

## Sponsorship agreement

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This document defines a sponsorship agreement between .....  
(the “Sponsor”) and CollabDays Portugal which on behalf of the Microsoft 365 Portuguese Community is responsible for the organization of the “CollabDays Portugal 2026” (the “Event”).

### Event Definition and Sponsorship Level

The Event will happen on **October 16<sup>th</sup>, 2026 in Porto** and will be a 1 day event.

This document defines an agreement for the following sponsorship levels/offers:

- Diamond Sponsor (4.250 €)
- Gold Sponsor (2.750 €)
- Silver Sponsor + Attendees Opted in List (2.250 €)
- Silver Sponsor (1.500 €)
- Bronze Sponsor (750 €)
- SharePint (750 €)
- Speaker Dinner Sponsor (1.350 €)
- Lunch (3000 €)
- Coffee-Break Sponsor (2500 €)
- Lanyards (200 €)
- Swag Sponsor (0 €)

#### *Diamond Sponsorship Package: 4.250 €*

- Sponsors will have a spot with premium slot positioning during the event.
- Sponsors will be able to place their rollup/banner in the event entrance and a room during the day.
- Sponsors will have a 40-minute session during the event.
- Sponsors will receive attendee information for attendees that have opted in.
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will get their logos on the CollabDays Lisbon speaker slide deck.
- Sponsors will be mentioned on Twitter before and during the event.
- Sponsors may provide any collateral of their choosing to attendees.
- Sponsors may send two representatives to the speaker dinner, in addition to any speakers from their own company.
- A list of attendees who have opted in (name, email, and company), will be provided to the sponsor.

*Gold Sponsorship Package: 2.750 €*

- Sponsors will have a spot with premium slot positioning during the event.
- Sponsor will be able to place their rollup/banner in an available room during the day.
- Sponsors will have a 20-minute session during the event.
- Sponsors will receive attendee information for attendees that have opted in.
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will get their logos on the CollabDays Lisbon speaker slide deck.
- Sponsors will be mentioned on Twitter before and during the event.
- Sponsors may provide any collateral of their choosing to attendees.
- Sponsors may send one representative to the speaker dinner, in addition to any speakers from their own company.
- A list of attendees who have opted in (name, email, and company), will be provided to the sponsor.

*Silver Sponsor + Attendees Opted in List (2.250 €)*

- Silver Sponsors + Attendees Opted in List, will have a spot during the event (Diamond and Gold sponsors have priority on the available slots)
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will get their logos on the CollabDays Lisbon speaker slide deck.
- Sponsors will be mentioned on Twitter before and during the event.
- Sponsors may provide any collateral of their choosing to attendees.
- A list of attendees who have opted in (name, email, and company), will be provided to the sponsor.

*Silver Sponsorship Package: 1.500 €*

- Silver Sponsors will have a spot during the event (Diamond and Gold sponsors have priority on the available slots)
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will get their logos on the CollabDays Lisbon speaker slide deck.
- Sponsors will be mentioned on Twitter before and during the event.
- Sponsors may provide any collateral of their choosing to attendees.

*Bronze Sponsorship Package (no limit): 750 €*

- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will get their logos on the CollabDays Lisbon speaker slide deck.
- Sponsors will be mentioned on Twitter before and during the event.
- Sponsors may provide any collateral of their choosing to attendees.

*SharePint Sponsorship package (1 Slot): 750 €*

- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsor will get its logo printed on the drink tickets distributed to attendees.
- Sponsor will be announced in the beginning and during the SharePint.

- Sponsors will be mentioned on Twitter during the event closing.

*Speaker Dinner Sponsorship package (1 slot): 1.350 €*

- Sponsor can present a 15-minute talk to all speakers at the beginning of the dinner.
- Sponsor will receive attendee information for attendees that have opted in.
- Sponsors will have a logo printed on all printed materials for the event.
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will get their logos on the CollabDays Lisbon speaker slide deck.
- Sponsors may send two representatives to the speaker dinner, in addition to any speakers from their own company.

*Lunch Sponsorship Package (1 slot): 3000 €*

- Sponsors will be able to place their rollup/banner in the designated space during lunch.
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will be mentioned on Twitter before and during the event.

*Coffee-Break Sponsorship Package (1 slot): 2500 €*

- Sponsors will be able to place their rollup/banner in the designated space during the coffee breaks.
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will be mentioned on Twitter before and during the event.

*Lanyards Sponsorship Package (1 slot): 2000€*

- Sponsors will be able to place their logo\trademark in the event lanyards.
- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will be mentioned on Twitter during the event closing.

*Swag Sponsorship package (no limit): no cost*

- Sponsors will get their logos on the CollabDays Lisbon website.
- Sponsors will be announced in the prize raffle at the event closing.
- Sponsors will provide swag to be distributed in the prize raffle at the event closing.
- Sponsors will be mentioned on Twitter during the event closing.

## Sponsor Guidelines

Standing exhibits may be placed on the floor within your designated location and they can't be placed in such a way to impede foot traffic or access to other sponsors.

### *Collateral Guidelines*

Sponsors can provide marketing materials that will be given to the delegates and placed inside their attendee bags. This could be a flyer, brochure, or booklet (max DIN A4), and/or a small item for each of the attendees.

### *Attendee Information*

A list of attendees who have opted in (name, email, and company), will be provided to **Diamond, Gold** and **Silver Sponsor + Attendees Opted in List** sponsors within two weeks after the conclusion of the event. Attendee information is contingent on attendee's election to opt-in for the release of such information to be given to the sponsors. Sponsors may use this information for direct marketing purposes only; this information may not be sold, traded, given away or otherwise provided to any third-party not directly affiliated with the sponsoring entity.

Sponsors will have access to the space before the start of the event and for 30 minutes after the end of the event. Should you require more time for setup and/or teardown, please make a note on the attached form and we will do our best to accommodate your needs.

### General rules

All the sponsors are requested to adhere to the following general rules:

- To respect delivery deadlines in providing Sponsor material, logo and other stuff related to the Sponsor itself, and let the Event organizer be able to manage the production process.
- To behave correctly with respect to the other Sponsors of the Event;
- To behave correctly with the respect to the attendees and all the people involved in the organization of the Event. The Sponsor will respect common sense rules about diversity and inclusion.
- To make as much as it is possible to act in the respect of environmental sustainability.
- To not share or resell the services addressed by this agreement to third parties, promoting only products and services sold through proprietary brands. It is allowed to promote products and/or services of only one brand or company, which can also be a brand or company for which the sponsor is a local reseller, as long as that brand or company will be the only one promoted.
- To pay the sponsorship fee accordingly to the chosen sponsorship level to the Event organizer as soon as the invoice is received.

Any kind of environmental stuff of the Sponsor, related to this sponsorship, must be provided by the Sponsor itself at its own cost and responsibility. The Sponsor will cover by itself any issues related to its own environmental stuff from a safety and security point of view. The Event organizer does not have any kind of responsibility, economic and/or juridical, about environmental stuff of the Sponsor.

## Final notes and signing

This agreement authorizes eventually the Event organizer to use the logo and brand of the Sponsor in any kind of electronic and printed content, in order to deliver the Event communication plan.

Kindly fill in the form and attach an email to [sponsoring@collabdays.pt](mailto:sponsoring@collabdays.pt)

For the Sponsor

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For the Event Organizer

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Should you have any questions, feel free to contact [sponsoring@collabdays.pt](mailto:sponsoring@collabdays.pt) .

