

Quy Nhon City, November 30, 2024

Cover letter for Sponsorship

Dear Sir/Madam,

First of all, we would like to send our best wishes to you and your company. Wishing you and your company a lot of success!

With strong support from Rencontres du Vietnam and International Centre for Interdisciplinary Science and Education (ICISE) organize The First Rencontres de Quy Nhon: International Conference on Library, Information science, and Scholarly Publishing held on August 20-22, 2025 at ICISE, Quy Nhon City, Binh Dinh province, Vietnam. For more information of the conference, please access the following link: <https://icisequynhon.com/conferences/2025/ICLISSP2025>

The content of the ICLISSP2025 will focus primarily on various aspects related to information technology and digital libraries, open data, electronic publishing, library services in the digital era, and more. The conference will also help establish and develop a research network in the fields of library, information science and publishing in Vietnam, aiming to assess the current status, development trends of the industry, meet the needs for information sharing, promote innovation, enhance training and capacity-building, as well as develop standards and policies for the sector, with a view towards integration with the global research community in information science, library, and publishing. The conference also aims to provide an interdisciplinary platform for all delegates in the information-library and publishing fields to present research findings, share experiences, and discuss recent innovations, trends, concerns, as well as practical challenges and solutions applied in these fields.

This time, we're expecting over 200 people in Vietnam and worldwide to attend, and we're so excited to have your company as a special partner of our conference this year. It is because we can offer your company an opportunity to promote and sell company's products to many potential customers working in these fields.

But events like this can be expensive, and to make sure our operations run smoothly and our guests receive the best experience possible, we need your help. With venue rental, catering, permits, licensing, parking, foods, hotel, and transportation, a sponsorship from your organization will bring us closer to having the perfect event. If you choose to sponsor our event, please see sponsorship packages at attached file

For general information, please contact with:

- | | | |
|----|---|---------------------------------------|
| 1. | Assoc.Prof, Dr. Nguyen Bao Quoc | (organizing committee of ICLISSP2025) |
| | E-mail: iclissp-icise@gmail.com | Cell: +84 932082205 |
| 2. | Dr. Tran Thanh Son | (host - ICISE) |
| | Email: tranthanhson227@gmail.com | Cell: +84 983024608 |

For procedure and contract of sponsorship, please contact with:

1. **Ms. Tran Pham Quynh Nhu**

(ICISE)

Email: Quynhnhuqn89@gmail.com

Cell: + 84-0983 809 802

On behalf of the organizing committee of ICLISSP2025, we would like sincerely thank for your attention and participation in the sponsorship of our conference

Representative of ICISE



Vice Director of ICISE
Dr. Tran Thanh Son

Representative of Organizing committee



Chairman
Assoc.Prof.Dr. Nguyen Bao Quoc

APPENDIX
Sponsorship packages for ICLISSP2025

Sponsor level (million VND)	Diamond	Gold	Silver	Bronze
	> 50	>40 - 50	> 30-40	>20-30
Name of sponsor company is officially introduced at the opening and closing ceremonies	Yes	Yes	Yes	Yes
Company logo	Company logo is printed in large size at - Website of the conference - Backdrop at Main Hall - Banner at parallel sessions - Proceedings of the conference	Company logo is printed in medium size at - Website of the conference - Backdrop at Main Hall - Banner at parallel sessions - Proceedings of the conference	Company logo is printed in small size at - Website of the conference - Backdrop at Main Hall - Banner at parallel sessions - Proceedings of the conference	Company logo is printed in small size at - Website of the conference - Backdrop at Main Hall - Banner at parallel sessions - Proceedings of the conference
Advertising pages in proceeding of MDMD2023	- Maximum 4 advertising pages of company and product introduction	- Maximum 3 advertising pages of company and product introduction	- Maximum 2 advertising pages of company and product introduction	- Maximum 1 advertising page of company and product introduction
Poster (Poster prepared by company/business)	- 04 posters include: + 02 posters at exhibition booth + 02 posters at parallel sessions	- 03 posters include: + 02 posters at exhibition booth + 01 posters at parallel sessions	- 02 posters include: + 01 posters at exhibition booth + 01 posters at parallel sessions	+ 01 posters at exhibition booth
Display table	01 table	01 table	01 table	01 table
Invitation letter	04 invitation letters	03 invitation letters	02 invitation letters	01 invitation letter
Presentation at plenary session (following the topics of conference)	15 minutes	10 minutes	Not applicable	Not applicable

Other ways of sponsorship

➤ *You can sponsor the conference with equivalent value in many ways:*

1. Sponsoring printing symposium proceeding/USB.
2. Sponsoring gala dinner or lunch/dinner or coffee breaks for delegates.
3. Sponsoring bags, notebooks, pens, ribbons and name tags with logos of the symposium.
4. Sponsoring travel, accommodation, and registration fee for keynote speakers of the conference
5. Sponsoring registration fee or accommodation or travel for selected undergraduate, graduate students, Ph.D students attending the conference with oral/poster presentations

The logos of sponsors are printed on a large banner in the main hall of symposium with the size and position suitable for the level of sponsorship

All sponsors of the workshop will need to submit product brochure and scientific report to the Conference Organizing Committee before **July 15, 2025**. All sponsors must prepare their own exhibited products and posters. The list of each company's members joining in the symposium should be provided soon for making their invitation letters and other arrangements. If the specified number of delegates is exceeded, registration fee (accompanying person) will be required.

For all sponsorship donations, please make transactions via bank account:

US dollars for foreign companies

(Please add \$20 US for bank fees)

Bank account: CISEI

Account number: **0051000436887**

Bank: Joint Stock Commercial Bank for Foreign Trade of Vietnam (Vietcombank)

Branch: Binh Dinh

Bank address: 66C Le Duan street, Ly Thuong Kiet ward, Quy Nhon city, Binh Dinh province

Bank code: 52203001

Swift code: BFTV VNVX005

CIF: 4109386.

Vietnamese Dong (VND) for Vietnamese companies

Bank account: CISEI

Account number: 0051370534857

Bank: Joint Stock Commercial Bank for Foreign Trade of Vietnam (Vietcombank)

Branch: Binh Dinh

Bank address: 66C Le Duan street, Ly Thuong Kiet ward, Quy Nhon city, Binh Dinh province

Bank code: **0051370498257**

Swift code: BFTV VNVX005

CIF: 4109386