



# 45th International Conference on Software Engineering

14-20 May 2023

Melbourne Convention and Exhibition Centre

## PROSPECTUS



<https://conf.researchr.org/home/icse-2023>



Dear Colleagues,

The 45th IEEE/ACM International Conference on Software Engineering (ICSE2023) will return to Melbourne, Australia for only the second time in May 2023. ICSE is the premier academic conference on Software Engineering and is attended by approximately 2,000 attendees yearly. These include many students and an increasing number of industry practitioners. ICSE attracts the very best emerging research in Software Engineering and provides a multi-faceted showcase. This includes but is not limited to:

- a research track of around 100 papers selected from over 500 submissions from the top SE research groups around the world
- a journal-first track of around 80-100 papers selected from the top SE journals
- a new ideas track, formal research demos track, late breaking results track, industry show case track, doctoral symposium, and technical briefings programme
- around 20 workshops and nearly a dozen co-located conferences and symposia, including but not limited to the prestigious International Conference on Mining Software Repositories, International Conference on Program Comprehension, International Conference on Co-operative and Human Aspects of Software Engineering, International Conference on Mobile Software Engineering, International Conference on Formal Methods in Software Engineering, International Conference on Software Engineering for AI, and International Conference on Technical Debt

In addition, a wide range of networking events are organized including opportunities to recruit soon to be graduating top software engineering students, various fora to promote and facilitate academic / industry collaboration on challenging software engineering problems, and various community development and support activities.

I invite you to consider sponsoring some aspect of ICSE 2023. Opportunities exist for named sponsorship of various ICSE scientific and networking events; ICSE activities; and facilitated connection to the largest gathering of software engineering researchers in the world.

Best regards

A handwritten signature in blue ink that reads "John Grundy". The signature is fluid and cursive, with the first name "John" and last name "Grundy" clearly distinguishable.

**John Grundy** FASE FIEAust CPEng EngExec SMIEEE SMACM  
General Chair  
ICSE 2023



# MAJOR OPPORTUNITIES

## Platinum Sponsorship AUD\$30,000 plus GST

- Logo on the Conference website sponsors page, first listing status as Platinum Sponsor
- 250-word corporate description on the Conference website
- 250-word corporate description in the Conference Program
- Acknowledgement by the Chair during the Opening and Closing Sessions
- Logo on Sponsor signage at venue
- Logo on Sponsor acknowledgement slide between Keynote Sessions
- Full Double page advertisement in the Conference Program
- Logo in Conference Program
- Complimentary double exhibition booth (6m x 2m) at the Conference
- One insert to be placed into the delegate satchels
- Eight complimentary sponsor registrations (full delegate) to the Conference including morning and afternoon teas, lunches, access to the exhibition, access to delegate sessions, tickets to the Welcome Reception and tickets to the Conference Dinner
- Eight complimentary tickets to the Student/Industry networking lunch
- First access to Student resume's at the Conference and an EDM to students prior to the Conference

Platinum Sponsorship also includes choice of one of the following inclusions:

### Option 1 – Industry Sponsored Workshop

Opportunity to hold a 30-minute Industry Sponsored Workshop during Conference hours.

- Opportunity to include a Q&A session at the end of your Sponsored workshop
- Room hire and Standard Audio-visual requirements included
- Content including title, speaker details and a brief synopsis of your proposed workshop is to be sent to the Conference Organising Committee for approval

### Option 2 Delegate Satchel Bag

Each Conference delegate will receive a high quality delegate satchel during registration, an item that will be re-used after the event.

- Logo included with Conference logo on the Delegate Satchel Bag

### Option 3 Conference Dinner

The social highlight of the Conference, a spectacular evening where delegates will be winned, dined and entertained.

- Logo included on Conference Dinner signage

### Option 4 Delegate Name badge and Lanyard

All Conference delegates will be required to wear a name badge and lanyard throughout the event ensuring high exposure of your brand.

- Logo included with Conference logo on the Delegate Name badge and Lanyard

# MAJOR OPPORTUNITIES

## Gold Sponsorship

AUD\$18,000 plus GST

- Logo on the Conference website sponsors page, listing status as Gold Sponsor
- 150 word corporate description on the Conference website
- 150 word corporate description in the Conference Program
- Acknowledgement by the Chair during the Opening and Closing Sessions
- Logo on Sponsor signage at venue
- Logo on Sponsor acknowledgement slide between Keynote Sessions
- Full page advertisement in the Conference Program
- Logo in Conference Program
- Complimentary exhibition booth (3m x 2m) at the Conference
- One insert to be placed into the delegate satchels
- Six complimentary sponsor registrations (full delegate) to the Conference including morning and afternoon teas, lunches, access to the exhibition, access to delegate sessions, tickets to the Welcome Reception and tickets to the Conference Dinner
- Six complimentary tickets to the Student/Industry networking lunch
- Access to Student Resume's on site at the Conference

Gold Sponsorship also includes the following:

### Keynote Session

The opportunity to align your organisation with a Keynote Session at the Conference.

- Logo in Conference Program next to Conference partnered Keynote session (subject to printing deadlines)
- Logo on session slide of Conference-partnered Keynote session

*\*\* Speakers' determined by the Conference Organising Committee. No speaking opportunity exists with this sponsorship*

# MAJOR OPPORTUNITIES

## Silver Sponsorship AUD\$10,000 plus GST

- Logo on the Conference website sponsors page, listing status as Silver Sponsor
- 100-word corporate description on the Conference website
- 100-word corporate description in the Conference Program
- Acknowledgement by the Chair during the Opening and Closing Sessions
- Logo on Sponsor signage at venue
- Logo on Sponsor acknowledgement slide between Keynote Sessions
- Half page advertisement in the Conference Program
- Logo in Conference Program
- Complimentary exhibition booth (3m x 2m) at the Conference
- One insert to be placed into the delegate satchels
- Four complimentary sponsor registrations (full delegate) to the Conference including morning and afternoon teas, lunches, access to the exhibition, access to delegate sessions, tickets to the Welcome Reception and tickets to the Conference Dinner
- Four complimentary tickets to the Student/Industry networking lunch
- Access to Student Resume's on site at the Conference

Silver Sponsorship also includes the following:

### Concurrent Session

The opportunity to align your organisation with a Concurrent Session at the Conference.

- Logo in Conference Program next to Conference partnered concurrent session (subject to printing deadlines)
- Logo on session slide of Conference-partnered concurrent session

*\*\* Speakers' determined by the Conference Organising Committee. No speaking opportunity exists with this sponsorship*





## Bronze Sponsorship

AUD\$5,000 plus GST

- Logo on the Conference website sponsors page, listing status as Bronze Sponsor
- 75 word corporate description on the Conference website
- 75 word corporate description in the Conference Program
- Logo on Sponsor signage at venue
- Logo on Sponsor acknowledgement slide between Keynote Sessions
- Quarter page advertisement in the Conference Program
- Logo in Conference Program
- One insert to be placed into the delegate satchels
- One complimentary sponsor registrations (full delegate) to the Conference including morning and afternoon teas, lunches, access to the exhibition, access to delegate sessions, tickets to the Welcome Reception and tickets to the Conference Dinner
- One complimentary tickets to the Student/Industry networking lunch

## Keynote Session

AUD \$8,000 plus GST

The opportunity to align your organisation with a Keynote Session presenting at the Conference.

Sponsorship of one of the Keynote Sessions\*\*

- Logo in Conference Program next to Conference partnered Keynote session (subject to printing deadlines)
- Logo in Conference Website next to Conference partnered Keynote session
- Logo on session slide of Conference-partnered Keynote session
- Opportunity to place a company provided banner at the entrance to your Conference-partnered Keynote session room (2m high by 1m wide, free standing)
- Logo on Conference Website
- Opportunity exists to arrange for the Keynote Speaker to participate in an off-site educational session with your organisation, to a mutual agreement

*\*\* Speakers' determined by the Conference Organising Committee. No speaking opportunity exists with this sponsorship*

## Poster Zone

(Exclusive opportunity)  
AUD \$5,000 plus GST

The Conference poster area will be located within the Exhibition. This will be heavily populated with delegates throughout the duration of the Conference.

- Naming rights to the Poster Zone
- Logo on Conference Website
- Logo in Conference Program
- Opportunity to place a company provided banner within the Poster Zone (2m high by 1m wide, free standing)
- Opportunity to present prizes to Poster Award winners on stage

## STEM Expo Sponsor

AUD \$15,000 plus GST

The STEM Expo is designed to provide opportunities for university students to interact explore and view demonstrations of fast emerging science, engineering, technology and maths (STEM) activities within the Conference exhibition.

- A main stage with STEM-centered lectures
- Interactive STEM activities including technology equipment demos, and informative workshops
- Networking and volunteer opportunities
- Support the shaping of our future workforce by helping develop a pipeline of talent
- Logo on Conference Website

## Sponsored Delegates

(Developing Nations Attendance)

AUD \$2,500 plus GST per delegate

Delegates from low-income countries and other underrepresented groups will be provided with airfare and accommodation costs to enable their participation in the Conference. (Delegates are to be selected by the Conference Organising and Scientific Program Committee)

- Logo in Conference program
- Logo on Conference website
- A welcome letter from your organisation to the delegate in their registration pack

# CATERING OPPORTUNITIES

## Morning Tea

AUD \$2,000 plus GST

- Logo on Morning Tea signage
- Logo in Conference Program
- Logo on Conference Website
- Opportunity to place one company-provided free-standing pull up banner within the Morning Tea venue (2m high and 1m wide)

## Lunch

AUD \$4,000 plus GST

- Logo on Lunch signage
- Logo in Conference Program
- Logo on Conference Website
- Opportunity to place one company-provided free-standing pull up banner within the Lunch venue (2m high and 1m wide)

## Afternoon Tea

AUD \$2,000 plus GST

- Logo on Afternoon Tea signage
- Logo in Conference Program
- Logo on Conference Website
- Opportunity to place one company-provided free-standing pull up banner within the Afternoon Tea venue (2m high and 1m wide)

# WELLNESS OPPORTUNITIES

## Chill Zone (Exclusive Opportunity)

AUD \$8,000 plus GST

The opportunity to create your own corporate hub, close to major program sessions and with ease of access is available for sponsorship.

Branding acknowledgements will include the opportunity to theme the Chill Zone to your own corporate branding and includes one complimentary registration.



# S O C I A L   O P P O R T U N I T I E S

## Welcome Reception AUD \$10,000 plus GST

The Opening Ceremony is followed by a Welcome Reception, open to all delegates, taking place in the Exhibition. Sponsorship of this event offers excellent branding and networking opportunities. The price of this evening is included in the delegate registration fee – a fact reflected in the strong attendance at this event.

- Logo in Conference Program
- Logo included on Welcome Function signage
- Logo on Conference Website
- Five tickets to the Welcome Function
- Opportunity to place a company-provided pull-up banner at the entrance to the Opening Ceremony venue (2m high and 1m wide)



# TECHNOLOGY SPONSORSHIPS

## Conference App

(Exclusive Opportunity)

AUD \$10,000 plus GST

The Conference App can be downloaded by all delegates and will contain important information including the Conference program, session room maps, speaker biographies, exhibition booth information, and interactive information.

- Logo will be included on the main menu screen of the Conference App
- Opportunity to place banner ad on the home screen of the app (size and dimensions will be provided by the Conference Organising Committee)
- Dedicated page within the app to showcase business information including the attachment of documents

## Charging Lounge

(Exclusive Opportunity)

AUD \$7,000 plus GST

The opportunity to sponsor the exclusive Charging Lounge operating within the Exhibition Area. The Charging Lounge will be used regularly by delegates, Speakers' and exhibitors to charge their devices onsite.

- Logo on signage at the Charging Lounge
- Logo on Conference Website

## Conference Website

(Exclusive Opportunity)

AUD \$15,000 plus GST

This is a unique investment opportunity for a leading edge organisation to partner with the Conference to deliver a superior website.

- Opportunity to sponsor the Conference Website
- Logo on Conference Website as sponsor of the Website
- Banner advertisement on each page of the Conference Website (sponsor to supply banner advertisement as per specifications set by the Organising committee)
- Logo in Conference Program



# ADVERTISING OPPORTUNITIES

## Electronic Newsletters (E-Zines)

AUD \$1,000 per e-zine

This graphically designed newsletter will be used to electronically communicate with thousands of existing and potential delegates in the lead-up to the Conference. It will be distributed frequently to thousands of delegates in the database, and will contain information designed to be both informative and entertaining.

- Banner advertisement on each E-zine, this is a hyperlink to sponsors website. (Please note: The width of this ad is at the discretion of the Organising Committee)
- Logo in Conference Program

## Conference App Advertisements

AUD \$300 per advert

One promotional PDF flyer to be placed onto the Conference App (size and content to be approved by the Conference Organising Committee)

## Conference App Notification Post

AUD \$300 per notification

Push notifications are the best way to reach and connect with the attendees while at the Conference at any time and disseminate your information, updates, invitation to visit your booth, attend your lunch symposia and much more. The message appears on the screen of the attendee's device even if the event app is closed, which ensures that your message is always seen. The Conference will be paperless, meaning that every delegate will download the Conference app and thus increase the visibility and receipt of your alerts. A limited amount of push notifications will be sent per day so a first-come, first-served policy will apply. Text should not exceed 140 characters.

- Have your message directly seen by all delegates present at the Conference
- Schedule your message and have it sent at your preferred timing

## Conference Ezine Advertisement / Feature

AUD \$300 per advert

You will be required to supply the advertisement in JPEG format. Specs will be supplied once confirmed.

The advertisement must be submitted to the Conference team one week before the selected e-newsletter issue is released. Deadlines will be supplied once confirmed.

## Satchel Inserts

AUD \$ 300 per insert

- One insert to be placed into the delegate satchels



# EXHIBITION OPPORTUNITIES

The exhibition is set to be the primary networking arena for delegates, Speakers' and Conference partners. The Conference program has been designed to maximise the opportunity for delegates to visit the exhibition with all refreshment breaks, the Conference Welcome Reception and Seating areas all located within the exhibition area.

## Exhibition Booth AUD \$4,000 plus GST

### Entitlements:

- Six square metres of exhibition space (3m x 2m)
- Back and side walls
- Carpeted floor
- Organisation name on fascia over open side
- Two spotlights
- One standard power outlet
- Two complimentary exhibitor registrations, including morning and afternoon tea and lunch during the Conference

## Exhibition Table Top Display AUD \$2,000 plus GST

- 2m of exhibition space
- Trestle table with cloth
- Two chairs
- Backboard
- Company name on fascia sign
- One power outlet
- One complimentary exhibitor registration, including morning and afternoon tea and lunch during the Conference



# PARTICIPATION FORM

## PERSONAL DETAILS

Please note all correspondence including invoices will be sent to the contacts supplied below.

Organisation name (for invoicing purposes) \_\_\_\_\_

Contact Person (for invoicing purposes) \_\_\_\_\_

Email \_\_\_\_\_

Organisation name (for marketing purposes) \_\_\_\_\_

Contact Person (for organising purposes) \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_ Country \_\_\_\_\_

Website \_\_\_\_\_



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14-20 May 2023

## PARTICIPATION OPPORTUNITIES

Please tick appropriate box. All prices are in AUD plus 10% GST (Goods and Services Tax).

### EXHIBITION OPPORTUNITIES

- |   |         |
|---|---------|
| <input type="checkbox"/> Exhibition Booth         | \$4,000 |
| <input type="checkbox"/> Exhibition Table Display | \$2,000 |

### PREFERRED EXHIBITION LOCATION

Priority of placement within the exhibition will be offered to sponsors first and then sold in accordance with the date of application receipt.  
Please contact us for a copy of the latest floor plan.

1<sup>st</sup> Choice: ..... 2<sup>nd</sup> Choice: ..... 3<sup>rd</sup> Choice: .....

### MAJOR OPPORTUNITIES

- |                                   |          |
|-----------------------------------|----------|
| <input type="checkbox"/> Platinum | \$30,000 |
| <input type="checkbox"/> Gold     | \$18,000 |
| <input type="checkbox"/> Silver   | \$10,000 |
| <input type="checkbox"/> Bronze   | \$5,000  |

### OTHER OPPORTUNITIES

- |  |          |
|--|----------|
| <input type="checkbox"/> Keynote Session                   | \$8,000  |
| <input type="checkbox"/> Poster Zone                       | \$5,000  |
| <input type="checkbox"/> STEM Expo Sponsor                 | \$15,000 |
| <input type="checkbox"/> Sponsored Delegates               | \$2,500  |
| <input type="checkbox"/> Morning Tea                       | \$2,000  |
| <input type="checkbox"/> Lunch                             | \$4,000  |
| <input type="checkbox"/> Afternoon Tea                     | \$2,000  |
| <input type="checkbox"/> Chill Zone                        | \$8,000  |
| <input type="checkbox"/> Welcome Reception                 | \$10,000 |
| <input type="checkbox"/> Conference App                    | \$10,000 |
| <input type="checkbox"/> Conference Website                | \$15,000 |
| <input type="checkbox"/> Electronic Newsletter (Ezine)     | \$1,000  |
| <input type="checkbox"/> Charging Lounge                   | \$7,000  |
| <input type="checkbox"/> Conference App Advertisements     | \$300    |
| <input type="checkbox"/> Conference App Notification Post  | \$300    |
| <input type="checkbox"/> Conference Ezine Advert / Feature | \$300    |
| <input type="checkbox"/> Satchel Inserts                   | \$300    |

### CONDITIONS OF PAYMENT

- Payment of a 50% deposit is required upon confirmation of your sponsorship selections. The remaining 50% will be due 12 weeks prior to the event. Please advise if you prefer to be invoiced for the full amount.
- Applications received after **1 December 2022** will be invoiced for the full amount. Payment plans can be arranged. Failure to pay your sponsorship invoice may result in your sponsorship being released for sale.

### PRIVACY STATEMENT

- ☐ YES, I consent to my details being shared with suppliers and contractors of the Conference to assist with my participation and planning. Also for the information distribution in respect of other relevant events that may be of interest to me that are organised by the Conference Manager.
- ☐ NO, I do not consent.

### COVID-19 VACCINATION STATUS

In registering to attend ICSE 2023 you are confirming that personnel attending are fully vaccinated as per the Australian Government Guidelines regarding approved vaccines (<https://www.health.gov.au/initiatives-and-programs/covid-19-vaccines/approved-vaccines>). Upon arrival on-site at the Conference you will be asked to provide proof of vaccination. Unfortunately, failure to do so will result in denied entry and no refund will be provided.

Please return the completed Participation Form as soon as possible via email to:

**Andrea O'Sullivan**

Manager, Sponsorship & Exhibitions  
[andrea@icmsaust.com.au](mailto:andrea@icmsaust.com.au)

Please note that the date of submission of the ICSE 2023 Conference Sponsor application will be taken into account.

**TOTAL \$AUD**

**DECLARATION:** I have read and accept the terms & conditions with this form and wish to become a partner and/or Exhibitor at ICSE 2023. I acknowledge that this is a binding commitment to pay the amount shown above and confirm I have the authority to enter into this commitment on behalf of my organisation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# TERMS & CONDITIONS

## The Contract

1. The term "Organiser" refers to ICMS Australasia Pty Ltd and includes associations, corporate and government bodies who have engaged ICMS Australasia Pty Ltd as their representative.
2. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents identifies in the Application Form or other written request for exhibition space.
3. A "contract" is formed between the Organiser and Exhibitor when the Organiser accepts the signed Application Form and receives a minimum of 50% of the total owing as a deposit. The Organiser will then issue a confirmation letter to the Exhibitor.
4. The Organiser may cancel the contract at their discretion if the agreed deposit is not received within 28 days of lodging the Application Form. Additionally the Organiser reserves the right to cancel the contract by returning the deposit within 28 days of receipt.

## The Application

5. An official Exhibition Application Form must be received to reserve the space.
6. The Organiser reserved the right to refuse application or prohibit any Exhibitor from participation without assigning a reason for such refusal or prohibition.

## Obligations and Rights of the Organiser

7. The decision of the Organiser is final and decisive on any question not covered in this contract.
8. The Organiser agrees to hold the exhibition however, reserves the right to postpone the exhibition from the set dates to hold the exhibition on other dates as near the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organiser.
9. The Organiser agrees to promote the exhibition to maximise participation
10. The Organiser agrees to allocate the Exhibitor an exhibition space as close as possible to their desired location.
11. The Organiser reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organiser.
12. The Organiser reserves the right to change the exhibition floor layout if necessary.
13. The Organiser is responsible for the control of the exhibition area only.
14. 14. The Organiser may shorten or lengthen the duration of the exhibition and alter the hours during which the exhibition is open.
15. The Organiser agrees to provide the Exhibitor with an Exhibition Manual prior to the exhibition for the purpose of communicating required actions on the part of the Exhibitor.
16. The Organiser has the right to take action based on verbal or written directions including those contained in the Exhibition Manual. This is to ensure that all laws in connection with the exhibition are complied with, to prevent damage to person or property and to maximise the commercial success of the exhibition.
17. The Organiser may refuse without limitation to permit activity within the exhibition or may require cessation of particular activities at their discretion.
18. The Organiser reserves the right to specify heights of walls and coverings for display areas.
19. The Organiser reserves the right to disapprove the content and presentation of the Exhibitor catalogues, acknowledgements, handbills and printed matter with respect to the exhibition.
20. The Organiser may determine the hours during which the Exhibitor will have access to the exhibition venue for the purpose of setting up and dismantling.
21. The Organiser reserves the right to refuse any person including exhibitor staff, representatives, visitors, contractors and/or agents entry to the exhibition if they do not hold a purchased or complimentary entry card.
22. The Organiser will specify conditions relating to the movement of goods and displays, prior, during and after the exhibition.

23. The Organiser will specify any regulations with regard to sound levels including microphones, sound amplification, machine demonstrations and videos. The exhibitor agrees to abide by these.
24. The Organiser will arrange security onsite during the period of the exhibition but will not accept no liability for loss or damage.
25. The Organiser will arrange for daily cleaning of aisles outside the exhibition open hours.

## Obligations and Rights of the Exhibitor

26. The Exhibitor must ensure that all accounts are finalised and paid prior to the allocated exhibition move-in period.
27. The Exhibitor must use allocated space only for the display and promotion of goods and/or services within the scope of the exhibition.
28. The Exhibitor must make every effort to maximise promotion and commercial benefits of participating in the exhibition.
29. The Exhibitor must comply with all directions/requests issued by the Organiser including those outlined in the Exhibition Manual.
30. The Exhibitor must comply with all applicable laws, including laws in relation to occupational health & safety. The Exhibitor will therefore act with care to avoid damage to persons or property in the exhibition.
31. The Exhibitor must ensure the cleanliness and tidiness of their allocated space. Upon the conclusion of the exhibition the Exhibitor will promptly remove all exhibits, tools and other materials. If the Exhibitor fails or refuses to do so, the Organiser will make arrangements for this to be done by an external party at a cost to be paid by the Exhibitor.
32. The Exhibitor will not display an exhibit in such a manner as to obstruct or affect neighbouring exhibitor. This includes blocking or projecting light, impeding or projecting into aisles or neighbouring exhibition spaces.
33. The Exhibitor will submit plans and visuals of custom designed exhibits to the Organiser for approval prior to the commencement of the exhibition. Exhibitors failing to do so may be denied access to the exhibition to build or may be requested to cease building. A valid Insurance Certificate of Currency for independent exhibition contractors will also be submitted prior to the Organiser granting this company access to the exhibition area.
34. The Exhibitor is responsible for all items within their allocated exhibition space.
35. The Exhibitor agrees to adhere to all fire regulations and will refrain from using flammable or dangerous materials within the exhibition. Written approval must be sought from the Organiser if flammable or dangerous materials are required for the success of the exhibit.
36. The Exhibitor will not use nails, screws or other fixtures on any part of the premises including walls and floor unless authorised by the Organiser. In any case all permanent damage will result in the Exhibitor being invoices for all repairs.
37. The Exhibitor acknowledges that the Organiser has a preferred freight forwarder and agrees to comply with all instructions relating to delivery times. If an alternate freight forwarder is engaged, the Exhibitor acknowledges that the Organiser will not be able to provide assistance in tracking lost deliveries. The Exhibitor agrees that the Organiser will not be liable for any goods rejected by the venue, lost or damaged prior to the delivery date specified or on return.
38. The Exhibitor agrees to abide by requests made by the Organiser to stop any activity that may cause annoyance to others in the exhibition.
39. The Exhibitor agrees to conduct all business transactions within their allocated exhibition space unless otherwise approved by the Organiser.

## Storage of goods

40. Unless otherwise communicated storage will not be provided onsite at the exhibition. Under no circumstance are goods permitted to be stored in public access areas.

## Stand Services and Construction

41. Official contractors will be appointed by the Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for Insurance, Public Liability and OH&S. Access will be denied without such documentation.

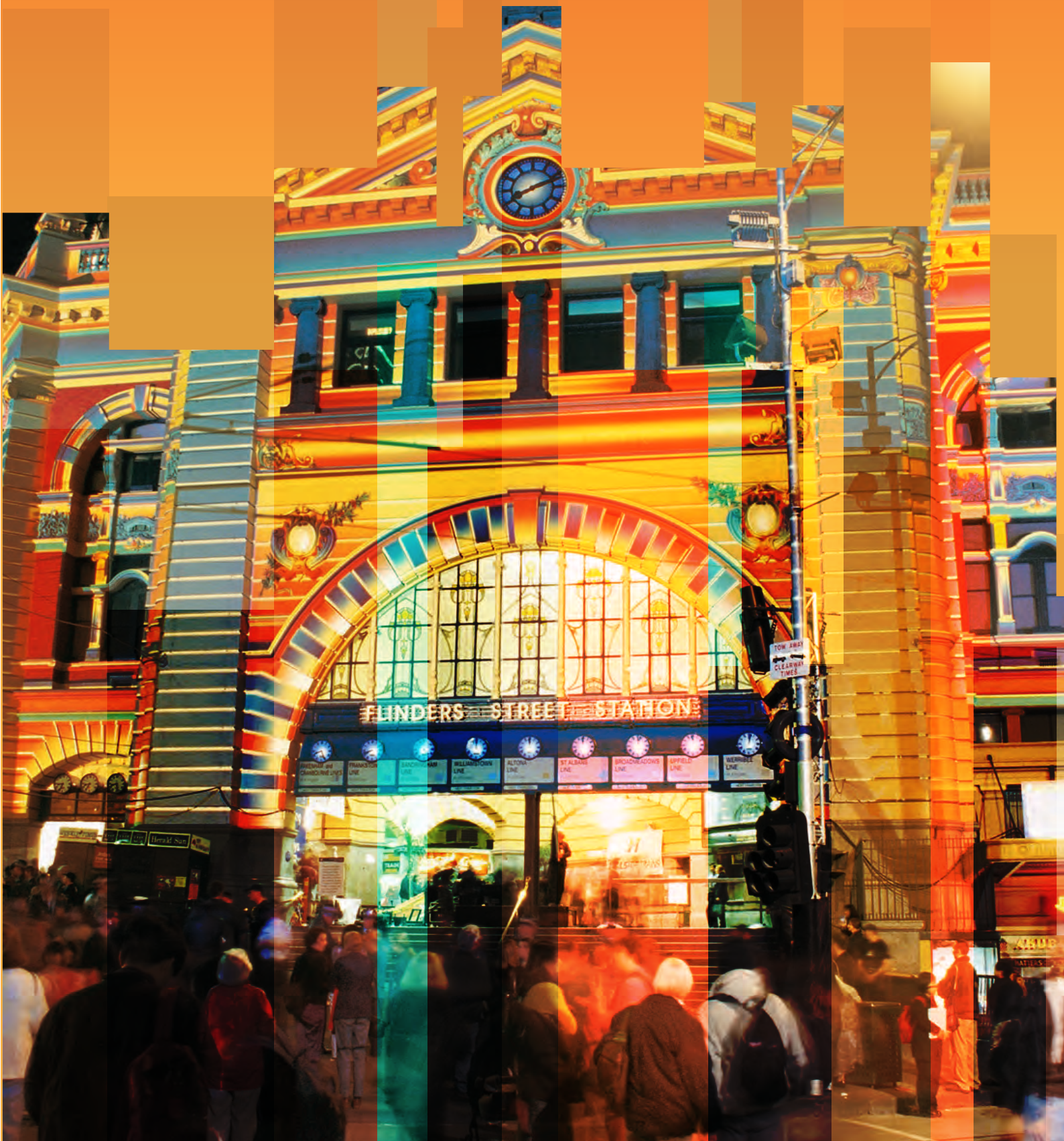
## Insurance and Liability

42. All Exhibitors must have Public Liability Insurance for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser.
43. Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable.
44. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.
45. The Organiser shall not be liable for any loss, which exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever.
46. The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

## Payment & Cancellation

47. The Exhibitor has seven (7) days in which to make their final payment when it falls due. After this time the space will be available for sale to another company. All deposits paid will automatically be forfeited and NO refund will be made. NO exhibitor shall occupy allocated exhibition space until all monies owing to the Organiser by the Exhibitor are paid in full.
48. In the event that the Exhibitor fails to occupy their allocated exhibition space by the advertised opening time, the Organiser is authorised to occupy this space in any manner deemed to be in the best interest of the Exhibition. The Exhibitor contracted to this space will remain liable to all Terms and Conditions of Contract and will not be eligible for a refund.
49. Withdrawal – if the Exhibitor withdraws its exhibition commitment they will be liable for the following payments in accordance with the below:
  - a. 12 months or more to the first day of the exhibition – 75% refund on sponsorship and exhibition amount
  - b. 6-12 months prior to the first day of the exhibition – 50% refund on sponsorship and exhibition amount
  - c. Less than 6 months prior to the first day of the exhibition – No refund on sponsorship and exhibition amount
  - d. If notice of cancellation is received and full payment for funds owing has not been received, the Exhibitor will be invoiced for the difference to satisfy the above and below cancellation and refund policy. Payments must be made within 7 days of receipt of invoice.
50. Cancellation – if the event is cancelled due to unforeseen circumstances, the Organiser will not be liable to the Exhibitor for any loss incurred by the Sponsor or Exhibitor as a result of the cancellation, however all monies paid for any sponsorship and exhibition will be refunded.
51. Rescheduling – if the event is rescheduled for any reason and the Sponsor or Exhibitor does not wish to participate in the exhibition at the rescheduled dates, the Organiser will not be liable to the Exhibitor for any loss incurred by the Exhibitor as a result of the rescheduling, and the Exhibitor will only be liable for 25% of the total sponsorship and exhibition cost with the remaining funds being refunded.
52. If the event transfers to an online or hybrid format and the Sponsor or Exhibitor does not wish to participate in the event in the online format, the Organiser will not be liable to the Sponsor or Exhibitor for any loss incurred as a result of the online format. The Sponsor or Exhibitor will be liable for up to a maximum of 25% of the total sponsorship or exhibition cost, including 10% administration plus a scale of value dependant on the level of entitlements already delivered, such as a promotion and branding.
53. Booth availability may be limited or restricted and allocations and available quantities will be advised upon processing your application.







# ICSE2023

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14-20 May 2023



<https://conf.researchr.org/home/icse-2023>

## Contact us

For further information, please contact:

**Andrea O'Sullivan**

ICSE 2023 Sponsorship & Exhibitions Manager

Tel: + 61 7 3255 1002

Email: [andrea@icmsaust.com.au](mailto:andrea@icmsaust.com.au)

**Event Management by**

ICMS Australasia Pty Ltd

[www.icmsaust.com.au](http://www.icmsaust.com.au)

