Access to electricity and water at your exhibition space.

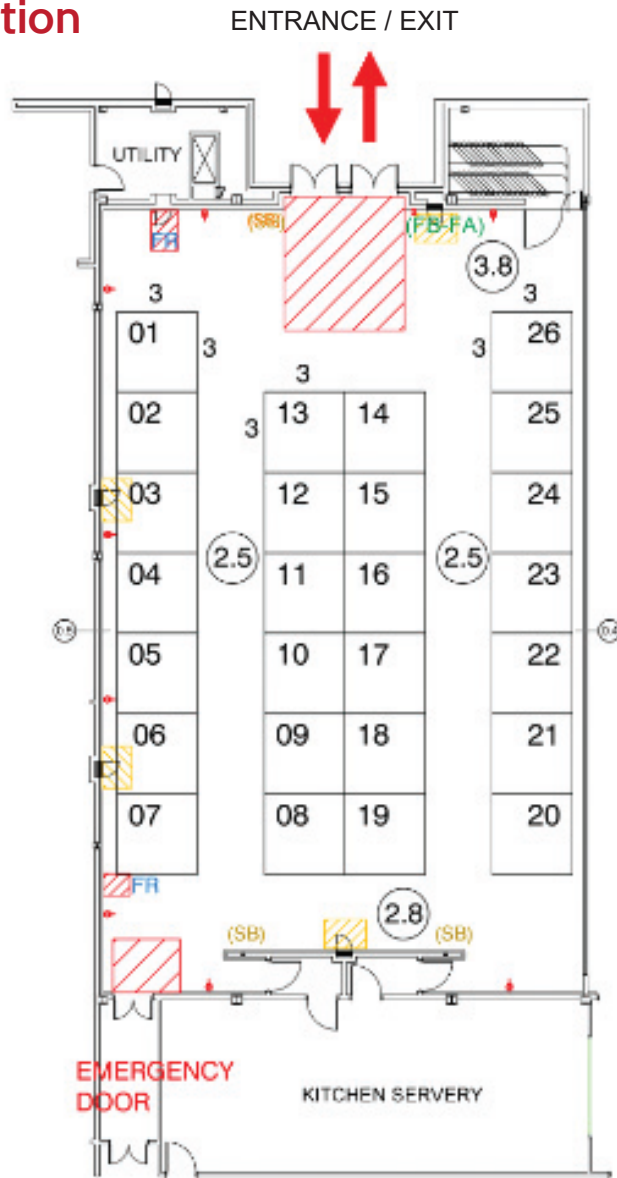
Space Allocation

Early booking is recommended to avoid disappointment. All exhibition space is based on a first paid first served basis.



Floor Plan For The Exhibition

Kuala Lumpur Convention Centre
Conference Hall 3
Level 3



Sponsorship & Exhibition Booking Form

Please submit the booking form to:

IAVE Asia Pacific Regional Volunteer Conference 2017:

c/o: AOS Conventions & Events Sdn. Bhd. (Member of AOS Tourism and Hospitality Group)

Address : 39 & 40, 2nd Floor, Jalan Mamanda 9, Ampang Point, 68000 Selangor, Malaysia.

Office : +6(0)3 4252 9100 | Fax : +6(0)3 4257 1133 Contact person : Affidah Adam

Email : sekretariat@iaveap2017.org.my

Website : http://iaveap2017.org.my

Part 1: Contact Details (Please print clearly in block capitals)

*Contact Name: Title: ()		
*Company Name:		
Position:		
*Address:		
*City / Suburb:	*State:	*Postcode:
*Telephone:	*Fax:	
*Mobile:	*Website:	
*Email:		

*Indicates mandatory fields. Please provide these details.

Part 2: Sponsorship Package

Please confirm our sponsorship as follows:

Sponsorship Category	Sponsorship Items	Selling Price	Please Tick (✓)
A. Premier Sponsorship and Packages	Platinum Sponsor		
	Diamond Sponsor		
	Gold Sponsor		
	Silver Sponsor		
	Bronze Sponsor		
B. Support Opportunities	Welcome Reception		
	Special Conference Luncheon - Day 1		
	Special Conference Luncheon - Day 2		
	Special Conference Luncheon - Day 3		
	Special Conference Luncheon - Day 4		
	Coffee Break - Day 1 AM		
	Coffee Break - Day 1 PM		
	Coffee Break - Day 2 AM		
	Coffee Break - Day 2 PM		
	Coffee Break - Day 3 AM		
	Coffee Break - Day 3 PM		
	Coffee Break - Day 4 AM		
	Coffee Break - Day 4 PM		
	Mobile Application		
	Abstracts on USB		
	Conference T-Shirts		
	Internet Area		
	Conference Bags		
	Gala Dinner Door Gift		
	Lanyards		
Notepads			
Writing Pens			
Conference Bag Insert			
C. Exhibition	3m x 3m Standard Shell Scheme		
D. Cash Donation	Amount: MYR _____ (Min MYR 5000)		

Total: _____

All prices are shown in Malaysian Ringgit (MYR) and are inclusive of 6% GST.

Part 3: Payment Method

Payment Description	Please Tick (✓)
1. Please send me TAX INVOICE to make payment. Swift bank transfer must be made without charges to beneficiary and payable to:- Account Name : Yayasan Salam Malaysia Account Number : 320 294 4404 Name of Bank : Public Bank Berhad Bank Address : Section 14 Branch, No.12, 14 & 16, Jalan 14/14, 46100 Petaling Jaya, Selangor Swift Code : PBB EMY KL @ PUBLIC BANK	
2. I enclose a CHEQUE (Malaysian local cheque) for the amount of MYR _____ Cheque made payable to: Yayasan Salam Malaysia	
3. Please charge to my CREDIT CARD for MYR _____ +3% admin fee Cardholder details: Name: _____ Card Number: _____ - _____ - _____ - _____ Expiry Date: _____ / _____ Card Type: VISA / MasterCard Secure Code (CVV/CVC): _____ Signature: _____	

Part 4: Terms and Conditions:

The Terms & Conditions are subject to change without prior notice. The following Terms and Conditions apply to ALL Sponsorship and Exhibition Packages:

A. Booking Confirmation & Delivery of Benefits

- All prices listed in this document are in Malaysian Ringgit (MYR) and are inclusive of 6% GST.
- Applications are not considered until receipt of Sponsorship Booking Form by the IAVE 2017 Secretariat.
- Acceptance of Sponsorship Booking Form will be subject to Organising Committee final approval. Please note that the Organising Committee reserves the right to decline any application.
- Sponsorship Booking Forms received after 30 Sep 2017 must be accompanied with full payment.
- The Conference Secretariat will take the utmost care to fulfill all listed benefits.
- The sponsor is responsible for any displays and banners supplied and erected at the Conference and must coordinate with the Conference Secretariat prior to the event.
- Inclusion in the Conference printing materials may be forfeited if sponsorship is not paid and has not been received prior to printing deadlines.
- Sponsors are responsible for the security of their own equipment and materials whilst at the Conference.
- Exhibition booth allocation will be based from "First Pay, First Serve" and final allocation will be determined by the IAVE 2017 Organiser.

B. Cancellation Policy

- If the Sponsorship Package can be resold to another company, the company will receive a 25% refund of your total sponsorship fee.
- If the Sponsorship cannot be resold, the company will be liable to pay 50% of the total sponsorship fee.
- This is subject to the cancellation request being received in writing prior to 30 Sep 2017.
- Any Cancellations received after 30 Sep 2017 forfeits 100% of their deposit.

(All information is accurate at the time of print)

I have read the above Terms and Conditions and accept all of its conditions.	
Name (print):	Position:
Signature:	Date: