



Sponsorship & Exhibitors Package

National Conference: Richmond, British Columbia
May 10-13, 2026

CARA | ACAAR



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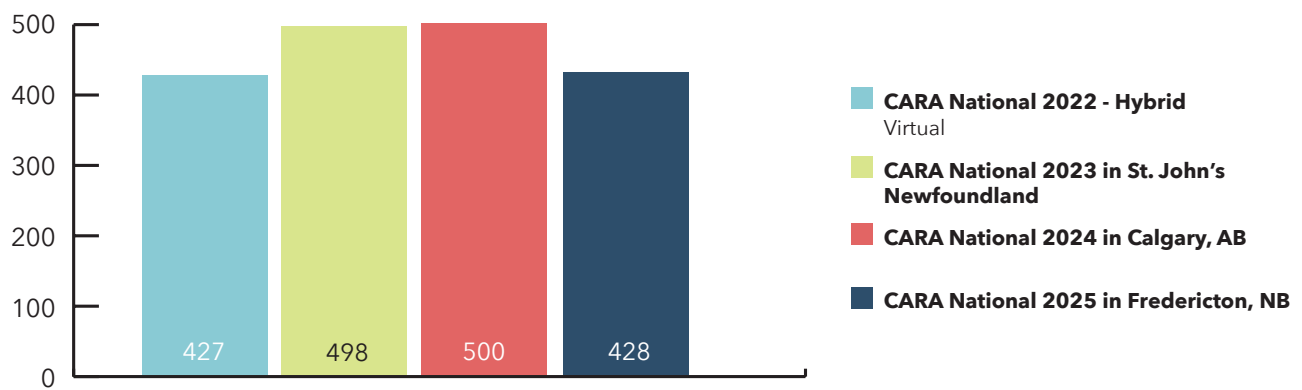


➔ Interested in sponsorship? Contact info@cara-acaar.ca

Overview

Events Overview

The Canadian Association of Research Administrators (CARA) hosts two flagship events each year: a three-day in-person conference that draws between 400 and 500 attendees, and a two-day virtual summit that attracts 150 to 200 participants. Both events bring together Canada's research administration community for high-impact learning, networking, and engagement.



CARA events attract thought leaders and key decision makers from universities, colleges, polytechnics, research institutes and academic hospitals across Canada. These events provide opportunities to connect with the newest to most senior experts working in all areas of research administration, including finance, legal, grants, contracts, ethics, clinical research, Equity, Diversity and Inclusion, human resources and research development. Sponsorship provides a unique chance for you to:

- **educate** potential customers about your products and services
- **generate** sales leads
- **launch** new products
- **develop** your brand
- **build** new business relationships
- **cultivate** existing business relationships

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The Canadian Association of Research Administrators (CARA) is the national voice for research administrators in Canada and a nationwide community that brings together research administration professionals fulfilling a diverse range of roles in a field that is complex and ever-evolving.

The purposes of the Association are:

- to foster research administration and management expertise in Canada by facilitating a strong and vibrant community,
- to provide and facilitate robust career and professional development programs and services for members,
- to enable synthesis and dissemination of information/knowledge on research administration and management with a view to developing individual and organizational excellence.

Sponsorship Opportunities

2026 DIAMOND SPONSOR PACKAGE - \$10,000

National Conference

- Exhibit Table
- 3 free representatives for conference, President's Reception and gala dinner (Value of \$4,545)
- Gala Dinner Sponsor (includes a 5 minute presentation, banner display, promotional items and recognition by the CARA President at the gala dinner) (Value of \$5,000)
- Registration fee discount of \$50 for additional representatives
- Logo on conference website, CARA website and sponsor slide loop at conference (Value of \$1,000)
- Acknowledgement at the AGM
- Acknowledgement in CARA weekly email updates to members (\$300)
- Wednesday Headshots Host (Value of \$2,000)
- Gamification Engagement Codes
- Virtual booth at CARA Virtual Summit and 1 registration (Value of \$4,200)
- 45 minute conference session on the Wednesday

Minimum Value of Diamond Sponsor Package is
\$17,405

2026 PLATINUM SPONSOR PACKAGE - \$9,000

National Conference

- Exhibit Table
- 3 free representatives for conference, President's Reception and gala dinner (Value of \$4,545)
- First Timers and Meet the Board Reception sponsor on first night (includes a 2 minute presentation, banner display and recognition by the CARA President at the reception) (Value of \$4,000)
- Registration fee discount of \$50 for additional representatives
- Logo on conference website, CARA website and sponsor slide loop at conference (Value of \$1,000)
- Acknowledgement at the AGM
- Acknowledgement in CARA weekly email updates to members (\$300)
- Gamification Engagement Codes
- Virtual booth at CARA Virtual Summit and 1 registration (Value of \$4,200)
- 45 minute conference presentation during a sponsor showcase session

Minimum Value of Platinum Sponsor Package is
\$14,045

Sponsorship Opportunities

2026 GOLD SPONSOR PACKAGE - \$7,500

National Conference

- Exhibit Table
- 2 free representatives for conference, President's Reception and gala dinner
(Value of \$3,030)
- Registration fee discount of \$50 for additional representatives
- Logo on conference website, CARA website and sponsor slide loop at conference
(Value of \$1,000)
- Acknowledgement at the AGM
- Acknowledgement in CARA weekly email updates to members (\$300)
- Virtual booth at CARA Virtual Summit and 1 registration
(Value of \$4,200)
- 10 minute presentation during a sponsor showcase sessions

Minimum Value of Gold Sponsor Package is
\$8,530

2026 SILVER SPONSOR PACKAGE - \$6,000

National Conference

- Exhibit Table
- 1 free representative for conference, President's Reception and gala dinner
(Value of \$1,515)
- Logo on conference website, CARA website and sponsor slide loop at conference
(Value of \$1,000)
- Acknowledgement at the AGM
- Acknowledgement in CARA weekly email updates to members (\$300)
- Gamification Engagement Codes
- Virtual booth at CARA Virtual Summit and 1 registration
(Value of \$4,200)
- 10 minute presentation during a sponsor showcase session

Minimum Value of Silver Sponsor Package is
\$7,015

2026 BRONZE SPONSOR PACKAGE - \$2,500

National Conference

- 1 free representative for conference
(Value of \$1,515)
- Logo on conference website, CARA website and sponsor slide loop at conference
(Value of \$1,000)
- Acknowledgement at the AGM
- Acknowledgement in CARA weekly email updates to members (\$300)
- 1 registration for Virtual Summit
(Value of \$200)
- 10 minute presentation during a sponsor showcase session

Minimum Value of Bronze Sponsor Package is
\$3,015

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Additional Sponsorship Opportunities

AVAILABLE TO DIAMOND, PLATINUM, GOLD, SILVER AND BRONZE SPONSORS

\$3,500

POSTER COMPETITION SPONSOR

- Recognition at reception by CARA President
- Banners displayed at reception
- Logo on conference website, CARA website and sponsor slide loop at conference
- 2 minute speech and presentation of 2 \$500 prizes to competition winners at the gala dinner (*the 2 \$500 prizes are included in the \$3,500*)

\$1,000

OPENING RECEPTION OR PRESIDENT RECEPTION SPONSORS

- Recognition at opening reception by either conference chair or CARA President
- Banners displayed at opening reception
- Logo on conference website, CARA website and sponsor slide loop at conference
- 5 minute presentation at the ceremony

\$850

NATIONAL CONFERENCE AWARD PRESENTER

- Invited to the stage to present an award during the Awards Ceremony.

\$500

SESSION/WORKSHOP SPONSOR AT ANY CONFERENCE

- Company logo will be included in the conference schedule, in session/workshop promotions

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Additional Sponsorship Opportunities



NON-ATTENDANCE SPONSORSHIP OPPORTUNITIES

\$1,000

EXHIBITOR SLIDE LOOP AT A SINGLE CONFERENCE

- Your company logo will be included in the sponsor slide loop during the conference in the main ballroom

\$500

CONFERENCE HANDOUTS AT ANY CONFERENCE

- Put your advertising material in the hands of conference attendees. The supplied items will be available at the promotional table at registration

IN KIND SPONSOR/DONOR

Please contact us to provide details



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Sponsorship Levels at a Glance

	Diamond \$10,000	Platinum \$9,000	Gold \$7,500	Silver \$6,000	Bronze \$2,500	Exhibitor Slide Loop* \$1,000	Conference Handouts* \$500
Sponsor supplied items available at national conference	✓	✓	✓	✓	✓	✓	✓
Logo on conference website	✓	✓	✓	✓	✓	✓	
Logo on CARA website	✓	✓	✓	✓	✓	✓	
Logo on sponsor slide loop at conference	✓	✓	✓	✓	✓	✓	
Acknowledgement at the AGM	✓	✓	✓	✓	✓	✓	
Acknowledgement in CARA weekly update to members	✓	✓	✓	✓	✓	✓	
1 free representative for conference, President's Reception and gala dinner	✓	✓	✓	✓	✓		
1 registration for virtual conference in Autumn	✓	✓	✓	✓	✓		
10 minute presentation during a sponsor showcase session	✓	✓	✓	✓	✓		
Exhibit table	✓	✓	✓	✓			
Gamification Engagement Codes	✓	✓	✓	✓			
Virtual booth at CARA Virtual Summit	✓	✓	✓	✓			
Second free representative for conference, President's Reception and gala dinner	✓	✓	✓				
Third free representative for conference, President's Reception and gala dinner	✓	✓					
Registration fee discount of \$50 for additional representatives	✓	✓					
45 minute session on Wednesday	✓	✓					
Gala Dinner Sponsor <i>(includes 5 minute presentation, banner display, promotional items and recognition by the CARA President at the gala dinner)</i>	✓						
First Timers and Meet the Board Reception sponsor on Sunday night <i>(includes 2 minute presentation, banner display and recognition by the CARA President at the reception)</i>		✓					
Wednesday Headshots Host	✓						

*non-attendance sponsorship opportunity

Interested in sponsorship? Contact info@cara-acaa.ca

Payment Information

Thank you for your interest in supporting CARA!

You may pay by credit card via telephone upon receipt of invoice or by cheque payable to the Canadian Association of Research Administrators. Please note the cheque must be post-marked by April 10, 2026 and mailed to:

CARA / ACAAR

Suite 1610, 350 Albert Street
Ottawa, ON K1R 1A4

Cancellation Policy

A request for cancellation by Exhibitors and Sponsors must be provided in writing by March 31, 2026, in which case 50% of the fee will be refunded. No refunds will be issued after March 31, 2026.

Contact

Sarah Lampson

Executive Director

Canadian Association of Research Administrators

info@cara-acaar.ca

289-442-2992

Exhibit location, hours and set up times will be shared before each event

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Liability and Terms

Liability

The Exhibitor and/or Sponsor shall indemnify, defend and hold harmless CARA from and against any loss, injury or damages whatsoever suffered by CARA as a result of the Exhibitor's failure to comply with the terms and conditions listed on the contract or as a result of the Exhibitor's or Sponsor's participation in the conference including, but not limited to, any claims for loss or theft of property, pilferage, personal injury or loss of business or profits, whether arising from any act of CARA, any other Exhibitor, Sponsor or conference attendees of venue staff.

CARA has the right to cancel the events for any reasons and shall not be liable for any losses, including consequential losses, costs or expenses which may be brought against or suffered or incurred by the Exhibitor by reason of any such changes or cancellation, other than to refund in full any amounts paid by the Exhibitor to CARA.

Licenses and Permits

Each Exhibitor is responsible for obtaining all necessary licenses and permits to use any copyrighted material at the booth, virtual or in person. The Exhibitor shall remain liable for and shall indemnify and hold CARA and its officers, representatives and employees harmless from all claims, suits, damages, liability, expenses and costs arising from or out of violation or infringement by the Exhibitor, its representatives, employees of any patent, copyright, trademark or other intellectual property rights or privileges.

Promotions

CARA will take photographs and videos and may use any such material for news or promotional purposes whether digital, in print, or any other media, including the CARA website. By participating in the Conference, Exhibitors grant CARA the right to use Exhibitors/Sponsors name and photograph and/or video for such purposes. Exhibitors/Sponsors waive the right to inspect or approve the finished product in any format. In addition, all rights to royalties or other compensation arising from or related to the use of photographs and/or video are waived by the Exhibitors/Sponsors.

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Thank
°°° You



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