Dear [Name],

We value and appreciate your involvement as an industry sponsor for the [ProjectCategory] Category, in our Part 4 Project activity. The Projects Exhibitions are on **[Activitydate].**

A tentative schedule of events is as follows:

12:00 - 12:05 pm Arrival at City Campus reception (Building 405, Level 4, 3 Grafton Road, Auckland). Here you will be introduced to your guide and an information pack will be provided. Parking guides will be provided separately.

12:05 - 1:00 pm Lunch and industry-academia networking.

1:00 - 3:45 pm Industry judging and public exhibition. During this time, students will have an opportunity to talk with you or your nominated judges and demonstrate their project. Your guide will help you locate the projects in your category as laid out in the information pack. Please ensure that your winning project choice is confidentially given to one of the project coordinators ([ProjectCoordinator1] or [ProjectCoordinator2]) by 3:45 pm.

3:45 - 4:45 pm Snacks and drinks at City campus, students-judges interaction.

4:45 – 5:00 pm Walk to Prize Giving Ceremony room in City campus. You will be guided by ECSE staff.

5:00 - 6:00pm Prize Giving Ceremony including photoshoot will take place in City Campus.

During the ceremony the winning project groups will be announced and presented with a congratulatory letter. The winning group will also receive a monetary prize on behalf of your company. We would appreciate if you or your nominated judges could attend the ceremony to make the presentation to the students.

Please note that since 2019, the prize money is $500. This amount is paid out in full to the winning student team comprising of two students, i.e., $250 to each student. The department does not charge any administration or other fees. Additionally, it is **NOT** required from you at the ceremony. The ECSE Department will present the $500 to the winning group and will invoice your company separately. We hope you will support us in acknowledging the students’ hard work on their projects through this year with the prize money. If for some reason you cannot support the $500 prize money, please contact us ASAP via email, at most by [deadlinedate], or else we will assume you are fine with this and proceed to invoice.

Free parking will be available at City campus, 3 Grafton Road, on request. Please be sure to get in touch with me on or before the [deadline2date], and further details will be sent out later.

**Action Points (to be completed by [deadlinedate])**

1. Please fill this [form] to inform us of all those who will be attending as judges on the Exhibition Day and confirm the sponsor’s information.
2. Please check that your ***logo*** is up to date on this [online slidedeck], or add it to the slides if it is not included. Company logos are listed by alphabetical order. Please confirm or update it directly in your slide with a high-resolution image of your latest logo and fill the “confirmation note” on the slide in either case.

Thank you again for support and contribution.

Yours Sincerely,

***Dr. Dulsha Kularatna-Abeywardana***

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