



Commonwealth Lawyers Association

Upholding the rule of law

Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

Prospectus



www.clawworkshops.com



www.paragong.com

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CONTENTS

Welcome Message.....	3
Local Organising Committee.....	3
General Information.....	4
Major Sponsorship Opportunities.....	5
Additional Sponsorship Opportunities.....	7
Exhibition Information.....	10
Information for Sponsors and Exhibitors.....	12
Sponsorship and Exhibition Application Form.....	15



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WELCOME MESSAGE

The Commonwealth Lawyers Association and the Cyprus Bar Association would like to invite you to attend this exciting new Master Workshop to be held in the beautiful resort of Limassol on 19-20 May 2016. Cyprus is recognised internationally as a country where Finance and Banking play a prominent role and we are looking forward to sharing with you the latest developments in the industry.



Christina Ioannidou
CLA Council Member for Cyprus
2015-2017

LOCAL ORGANISING COMMITTEE

Christina Ioannidou
CLA Council

Koulia Vakis
CEO, Cyprus Bar Association

COMMONWEALTH LAWYERS ASSOCIATION

Katherine Eden Haig
CLA CEO & Secretary General



Finance and Banking Master Workshop

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GENERAL INFORMATION

Date

May 19 – 20, 2016

Venue

GrandResort Hotel, Limasol, Cyprus

Language

The official language of the Workshop is English.

Official Letter of Invitation

Official letters of invitation designed to help overcome administrative difficulties in certain countries will be sent upon request. It must be understood that such letters do not represent a commitment on the part of the Organising Committee or Workshop to provide any financial assistance.

Visa Requirements

Participants are requested to check with the Cyprus consulate in their home country or with their travel agency for visa requirements. It is the responsibility of the participant to obtain a visa if required.

Liability and Insurance

The Workshop Organizers cannot accept liability for personal injuries sustained, or for loss or damage of property belonging to participants (or their accompanying persons), either during, or as a result of the Workshop. Participants are advised to take out their own personal health and travel insurance for their trip.

Currency and Exchange

The official currency in Cyprus is the Euro €

Climate

May is the month when weather in Cyprus changes from spring to summer. In the beginning of May there are usually several days of windy weather with fresh spring breezes blowing in from the sea. By the end of the month temperatures begin to climb up towards the summer levels. Average maximum temperature for the month is 24°C on the west coast, 27°C on the south coast and 30°C inland.

Insurance

The workshop organisers cannot accept liability for personal injuries sustained, or for loss or damage of property belonging to the workshop participants (or their accompanying persons), either during, or as a result of the workshop. Delegates and their accompanying guests are strongly advised to purchase adequate travel insurance for the duration of their travel, the workshop and tours.

Letter of Invitation

Official letters of invitation to attend the workshop will be sent upon full registration and payment. Please note; the letter does not represent a commitment on the part of the Organising Committee or the workshop to provide any financial assistance.



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

MAJOR SPONSORSHIP OPPORTUNITIES

PLATINUM SPONSOR – €15,000

Only 1 Platinum Sponsor will be appointed – this is the highest profile available. Benefits include:

Exhibition Space

- Exhibition space in a prime location in the workshop exhibition area – **12m²**.

Advertisement

- Full page advertisement in a prime position in the final workshop programme.
- Where supplied, sponsoring company banners may be displayed in meeting rooms and the registration area.
- 6 inserts in the delegate pack.

Registration

- 4 complimentary passes to attend workshop and social functions

Acknowledgement

- Verbal acknowledgement at the workshop opening and closing ceremonies.
- 200 word acknowledgement in the final workshop programme.

Sponsor Logo

- The right to display the sponsor logo (following supplied guidelines) on relevant workshop material approved in advance by the workshop Secretariat.
- Sponsor logo with hyperlink on workshop website.
- Sponsor logo on final programme.

Participant Lists

- Two time use of delegate list post-workshop. Usage will be done by Paragon Group on behalf of the sponsor and with the approval of the CLA



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

GOLD SPONSOR – €12,000

Benefits include:

- Logo in the final programme.
- Logo and link on the workshop website.
- Full page advertisement in a prime position in the final programme.
- **9 m²** exhibition space in a prime location in the workshop exhibition area.
- 4 inserts in delegate pack.
- 100 word acknowledgement in the final programme.
- Two time use of delegate list post-workshop. Usage will be done by Paragon Conventions on behalf of the sponsor and with the approval of the CLA.
- 3 complimentary passes to attend workshop and social functions.

SILVER SPONSOR –€8,000

Benefits include:

- Logo in the final programme.
- Logo and link on the workshop website.
- Full page advertisement in the final programme.
- 6 m² exhibition space in the workshop exhibition area.
- 3 inserts in delegate pack.
- 100 word acknowledgement in the final programme.
- One-time use of delegate list pre or post-workshop. Usage will be done by Paragon Conventions on behalf of the sponsor and with the approval of the CLA.
- 2 complimentary passes to attend the workshop and social functions

BRONZE SPONSOR – €5,000

Benefits include:

- Logo in the final programme.
- Logo and link on the workshop website.
- 6 m² exhibition space in the workshop exhibition area.
- 2 inserts in delegate pack.
- 100 word acknowledgement in the final programme.
- 1 complimentary pass to attend the workshop and social functions



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

ADDITIONAL SPONSORSHIP OPPORTUNITIES

WELCOME RECEPTION SPONSOR – €10,000

Exclusive profile at the Welcome Reception.
Benefits include:

Advertisement

- Logo in the final programme.
- Logo and link on the workshop Website.
- Full page advertisement in the final programme.
- Significant branding at the Welcome Reception.
- Logo on menus and/or Welcome Reception tickets.
- Option to provide suitable promotional souvenirs at the Welcome Reception.

Registration

- 1 complimentary pass to attend the workshop and social functions.
- 4 complimentary passes to the Welcome Reception.

WORKSHOP BAG SPONSORSHIP – €6,000

Benefits include:

- The bag will bear the sponsor and workshop logo.
- Logo and link on workshop website.
- Acknowledgement in the sponsor's list in the final programme.

WORKSHOP PROGRAMME – €5,000

The workshop final programme will be distributed to all participants inside the delegate bags.
Benefits include:

- Logo in the final programme.
- Logo and link on the workshop website.
- Half page advertisement in the final programme.
- Insert in delegate pack.



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

MINI PROGRAMME SPONSOR – €3,000

Benefits include:

- Mini Programme back cover advertisement
- Branding/logo in the final programme.
- Logo and link on workshop website.

Wi Fi Zone – €3,000

Benefits include:

- Opportunity to display banners within the hotspot areas.
- Opportunity to provide branded Wi-Fi vouchers for delegates.
- Opportunity to provide branded inserts into delegate bags e.g USB sticks.
- Logo and link in the final programme.
- Logo and link on the workshop website.

LANYARDS – €3,000

(OR PROVIDED BY SPONSOR + €2,000)

Benefits include:

- The lanyard will bear the sponsor and workshop logo and will be approved by the Secretariat
- Logo and link on the workshop website.
- Acknowledgement as sponsor in the final programme.



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

NOTEPADS AND PENS

Option 1 –€2,500

The Organisers source and provide the (estimated) 450 notepads and pens, the items being subject to design approval by the sponsoring company.

Option 2 – Supply of goods + €1,500

The sponsoring company supplies the (estimated) 450 notepads and pens, the items being subject to design approval by the Organisers.

PROMOTIONAL MATERIAL –€1,000

Inserts i.e. leaflets and brochures, in participants workshop bags will be provided by the sponsor and must be approved by the Secretariat (1 A4 page max).

ADVERTISEMENTS - FINAL PROGRAMME – €1,000

Full-page colour advertisement in the final workshop programme. Position will be allocated by the Secretariat.

Special Requests

We are aware that sponsorship on any of the above items may not suit your current marketing aims. We are therefore willing to discuss a special offer to suit your objectives. Please feel free to contact our Sponsorship & Exhibition Manager to discuss your needs.

Acknowledgements

Please note that all sponsors and exhibitors will be acknowledged in the final programme on acknowledgement boards at the workshop and on the workshop website.

Please forward your company logo (in eps 300dpi format) colour version to:

veskenazi@paragong.com

Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

EXHIBITION INFORMATION

The exhibition runs as an integral part of the workshop and provides an important resource for delegates to view the most up to date products available to the profession and is a focal point for lunches, refreshment breaks and networking. Space will be limited and allocated on a first come first serve basis with priority being given to sponsors.

*Please note that the final exhibition set up, opening and dismantling schedule will be updated in the technical manual.

*The minimum exhibition stand/space is 6m²

SHELL SCHEME BOOTH RENTAL

Price: **€350** per m² (min 6m²)

Includes:

- White shell scheme frame.
- Fascia panel with standard lettering.
- 2x spot lights.
- 1x table-measuring 80cm width, 180cm length
- 2x chairs.
- 1x standard electric socket (plug-point) 220 volt
- 2x Exhibitors` badges per 6m²
- Refreshments during coffee breaks for 2 exhibitors.
- 100 word company profile in the Final Programme.
- Cleaning of public areas and gangways.

RAW SPACE RENTAL

Price: **€300** per m² (min 6m²)

Includes:

- 1 standard electric socket (plug-point) 220 volt
- 2x exhibitors` badges per 6m²
- 100-words company/product profile in the final programme
- Cleaning of public areas and gangways

Please note that raw space rental does not include any furniture or stand cleaning. All these services and others will be available to order in the Technical Manual.



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

Booth Decorations

Exhibitors are forbidden to extend their booths into the thoroughfare or other areas which were not ordered and paid for by the exhibitor. The booths height will not extend beyond the height of 2.40 m. Any plan for a height of more than 2.40 m. must receive certified approval in writing from a licensed engineer as well as from the workshop organisers.

Allocation of Exhibition Space

Space allocation will be made on a “first-come first-served basis”. A completed application form accompanied by advance payment should be mailed / faxed to ensure reservation of a desired location.

Upon receipt of the application form with payment, space will be confirmed and an invoice for the balance due will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received. Advance payment will be refunded if space is fully booked or space offered is not acceptable to exhibitors.

Exhibitor Registration

All exhibitors are required to be registered and will receive a badge displaying the Exhibiting company name. Two exhibitor badges will be given for the first 6m² booked, and one badge for every additional 6m². Any additional exhibitors will be charged an exhibitor registration fee. An Exhibitor registration form will be included in the Exhibitors Technical Manual.

Technical/Exhibitor Manual

A Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months before the workshop. It will include the following:

Technical details about the venue, final exhibition details and information, contractor details, services available to exhibitors and order forms.

Site Inspections

Exhibitors and sponsors are free to visit the workshop venue at their convenience. Please contact the venue directly to arrange this.

Payment Methods

As detailed above in the Sponsorship section.



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

INFORMATION FOR SPONSORS AND EXHIBITORS

Application for sponsorship and exhibition space can be made in writing with the enclosed booking form to:

Paragon Group
Mrs. Victoria Eskenazi
18, Avenue Louis-Casai
1209 Geneva, Switzerland
Tel: +41-22-5330-948 Ext. 273
Fax: +41 (0)22 580 2953
Email: veskenazi@paragong.com

All company details, as filled in on the form, will be used to advertise.

An application form will be sent to you for completion. It should be signed and returned with a 50% deposit payment to the above sponsorship/exhibition office address. Alternatively, an invoice for the deposit can be requested on the booking form. Once this has been received, a confirmation of sponsorship or exhibition will be sent to the Sponsor / Exhibitor.

Terms of Payment

First 50% due with signed application form.
Second 50% due by April 19th, 2016.
The total amount should be received before the opening date of the workshop.

Payment Methods

Option 1: Payment by credit card.
Option 2: Payment by Bank Transfer.
Bank charges are the responsibility of the customer.

Cancellation Policy

Cancellations will be accepted in writing only. Cancellation notice received by January 1st, 2016, will entitle of 50% reimbursement of the total payment under the condition that the allocated space will be rented to another exhibitor.
No reimbursement will be possible after April 1st, 2016.

Terms and Conditions

The terms and conditions of sponsorship and exhibiting are included in this Prospectus. Please note that the signing of the Sponsorship & Exhibition form indicates acceptance of these terms and conditions.



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SPONSORSHIP AND EXHIBITION APPLICATION FORM

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18, Avenue Louis-Casai
1209 Geneva, Switzerland
Tel: +41-22-5330-948 Ext. 273
Fax: +41 (0)22 580 2953
Email: veskenazi@paragong.com

We, the undersigned, express our wish to sponsor the items marked below in accordance with the terms described in the "Terms of Agreement" attached herewith.

* Name of the company - as you wish it to appear on all acknowledgments.

* Company Name	
Contact Name	
Address	
Post/Zip Code	
Country	
Telephone	
Fax	
Email	
Website	
Please email 100 Ms-Word company description (100 words max.)	



Finance and Banking Master Workshop

19 – 20 May, 2016
Cyprus

Name of Company: _____

I would like to book the following Sponsorship Items

Item	Price
Total amount (Please Complete)	

I would like to book a **Shell Scheme/ Raw Space Exhibition Stand** for €
(minimum exhibition space 6m²)

Choices	Stand No	Square Meters	Total Price
1 st			€
2 nd			€
3 rd			€

- This is a provisional booking. Please hold for 14 days.
- Payment has been made by credit card/transfer, please forward me final confirmation and invoice.
- Please send me a pro-forma/tax invoice for the total amount due in ZAR.

Method of Payment

Credit Card
 Credit card no.: _____
 Expiry Date: _____ Type of Card: _____
 Card Holder: _____

Bank Transfer: Details will be available on the invoice.
 Reference: CLA 2016
 UBS Geneva Bank
 Account: 0240-459284.61A
 IBAN: CH72 0024 0240 4 592 8461A
 Swift/BIC: UBSWCHZH80A
 Currency: USD. Bank charges are the responsibility of the customer

Terms of Payment

First 50% due with signed application form.
 Second 50% due by April 19th, 2016.
 The total amount should be received before the opening date of the workshop.

Signature and company stamp..... Date.....