



**CENTRE
FOR
FACILITY
MANAGEMENT
LEARNING**



Type of event:	Professional Development
Target market:	FMA members and FM professionals
Dates:	Fortnightly sessions
Format:	Live training delivered virtually
Event link:	

OVERVIEW

FMA regularly provides Facilities Managers with Professional Development opportunities. Regular sessions include Risk & Compliance and ISO4100. Virtual sessions are run every second week and are promoted twice a week through electronic newsletters sent to FMA contacts and members. PD sessions are also promoted through the Association's social media and website.

Email list: 6,000+ FM professionals

LinkedIn: 18,000+ followers

Twitter: 3,000+ followers

Facebook: 250+ followers

SPONSORSHIP x 1 Available

Exclusive sponsorship of these sessions is available for \$4,000 + GST per month. Sponsorship includes:

- The opportunity to provide a welcome or wrap-up address (up to 2 minutes)
- Logo on all EDMs and company mention in social media posts
- Logo on website and registration page
- Logo on screen throughout the sessions
- List of participants (*in accordance with Australian privacy laws*).



Sponsorship Terms and Conditions

All sponsorships will be awarded on a first come, first served basis. The Facility Management Association of Australia (FMA) retains the right to reject any sponsor that it deems inappropriate.

FMA Australia does not provide exclusivity in any areas unless otherwise indicated in the sections of the agreement.

The sponsor must provide the sponsorship funds, logo image (in the format required) and other details as required (such as correct use of sponsor's name, trademarks etc) to FMA **within 10 days** of receipt of acceptance.

If payment has not been received within 14 days, FMA reserves the right to offer the sponsorship opportunity to another company.

If sponsorship is taken up with less than **10 business days** before the event, the sponsor must fulfil all obligations, including payment, immediately.

In line with Privacy permissions, FMA Australia does not provide copies of delegate lists for any of its events. If applicable, a delegate list may be available for view in the registration area on the event day.

Where there is opportunity to provide signage, gifts, materials or prizes to delegates; it must be provided by and distributed by the sponsor.

All signage, gifts, materials and prizes for delegates must be approved by FMA Australia a minimum 10 days prior to the event.

Sponsorships cannot be processed without payment. Funds must be payable in Australian dollars. Refunds are not available for sponsorships.

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

Sponsors may sponsor single or multiple events.

For sponsorship opportunities that include physical signage please note that signage is the responsibility of the sponsor including drop off and pick up. FMA will inform each sponsor of the maximum size, number of signs etc.

There are no refunds for cancellations by sponsors. If a sponsor cancels at any time, for any reason, the sponsor will be responsible for the entire sponsorship fee.

FMA reserve the right to make changes to the event agendas. Unforeseen circumstances may result in the substitution of a presentation, venue, topic or speaker. FMA reserves the right to reject or rescind any registration and return registration fees accordingly. Registrant, speaker, sponsor, or other attendee or agent assumes all risks incidental to participation in all event activities, including loss or damage to property and/or personal injury.

Where FMA takes photos / videos at events, by attending you give permission to use images taken at the event, as well as any written comments on our evaluation forms in advertising and promotion.



Sponsorship Form/Tax Invoice

FMA Professional Development Training Sponsorship

Company Name:

Contact Name:

Position:

Address:

Suburb:

State:

Postcode:

Email:

Phone:

Yes, we would like to support FMA Australia by becoming a sponsor of the selected event. By signing this document we are agreeing to take part in a sponsorship arrangement, as per the terms and conditions, and confirm I have the authority of my organisation to do so.

Authorised By:

Position:

Signature:

Date:

Sponsorship Opportunities x 1 Available (Exclusive Sponsorship)

Professional Development Training

Event Title:

Event Date:

Event Type:

Sponsorship:

Total Amount:

\$4,000

+ GST



Payment Details and Authority

EFT

Bank: CBA			BSB: 063 000	ACC: 10529527
EFT Reference:				

Visa Mastercard American Express

Card Number:

Expiry Date:

CSV:

Cardholder's Name:

Signature:

Payment Amount:

- To confirm sponsorship, payment must be received by FMA Australia **at least 4 weeks prior to the training.**
- Credit card payments will appear as 'FMA Australia' on your statement and payments may incur an additional 3% charge.
- Tax Invoice: Please keep a copy of this form for your records.
- This will be a tax invoice for GST upon payment. ABN 57 003 551 844