

**Meeting of the Caribbean Spectrum Management
Task Force
Montego Bay, Jamaica
06th - 08th February 2023**

**CTU
Sponsorship Prospectus**

February 2023

Final



Sponsorship Prospectus

for



Meeting of the Spectrum Management Task Force Montego Bay, Jamaica 06th - 08th February 2023

1 Invitation to Sponsor

The Caribbean Telecommunications Union (CTU) invites you to join our valued group of sponsors for the hosting of a **Meeting of the Spectrum Management Task Force**. This event will be convened in collaboration with the University of the West Indies, Jamaica and will be held, in person, at the Iberostar Hotel Montego Bay, Jamaica, from 06th to 08th February 2023.

2 About the Caribbean Telecommunications Union (CTU)

Established by Caribbean Heads of Government in 1989, the CTU's mandate is to create an environment in partnership with members to optimise the returns from Information and Communication Technologies (ICT) resources for the benefit of stakeholders. A multi-stakeholder inter-governmental ICT organisation, the CTU's membership includes 20 Caribbean Member States, and private sector, specialised governmental organisations and civil society organisations. The CTU is the region's foremost proponent of ICT-enabled development, committed to fostering the Caribbean's development through the effective use of ICT and regularly brings together and works collaboratively with its diverse communities of stakeholders in executing its work.

The CTU operates on principles of integrity, transparency and accountability and is committed to excellence in the execution of its work. On this basis, the CTU attracts globally recognized strategic partners and supporters for its work. Its activities have been endorsed regionally and internationally.

3 Sponsorship Proposal

The CTU is pleased to present to you our proposal to support the CTU for its upcoming Meeting of the Spectrum Management Task Force, which will be convened in Jamaica.

We are excited for the opportunity to partner with you, and with the help of your valued contribution, bring meaningful benefits to the Caribbean region and the world as a whole.

The CTU requires sponsorship as the ongoing work of the SMTF and SMSC addresses important current matters arising, such as regional preparations for the ITU World Radiocommunication Conferences (WRC-23 November). We will be utilizing funding to pay for different aspects of the conference that we will be hosting. We will be having presentations by leading experts discussing matters concerning; (1) the Harmonisation of national frequency allocations and band plans, (2) the Minimisation of cross-border

interference and (3) the Establishment of common approaches to digital broadcasting switchover. Additionally, we will be having exhibition booths from players in the market who are interested in showcasing their products and services and the impact they are looking to have on the region.

The main objectives of this meeting are:

- to formulate and document the SMTF's Action Plan for 2023
- to facilitate meetings of the SMTF's topic-focussed working groups to expedite formulation of harmonized proposals for the consideration of the full SMTF
- to engage with industry stakeholders to gather useful and relevant information
- to work collectively to address relevant matters arising for the attention of the Task Force, and
- to consider plans and meetings for 2023 in the run-up to WRC-23.

Your contributions will go towards the staging of the meeting of the Spectrum Management Task Force at the Ibero Star Hotel, and the use of facilities and services that will be rendered at the hotel to conduct the conference. This will be of tremendous help to the CTU and will aid us in fulfilling our mandate.

4 Why Sponsor?

This meeting/workshop represents a singular opportunity for your organization, whether mobile service provider, broadcaster, satellite operator or ICT stakeholder, to demonstrate your commitment to creating and informing the establishment of effective, enabling and harmonised spectrum management frameworks for building and supporting the realisation of the Caribbean digital economy.

Sponsors will be able to participate and inform policy positions on use of spectrum, present on their organisation's proposals for WRC 23 to regional regulators and seek their respective interests to ensure all stakeholders' positions are ventilated and given due consideration in these deliberations. Additionally the workshop will bring together, in one place the following target audience:

- Members of the Spectrum Management Task Force
- Representatives (Policy Makers and Regulators) from CTU member countries
- Caribbean telecommunications industry practitioners and stakeholders
- Telecommunications industry associations and regional organisations
- International telecommunications organisations
- CTU Secretariat support staff;

Sponsors will therefore have an opportunity to interact with experts, provide input and gain insights into regional positions, and be able to influence these positions and propose alternatives, identify challenges and chart the way forward to WRC23.

5 Sponsorship Opportunities and Entitlements

We believe that through sponsoring the event, a prospective sponsor will have the opportunity to enhance the following :

- Mass marketing opportunities
- Corporate social responsibility
- Brand exposure

Sponsors will be provided with visibility through speaking opportunities at the conference, visibility in program communications and placement of product branding throughout key locations at the conference.

The CTU will be partnering with the University of the West Indies in showcasing this conference. Through this joint venture, we are 100% positive that your contribution will increase your brand recognition before, during and after the Conference by giving your company exposure to new audiences. Furthermore, by showcasing your services or products, traffic to your websites and social media platforms will increase exponentially, which will automatically allow you to gain an advantage over your absent direct competitors.

6 CTU Contact

For more information on being a sponsor, please contact:

<p>Mr. Gary Kalloo Director, Business Development and Implementation Caribbean Telecommunications Union 4 Mary Street St Clair Port of Spain Trinidad and Tobago Tel: (868) 628 0281 Ext. 230 Mob: (868) 678 5073 E-Mail: gary.kaloo@ctu.int Website: www.ctu.int</p>	<p>Ms. Francola John Stakeholder and Event Management Specialist Caribbean Telecommunications Union 4 Mary Street St Clair Port of Spain Trinidad and Tobago Tel: (868) 628 0281 Ext. 231 Mob: (868) 467 2864 E-Mail: francola.john@ctu.int Website: www.ctu.int</p>
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Sponsorship Opportunities & Entitlements

Sponsorship Options

Category	Gold	Silver	Bronze	Exhibitor
Cost	\$USD	\$ USD	\$ USD	\$ USD
QTY	6,000.00	4,000.00	3,000.00	1,500.00
Signage				
Sponsor logo within conference area in visible locations	✓	✓	✓	
Sponsor logo in Exhibition areas	✓	✓		
Sponsor logo in dinner spaces	✓	✓	✓	✓
Communications				
Acknowledgement as Platinum sponsor at events and all promotional material	✓			
Acknowledgement as Gold sponsor at events and all promotional material		✓		
Acknowledgement as Silver sponsor at events and all promotional material			✓	
Acknowledgement as Bronze sponsor at events and all promotional material				✓
Sponsor link to website on CTU website and social media platforms	✓	✓	✓	✓
Sponsor logo on CTU website and social media platforms	✓	✓	✓	✓
Brand Recognition				
Logo on daily meeting agenda	✓	✓	✓	✓
Opportunity to present to SMTF	✓	✓		
5 Minute speaking slot at the Networking Dinner (ONLY 2)	✓			

Other Notes:

- The CTU may also accept sponsorship outside of the levels described above, which may also take the form of services and goods to help support the event.



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Meeting of the Spectrum Management Task Force Montego Bay, Jamaica 06th - 08th February 2023 Commitment to Sponsor

Please complete and submit via email to the CTU for the attention of Gary Kalloo, e-mail: gary.kalloo@ctu.int with a copy to Ms. Francola John, e-mail: francola.john@ctu.int by 31st January 2023.

Organization: _____

Last Name : _____

First name : _____

Designation: _____

Address: _____

City: _____ State: _____

Country: _____ Fax: _____

Telephone: _____ E-Mail: _____

Categories of Sponsorship

Class	Amount (US\$)	Please Tick
Gold	6,000	
Silver	4,000	
Bronze	3,000	
Exhibitor	1,500	

Signed _____
Organization's Authorized Representative

Date _____



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Instructions to Sponsors

1. Commitment Form

Organizations wishing to sponsor are required to complete the Commitment Form above and return it to the CTU Secretariat as soon as possible but no later than 31st January 2023. If commitments are received after that date, it may not be possible to deliver some of benefits offered, eg, logo on physical event banners.

2. Payment Information

Please make cheques payable to **Caribbean Telecommunications Union**. If a Wire Transfer is preferred, instructions are provided below. Note, wire transfer fees are for the sponsor's account.

3. Passes

For administrative purposes, all Sponsor's Personnel who will attend the sessions are required to register. Registration information will be provided via the CTU's website.

4. Artwork and Logos

In order to ensure your organization benefits from the full exposure possible, your Artwork and marketing materials must be submitted with the Sponsorship Commitment Form. Details on the technical requirements will be provided on request.



Caribbean Telecommunications Union

WIRE TRANSFER INFORMATION

NAME OF BANK:	Scotiabank
ADDRESS:	# 1 Frederick Street Port of Spain Trinidad & Tobago
SWIFT CODE:	NOSCTPS
TRANSIT NO:	90035
CTU ACCOUNT NO:	211227
INTERMEDIARY BANK:	BANK OF AMERICA 701 Brickell Ave Miami FL 33131 Swift Code: BOFAUS3M ABA No: 026009593

IMPORTANT

Please advise the Secretariat of the Caribbean Telecommunications Union when the transaction has been executed by completing the lower portion of this page and returning a copy by fax or Email to:

Fax: (868) 622 6523
Email: tracy.akee-raymond@ctu.int and invoices@ctu.int
Telephone: (868) 628-0281 or 622-5871, ext. 225

Name of organization: _____

Country: _____

Date of Transaction: _____

Transaction Code: _____

Amount: _____

Purpose: _____

Name of Respondent: _____

Telephone: _____

Fax: _____

Email: _____

Signature _____