

# APPLICATION FAQs

## WHAT DOES THE \$7,500 GRANT MONEY COVER?

The grant monies can be used for the following purposes:

- Contribute to established or proposed research projects
- Contribute to the purchase of needed equipment within your place of employment
- Fund a professional development goal such as attending an international conference OR undertake further study in your chosen field of endeavour.

## DO I NEED TO BID FOR THIS CONFERENCE TO BE HELD IN ADELAIDE IN FUTURE?

A requirement of this grant is that the recipient will be an active supporter of a bid for this conference to be held in Adelaide in future. This can incorporate being a bid leader, co-chairperson or a member of the bid committee. Alternatively, you may be eligible on the basis of being able to demonstrate your ability to seek commitment from a more suitable bid leader within South Australia or Australia. The award is not contingent on whether the bid is ultimately won or lost.

## WHAT IS INVOLVED IN BEING A BID LEADER?

A Bid Leader is essentially the 'professional representative' of a destination bid and works in close collaboration with the Adelaide Convention Bureau and Bureau partners across government, industry and academia throughout the bid process.

## DO I NEED TO ORGANISE THE CONFERENCE SHOULD THE BID BE SUCCESSFUL?

As Bid Leader or bid supporter, it is not necessarily your responsibility to organise the conference should Adelaide be successful in securing the conference in future. However, as part of the bid process it will be necessary to establish a plan in conjunction with the Adelaide Convention Bureau for the management of the conference.

## ENTRY AND ASSESSMENT PROCESS

**Step 1:** Request a copy of the Application Guidelines from: [melissa@adelaideconvention.com.au](mailto:melissa@adelaideconvention.com.au)

**Step 2:** Submit an electronic written submission addressing the questions set out in the Application Guidelines no later than Thursday 1st November 2018.

**Step 3:** Short listed applicants will be invited to discuss their application during an interview with a judging panel in late November 2018.

**Step 4:** Winners will be announced at a dedicated awards ceremony scheduled to be held in early 2019. Selected applicants will be invited to attend the Awards Ceremony.

## WHAT SUPPORT IS AVAILABLE TO ASSIST WITH AN INTERNATIONAL CONVENTION BID?

The Adelaide Convention Bureau provides extensive support to local bid leaders and committees in the development of competitive bids. These services are all FREE of charge and include:

- Development of a targeted bid strategy in partnership with bid leaders.
- Preparation of professional bid documents and associated presentations.
- Sourcing of the best venues, accommodation, suppliers and touring requirements.
- Hosting and coordination of targeted site inspections for key decision makers.
- Development of bid lobbying strategies.
- Engagement of leading Australian Professional Conference Organisers (PCO's) as required.
- Generation of event budgets, highlighting the viability and potential of the event.
- Assistance and advice with regard to the engagement of Government, local industry, and leaders from the specific field of specialty.

## WHEN IS THE APPLICATION DEADLINE?

Applications close Thursday 1st November 2018.

For further information please contact:

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### INITIATIVE OF:



### SUPPORTING INDUSTRY PARTNERS:



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