

FIA
Conference '25
MORE GREAT in your good
19-21 February  Sydney

Satchel Insert Specifications

Satchel Inserts

If you are providing promotional material to be included in the delegate satchels, approval from FIA Secretariat is required prior to completing fulfillment.

Please send a copy of your design to FIA no later than **9 January 2025** for approval. Email to ahenty@fia.org.au

All collateral and/or items must be received delivered to PFS Group for packing into the satchels no later than **24 January 2025**. [Satchel Insert Delivery Label](#)

Ensure you adhere to the following specifications so that your items can be approved.

- All printed material should be no larger than A4 in size and be no more than 8 pages in length.
- All items should be environmentally friendly/sustainable/reusable.
- Items such as pens, power banks, wallets etc. will be restricted to one of each type of item for the delegate satchels.

Please ensure that you submit your request for approval early to allow enough time for fulfillment and postage to the required address.

If you have any questions or require any further information, please do not hesitate to contact Anna on 02 9411 6644