



UWI  
ST AUGUSTINE



**BRIDGING THE DEVELOPMENT  
GAP THROUGH INNOVATIVE  
eLEARNING ENVIRONMENTS**

| Exhibitor  
| Package



**UWI**  
ST AUGUSTINE



**BRIDGING THE DEVELOPMENT  
GAP THROUGH INNOVATIVE  
eLEARNING ENVIRONMENTS**

Dear Prospective Exhibitor

The University of the West Indies, St Augustine is hosting **eLearn2009** from June 8<sup>th</sup> to 11<sup>th</sup> 2009 at the Hyatt Regency, Trinidad. The **eLearn2009** conference marks ten years since the Educational Technology conference was held by UWI, St Augustine in March 1999. This is significant to the development of educational technology at the UWI and the region as many technological innovations have since taken place and are now critical to the teaching/learning environment. In the interest of professional growth and discovery, it is important to reflect and evaluate our current position in the use of technology to enhance teaching and learning. This conference therefore provides a forum for the exchange of ideas and information on the creative use of elearning in development.

Our keynote speakers are **Professor Michael Simonson**, Instructional Technology and Distance Education at Nova Southeastern University, Florida; **Mr. Martin Dougiamas**, Developer of Moodle and Managing Director of Moodle Pty Ltd, Perth Australia; **Dr. Willie Clarke-Okah**, Education Specialist, Higher Education and Policy Development at the Commonwealth of Learning, Vancouver, Canada; and **Professor Brian Copeland**, Dean, Faculty of Engineering, UWI, St Augustine. Prof. Copeland and his team have been awarded by the Trinidad and Tobago Government for the development of the G-pan.

The scope of the conference relates to innovative elearning in tertiary education as well as corporate and government institutions. **eLearn2009** will network education and technology specialists from across the globe. It provides the opportunity for exposure to consumers in the teaching/learning environment as well as professionals in technology.

We invite you to partner with us by taking advantage of the opportunity to exhibit at this leading educational technology conference. You are welcome to view this Exhibition Package in which we have offered details of the requirements for exhibition.

We look forward to your participation.



---

*Prof. Clement Sankat  
Pro Vice Chancellor and Campus Principal  
The University of the West Indies  
St Augustine*

## *General Information*

### **Conference Participation**

Don't miss this opportunity to exhibit at the most comprehensive educational technology conference in the region. The **dlearn2009** Exhibition is an important part of the conference and offers corporate organisations the opportunity to present their products and services to more than 300 participants from Trinidad and Tobago, the region and around the world. We have invited more than twenty-five (25) organizations to participate in this experience and to benefit from exhibiting in such an environment.

### **Who Should Exhibit?**

Corporate organizations experienced in educational/technology should be prepared to demonstrate their products, skills and tools which enhance education and the learning environment.

### **Exhibitor's Package**

The enclosed exhibitor's package outlines the Terms and Agreement, the Booth Floor Plan and the Contract for Exhibition Space. The exhibits will be located in the lobby of the Hyatt Regency Auditorium, in the main thoroughfare of the conference. Every attempt will be made to honour your requirements. If any changes become necessary they will be confirmed and addressed within a reasonable time frame. The initial reservation and downpayment must be received on or before **February 27<sup>th</sup> 2009**. A list of exhibitors will be advertised on the **dlearn2009** webpage.



## EXHIBITOR

### *Terms and Conditions*

#### **Exhibition Booth**

THE EXHIBITOR is responsible for and will bear all expenses of the installation of the exhibition including, but not limited to construction, exhibition furnishings and furniture, lighting, graphics. THE EXHIBITOR is responsible to keep the booth area tidy and well-kept (packing material stored and displayed, coverage of wires, extension cords secured and hidden).

THE EXHIBITOR must provide furniture (skirted tables, chairs), equipment for the booth. Display, Pop-up, pop up stands, panel systems and free standing stands should be used. THE EXHIBITOR is not allowed to pin, staple or glue any poster or item to the wall.

#### **Booth Package**

The individual Exhibition Area consists of an 8' x 5' space overlooking the Port of Spain waterfront. The space accommodates one (1) skirted table, 2 chairs, and I.D. sign. THE ORGANIZERS will provide the exhibition space at a cost and security throughout the duration of the conference. (See Floor Plan).

#### **Security**

THE ORGANIZERS of **elearn2009** and the Hyatt Regency Trinidad will provide adequate 24-hour security. No smoking will be allowed in the Exhibition Area.

During the days of the conference access is allowed into the exhibit and conference areas ONLY to those entering with official Conference Name Tags and Exhibitor Name Tags.

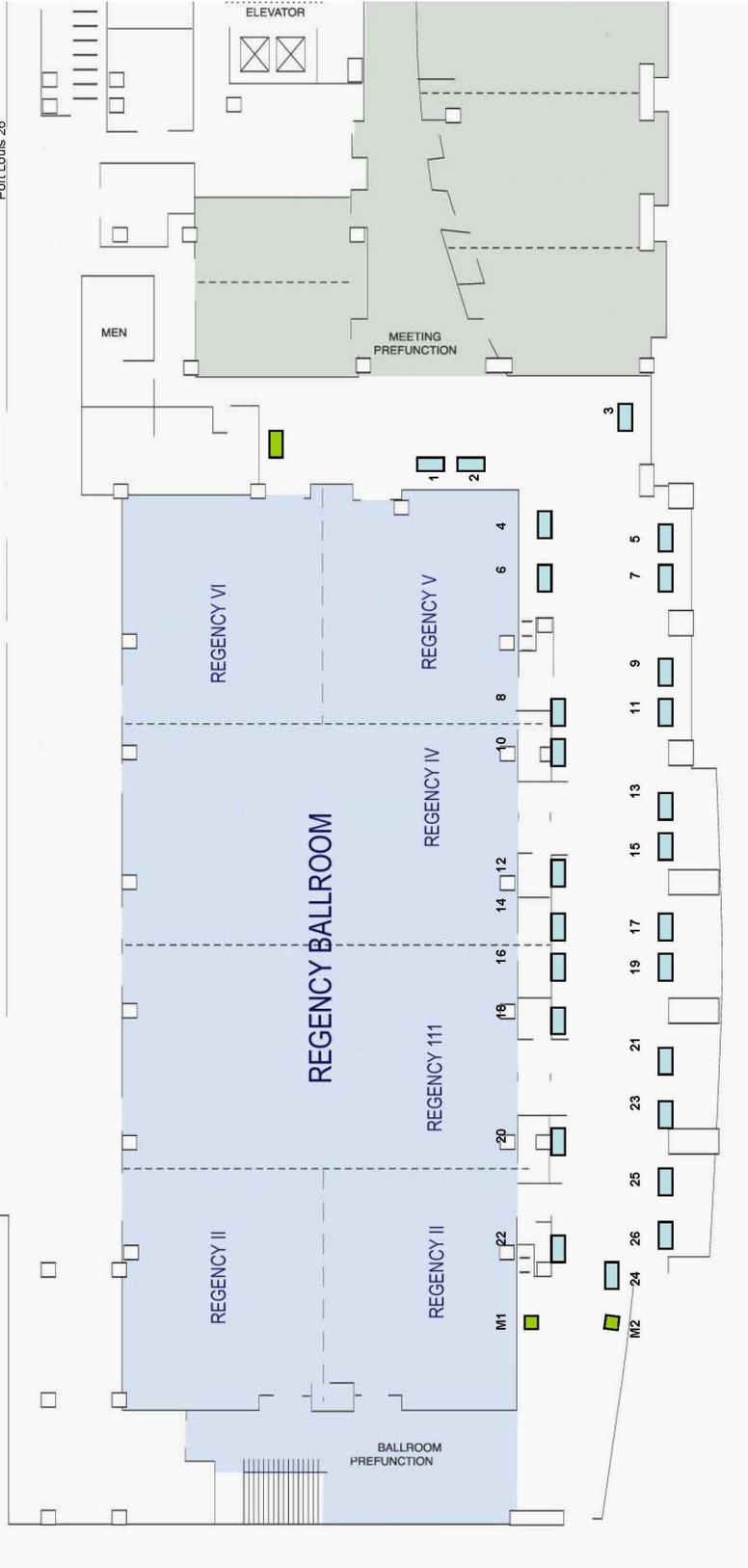
The Hyatt Regency Trinidad is equipped with alarms as well as security cameras.

Load-In takes place from **June 7<sup>th</sup> 2008**.

Load-Out takes place no later than **June 12<sup>th</sup> 2008**.

# CHTIC 08 SPONSOR EXHIBITS LAYOUT as of 4.18.08

- Interval 1&2
- FirstCarib 3
- Wyndham 4
- RBC 5
- Global Hyatt 6
- Scotiabank 7
- Hilton 8
- KPMG 9
- Ballard 10
- OBM 11
- Greenberg 12
- Choice 13
- Best West 14
- Group RCI 15
- Sutherland 16
- Marriott 17
- Ernst 18
- Horwath 19
- Jones 20
- Boylek 21
- Cooley 22
- PKF 23
- Starwood 24
- Deloitte 25
- Port Louis 26



# CONTRACT FOR EXHIBITOR SPACE

## GENERAL INFORMATION:

Name of Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Type/Method of Presentation: \_\_\_\_\_

Requirements (E.G.: Internet, Electrical Outlet, etc.): \_\_\_\_\_

## INFRASTRUCTURE - LIST OF EQUIPMENT AND MATERIAL (submit size if over five (5) ft):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:** Load-In/Load-Out Form provided.

Exhibitors will have access to the venue on **June 7<sup>th</sup> 2009** from **8:00 a.m.**

Exhibit Passes are limited to no more than four (4) persons.

**DECLARATION OF PARTICIPATION:** I hereby agree to participate in the **elearn2009** conference as an exhibitor and to adhere to the regulations of the organizers and the venue requirements.

\_\_\_\_\_  
*Signature*

## *FINANCIAL ARRANGEMENTS*

THE EXHIBITOR agrees to pay a participation fee of **US Five Hundred Dollars (US \$500.00)** to THE ORGANIZER of which **50%** is payable upon signing this Agreement. The deadline for signing is **February 27<sup>th</sup> 2009**. The balance is payable by **May 29<sup>th</sup> 2009**. THE ORGANIZER will invoice THE EXHIBITOR for each payment. Payment should be made to **The University of the West Indies** within 30 days of receipt of such invoice.

## LOAD-IN/LOAD-OUT Scheduling Form

Load-ins/deliveries and load-outs must be approved in advance by the Conference ORGANIZERS according to specifications given by the Hyatt Regency Trinidad. The ORGANIZERS reserve the right to stop any unauthorized loading at any time. Loading is approved based on the activities in the building and the order in which requests are received.

**GENERAL INFORMATION:**

Name of Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**LOAD-IN**

Date of Load-in/delivery: \_\_\_\_\_

Time of Load-in/delivery: \_\_\_\_\_

Estimated duration:     Under 30 minutes                       30-60 minutes                       Over an hour

**LOAD-OUT**

Date of Load-Out: \_\_\_\_\_

Time of Load-Out: \_\_\_\_\_

Estimated duration:     Under 30 minutes                       30-60 minutes                       Over an hour

<b>For official use only</b>	
<b>Elevator</b>	
<b>Supervision</b>	

Your **Load-in/delivery** has been scheduled for the following date and time:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Your **Load-Out** has been scheduled for the following date and time:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_

*Signature*

## RELEASE OF LIABILITY

THE EXHIBITOR named below shall be fully responsible to pay for any and all damages to property owned by the Hyatt Regency Trinidad used during the course of the **elearn2009** conference.

THE EXHIBITOR agrees to defend, indemnify and hold harmless The University of the West Indies, the Hyatt Regency Trinidad, its owners, managers, officers or directors or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from Exhibitor's use of the property.

THE EXHIBITOR's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including THE EXHIBITOR, its agents, employees, and business invitees which arise from or out of THE EXHIBITOR's occupancy and use of the exhibition premises, the Hyatt Regency Trinidad or any part thereof.

---

Exhibitor

---

By (Signature and Title)

---

Date

**This agreement and its attachments constitute the entire understanding between THE ORGANIZER and THE EXHIBITOR with respect to the Exhibition. This Agreement may not be amended or modified except by means of a written document, signed by both parties and no waiver of the terms hereof shall be in effect unless in writing and signed by the party making such a waiver.**

Please sign and return with the **Contract for Exhibitor Space** to:

**The University of the West Indies, St Augustine**

Mailing Address:

**The Instructional Development Unit**

Office of the Campus Principal  
Sir Frank Stockdale Building (Ground Floor)  
The University of the West Indies  
St. Augustine, Trinidad and Tobago

**Tel:** (868) 662-2002 ext. 3985/2611/2214  
(868) 663-9236

**Fax:** (868) 662-0558

**E-mail:** [elearn@sta.uwi.edu](mailto:elearn@sta.uwi.edu)

**Website:** <http://elearn2009.com/>