2rd April 2014

███████
████

Dear █████

Thank you for agreeing to sponsor the University of Melbourne Nursing Conference. Your support is greatly appreciated.

As per previous correspondence you have agreed on an In-Kind ██████ Sponsorship which includes;
- 4 X Door Prizes of a Small Animal Clinical Nutrition Text Book
- Up to 100 scrub tops as a registration gift to each delegate /participation
- Speaker on the program
- Sponsorship of pre dinner drinks up to $600
- A post on our Vet Nurse Network Facebook page advertising the conference at both 8 and 4 weeks prior to the conference
- An abstract advertising the conference with a link for registration and/or further details included in our electronic Direct Marketing (eDM) newsletter.

Your sponsorship level will entitle you to the following benefits;

Sponsorship Level	Investment	Sponsor Benefits
████	███	• Company logo on Conference flier both printed and online • Company logo displayed in Conference notes and on the Conference notes 'Sponsors Page' • Company banner (x2) in lecture theatre • Company banner (x1) in lecture theatre foyer • Trade table display • Company logo displayed on lead PowerPoint slide at start and finish of the Conference • Company logo displayed on *Sponsors* PowerPoint slide • Acknowledgement of sponsorship in introductory and concluding comments by Conference Convenor • Attendance at the Conference on both Saturday 23rd and Sunday 24th November • Acknowledgement on Sponsors Board

Please contact ██████████ on ██████████ or █████████████████ if you have any further questions or concerns. I'd also appreciate you sending me your company logo as soon as possible for inclusion in the Conference Notes, Sponsors PowerPoint slide and Sponsors Board. Ideally the logo should be in high resolution .jpg format.

Please keep one copy of this letter for your records and return another signed copy for our records.

Thank you again for your support.

Kind regards

Signed: _____

Name:_____   Date:_____