



The Caribbean Association of Medical Technologists
For Laboratory Professionals
P.O. Box SS-19793, 6th Terrace Centerville, Nassau, Bahamas
Email: casmets53@gmail.com
Phone: (242) 462-4037

November 21, 2018

Dear Medical Laboratory Supplier/Stakeholders,

RE: BIENNIAL GENERAL MEETING AND SCIENTIFIC SYMPOSIUM 2017

The Caribbean Association of Medical Technologists (CASMET) is scheduled to host its Biennial General Meeting (BGM) and Scientific Symposium in Trinidad and Tobago from **October 14 to 18, 2019** at The Radisson, Trinidad. The meeting is being hosted by the Trinidad and Tobago Branch of CASMET. During this period, Laboratory Professionals from throughout the Caribbean come together to share in a number of activities as well as to plan activities for the Association for the next two (2) years.

The BGM is also used as a forum to update and provide Laboratory Professionals with new and important information pertaining to their profession and to retain the interest of Laboratory Professionals in the region.

Some of the proposed activities for this meeting include:-

- I. Production of a BGM magazine
- II. Seminars presented by health experts and laboratory professionals
- III. Exhibits by Medical Supplies & Equipment Companies and other stakeholders
- IV. An awards banquet
- V. A Trinidad and Tobago night
- VI. Biennial General Meeting

In order to undertake these activities, we are asking for your assistance and/or participation in the following activities:-

- A. Advertisements in the BGM magazine.
- B. Space to advertise your products and equipment (exhibitor's booth).
- C. Sponsoring of coffee breaks and lunches.
- D. Sponsoring of Opening Ceremony.
- E. Sponsoring of awards and or banquet.
- F. Sponsoring of Trinidad and Tobago night.

I hope that your company will use this avenue as a means of promoting your company's services as well as providing assistance for the development of laboratory professionals in the Caribbean.

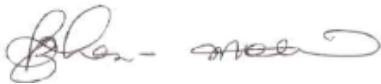
Please see the attached sponsorship packages which are all inclusive or the list of individualized events that you will be able to sponsor. In order to undertake these activities, we are asking for your support in developing our laboratory professionals.

If you require any further information, please feel free to contact any of the following Trinidad and Tobago Branch Members or Regional Council Members:-

Name	Designate	Tel Contact	E-mail address
Mr. Harry Narine	Immediate Past President Chairperson CASMET T&T	+1 (868) 755-6191 +1 (868) 623-6141	dharr64@hotmail.com
Mr. Khalil Lucky	Treasurer/PRO CASMET T&T	+1 (868) 682-6949	khalilluck@hotmail.com
Mr. Sheldon Simson	PRO, Regional Council	+(597)862-6708	sheldonsimson@hotmail.com

The Trinidad and Tobago Branch as well as Regional Council takes this opportunity to thank you for your support in the past and is looking forward to your participation/sponsorship in these activities.

Respectfully,



Zobida Khan-Mohammed
President
CASMET
1 (868) 717-0107

SPONSORSHIP PACKAGES

PLATINUM PACKAGE

US\$15,000.00

One Package Available

- **LARGE EXHIBITION BOOTH (24' x 5')** with five (5) Exhibitor Registration Packages.
- **Sole Sponsor** of the T&T Welcome Party with ten (10) Tickets to the Event.
- Sponsorship of MT Award (Company's name displayed on the Award).
- Five (5) Tickets to the Award Banquet and Dinner.
- Two (2) Full page ads in **BGM Magazine**.
- Two (2) Years Free CASMET Cooperate Membership (Includes free advertisement on CASMET Journal and Website)
- Two (2) Professional Photos of Exhibition Booth.

DIAMOND PACKAGE

US\$10,000.00

Two Packages Available

- **LARGE EXHIBITION BOOTH (24' x 5')** with four (4) Exhibitor Registration Packages.
- **Half Sponsor** of the Award Banquet and Dinner with four (4) Tickets to Event.
- Sponsorship of MLT or RPT Award (Company's name displayed on the Award).
- Five (5) Tickets to the T&T Welcome Party.
- One (1) Full page ad in **BGM Magazine**.
- Two (2) Years Free CASMET Cooperate Membership (Includes free advertisement on CASMET Journal and Website)
- Two (2) Professional Photos of Exhibition Booth.

GOLD PACKAGE

US\$8000.00

Two Packages Available

- **MEDIUM EXHIBITION BOOTH (16' x 5')** with three (3) Exhibitor Registration Packages.
- **Half Sponsor** of the Opening Ceremony. Each Sponsor will be asked to give a 5 minute Welcome Speech at the Event.
- Four (4) Tickets to the T&T Welcome Party.
- Three (3) Tickets to the Award Banquet and Dinner.
- One (1) Full page ad in **BGM Magazine**.
- Two (2) Years Free CASMET Cooperate Membership (Includes free advertisement on CASMET Journal and Website)
- Two (2) Professional Photos of Exhibition Booth.

SILVER PACKAGE

US\$6000.00

Two Packages Available

- MEDIUM EXHIBITION BOOTH (16' x 5') with two (2) Exhibitor Registration Packages.
- **Sole Sponsor** of the BGM Bags OR Sole Sponsor at All Competitions. Each Sponsor will have their Company's Logo/Banner placed on the Sponsored Item/Event.
- Two (2) Tickets to the T&T Welcome Party.
- Two (2) Tickets to the Award Banquet and Dinner.
- One (1) Full page ad in **BGM Magazine**.
- Two (2) Years Free CASMET Cooperate Membership (Includes free advertisement on CASMET Journal and Website)
- One (1) Professional Photos of Exhibition Booth.

BRONZE PACKAGE

US\$4000.00

Four Packages Available

- STANDARD EXHIBITION BOOTH (8' x 5') with two (2) Exhibitor Registration Packages and one (1) Presenter.
- **Sole Sponsor** of one (1) Workshop Presentation and one (1) Coffee break after the Workshop. Sponsor will have their Company's Logo/Banner placed at the Event.
- Two (2) Tickets to the T&T Welcome Party.
- Two (2) Tickets to the Award Banquet and Dinner.
- One (1) Full page ad in **BGM Magazine**.
- Two (2) Years Free CASMET Cooperate Membership (Includes free advertisement on CASMET Journal and Website)
- One (1) Professional Photos of Exhibition Booth.

STANDARD PACKAGE

US\$2500.00

Four Packages Available

- STANDARD EXHIBITION BOOTH (8' x 5') with one (1) Exhibitor Registration Package.
- One (1) Ticket to the T&T Welcome Party.
- One (1) Ticket to the Award Banquet and Dinner.
- Half (1/2) page ad in **BGM Magazine**.
- Two (2) Years Free CASMET Cooperate Membership (Includes free advertisement on CASMET Journal and Website)
- One (1) Professional Photos of Exhibition Booth.

ATTACHMENT: 2

Individual Events to Sponsor:

1. BGM Lunch	US	\$2,000.00	<input type="checkbox"/>
2. Awards with Company Name (per award)	US	\$300.00	<input type="checkbox"/>
3. Full Page Magazine Ad	US	\$350.00	<input type="checkbox"/>
4. ½ Page	US	\$250.00	<input type="checkbox"/>
5. ¼ Page	US	\$150.00	<input type="checkbox"/>
6. Standard Booth (8' x 5')	US	\$800.00	<input type="checkbox"/>
7. Medium Booth (16' x 5')	US	\$1200.00	<input type="checkbox"/>
8. Large Booth (24' x 5')	US	\$1,600.00	<input type="checkbox"/>

Please feel free to contact any of the following local branch members: -

Mr. Harry Narine	Immediate Past President/ Chairperson CASMET	+1 (868) 755-6191 +1 (868) 623-6141	dharr64@hotmail.com
Mr. Khalil Lucky	Treasurer Public Relations Officer CASMET	+1 (868) 682-6949	khalilluck@hotmail.com

Kindly make check payable to: THE CARIBBEAN ASSOCIATION OF MEDICAL TECHNOLOGISTS
BANK: Republic Bank Limited
To Wire Funds: Contact Mr. Harry Narine

ALL PAYMENTS MUST COLLECTED ON OR BEFORE 12:00 noon September 30, 2019

ATTACHMENT 3



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P.O. Box SS-19793, 6th Terrace Centerville, Nassau, Bahamas
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BGM 2019 SPONSORSHIP COMMITMENT FORM

Companies, who have indicated their willingness to sponsor, are kindly asked to complete this form and return to the under-mentioned address or email address by June 30th, 2019.

COMPANY NAME

CONTACT PERSON

ADDRESS

TELEPHONE

MOBILE

FAX

E-MAIL

CONFIRM SPONSORED ACTIVITY

CONFIRM SPONSORED COST

Kindly return form to:-

Mr. Khalil Lucky
PO Box 8082
National Mail Centre
Golden Grove Road
Piarco, Trinidad and Tobago West Indies
e-mail: khalilluck@hotmail.com
Contact No. 1 (868) 682 6949

OR

Mr. Harry Narine
PO Box 8082
National Mail Centre
Golden Grove Road
Piarco, Trinidad and Tobago West Indies
e-mail: dharr64@hotmail.com
Contact No. 1 (868) 755 6191

ATTACHMENT 4



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BGM 2019 MAGAZINE – ADVERTISEMENT COMMITMENT FORM

COMPANY NAME
CONTACT PERSON
POSITION
ADVERTISING AGENCY
E-MAIL ADDRESS

TEL: MOBILE: FAX:

Table with 4 columns: QTY, DETAILS, COST, SUB-TOTAL. Rows include various advertisement types like Full page, 1/2 page, 1/4 page, Inside front-page, Back page outside, and Back page inside.

VALUE OF CONTRACT:
ACCEPTED ON BEHALF OF CASMET

SIGNATURE DATE

ACCEPTED ON BEHALF OF ADVERTISER

SIGNATURE DATE

NB CONTRACT RATES HOLD GOOD WHERE APPLICABLE

BOOKING DEADLINE JUNE 30TH, 2019
FULL PAYMENT MUST BE MADE BEFORE AUGUST 31ST, 2019

ATTACHMENT 5



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BGM 2019 EXHIBITION COMMITMENT FORM

Companies interested in the registration of a booth for demonstration purposes are asked to complete this form and return to the under-mentioned address or email address by June 30th, 2019.

COMPANY NAME _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE _____

MOBILE _____

FAX _____

E-MAIL _____

QTY REQ'D	DETAILS	COST	SUB-TOTAL
	Standard Booth (8' x 5') (*One (1) table)	US \$800. ⁰⁰	
	Medium Booth Only (16' x 5') (*Two (2) tables)	US \$1200. ⁰⁰	
	Large Booth Only (24' x 5') (*Three (3) tables)	US \$1,100. ⁰⁰	
	TOTAL COST		

****Maximum number of tables provided.***

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Mr. Khalil Lucky
PO Box 8082
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Golden Grove Road
Piarco, Trinidad and Tobago West Indies
 e-mail: khalilluck@hotmail.com
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BGM 2019 PRESENTATION COMMITMENT FORM

Presenters are requested to complete this form and return it to the under-mentioned address or email address by June 30th, 2019.

COMPANY NAME

CONTACT PERSON

ADDRESS

TELEPHONE

MOBILE

FAX

E-MAIL

PRESENTATION TITLE

TIME REQUIRED

PREFERRED DATE & TIME

ALTERNATIVE DATE & TIME

Kindly return form to:-

Mr. Khalil Lucky
PO Box 8082
National Mail Centre
Golden Grove Road
Piarco, Trinidad and Tobago West Indies
e-mail: khalilluck@hotmail.com
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BGM 2019 Awards LIST

Presenters are requested to complete this form and return it to the under-mentioned address or email address by June 30th, 2019.

Outstanding Academic	_____
Outstanding Service	_____
Distinguished Service	_____
Appreciation Award (non-executive)	_____
Continuing Education	_____
Scholarship Award	_____
Most improved Branch	_____
Most Outstanding Branch	_____

Kindly return form to:-

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