



PRAGUE - CZECH REPUBLIC

3 - 6 JUNE 2024

Applications of NAMs in Drug Discovery
and Drug and Chemical Safety Assessment

Sponsor and Exhibitor registration module manual

Thank you for your interest in becoming a sponsor for ESTIV 2024!

URL: <https://insight.klinkhamergroup.com/estiv-sponsorship/login>

Step 1: Create a new account by clicking the button 'CREATE NEW ACCOUNT' and fill in all required details. Tick the boxes on the bottom of the page and continue to confirm your account. After creating an account, you will receive a confirmation per e-mail.

CONGRESS SPONSOR ACCOUNT

To become a sponsor or exhibitor you must first create an account. You can create an account on this page or log in if you already have an account.

The sponsor prospectus can be downloaded and found at the bottom right of this screen.

If you need help, please contact us.

CREATE NEW ACCOUNT	<input type="text" value="E-mail"/>
	<input type="text" value="Password"/>
	LOGIN
	Forgot password?

Step 2: Login with the account details you have just created (E-mail and Password) on the right of the page and click 'LOGIN'.

Note: On this page you can also download the Sponsor and exhibitor brochure by clicking the button 'Sponsor and exhibitor brochure' on the right of the page.



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Step 3: You have now entered your personal dashboard, you can choose your sponsorship package by clicking the button:

BOOK SPONSORSHIP PACKAGE





Please fill and upload in all the required details, such as your contact details as well as the invoice details. Click 'NEXT'.

Step 4: Now you can choose your sponsorship package. If you are unsure of what package would fit your organization the best, you can click on the  behind the different 'Sponsorship Packages' (as shown below) or browse the sponsor and exhibitor brochure. *Please be aware that all prices are in Euro (€). ESTIV is not a VAT payer, so VAT does not apply.*

Sponsorship Packages

On this page you can choose from a variety of ESTIV sponsor packages. After making the relevant choice via the chart below, more details about the sponsorship package and the items that are included in this package will follow. The à-la-carte options will be presented on the next page.

You can download our sponsor and exhibitor brochure with more information about the packages through this [link](#) (click).

Package	Early price	Regular price
<input type="radio"/> Gold 	€ 12.000,00	€ 12.000,00
<input type="radio"/> Silver 	€ 8.500,00	€ 8.500,00
<input type="radio"/> Bronze 	€ 5.500,00	€ 5.500,00
<input type="radio"/> Support a session 	€ 3.500,00	€ 3.500,00

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Gold Sponsor (€ 12.000,-)

- Explicit mentioning and acknowledgement in the congress programme, on the congress website and power point projection during breaks (with your company's logo)
- Acknowledgement on the congress website (including the company's logo) with a link to the company's homepage
- 12 m² exhibition space
- First choice of exhibition space according to priority
- Advertisement in the digital programme booklet (cover page – outside back)
- Privilege to place brochures in the entrance area
- Advertising leaflets in congress bags
- 3 complimentary congress registration for exhibition staff (free of charge)

Additional m²: As a sponsor, you have the opportunity to purchase additional floor space.

Early Bird rate (until 29 FEB 2024) €300,- per m²

Regular rate (from 1 MAR 2024) € 350,- per m²

No additional m²

PREVIOUS

NEXT

Step 5: After choosing your sponsorship package, you will find an overview of the included items (as shown above). Before continuing as a sponsor, you have the opportunity to purchase additional floor space. If you are satisfied with the package you have chosen, you can click 'NEXT'.

Step 6: Now you have the possibility to add any a-la-carte sponsorship opportunities. Please note that packages that are sold out are not clickable anymore. If you are satisfied, you can click 'NEXT'.

After confirming, a non-binding contract will be sent to the contact person's e-mail address provided. **The contract will only be final when both parties have signed it.**

Step 7: If all the details in the confirmation e-mail and your sponsorship contract are correct and you agree with the conditions, we kindly ask you to sign your contract on the line and fill in the date on which you have signed the contract, as well as the place. (example shown below)

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On behalf of the Sponsor:

ESTIV 2024 Example sponsor

A stylized, handwritten signature in black ink, positioned above a horizontal line.

ESTIV 2024 Example name

Maastricht , 28-6-2023

Step 8: If you have signed the contract, we kindly ask you to upload it via your personal dashboard (<https://insight.klinkhamergroup.com/estiv-sponsorship/login>) by clicking the button 'UPLOAD CONTRACT', as shown below.

BOOK SPONSORSHIP PACKAGE

You have selected a package.

UPLOAD CONTRACT

And followed by:

UPLOAD SPONSORSHIP CONTRACT

Please upload your signed contract by clicking the button below. Your contract should be uploaded in PDF. After uploading your contract, your sponsorship will be confirmed.

Upload signed contract

Step 9: After uploading your contract you will see the following screen. In this screen you can still replace and/or delete your contract. If you have successfully uploaded the correct contract, you can click 'CONFIRM AND BACK TO ACCOUNT PAGE'. **Please note: after leaving this screen, it is not possible to change your contract anymore.** If you would like to amend your contract, please contact helpdesk@klinkhamergroup.com.

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Signed contract submitted

ESTIV Sponsorship Contract



Replace contract

CONFIRM AND BACK TO ACCOUNT
PAGE

Step 9: After confirming the upload of your contract, you will find your uploaded contract in your personal dashboard. You can download your contract here at any time. (see below).

Once the contract is signed by the ESTIV Chair of the Organizing Committee, this contract will be uploaded in your account and will replace the original contract.

After this the **invoice and updated contract will be sent to your contact person automatically**. In addition the contract and invoice will be downloadable in your personal account.

BOOK SPONSORSHIP PACKAGE

You have selected a package.

ESTIV Sponsorship Signed Contract

After the contract is signed by both parties, the below buttons will become visible in your personal dashboard:

BOOK EXHIBITION STAND

REGISTER EXHIBITOR STAFF

The above buttons are currently inactive and you will be informed when it is possible to book your exhibition stand and register your exhibitor staff.

Questions

Should you have any questions, please do not hesitate to contact us via helpdesk@klinkhamergroup.com or + 31 (0)43-36 27 008. The secretariat can be reached by telephone on Monday to Friday from 9h00 to 12h15 and 12h45 to 17h00 (CET).

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