



Independent
Association of
Prep Schools

New Members' Leadership Conference 2025

Exhibition & Sponsorship Prospectus



Thursday 27 – Friday 28 February

Leonardo Royal Hotel Oxford



Independent
Association of
Prep Schools

Venue

Leonardo Royal Hotel Oxford
Godstow Rd, Wolvercote
Oxford
OX2 8AL

Conveniently located just 10-15 minutes from Oxford city centre with easy transport links to the city.

Leonardo Royal Hotel Oxford is easily accessible by car from the A34, A44 and M40 and is a 15-minute drive from Oxford railway station or 25 minutes by bus.

The closest airport is London Heathrow.

Conference

The conference will take place in the University Suite. The exhibition will take place in the Oriel room. All refreshments and lunch will be served in the exhibition.

Contacts

Leonardo Royal Hotel Oxford
Kiera Holmes
Catering Manager
OxfordRoyal@leonardohotels.com

IAPS
Joel Griffin
Partnership & Events Lead
exhibitions@iaps.uk

Key information

Pre-event deliveries

Tuesday 25 February – between 1000 and 1600

Exhibition build

Thursday 27 February from 0700

Stands must be ready for sign off by 0830

Exhibition times

Thursday 27 February

0900 - 0930

1045 – 1115

1215 – 1330

1500 – 1530

1830 – 1930 Drinks reception

1930 – Conference dinner

Friday 28 February

0830-0900

1130-1145

1245-1345

Exhibition breakdown

Friday 28 February

1400



Conference description

New members of IAPS are invited to attend the New Members' Leadership Conference within the first 2 years of their membership.

The New Members' Leadership Conference is both an opportunity to develop skills and behaviours related to headship as well as further understanding the role of IAPS. The conference will offer practical support and training for new and experienced Heads in IAPS membership, focusing on the latest educational leadership research and practices. Sessions will help Heads enhance their leadership skills, deepen their understanding of what it means to be an IAPS member, and apply best practices within their individual school contexts. Attendees will also have ample opportunities to network with fellow IAPS members and the IAPS team.

The programme has been carefully designed to meet the needs of Heads new to post and to those with previous experience of headship in schools outside IAPS.

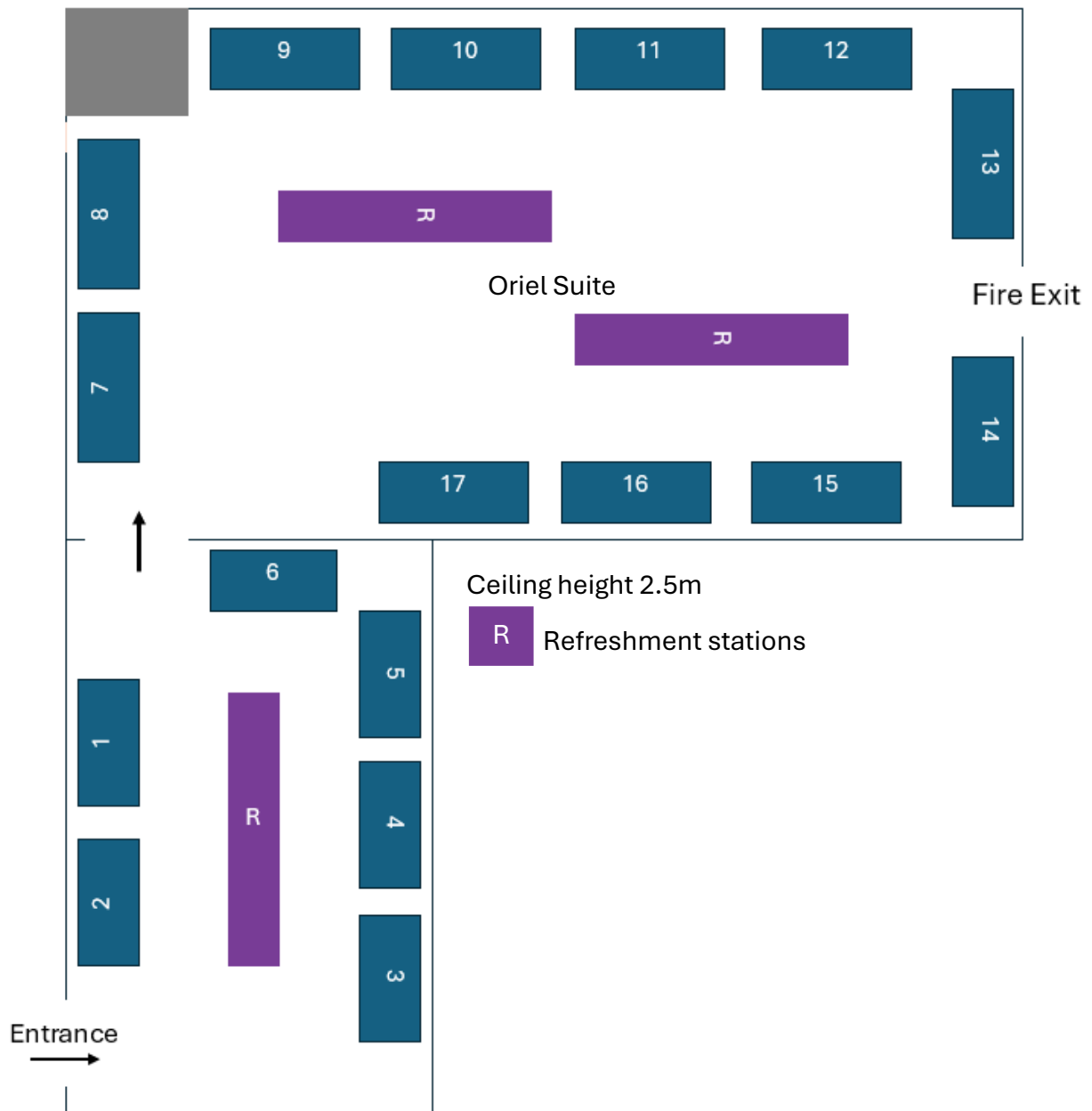
The exhibition provides an opportunity for new members to consider products and services that could benefit their school.

Delegate profile

All delegates are IAPS Headteachers who have been elected to membership within the past 2 years. These Heads may be in their first headship, or they may have previously held a headship. However, they will all be within the first few years of leading their current school.

Exhibition

The exhibition will take place in the Oriel suite. Forming the central hub of the conference for refreshments and lunch, providing multiple opportunities to engage with delegates.



When booking, please remember to indicate your first and second choice of stand. Stands will be allocated on a first come, first serve basis.

Exhibition Stand: £599 (plus VAT)

Please note this is NOT a shell scheme and your booking is for the space only; there are no hard walls unless they form part of your display.

What's Included

- 3m x 2m space
- Access to one electricity socket
- Refreshments and lunch for two representatives (you can add a third representative at an additional cost)
- 6ft trestle table
- Tablecloth
- Two chairs
- Profile in conference brochure
- Logo on screen in main auditorium
- Delegate list (name and school only)

Advertise in our conference brochure

Our Conference Brochure is sent to all attending delegates one week prior to the event and is featured on the conference webpage available to all member schools.

Full page portrait

(A4 with crop marks 3mm)

£399

Half page landscape

(130mm high x 190mm wide)

£249

Artwork should be supplied in one of the following formats: High-resolution CMYK PDF, Adobe illustrator eps format with all fonts converted to outlines. Adobe photoshop at 300dpi.

Sponsorship opportunities

Our Sponsors are an integral part of our events and significantly contribute to their success. We are committed to ensuring that all our sponsors receive the highest level of recognition for their generous support.

Headline Sponsorship	£2999 + VAT
<ul style="list-style-type: none"> ➤ Prominently positioned 3m x 2m Exhibition stand ➤ Two tickets to the conference dinner and drinks reception ➤ Logo featured on main stage for the duration of the conference ➤ Featured on conference webpage as headline sponsor ➤ Full-page advert in the conference brochure ➤ Logo featured on delegate badges ➤ Acknowledgment and thanks from the conference chair in the welcome session ➤ Social Media features before, during & after the event 	
Drinks Reception for conference dinner	£599 + VAT
<ul style="list-style-type: none"> ➤ Two tickets to the conference dinner and drinks reception ➤ Company logo featured on dinner menus ➤ Full page advert in the conference brochure ➤ Acknowledgment and thanks at the dinner ➤ Social media feature during the event ➤ Featured as sponsor on conference website 	
Speakers	£499 + VAT
<ul style="list-style-type: none"> ➤ Acknowledgment and thanks from the session chair during speaker introduction ➤ Logo projected on main screen at start and end of session ➤ Full page advert in conference brochure ➤ Social Media feature at start of speaker session ➤ Featured as sponsor on conference website 	
Delegate bags (sponsor to source)	£399 + VAT
<ul style="list-style-type: none"> ➤ Bags to be jointly branded with IAPS ➤ Sponsor flyer included inside bags (sponsor to provide) ➤ Featured as sponsor on conference website 	
Water Bottles (sponsor to source)	£299 + VAT
<ul style="list-style-type: none"> ➤ Water bottles will be jointly branded with IAPS ➤ Featured as sponsor on conference website 	

Making a booking

Spaces will be allocated on a first come first served basis. When completing the booking form, please indicated your first and second choice of stand based on the floor plan above.

[Book Now](#)

Conference Dinner

Exhibitors are invited to join delegates for a drink's reception and dinner on the Thursday evening. Tickets are available at an additional charge of £65 per person. You can book tickets via the booking form.

What happens next?

Upon receipt of your booking form, you will receive an email acknowledgment and confirmation of your allocated space. An invoice will be raised in due course and full payment will then be due within 14 days.

Following confirmation of your space, we will email a link to the exhibitor registration form that requests further details for badge names, company editorial for brochure, and any additional catering. This form will have a return deadline and your assistance in meeting this deadline will be appreciated.

In late January, you will receive an exhibition manual which will include information about getting your packages to the venue, as well as information about additional exhibition services you may wish to book (additional electrics, TV screens, etc). Again, your assistance in meeting deadlines will be appreciated.

Terms & Conditions

These terms are the contractual agreement between IAPS and the exhibiting/sponsoring company (exhibitor(s)/sponsor(s)).

Terms of Payment

Invoice for 100% will be issued upon completion of booking. All invoices must be settled within 14 days. Non-payment prior to the start of the event may result in exhibitors being denied entry.

Cancellation Policy

After completing the booking form, exhibitors may cancel within 7 days and receive a full refund, subject to the terms below. After this period, in the event of a cancellation, we will endeavour to resell the space and, if successful, a refund will be processed (less a 25% administration fee). No refund will be possible if we are unable to find a replacement exhibitor.

Please note – no cancellations will be accepted after Friday 14 February 2025.

All cancellation requests must be submitted in writing to Joel Griffin at exhibitions@iaps.uk

Obligations and Rights of the Exhibitor/Sponsor

By submitting a booking form to participate, the exhibitor/sponsor makes a final and irrevocable commitment to occupy the space allocated and to maintain their installation until the date and time fixed for closure of the event.

The exhibitor/sponsor may only present on their stand the materials, products or services described in the application to participate. No advertising on behalf of third parties is permitted in any form whatsoever. Transfer or sub-letting/sharing of all or part of the allocated spaces is prohibited.

IAPS reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to exhibitors/sponsors. Stands that remain unoccupied by the eve of the conference may be re-allocated with IAPS having no obligation to provide compensation to the defaulting exhibitor/sponsor.

Liability Insurance

Equipment and all related display materials installed by exhibitors/sponsors are not insured by IAPS. IAPS will, under no circumstances, be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors/sponsors. Exhibitors/sponsors agree to be responsible for their property and persons, including any third party who may visit the space.

Exhibition Regulations

IAPS has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them. IAPS reserves the right to alter the general layout or limit the space allotted to each exhibitors/sponsors, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, IAPS will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining stands, damaging the premises or the leased equipment. Exhibitors are responsible for the cost of installation and delivery of their display to (and its removal from) the exhibition site. Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the exhibitor's responsibility to pack and remove their display.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours. Payment is to be made in accordance with the conditions of payment listed in the prospectus. Should the exhibitor/sponsor fail to make a payment on time, IAPS is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the space/support items or seek compensation for non-fulfilment of contract. Participation by exhibitors/sponsors is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorised on presentation of a badge issued by IAPS. Exhibitors' badges may be collected from the Registration desk. Exhibitors/sponsors are responsible for the cleaning of their stands.

The provision of refreshments for the participants by exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed. Exhibition areas and fittings made available to exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the exhibitor. Advertising panels and displays are not permitted outside the exhibition areas allotted to exhibitors.

Exhibition Layout

IAPS reserves the right to change the exhibition floor layout if necessary. IAPS reserves the right in unforeseen circumstances to amend or alter the exact site of the location of the exhibition and/or stand and the exhibitor undertakes to agree to any alteration to the site or the space reallocated by IAPS.

Liability

IAPS accepts no responsibility for any damages if the sponsored event is not performed because of any obstacle or hindrance outside the control of IAPS, which IAPS could not reasonably have foreseen when signing this contract and which IAPS could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above. IAPS accepts no responsibility should the conference be cancelled due to force majeure cases. It is advised that the exhibitors carry their own insurance against any risk of loss.

Data Protection

IAPS is registered with the ICO and will process your personal data in accordance with UK data protection legislation. Please refer to our [Privacy Policy here](#) and our [Data Retention Policy here](#).