



Stockholm, Sweden Oct 3-5, 2019

## Information to Sponsors to the Annual Red Cross/Red Crescent First Aid Education European Network meeting in Stockholm, Oct 3-5 2019

Dear Sponsor,

Thank you for your support! We are very grateful! Without your support we would not have the same opportunities to meet. We are happy to host you and are looking forward to meeting you and learn more about the products and services you offer.

The Red Cross/Red Crescent First Aid Education European Network (hereafter referred to as FAEEN) was established to enhance the implementation of quality first aid education. Representatives from between 35 and 50 European National RC/RC Societies attend the 3-day meeting to exchange ideas, experience, education technology and first aid education information. These representatives range from emergency responders, first aid educators and medical professionals.

This year the meeting is hosted and organized by Swedish Red Cross and will take place 3<sup>th</sup>– 5<sup>th</sup> October in Stockholm, Sweden.

Below you will find information about the program and the hotel amongst other information. Please, do not hesitate to contact us if any information is lacking or if we can assist you.

### *About the meeting*

The meeting will take place at Scandic Star Sollentuna nearby Stockholm. The outline schedule for the three days is as follows:

3<sup>th</sup> Oct.: Lunch/registration 12.30 – 14.00. Program 14.00 – 18.00

4<sup>th</sup> Oct.: Program 09.00 – 18.00

5<sup>th</sup> Oct.: Program 09.00 – 18.00

This year's theme is 'First Aid Education - a tool for empowerment'. The meeting will focus on Empowerment, Methodology and Evaluation. The meeting will have international speakers as well as contributions amongst the participants.

There will be a sponsor presentation Thursday afternoon at 3 pm (after the opening ceremony). During the presentation each sponsor will have a chance to briefly present the company and your



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products and services. Throughout the meeting you will have plenty of time to talk to delegates and participants. The exhibition area will be close to the conference hall/meeting room.

#### *The venue*

The meeting will take place at Scandic Star Sollentuna. You will find information about the hotel on their website:

<https://www.scandichotels.se/hotell/sverige/stockholm/scandic-star-sollentuna>

By paying the fee (€600/person) for hotel/meal package you'll get three nights at the hotel (Thursday-Sunday) and all meals Thursday lunch to Sunday breakfast. This also includes dinner at the museum Fotografiska at Friday evening.

If you don't want the hotel/meal package you make your own reservations.

#### *FAEEN Sponsor form*

We ask you to provide us with information regarding your participation at the conference. Please, use the following link which will take you to the information form. You will be asked the following questions:

- Name of company
- Names of representatives
- Time of arrival
- Time of departure
- Contact information
- Allergies, special food etc
- Hotel/meal package
- If will be sending material

We ask you to provide us with the information at hand as soon as possible. You will be able to add additional information, such as travel information, at a later point using the link in the confirmation email you will receive.

You find the Sponsor Form here:

<https://sv-se.invajo.com/event/swedishredcrossfaeen/faensponsorform>



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*Logotype and homepage*

Your logotype will be exposed on [www.faeen.org](http://www.faeen.org). We will also link to your website. We ask you to send us an email with your logotype (jpg- or png-format) and the address to your homepage as soon as possible.

*Payment*

The sponsor fee and eventual hotel/meal package fee is transferred latest 1st of August.

Bank: SEB Merchant Banking, 10640 Stockholm  
Accountholder : Svenska Röda Korset  
IBAN : SE84 5000 0000 0524 9100 4100  
BIC/SWIFT : ESSESESS  
Message/subject: 940 F12110 "company name"

*Exhibition and equipment*

As a Main Sponsor and Sponsor Plus you will be provided with a dedicated space with table (approx. 3 m<sup>2</sup>), wifi and power sockets. You may bring display boards and advertising roll ups.

If you are planning to send exhibition equipment or material to the hotel, please note that in the Information Form.

You send the material to the following address:

Scandic Star Sollentuna  
Aniaraplatsen 8  
191 21 Sollentuna  
Sweden

Make sure you mark the shipment with FAEEN 2019 and your name as well as company name. The shipment will be stored until your arrival.

You can reach the hotel as follows:

Telephone: +46 8 517 26400

Mail: [starsollentuna@scandichotels.com](mailto:starsollentuna@scandichotels.com)



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It's important for us to once again stress that your contribution will be used to fund the meeting and to support Red Cross/Red Crescent National Society representatives to attend this meeting. This support is vital for these National Societies that struggle to find the funding to attend such meetings.

We really hope that your company will find it worthwhile to be a part of FAEEN's Annual Meeting 2019! We are looking forward being your host!

Should you have any questions regarding this letter please do not hesitate to contact us at [utbildning@redcross.se](mailto:utbildning@redcross.se). For your information, we will be on vacation July 11 – August 11.

Kind regards

On behalf of the Swedish Red Cross

Lisa Gilborne and Fredrik Palmqvist

On behalf of the FAEEN Steering Committee

Elif Taskin, Alice Beseme and Inge Skaarup Andersen