



*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, 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*

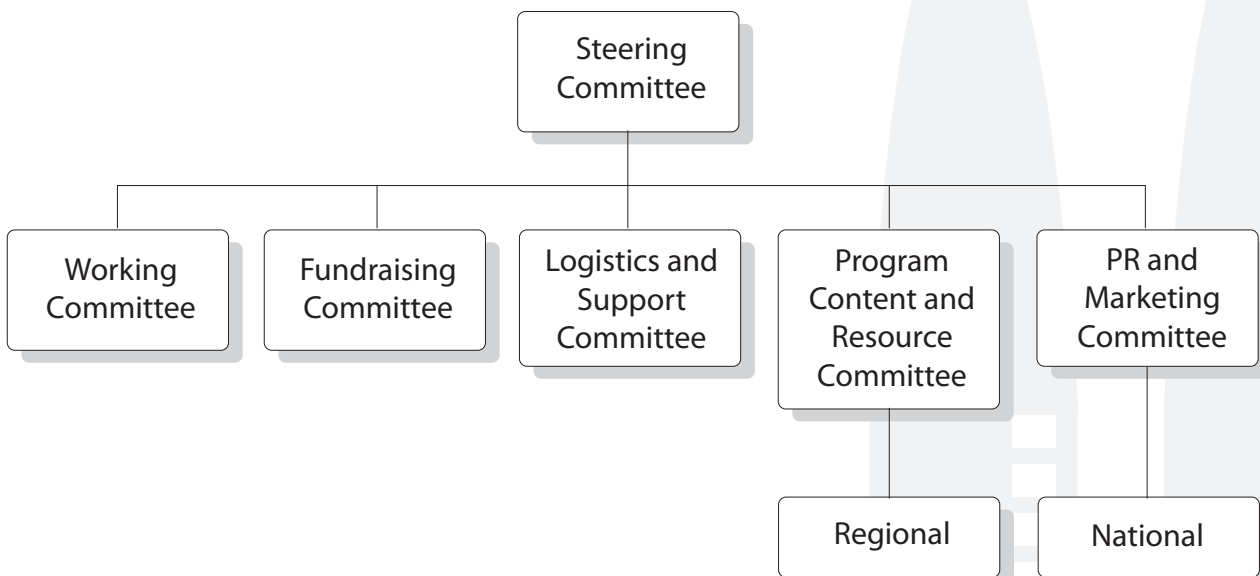
## ABOUT IAVE ASIA PACIFIC REGIONAL VOLUNTEER CONFERENCE

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](http://www.salam.org.my)

Email : [info@salam.org.my](mailto: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](mailto: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:

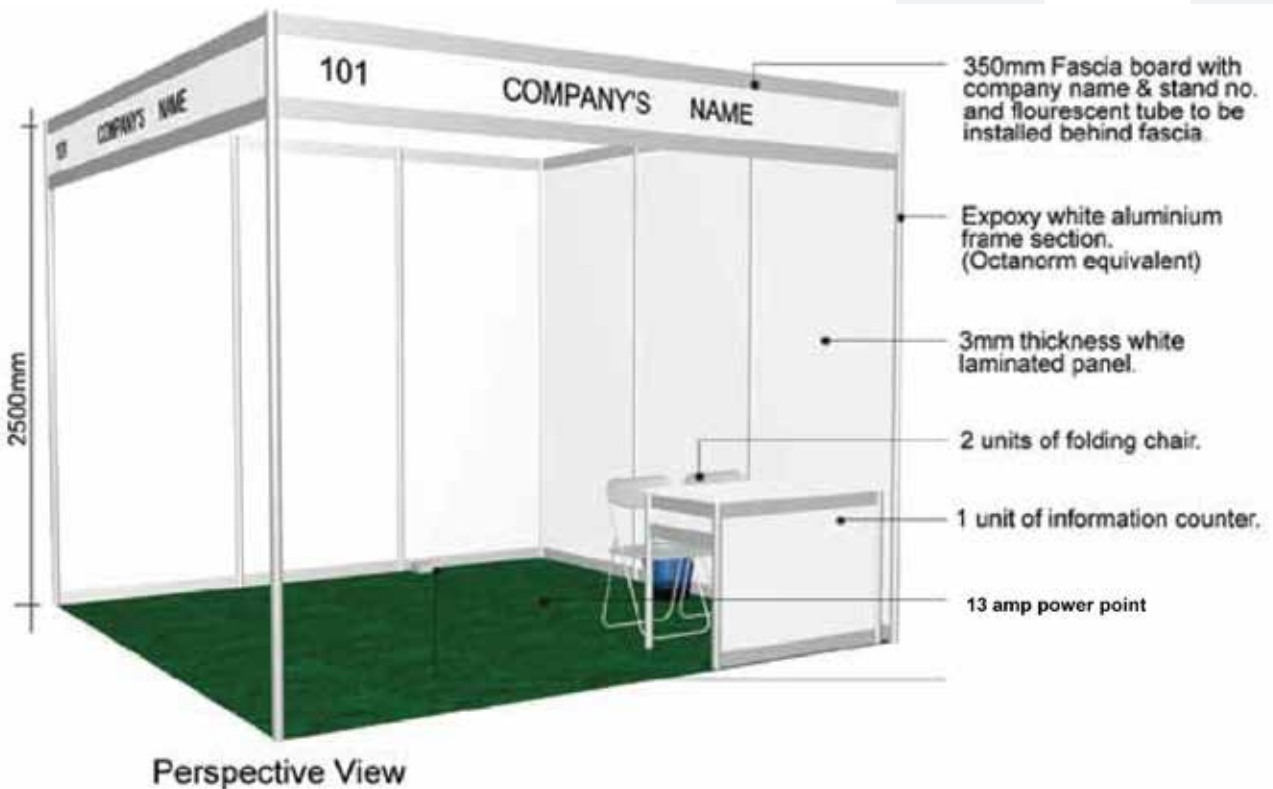
Partition, carpeted floor, one information counter, one waste basket, two folding chairs, fascia board with company's name in English, two 40 watt fluorescent tubes and one single phase socket.

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.







## PREMIER SPONSORSHIP & PACKAGES

Sponsorship is one of the most pivotal factors contributing to the success of a Conference. The IAVE 2017 Asia Pacific Regional Volunteer Conference Sponsorship Programme has been devised to ensure that all Sponsors will be able to derive maximum exposure for their investments.

There are five tiers of Sponsorship Packages - Platinum, Diamond, Gold, Silver and Bronze. Differing benefits and rewards are accorded to each sponsorship tier. Specific packages have been developed for your convenience. You will also find Individual Sponsorship Items listed below for your convenience.



Sponsorship Benefits	Platinum MYR200,000	Diamond MYR150,000	Gold MYR100,000	Silver MYR75,000	Bronze MYR40,000
Verbal Acknowledgement at the Official Opening as a Premier Sponsor	✓	✓	✓	✓	✓
Plenary speaking opportunity	20 mins	—	—	—	—
Forum speaking opportunity	—	10 mins	—	—	—
Organisation's Name and Logo On:	—	—	—	—	—
- Official Congress Website Logo with	Hyperlink Logo	Hyperlink Logo	Hyperlink Logo	—	—
- Conference E-Newsletters	✓	✓	✓	✓	✓
- Conference Programme Book Cover on USB Drive.	✓	✓	✓	✓	✓
- Website's Homepage	✓	✓	✓	✓	✓
- Conference e-Backdrop	✓	✓	✓	✓	✓
- Conference Brochures/Flyers	✓	✓	✓	✓	✓
<b>Promotional Material:</b>					
- Company Name Listed in the List of Sponsors	✓	✓	✓	✓	✓
- Opportunity to Include Company Profile in Congress Programme Book	160 words	100 words	80 words	50 words	50 words
- One(1) Up to Four(4) Pages A4 Flyer or Promotional Product Inserted Into the Conference Delegate's Bag	✓	✓	✓	✓	✓
- Advertisement in IAVEAP 2017 the Conference Programme Book on USB Drive.	1 Full Page Colour (Back Cover)	1 Full Page Colour (Inside Front Cover)	1 Full Page Colour (Inside Back Cover)	1 Full Page Colour	1 Half Page Colour
- Delegate list of IAVEAP 2017 (Name & Designation)	✓	✓	✓	✓	✓
<b>Trade Exhibition:</b>					
- Exhibition Booth (3mX3m per Booth)	4 booths	3 booths	2 booth	1 booth	—
- Complimentary Exhibitor Passes (Exclude Conference Dinner and Conference Session)	8	6	4	2	—
- Additional Booth Discount	30% Off	15% Off	10% Off	5% Off	—
<b>Registration:</b>					
- Complimentary Full Conference Passes Gala Dinner	4	2	2	1	—
- Complimentary Tickets to Gala Dinner	4	2	2	2	2

## SUPPORT OPPORTUNITIES

### Welcome Reception and Opening Ceremony

**MYR 250,000**

Supporter will have the opportunity to promote itself through a Welcome Reception and Opening Ceremony on the first evening to which all Conference attendees are invited.

- Supporter's logo on sign at the entrance to the Welcome Reception
- Supporter's logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### Special Conference Luncheon

**MYR 150,000**

A Special Conference Luncheon can be sponsored at IAVE 2017, and the Sponsoring Organisation of the luncheon will have the opportunity to invite up to 1000 selected persons from among the conference delegates to attend this special buffet event. The luncheon will provide the Sponsoring Organisation an avenue to give a presentation and to demonstrate hospitality to the selected delegates. The luncheon will also provide delegates with the opportunity for networking.

#### Sponsor benefits include:

- Organisation to have the opportunity to select a guest speaker to speak during the luncheon.
- Sponsor acknowledgement during the Special Conference Luncheon
- Organisation's Name and Logo to be prominently displayed on the signage at the Special Conference Luncheon
- Organisation's Name and Logo to be prominently displayed on acknowledgement cards on all buffet tables at the Special Conference Luncheon.
- Organisation's Logo to be featured in the Sponsors page on the IAVE 2017 website with a hyperlink to Organisation's corporate website.
- Ten invitations to the Special Congress Luncheon.
- Three full delegate registrations.

### Coffee Breaks

**MYR 80,000**

Coffee will be served during breaks on each day of Conference sessions. Supporter's logo will appear on a sign at the coffee area.

- Supporter will be acknowledged on signage at the coffee break areas
- Supporter will be given the opportunity to provide branded napkins
- Supporter's logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### Mobile Application

**MYR 30,000**

The Mobile Application enables participants to access all Conference related information and functions, such as scientific program, abstracts, e-posters, faculty information, participant's "personal scheduler", membership information, industry support and exhibition information (separate section), city information, etc.

- Support will be recognized on the home screen with "Supported by..." with logo
- Supporter's logo on Conference website
- Acknowledgement on Supporters' board on-site
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book

### **Abstracts on USB**

**MYR 30,000**

The USB will contain all of the IAVEAP 2017 Conference Abstracts. The USB will be distributed to all participants from the Supporter's exhibition booth. Each participant will receive an exchange voucher in their registration kit.

- Exclusive advertisement on the back of the USB
- Exclusive advertisement on the back cover of the exchange voucher
- Supporter's logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### **Conference T-Shirts**

**MYR 30,000**

Conference T-Shirts can be considered as a marketing tool to promote a Sponsor's organisation. The T-Shirts can be given to each registered delegate during registration.

#### **Sponsor benefits include:**

- Organisation's Name and Logo printed on the t-shirt together with the event name.
- Organisation's Logo to be featured in the sponsor page on the IAVE 2017 website with a hyperlink to Organisation's corporate website.
- Organisation's Logo to be featured in the sponsor banners displayed in the venue.
- Two full delegate registrations.

### **Internet Area**

**MYR 25,000**

There will be an internet area equipped with workstations where attendees may check e-mails. Your company's logo will be prominently displayed.

- Opportunity to display company logo on screen saver
- Opportunity to display company logo on screen background
- Opportunity to provide your company's letterhead for the internet area's printers
- Supporter's logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### **Conference Bags**

**MYR 25,000**

Opportunity to place company logo on the conference bags that are distributed to all participants as per compliance regulations, outside of the scientific area. The Organizing Committee will select the type and design of the bags.

- The bags will bear the Supporter's logo and the Conference logo
- Supporter's logo on Conference website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### **Gala Dinner Door Gift**

**MYR 20,000**

Each attendee will receive one door gift upon arrival at the Gala Dinner. The item will be produced and supplied by the Sponsoring Organisation and subject to final approval by the Organiser. The Sponsoring Organisation will have the exclusive rights to distribute door gifts to the Gala Dinner.

### **Lanyards**

**MYR 10,000**

Opportunity to place company logo on the lanyards. The Organizing Committee will select the type and design of the lanyards. The support entitlements are as follows:

- Supporter's logo to be printed on the lanyards
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### **Notepads**

**MYR 10,000**

The supporting company will provide Notepads and Pens in addition to the Support fee. As per compliance regulations, the notepads and pens will be distributed outside of the scientific area.

- The Notepads will bear the Supporters' name/company logo
- Supporter's logo on Conference website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### **Writing Pens**

**MYR 10,000**

One writing pen will be inserted in each conference bag. Sponsor benefits include:

- Organisation's Name and Logo to be printed on the writing pens
- Supporter's logo on Conference website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters' board on-site

### **Conference Bag Insert**

**MYR 8,000**

Each Conference delegate will receive one conference bag containing information and materials regarding the conference. Sponsoring Organisation will have the opportunity to insert one corporate flyer or small give-away item to be inserted in the bag. The item will be produced and supplied by the Sponsoring Organisation and subject to final approval by the Organiser. Only a maximum of five conference bag inserts will be accepted.

## 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 ( ✓ )
<b>A. Premier Sponsorship and Packages</b>	Platinum Sponsor		
	Diamond Sponsor		
	Gold Sponsor		
	Silver Sponsor		
	Bronze Sponsor		
<b>B. Support Opportunities</b>	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			
<b>C. Exhibition</b>	3m x 3m Standard Shell Scheme		
<b>D. Cash Donation</b>	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: