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INSPIRING DYNAMIC PLACES + COMMUNITIES

# HOST CITY NOMINATION FORM



ICTC Society  
[www.ictcsociety.org](http://www.ictcsociety.org)

## Nomination to host ICTC Conference

I am nominating my community to host the ICTC Conference in:

☐ 2021

☐ 2022

☐ Other \_\_\_\_\_

## Selection Criteria

1. Does the nominated community have conference facilities (in the same venue) capable of providing plenary session space for upwards of 400 pax, allowing for 3 to 4 concurrent sessions of approx. 100 pax each, plus space for approx. 5-10 standard sized exhibition booths (approx. 2.4m x 2m) and on-site catering preferably in the trade exhibition area.

Yes ☐

No ☐

2. If yes, please provide the following information as [Appendix 1](#):

- Name and contact details of conference facilities.
- Floor plans for meeting rooms and trade exhibition area (for approx. five to ten 2.4m x 2m booths).

3. Does the nominated community have the capacity to accommodate upwards of 400 delegates in hotel style and apartment accommodation rooms adjacent to or within 10 mins easy walking distance to the proposed conference venue?

Yes ☐

No ☐

Please provide the following information as [Appendix 2](#):

- Name and contact details for approx. 4-5 hotels/apartments of varying star quality rating within 10 mins easy walking distance to the proposed conference venue.

4. What is the distance in kms and the average travelling time on business days from the proposed conference venue to the nearest airport?

▪ Distance: \_\_\_\_\_

▪ Travel Time: \_\_\_\_\_

5. Please provide names and title descriptions of 3 persons from the nominated community who will be qualified to assist with the development of the educational program and the project field trips in the host community and surrounding areas. Note: The ICTC Society will be primarily responsible for the conference program but may require some advice or assistance from the host city community.

1: Name: \_\_\_\_\_

Title: \_\_\_\_\_

2: Name: \_\_\_\_\_

Title: \_\_\_\_\_

3: Name: \_\_\_\_\_

Title: \_\_\_\_\_

6. Please list 3 projects below which will be completed or near to completion by the time the conference is due to be held and would be suitable for delegate site visits. All projects should be within approximately 1 hour's drive of the central conference facilities. Please attach a short synopsis in [Appendix 3](#), of each project indicating the significance of the project and why the project may be of interest to delegates.

Project 1: \_\_\_\_\_

Project 2: \_\_\_\_\_

Project 3: \_\_\_\_\_

## Selection Process

1. Completed Host City Nomination Forms including Appendices should be returned to the ICTC Society by Monday 22 February 2020.
2. The ICTC Society will assess nominations and to ensure suitability may conduct a site visit of potential host cities including venues and field trip projects. It is anticipated the successful host city for 2021 will be notified by email in May 2020.

## Terms & Conditions

1. The ICTC Society will plan, manage, organise and financially underwrite all aspects of the conference on behalf of the host community and may liaise with the host community committee members nominated in "Selection Criteria No 5" above regarding the following matters:
  - Keynote speakers
  - Prospective sponsors and exhibitors
  - Suitable venues for social functions
  - Projects for field trips
  - Accompanying persons tours

All final decisions regarding keynote speakers, invited speakers, educational program content, field trips, social functions and activities will be at the discretion of the ICTC Society.



2. As a result of being awarded the ICTC Society Conference, the host community will not be required to employ any additional staff members prior to or during the conference. It is anticipated that the conference will have only a minimal impact on the workload of any host community employees.
3. The host community will be required to procure the ICTC Society “Host City Conference Sponsor Package” to the value of \$20,000. Benefits of sponsorship to the Host Community and sponsorship entitlements are listed below.
4. The ICTC Society’s acceptance and confirmation of the host city’s successful bid will be advised in writing. A \$200 host city sponsorship deposit is payable within 30 days of this confirmation. The second sponsorship payment—fifty percent (50%) of the Host City Conference Sponsor Package will be paid 12 months prior to the specified conference dates (dates negotiated between venue & ICTC Society) with the balance payable 3 months prior to the commencement of the conference.
5. Should the ICTC Society not receive the deposit outlined in “Terms & Conditions Criteria No 4” by the dates indicated, the Society reserves the right to terminate arrangements with the proposed Host City and enter into negotiations with another Host City for the year in question.
6. The ICTC Society reserves the right to cancel the conference at any time due to extraordinary circumstances. In the unlikely event that this should occur, a full refund of sponsorship fees will be issued.

## ICTC Conference Host City Sponsor Package (\$20,000)

The complimentary inclusions for the package are as follows:-

### **Inclusions for the prequel conference** (held 1 year prior to host city’s conference)

1. 2-4 minute promotional video presentation to showcase your host destination to conference delegates (provided by host city).
2. Trade table and materials to promote your host city destination (set up of table and materials to be provided and organised by host city)
3. Mayor’s announcement of destination and dates inviting delegates to the host city’s conference in the conference handbook (given to delegates onsite at the event)

### **Inclusions for the host city’s conference**

1. “Field Trip” to be conducted within the Host City geographical area, to be organised by the ICTC Society in conjunction with the Host City and to include the following items which are to be provided by and are at the expense of the ICTC Society:-
  - Suitable catering for Field Trip delegates.(ICTC Society budgeted expense)
  - Coaches, if required, for the Field Trips.(ICTC Society budgeted expense).
2. Mayor’s promotional message and photo inviting delegates to conference in registration brochure.
3. Opportunity for Mayor to open the nominated conference (length of speech to be approved by ICTC Society)—addressing leading industry specialists and other government officials.
4. Exhibition display including 2 complimentary full delegate registrations.
5. Additional 4 full delegate registrations.
6. Logo included in Call for Abstracts, Registration Brochure, Conference Handbook and other selected conference literature.
7. Placement of your logo and link to your organisation’s home page on the ICTC web page.

8. Prominent signage displayed in Conference Plenary Room. Size of signage to be confirmed and approved by the ICTC Society. Sponsor to provide signage.
9. Two pop up signage boards in each concurrent session room. Size of signage to be confirmed and approved by the ICTC Society. Sponsor to provide signage.
10. Half page advertisement in the Conference Handbook. Handbook will be provided to all delegates in their conference satchel. Placement and position of this advertisement will be at the discretion of the ICTC Society.
11. Half page advertisement in the Conference Registration Brochure. Placement of this advertisement will be at the discretion of the ICTC Society.
12. Exclusive naming rights to a particular keynote speaker e.g. "This session is proudly sponsored by "....." in all conference literature.
13. The rights to sponsor a lunch break during the conference. All conference material will advertise "lunch is proudly sponsored by .....". Catering staff may wear Sponsor's apparel e.g. shirt, cap etc. during the lunch break. Apparel to be provided by the sponsor and approved by conference venue management and the ICTC Society.
14. Provision of 2 chairpersons, 1 Keynote and 1 concurrent session speaker, if desired.
15. Acknowledgment at the opening and closing ceremonies.
16. Virtual Satchel insert (4 A4 pages). You may substitute e-insert for items to give out at the conference with registration pack such as t-shirts, caps, beach ball (deflated) beach umbrella, stubby coolers, beach towels, water bottles etc. In keeping with our efforts to reduce waist and run a sustainable event, ICTC provides a virtual satchel as an alternative to providing a satchel and printed flyers to delegates at the conference. This is made available on the conference website pre and post conference. The satchel is also available via the conference app.
17. Delegate list provided prior to the conference listing delegate's name and organisation only.

## Host City Nomination Authorisation

I have read all of the clauses of the ICTC Host City Nomination Document and understand the legal and financial liabilities which will be incurred by a successful bidding community.

I have the authority to sign this ICTC Host City Nomination Document on behalf of the legal entity stated below.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Legal Entity: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_  
(Please print clearly)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Host city sponsorship invoice

Details for invoicing of ICTC host city sponsorship deposit

☐ tick if details are the same as above

Please complete if invoicing details are different to the above:

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## APPENDIX 1 – Conference Venue

**Note: Conference dates** will be negotiated between the venue and the ICTC Society—traditionally the event is held between August and October. The event runs from Wednesday through to Friday with field trips being held on either a Wednesday or Friday. You may wish to put forward more than one conference venue.

- Name and contact details of conference venue(s):
- Please provide floor plans for meeting rooms and trade exhibition area (for approx. five to ten 2.4m x 2m booths):

## APPENDIX 2 – Accommodation

- Name and contact details for hotels/apartments:



## APPENDIX 3 – Field Trips

- Please list 3 projects which will be completed or near completion by the conference date (in the nominated year) and would be suitable for delegate site visits.

All projects should be within approximately 1 hour's drive of the central conference venue. (Please attach a short synopsis of each project indicating the significance of the project and why the project may be of interest to delegates)

Note: Examples of the types of projects visited in past conference field trips can be found in the events section on the website [www.ictcsociety.org](http://www.ictcsociety.org)

**Project 1:**

**Project 2:**

**Project 3:**

Both parties to this contract have read this contract and understand the legal and financial liabilities contained within.

Both parties understand that they have the authority to sign this contract according to their company policy or their Articles of Association.

Please sign below to confirm that these terms and conditions are acceptable and return the signed form by either email or post.

Kind Regards

I agree to these terms & conditions  
For the ICTC Conference

\_\_\_\_\_  
Renee O'Halloran on behalf of  
ICTC Society

\_\_\_\_\_  
Title:.....

on behalf of :

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Bidding organisation

\_\_\_\_\_  
Dated