



**Caribbean
Telecommunications
Union**



**Ministry of Science,
Energy, Telecommunications &
Transport**



CTU ICT Week 2025 - Jamaica

29th September to 3rd October 2025

Theme: "Driving Changes, Connecting Futures"

Sponsorship Prospectus

**Final
June 2025**



Sponsorship Prospectus

for

CTU ICT Week 2025 - Jamaica

29th September to 3rd October, 2025

1 Invitation to Sponsor

The CTU in partnership with the Ministry of Science, Energy, Telecommunications and Transport, under the auspices of the Government of Jamaica, invites you to join our valued group of sponsors for **CTU ICT Week 2025 – Jamaica**, at **The Jamaica Pegasus Hotel, Kingston, Jamaica** from **29th September to 3rd October 2025**. CTU ICT Week 2025 is the CTU's signature event and will be convened in-person.

Introduction to 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 its 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 countries, and private sector and civil society organisations. The CTU is the region's foremost organisation entrusted to promote ICT-enabled development and committed to fostering the Caribbean's development through the effective use of ICT.

Working collaboratively with its member governments, telecommunication operators and regulators, technology companies, academia, regional and international ICT organizations and civil society, the CTU regularly brings together 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 and its activities has been endorsed regionally and internationally.

2 Purpose of this Document

This document presents to you the opportunities for brand building, lead generation, business enhancement and demonstrating corporate leadership and social responsibility in the Caribbean ICT sector through sponsorship of **CTU ICT Week 2025 – Jamaica**. This event comprises the CTU's Statutory Meetings of its EC and GC, along with ICT related activities which will be held in person but open sessions would also be streamed live over various social media platforms during the course of the week of 29th September to 3rd October 2025.

3 CTU ICT Week – Jamaica

CTU ICT Week 2025 – Jamaica will include the CTU's 53rd Executive Council Statutory Meeting; the 31st General Conference of Ministers; the 23rd Caribbean Ministerial Strategic ICT Seminar; CTU 3rd Caribbean ICT Youth Network Forum; 11th Regulators Forum and CTU Network of Women Leadership Seminar.

Details of the activities scheduled for ICT Week are provided below:

- **53rd Executive Council (EC53) (By invitation only):** This meeting is scheduled for Tuesday 30th September 2025 and will be open to Government Officials, Permanent Secretaries and Technical Officers. This statutory meeting is intended to discuss and progress the work of the CTU Secretariat. Non state members will be given an opportunity on a first come basis (time permitting) to address/present to the EC on issues of relevance or that might be of concern to them, as CTU members.
- **Joint Meeting of 53rd EC and 31st GC (Open):** This meeting is scheduled for the afternoon of Tuesday 30th September 2025. The Joint Session of the Executive Council (EC) and General Conference (GC) during CTU ICT Week serves as a strategic forum for aligning technical initiatives with ministerial oversight across the Caribbean. It brings together ICT Ministers, senior officials, regulators, private sector partners, and development agencies to:
 - Review regional ICT progress and priorities;
 - Align decisions on key issues like spectrum management, digital ID, and cloud infrastructure;
 - Encourage inclusive dialogue through open participation from stakeholders.

This session ensures that the CTU's work is coordinated, transparent, and responsive to both governmental direction and technical realities, strengthening regional collaboration for digital transformation.

- **23rd Caribbean Ministerial Strategic ICT Seminar (Open):** This all day open event on Monday 29th September 2025 is your opportunity to interact with and present to the member states, ministers and policy makers. The Seminar will feature presentations from the various ICT industry leaders and is designed to bring policy-makers up to speed with new and emerging technology trends and your product and service offerings for consideration of member states and to inform public policy interventions. The seminar is open and targeted in particular to our non- state members, sponsors and senior ICT Stakeholders. The Seminar is designed to educate and promote understanding of ICT and its potential to advance the social and economic development agenda of Caribbean states.
- **31st General Conference of Ministers (GC31) (Closed):** This meeting scheduled for Wednesday 1st October 2025 will be attended by CTU ICT Ministers, Permanent Secretaries and Technical Officers. Additional participation is by invitation only. This statutory meeting will progress, discuss and make decisions on the business and operations of the CTU, including receiving resolutions and recommendations from the

Executive Council. Sponsors and non- state members would be invited to attend an opening ceremony of the GC and would have an opportunity to interact and meet regional Ministers and other government officials and provide opening remarks at this opening session.

Ministerial Seminar Audience:

- ✓ Caribbean Government Ministers
- ✓ Senior Government policy makers
- ✓ Heads/Senior members of ICT Regulatory Authorities
- ✓ CEOs/Senior Officials of private sector ICT Organizations
- ✓ Executive representatives of:
 - Regional inter-governmental organizations,
 - Development agencies,
 - Civil Society and
 - Academia.
- ✓ Regional and global Internet institutions/agencies

- **11th Regulators Forum (Closed):** This forum which will be convened on Thursday 2nd October 2025 is open only to ICT Regulators and specially invited guests. This year's Forum will focus on the ongoing work towards a single Caribbean regulatory framework for the ICT sector. Peer to peer exchange on the topic with colleagues from the African Telecommunications Union and regulators from the African Region, would also form part of this year's meeting. The Forum will also focus on the outcomes and the regional impact of GSR25 scheduled for September 2025 in Riyadh, Saudi Arabia.
- **CTU 3rd Caribbean ICT Youth Network Forum:** During this session on the morning of Tuesday 30th September 2025 sponsors will have an opportunity to partner with the Youth Network Forum to leverage benefits to enhance brand visibility, engage with the youth demographic, demonstrate thought leadership, and support meaningful initiatives focused on youth empowerment and development. Sponsors can also contribute to the provision of lunch boxes for the students.
- **Secondary School Public Forum (Open):** This forum, which will be convened on Friday 4th October 2024, is open to Secondary Schools and the General Public to facilitate the awareness of ICT initiatives by the Government and Private Sector. The Forum is designed to inspire and educate students about the powerful role that **ICTs** play in transforming societies, economies, and personal lives across the Caribbean.

Key focus areas would include mobile apps to e-learning platforms, AI chatbots and smart assistants and new careers in data science, robotics, innovation and machine learning. Sponsors can participate through booth exhibitions, hosting awareness workshops and providing prizes and lunch boxes for the school students in attendance.

- CTU Network of Women Leadership Seminar:** The CTU Network of Women Leadership Seminar, to be convened on the 1st October, during CTU ICT Week, aims to empower and elevate women across the Caribbean ICT ecosystem by promoting leadership, mentorship, and greater policy influence. The seminar will focus on mainstreaming gender parity within national digital agendas, advancing gender-responsive ICT policies, and strengthening women's participation in regional and international decision-making spaces such as the ITU and OAS. It will also provide a platform for interactive workshops, mentoring sessions, and dialogue that connect students, professionals and policymakers. A key objective is to foster a vibrant, intergenerational network of women leaders and national focal points committed to driving inclusive digital transformation. Through collaboration with schools, universities, and civil society, the seminar will also support efforts to expand ICT education and career pathways for young women. Ultimately, the seminar seeks to catalyse transformational change by positioning women as central actors in building a resilient, inclusive and innovative Caribbean digital future.

CTU ICT WEEK-AT-A-GLANCE

DATE	TIME																
	7:00	7:30	8:00	8:30	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00
Monday 29th Sept.	Private Meeting				23rd Ministerial Seminar									Opening Ceremony			
Tuesday 30th Sept.	Sponsor Opportunity				53rd Executive Council Meeting				Joint Meeting of 53rd EC and 31st GC (Open)					Sponsor Dinner/Cocktail			
					CTU 3rd Caribbean ICT Youth Network Meeting												
					CCA Workshop												
Wednesday 1st Oct.	Sponsor Opportunity				31st General Conference of Ministers (GC31 Closed)									Reception hosted by Hon. Minister			
					CTU Network of Women Leadership Seminar												
Thursday 2nd Oct.	Sponsor Opportunity (Regulators)				11th Caribbean ICT Regulators Forum												
					CTU ICT4PWDs Workshops for the Blind, Deaf and Persons with Mobility Challenges												
					UPU/CPU Workshop												
Friday 3rd Oct.					Digital Jamaica - Secondary School Forum												
					Cultural Tour												

4 Why Sponsor?

CTU ICT Week – Jamaica, represents a singular opportunity for your organization to demonstrate its commitment to ICT-enabled Caribbean development through support and sponsorship of the CTU's hosting of these important regional meetings in collaboration with the Government of Jamaica.

The event will bring together in one place ICT and Telecommunications Ministers, and other Ministers of Government from across the region. Participation will provide an opportunity to interact at this ministerial level to gain insights into regional problems and propose and showcase your organization's solutions. Additionally, sponsorship will allow for one-on-one breakout sessions with Ministers to pitch ideas and possible remedial action to address national or regional issues. The event will also attract Caribbean Regulators, senior executives from regional ICT organizations, International ICT Agencies, the private sector and civil society, making it a unique opportunity for face- to- face networking, promoting and advancing your organization as partners for regional development.

CTU ICT Week – Jamaica offers:

- **Business development:** Target the right audience to maximize your return on investment
- **Thought leadership:** Showcase your innovative business solutions and strategies to senior Government officials and C-Level Executives
- **Integrity and prestige:** In addition to exposure via this high-profile event, you also benefit from associating your brand through our alliances
- **Exposure:** Increase your company's profile through our high-profile speakers and our structured marketing and public relations campaign.

5 Sponsorship Opportunities and Entitlements

Committing as a sponsor of CTU ICT Week 2025 – Jamaica will open the door for unparalleled access to leaders in the Caribbean ICT Sectors and space. Sponsorship opportunities and entitlements are provided on *page 9 to 12* of this Prospectus.

Once you have made a selection, you will be required to complete the commitment form and return it to the CTU in accordance with the instructions provided.

Marketing and professional exposure

Direct response marketing

A combination of direct response marketing channels is employed to maximize awareness of CTU ICT Week 2025 among the target audience. We leverage the Government's global database as well as lists from relevant external sources such as private sector and business associations.

Advertising

We carefully select local, regional and international media for advertising in the weeks leading up to the conference.

Online visibility

Online marketing will take place across a range of websites, including www.ctu.int and the Government of Jamaica official website <https://www.mset.gov.jm>. We will also promote the conference across relevant external websites and on social media platforms.

Media partnership

The CTU has partnered with the Caribbean Media Corporation (CMC) through its pan Caribbean channel, CaribVision, to offer sponsors exceptional regional and diaspora visibility. CaribVision broadcasts 24/7 to 7 million households across 16 Caribbean territories and diaspora markets in North America, with access to the 23 million-strong English-speaking Caribbean market. With a strong digital media presence and key partnerships like 1SpotMedia of Jamaica, this platform ensures broad and impactful exposure for sponsors.

PR campaign

Our Marketing team has developed an integral media strategy for the weeks leading up to the event. A number of media releases are typically released during the campaign, prior to and after the event. The media release lists all sponsors of the event.

Strategic industry relationships

Through our Business Development Unit, we reach the target audience via relevant business associations, which is also an important element of our campaign. This enables us to receive additional publicity for the event and reinforces its credibility.

Our obligation to you

We understand the goals that corporate sponsors set for event sponsorship. We believe in the need for continuous communication and creative collaboration to ensure that CTU ICT Week 2025 – Jamaica offers a platform to meet your target audience and to provide a tangible return on investment.

Throughout the event we will work closely with you to:

Pre-event

- Understand your key promotional messages and target audiences, and how you want to position your company to these executives.
- Shape the programme and the content.
- Integrate your own promotional activities with our marketing campaign.
- Engage with your key communications personnel to maximize press outreach.

At the event

- Plan your involvement and integrate into the agenda.
- Facilitate networking opportunities and introductions with key executives at the conference.
- Advise on best practice regarding exhibition stand visuals, materials and networking.

Post-event

- Provide collated delegate feedback and a list of attendees.

For more information on being a sponsor of this event, please contact:

Mr. Gary Kalloo Director Business Development and Implementation Caribbean Telecommunications Union Trinidad and Tobago Tel: (868) 628 0281 Ext. 230 Mob: +1(868) 678 5073 E-Mail: gary.kalloo@ctu.int Website: www.ctu.int	Ms. Tamika Campbell Executive Assistant Caribbean Telecommunications Union Trinidad and Tobago Tel: (868) 628 0281 Ext. 232 Mob: +1(868) 275 5842 E-Mail: tamika.campbell@ctu.int Website: www.ctu.int	Mr. Rodney Lewis Business Development Specialist Caribbean Telecommunications Union Trinidad and Tobago Mob: +1(246) 232 9145 E-Mail: rodney.lewis@ctu.int Website: www.ctu.int
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CTU ICT Week 2025 - Jamaica

29th September to 3rd October 2025

Sponsorship Opportunities & Entitlements

Value of Sponsorship	Entitlements
<p>Headline Sponsor >US\$30,000 Additional cost for hosting: 1. Dinner OR a cocktail - \$15,000 USD 2. Breakfast - \$6,000 USD</p>	<ul style="list-style-type: none"> • Complimentary 10 x 6 exhibitor space. • Invitation to opening ceremony and reception and all open networking and social events. Delegation attending social events is limited to a maximum of five persons. • Speaking opportunity at opening ceremony. (<i>Opening remarks for 5 minutes</i>) • Keynote at Ministerial Seminar (Maximum 15 minutes) • 1 x 20 minute presentation at Ministerial Seminar. • One on one meeting with Ministers, Government Officials/policy makers and regulators based on availability (Maximum 4) • Opportunity to host breakfast or dinner meeting or cocktail reception with Ministers and Government Officials at additional cost <p>Full Branding Promotion Package</p> <ul style="list-style-type: none"> • Signage – Logo on Sponsors banner in the Conference area and at Opening Ceremony • One (1) full page ad and listing in Digital Conference Brochure. • Distribution of promotional items and materials. Co-branding opportunity on Conference Material. • Logo on regional electronic advertisements. • Mention on all CTU ICT Week 2025 – Jamaica advertorials post and pre-conference. • Logo displayed on CTU's Home Page, the Ministry of ICT website and inclusion of logo and link on event page. • Mention and invitation to all pre and post-conference media events hosted by the CTU and the Ministry of ICT • Logo on local sponsors' page in electronic conference programme. • Opportunity for photo and media interview within the conference area.
<p>Platinum US\$25,000 Additional cost for hosting: 1. Dinner OR a cocktail - \$15,000 USD</p>	<ul style="list-style-type: none"> • Complimentary 10 x 6 exhibitor space. • Invitation to opening ceremony and reception and all open networking and social events. Delegation attending social events is limited to a maximum of four persons. • 2 x 20 minute presentation at Ministerial Seminar. • One on one meetings with Ministers, Government Officials/policy makers and regulators. (Maximum of 2) • Opportunity to host dinner, breakfast meeting or cocktail reception with Ministers and Government Officials at additional cost. <p>Full Branding Promotion Package:</p>

Value of Sponsorship	Entitlements
2. Breakfast - \$6,000 USD	<ul style="list-style-type: none"> • Signage – Logo on Sponsors banner in the Conference area and networking events. • One (1) full page ad and listing in Digital Conference Brochure. • Distribution of promotional items and materials. Co-branding opportunity on Conference Material • Mention on all CTU ICT Week 2025 – Jamaica advertorials post and pre-conference • Logo displayed on CTU’s Home Page, the Ministry of ICT website and inclusion of logo and link on event page. • Mention and invitation to all pre and post-conference media events hosted by the CTU and the Ministry of ICT. • Logo on local sponsors’ page in electronic Conference programme. • Opportunity for photo and media interview within the conference area.
<p>Gold US\$20,000 Additional cost for hosting:</p> <p>1. Dinner OR a cocktail - \$15,000 USD</p> <p>2. Breakfast - \$6,000 USD</p>	<ul style="list-style-type: none"> • Complimentary 10 x 6 exhibitor space • Invitation at opening ceremony and reception and all open networking and social events. Delegation attending meetings and social events is limited to a maximum of four persons. • 1 X 20 minute presentation at Ministerial Seminar. • 1 x10 minute presentation in lightening session • One on one meeting with Ministers, Government Officials/policy makers and regulators. (Maximum of 2) • Opportunity to host breakfast meeting or cocktail reception with Ministers and Government Officials at additional cost <p>Partial Branding Promotion Package:</p> <ul style="list-style-type: none"> • Signage – Logo on Sponsors banner in the Conference area and at Opening Ceremony • One ½ page ad in the Digital Conference Brochure. • Distribution of promotional items and materials Co-branding opportunity on Conference Material. • Logo on local/regional print advertisements. • Mention on all ICT Week 2025 advertorials post and pre conference • Logo and link on event page. • Mention and invitation to all pre and post conference media events hosted by the CTU and the Ministry of ICT. • Logo on local sponsors’ page in electronic Conference programme. • Opportunity for photo and media interview within the conference area.
<p>Silver US\$12,000 Additional cost for hosting:</p>	<ul style="list-style-type: none"> • Complimentary 10 x 6 exhibitor space • Invitation at opening ceremony and reception and all open networking and social events. Delegation attending meetings and social events is limited to a maximum of three persons. • 2X10 minute presentation at Ministerial Seminar (lightening presentation).

Value of Sponsorship	Entitlements
Breakfast - \$6,000 USD	<ul style="list-style-type: none"> One on One meeting with Government Officials, regulators and Ministers based on availability. <i>(Maximum of 2)</i> Opportunity to host breakfast meeting with Ministers and Government Officials at additional cost <p>Partial Branding Promotion Package:</p> <ul style="list-style-type: none"> Signage – Logo on Sponsors banner in the Conference area and at Opening Ceremony. One 1/4 page ad in the Digital Conference Brochure. Distribution of promotional items and materials Co-branding opportunity on Conference Material. Logo on local/regional print advertisements. Mention on all ICT Week 2025 advertorials post and pre conference. Logo and link on event page. Mention at all pre and post conference media events hosted by the CTU and the Ministry of ICT. Logo on local sponsors' page in electronic Conference programme.
Bronze US\$7,500	<ul style="list-style-type: none"> Complimentary 10 x 6 exhibitor space <i>(Based on availability)</i> Invitation at opening ceremony reception and all open networking and social events Delegation attending meetings and social events is limited to a maximum of three persons. 1 X 10 minute presentation at Ministerial Seminar (lightening presentation). <p>Partial Branding Promotion Package:</p> <ul style="list-style-type: none"> Signage – Logo on Sponsors banner in the Conference area and at Opening Ceremony Distribution of promotional items and materials Co-branding opportunity on Conference Material. Logo on local/regional print advertisements. Mention on all ICT Week 2025 advertorials post and pre conference Logo and link on event page. Mention at all pre and post conference media events hosted by the CTU and the Ministry of ICT. Logo on local sponsors' page in electronic Conference programme.
Coffee Break US\$5,000	<ul style="list-style-type: none"> Invitation at opening ceremony reception and all open networking and social events. Delegation attending meetings and social events is limited to a maximum of two persons. <p>Branding Promotion</p> <ul style="list-style-type: none"> Display of information onscreen and distribution of promotional materials during coffee break(s) Placement of table top signage Signage in Coffee Break area – two 6'x3' standing banners One Half (1/4) Page ad in Conference Brochure Logo on sponsors' banner in conference area and closing ceremony.

Value of Sponsorship	Entitlements
Other US\$5,000 - \$500	<ul style="list-style-type: none"> • Invitation to opening ceremony reception and all networking and social events. Delegation attending meetings and social events is limited to a maximum of two persons. <p>Branding Promotion</p> <ul style="list-style-type: none"> • Recognitions during sponsorship announcements. • Logo on sponsors' banner in conference area and closing ceremony.
In-Kind	<ul style="list-style-type: none"> • Technology & Connectivity (Wi-Fi infrastructure, networking hardware, tablets/laptops for registration or demos) • Media & Publicity (Advertising space (TV, radio, digital), livestreaming services, videography, photography) • Merchandise & Printing (Branded bags, lanyards, notepads, signage, banners, conference booklets)

Notes:

1. For the Headline sponsorship level, only one organization will be selected as a sponsor, determined on a first-come/first-served basis by the date of receipt to the CTU, of the signed and completed Sponsorship Commitment form, included on *page 14* below.
2. For all other sponsorship levels, an unlimited number of organizations may be selected as sponsors. Selection is determined on a first-come, first-served basis, based on the date the signed and completed Sponsorship Commitment form is received by the CTU, included on *page 14* below.
3. The 'Other' Sponsorship category, may include the cohosting of a social event.
4. Only **CTU ICT Week 2025** sponsors will be permitted to share promotional materials at the event.
5. All materials will be reviewed to ensure that they are appropriate for a multi-stakeholder event that includes the CTU, partnering and supporting organizations, community members and the event sponsors.
6. **All sponsorship contributions must be received by the CTU on or before August 29th 2025, before the commencement of CTU ICT Week 2025 – Jamaica. Sponsors are required to provide proof of payment upon transfer of funds.**

Sponsorship Categories and Entitlement at a Glance

Category	Entitlement										
	Full Brand Package	Partial Brand Package	Participation in Ministerial Seminar	Key Note	Invitee Opening Ceremony	Speaker at Opening Ceremony	4 X Ministers' Networking	2 X Ministers' Networking	Speaker at Networking Events (Dinner/ Breakfast)	Display Booth	Invitee at Networking Cocktail and Social event
Headline	X		X	X	X	X	X		X	X	X
Platinum	X		X		X			X	X	X	X
Gold		X	X		X			X		X	X
Silver		X	X		x			X		X	X
Bronze		X	X		x					X	X
Coffee Break		X			X					X	X
Other					X						X



Sponsorship Prospectus

for

CTU ICT Week 2025 - Jamaica

29th September to 3rd October 2025

Commitment to Sponsor

Please complete and submit via email for the attention of Mr. Gary Kalloo, email: gary.kalloo@ctu.int with copy to Ms. Tamika Campbell, e-mail: tamika.campbell@ctu.int by 21st July 2025.

Organization: _____

Last Name : _____

First name : _____

Designation: _____

Address: _____

Commitment Amount: \$ _____

City: _____ **State:** _____

Country: _____ **Fax:** _____

Telephone: _____ **E-Mail:** _____

Categories of Sponsorship

Class	Amount (US\$)	Please Tick
Headline	>30,000	
Platinum	25,000	
Gold	20,000	
Silver	12,000	
Bronze	7,500	
Coffee	5,000	
Other	5,000 - 500	

Signed _____

Date _____

Organization's Authorized Representative



Sponsorship Prospectus

for

CTU ICT Week 2025 - Jamaica

29th September to 3rd October 2025

Instructions to Sponsors

1. Commitment Form

Organizations wishing to sponsor are required to complete the attached Commitment Form and return it to the CTU as soon as possible, but no later than **Wednesday, 21st July 2025**.

2. Payment Information

Please make cheques payable to: Caribbean Telecommunications Union. If a Wire Transfer is preferred, instructions are provided below on **page 16**. **All sponsorship contributions must be received by the CTU on or before August 29th 2025, before the commencement of CTU ICT Week 2025 - Jamaica. Sponsors are required to provide proof of payment upon transfer of funds.**

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 (www.ctu.int)

4. Artwork and Logos

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

5. Guidelines

Organizations wishing to sponsor are required to read and sign **page 19** with the Sponsorship Guidelines in acceptance of its terms and conditions.



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: camille.chow@ctu.int or invoices@ctu.int
Telephone: (868) 628-0281 or 622-5871, ext. 237

Name of organization:

Country:

Date of Transaction:

Transaction Code:

Amount:

Purpose:

Name of Respondent:

Telephone:

Fax:

Email:

Signature



Sponsorship Guidelines

for

CTU ICT Week 2025 - Jamaica

29th September to 3rd October 2025

Introduction

Thank you for your interest in sponsoring the ICT Week in Jamaica, organized by the Caribbean Telecommunications Union (CTU) and the Ministry of Science, Energy, Telecommunications and Transport. This document outlines the guidelines for sponsors to ensure a successful, ethical, and professional event. Your adherence to these guidelines is crucial for maintaining the integrity and positive experience of the event for all participants.

General Conduct

- ***Professionalism:***

Sponsors are expected to maintain a high standard of professionalism at all times. This includes respectful and courteous interactions with attendees, speakers, and other sponsors.

- ***Compliance with Laws and Regulations:***

Sponsors must comply with all applicable laws, regulations, and policies of Jamaica and any other relevant jurisdictions.

- ***Adherence to Event Policies:***

All sponsors must adhere to the policies and procedures established by the CTU for ICT Week. This includes guidelines related to booth setup, promotional activities, and distribution of materials.

Sponsorship Engagement

- ***Representation:***

Sponsors must ensure their representatives are knowledgeable about their products and services and are capable of engaging with attendees in a meaningful way.

- ***Promotional Materials:***

All promotional materials must be appropriate and relevant to the event. Sponsors should avoid any content that could be considered offensive, misleading, or inappropriate.

- ***Booth Conduct:***

Booths should be staffed during all exhibition hours. Representatives should be proactive in engaging with attendees but avoid aggressive sales tactics.

Marketing and Branding

- ***Use of Event Branding:***

Sponsors are allowed to use the ICT Week logo and branding in their promotional materials.

- ***Intellectual Property:***

Sponsors must respect the intellectual property rights of the CTU and other sponsors. Unauthorized use of logos, trademarks, or copyrighted material is prohibited.

Data Protection and Privacy

- ***Attendee Information:***

Sponsors must respect the privacy of all attendees. Any collection of personal data must be conducted with the explicit consent of the individual and in compliance with data protection laws.

- ***Data Use:***

Any data collected during the event should only be used for the purposes agreed upon with the attendee. Sponsors must not share or sell attendee information without prior consent.

Ethics and Integrity

- ***Conflict of Interest:***

Sponsors must disclose any potential conflicts of interest to the CTU. This includes any relationships or affiliations that could influence their participation in the event.

- ***Fair Competition:***

Sponsors must engage in fair competition and avoid practices that could harm the reputation or operations of other sponsors.

Environmental Responsibility

- ***Sustainability:***

Sponsors are encouraged to adopt sustainable practices, such as reducing waste, using eco-friendly materials, and minimizing their environmental footprint.

Reporting and Feedback

- ***Incident Reporting:***

Sponsors should promptly report any incidents or issues to the CTU. This includes safety concerns, breaches of this guideline, or any other problems encountered during the event.

Feedback:

Sponsors are encouraged to provide feedback to the CTU to help improve future events. Constructive feedback on the event organization, attendee engagement, and overall experience is highly valued.

Adhering to these guidelines will help ensure that ICT Week 2025 in Jamaica is a positive and productive event for all participants. We appreciate your cooperation and support in maintaining the high standards of this event. Should you have any questions or need further clarification, please do not hesitate to contact the **Mr. Gary Kalloo**, Director of Business Development & Innovation at gary.kalloo@ctu.int or **Ms. Tamika Campbell**, Executive Assistant at tamika.campbell@ctu.int .

Thank you for your partnership and commitment to the success of ICT Week 2025 - Jamaica.

Signed _____

Organization's Authorized Representative

Date _____