

# Acceptable attribution of sponsorship

## Appendix 83

EVENT OR SERVICE	ACCEPTABLE ATTRIBUTION OF SPONSORSHIP <sup>1</sup>
Registration	Briefcase with discreet name or logo of sponsor Gift with discreet name or logo of sponsor, e.g. ballpen; stationery
Opening Session	Display of publications in main lobby of venue for duration of Opening Session Light refreshments after the Opening Session, with a sign saying “Refreshments provided by [ <i>name of Sponsor</i> ]”
Business Sessions	Water bottles may be provided by sponsor (name on label)
Sponsored and co-sponsored Seminars	Sponsor’s logo (together with the Annual Meeting logo or ADB logo) is published: - at ADB’s website on seminars with a link to the sponsor’s website - in the background projection during the seminar - in seminar banners (printed by the sponsor with ADB’s approval of the design) - in invitations Sponsor’s name (without the logo) will be printed in the Event Program. Sponsor’s publications may be displayed on a table at the entrance to the seminar venue, and the sponsor may hand small gifts with its logo to the seminar participants.
Host country sponsored networking event	Logo of host may be on invitation, together with Annual Meeting logo, as well as on menus. Publications may be placed outside entrance to the event in a place that will not obstruct the doorways A banner may be placed in the venue Small gifts for participants (if any) may show sponsor’s name Announcement acknowledging sponsor(s)
Tours Program	Logo of sponsor may be on buses Gifts (e.g. caps, fans, umbrellas) with sponsor’s logo Invitations, if any, with sponsor’s logo
Equipment	Sponsor’s logo (together with the Annual Meeting logo or ADB logo) is published on the item of equipment itself; in banners advertising the event concerned (printed by the sponsor with ADB’s approval of the design); and in invitations to the event where equipment is used
Internet Center/ Business Center	The business center, computers, and internet may be supplied by a computer firm (e.g. Infosys, Microsoft) in exchange for signage advertising their contribution.
VIP vehicles	Cars for VIPs may be provided by a local car company
Shuttle buses	Sponsor’s logo on outside of shuttle bus
Meeting Services	Foreign exchange bank may bear name of bank Travel desk may bear name of travel agency
Signage	Sponsor(s) name to be included in list of sponsors and posted on sponsors’ board.
Water	Water bottles may be provided by sponsor (name on label) for all events and activities
Coffee breaks, snacks, and sandwich bars	Small sign at refreshment station saying “Refreshments provided by [ <i>name of sponsor</i> ]” Name of sponsor on napkins, cups, etc.

<sup>1</sup> All sponsors are listed on the Sponsors’ Board, which is displayed in the lobby of the main venue of the meeting.