



# THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

(Established by Act of Parliament No. 15 of 1965)

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*Registrar/Chief Executive*  
JOHN .I. EVBODAGHE, MBA, FCA

**ICAN/AAC/07/18**

July 8, 2018

**To All Exhibitors**

Dear Sir/Madam,

## **48<sup>TH</sup> ANNUAL ACCOUNTANTS' CONFERENCE: BUSINESS EXHIBITION**

The Institute of Chartered Accountants of Nigeria will hold its 48th Annual Accountants' Conference from **Monday to Friday, October 1 – 5, 2018 at the International Conference Centre, Abuja and Abuja Sheraton Hotel, Abuja, Nigeria.**

The Theme of this year's Conference is: **"Securing our Shared Future: A Collective Responsibility"**.

With over 4,500 delegates from within and outside Nigeria, the Annual Accountants' Conference is a prime opportunity for you to get your message out, providing you lots of opportunity to display and promote your products and services, as well as meet new prospects. Other benefit includes:

- Free listing of Company's details in the Conference brochure
- Free inclusion of marketing materials into delegate bags

**Note:** All inserts must be approved by the Institute two weeks prior to the conference subject to full payment of requisite fee.

The exhibition spaces are provided with booth dimension of length and breadth: 3m x 3m and height: 2.4m. Booths have been positioned to drive traffic to our participating exhibitors, as well as encourage means for networking with our delegates. The booths are equipped with furniture (a table and 2 chairs) and electricity. An exhibitor can choose to brand booth(s) to their preference.

Exhibitors are expected to set-up on Monday, October 1, 2018 from 12noon – 4:00pm. The Exhibitions will be declared open on Tuesday, October 2, 2018 after which delegates would be free to visit throughout the duration of the Conference. All booths would be dismantled by Wednesday, October 3, 2018 from 7:00pm in preparation for Gala nite. Therefore, all **registered exhibitors** will be allocated a table and a chair during the closing ceremony on Thursday, October 4, 2018 from 8:00am at Ladi Kwali Hall, Abuja Sheraton Hotel, Abuja.

We encourage you to take advantage of this great opportunity of catching the attention of Professionals who would be attending the Conference. If interested, kindly complete the attached 'Exhibition Booth Registration Form' to facilitate your booking.

*It is pertinent to note that we have limited spaces. Hence, booking would be based on payment, as available spaces would be allocated on a "first-come-first-served basis". Therefore, we advise you to reserve your booth(s) immediately by contacting: **Sunkanmi Oloketuyi** on [ooloketuyi@ican.org.ng](mailto:ooloketuyi@ican.org.ng)/08028611102.*

Kindly make your payment to “**Institute of Chartered Accountants of Nigeria**” and write the word “**CONFERENCE EXHIBITION**” **boldly at the top of your teller. Attach the teller to the form below and send to the email address above.** Please find below the details of the Institute’s Bank Account:

- Account Name: **The Institute of Chartered Accountants of Nigeria**
- Bank: **Guarantee Trust Bank Plc**
- Account Number: **0000631076**

We look forward to seeing you at Conference in Abuja.

Thank you.

Yours faithfully,  
for: **THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA**



**FOLAKE OLAWUYI (MRS)**  
**Deputy Director (Membership Affairs)**

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

48<sup>TH</sup> ANNUAL ACCOUNTANTS' CONFERENCE

EXHIBITION BOOTH REGISTRATION FORM (EBRF)

INTERNATIONAL CONFERENCE CENTRE, ABUJA

NAME OF COMPANY:.....

ADDRESS:.....

.....

PRODUCT/SERVICES:.....

TEL:..... REQUIRED BOOTH SIZE:.....

BOOTH No:..... AMOUNT:..... CHEQUE NO:.....

BANK:.....

CONTACT PERSON:..... MOBILE NO:.....

E-MAIL:.....

**PLEASE NOTE:**

There would be strict control of movement. All exhibitors must be adequately identified. Please ensure you provide the Institute with **name(s) and passport-size photograph(s) of your 2 representative(s) only** who will manage your exhibition stand to avoid any embarrassment.

***N.B.: Available spaces would be allocated on a "first- come- first- served basis, thus reservation of space will not exceed 5 working days after which the space will be re-allocated."***