



IRIOSH-SP-003 – DELIVERABLE CHECKLIST FORM
IRIOSH Global Occupational Safety, Health & Worker Well-Being Summit 2026
11 November 2026 | Singapore

PURPOSE

Thank you for partnering with the International Research Institute of Occupational Safety and Health (IRIOSH). This checklist has been prepared to help sponsors submit all required materials in a timely manner. Completing this checklist will assist IRIOSH in delivering your sponsorship benefits accurately and professionally. Please submit all applicable materials to **info@iriosh.org**.

Sponsor Information

Organization Name:

Sponsorship Level

- ☐ Presenting Partner
- ☐ Platinum Partner
- ☐ Gold Partner
- ☐ Silver Partner
- ☐ Bronze Partner
- ☐ Supporting Organisation
- ☐ Strategic Partner
- ☐ Customized Partnership

Primary Contact Person

Email

A. BRANDING MATERIALS

Please submit the following:

Item	Required	Submitted
High-resolution organization logo (PNG preferred)	☐	☐
Brand guideline (if available)	☐	☐
Official organization website URL	☐	☐
Preferred organization description (150 words maximum)	☐	☐



B. ADVERTISING MATERIALS

If included in your sponsorship package.

Item	Required	Submitted
Full-page advertisement	☐	☐
Half-page advertisement	☐	☐
Quarter-page advertisement	☐	☐
Flyer or promotional insert	☐	☐
Corporate brochure (optional)	☐	☐

C. SPEAKER INFORMATION

If your sponsorship includes a speaking opportunity.

Item	Required	Submitted
Speaker name	☐	☐
Speaker biography (150–250 words)	☐	☐
High-resolution headshot	☐	☐
Presentation title	☐	☐
Presentation abstract (if requested)	☐	☐
Final presentation slides (by deadline)	☐	☐

D. EXHIBITION REQUIREMENTS

If your sponsorship includes exhibition space.

Item	Required	Submitted
Booth representative names	☐	☐
Electrical requirements	☐	☐
Internet requirements	☐	☐
Booth layout requests	☐	☐
Shipping information (if applicable)	☐	☐

Special requests:



Official Sponsorship & Partnership Prospectus

"Advancing Safer, Healthier, and More Dignified Workplaces Worldwide"

E. COMPLIMENTARY REGISTRATIONS

Please provide the names of attendees included in your sponsorship package.

Name	Position	Email

F. PROMOTIONAL MATERIALS

Please indicate which promotional items your organization intends to provide.

- ☐ Pull-up banner
- ☐ Company brochures
- ☐ Business cards
- ☐ Promotional gifts
- ☐ Product samples
- ☐ Corporate video
- ☐ Other

G. SOCIAL MEDIA

Would you like IRIOSH to tag your organization in social media posts?

- ☐ Yes
- ☐ No

LinkedIn:

Facebook:

X (Twitter):

Instagram:

Preferred hashtags:

H. FINAL CHECKLIST

Before submission, please ensure that you have included:

- ☐ Organization logo
- ☐ Advertisement (if applicable)
- ☐ Corporate profile (if applicable)
- ☐ Speaker biography (if applicable)
- ☐ Speaker headshot (if applicable)



Official Sponsorship & Partnership Prospectus

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- ☐ Presentation title (if applicable)
- ☐ Presentation slides (if applicable)
- ☐ Delegate names
- ☐ Promotional materials information
- ☐ Social media information

Note: **Please submit only those items that apply to your selected sponsorship package.** If any, please contact the IRIOSH Secretariat at info@iriosh.org or WhatsApp listed hereunder.

SUBMISSION

Please submit all applicable materials by the deadlines communicated by IRIOSH.

Email: info@iriosh.org

Website: www.iriosh.org

WhatsApp (Malaysia): +60-11-762-61806

WhatsApp (Canada): +1-306-575-8019

FOR IRIOSH OFFICE USE ONLY

Item	Completed
Deliverables Received	☐
Logo Approved	☐
Advertisement Approved	☐
Speaker Confirmed	☐
Booth Assigned	☐
Website Updated	☐
Social Media Scheduled	☐
Programme Updated	☐
Certificate Prepared	☐

Comments:
