



## HOSTING THE LGSA TOURISM CONFERENCE MARCH 2009 (date TBC)

Councils interested in hosting the fifth local government tourism conference would need to address the following criteria in a written expression of interest document to be received by Monday 28 April 2008 following the conference. Expressions of interest will be advertised in the Local Government Weekly in the preceding weeks. Expressions of interest will be evaluated by Monday, 12 May and the successful council contacted to ensure proper budget planning can occur. The document should be addressed to Meg Fisher, Manager Events and Protocol, LGSA, GPO Box 7003, Sydney NSW 2001 or [meg.fisher@lgsa.org.au](mailto:meg.fisher@lgsa.org.au).

**Please note:** the 2009 conference will be held in a metropolitan or regional council area as per the resolution of the 2005 conference which provided for the conference to alternate between metropolitan and regional/coastal locations.

### The Criteria:

- a statement as to why your council should host the conference
- what links do your council and region have to tourism and pertinent topics
- what support your council may receive within your community to make the conference exciting and that sets the region apart from others
- an outline of what kind of social program you may plan for delegates including welcome reception and conference dinner themes
- specify the type of venue which should be able to facilitate a program allowing for workshops or smaller meetings in break-out rooms from the main plenary area (main conference room)
- all venues must be accessible venues including toilets, access, ramps, safety considerations, and where possible venue and conference topics should allow for hearing, sight and physical impairment by providing signing
- the conference venue must be able to seat at least 200 people **preferably in classroom style**, with air conditioning, professional sound and audiovisual facilities including onsite technician, able to provide catering on-site for morning tea, lunch and afternoon tea and onsite accommodation or accommodation close by preferably within walking distance
- audio visual suppliers must be of a professional standard
- mobile telephone reception and internet access must be available at the venue
- accommodation of at least 200 motel style rooms of at least NRMA 3-star standard nearby or at venue
- conference dinner accessible to the conference business sessions venue or no more than 30 minutes traveling time away, able to seat at least 200 people
- the conference must comply with Waste Wise event standards including use of recycled products, choice of materials, choice of utensils, and rubbish compliance
- the conference venue or host council should be aware of risk management principles and have a exit or emergency plan in place for the conference
- transport links with airport in reasonable proximity - it is envisaged councils will promote the best transport routes and links to delegates, and liaise with airlines, coach companies, rail and car hire companies to ensure appropriate availability of transport options. Onsite parking must be available at both conference venue and accommodation options
- ability to provide transport to and from accommodation and conference centre and to the conference dinner
- ability to provide transport pickup for speakers and special guests as needed
- ability to present a trade display area and facilitate the booking, sponsorship, setup and pulldown. It is preferable that the trade display area be sectioned off from the conference venue to minimise noise. Trade display area to take a minimum of ten 3 x 2 metre stalls with provision for power and data cabling

The Associations will develop the conference agenda in conjunction with the committee and with input from your council, and will also provide contacts for appropriate sponsors and trade exhibitors.

The Associations are keen to keep conference costs to a minimum to ensure all councils, in particular the smaller councils, can afford to attend. The 2008 conference fee was \$495 and it is envisaged to keep to this amount at this time allowing for GST and CPI increases.