



Selection Criteria to Host the ICTC 2011 Conference

1. Has the nominated city/town/community hosted an ICTC conference in the past ten years? (First preference will be given to communities that have not hosted ICTC conferences in the recent past)

Yes No

2. Does the nominated community have conference facilities (in the same venue) capable of providing plenary session space for approximately 400 pax, allowing for 4 concurrent sessions, plus space for upwards of approx 15 standard sized exhibition booths. (approx 3m x 2m) and on-site catering preferably in the trade exhibition area.

Yes No

3. 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. fifteen 3m x 2m booths).

4. Does the nominated community have the capacity to accommodate approximately 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 easy walking distance to the proposed conference venue.

5. 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: _____

6. 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 will be primarily responsible for the conference program but may require some assistance from the host city community.

1: Name: _____

Title: _____

2: Name: _____

Title: _____

3: Name: _____

Title: _____

- 7 Please list 3 projects below which will be completed or near to completion by October 2011 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 Friday 30th April 2010. It is anticipated the successful host city will be able to be announced by 30th June 2010.
2. A time slot for a ten minute promotional video will be provided during the 2010 Conference for the successful community to provide a promotional presentation to all delegates.

Terms & Conditions

1. The ICTC Society will plan, manage, organise and financially underwrite all aspects of the 2011 conference on behalf of the host community and may liaise with the host community committee members nominated in clause 6 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 2011 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 2011 "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. Fifty percent (50%) of the "Host City Conference Sponsor Package" is payable within 30 days of signing the 2011 Host City Sponsorship Document with the balance payable by 31st July 2011.
5. Should the ICTC Society not receive the deposit outlined in clause 4 above by the dates indicated, the Society reserves the right to terminate arrangements with the proposed Host City and enter into negotiations with another potential Host City for the 2011 Conference.

- 6 The main conference venue and the overflow accommodation hotels are required to agree to the standard terms and conditions as per the ICTC Society Standard Terms and Conditions for Venue Space and Accommodation Document in Appendix 4

ICTC 2011 Conference Host City Sponsor Package (\$20,000)

The complimentary inclusions for the package are as follows:-

- A “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 all Field Trip delegates.(ICTC Society expense)
 - Coaches, if required, for the Field Trips.(ICTC Society expense)
- Double Exhibition booth including four complimentary full delegate registrations.
- Additional two full delegate registrations.
- Logo included in Call for Abstracts, Registration Brochure, Conference Handbook and other selected conference literature.
- Placement of your logo and link to your organisation’s home page on the ICTC web page.
- Prominent signage displayed in Conference Plenary Room. Size of signage to be confirmed and approved by the ICTC Society. Sponsor to provide signage.
- 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.
- Full 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.
- Half page advertisement in the Conference Registration brochure. Placement of this advertisement will be at the discretion of the ICTC Society.
- Exclusive naming rights to a particular keynote speaker session e.g. “This session is proudly sponsored by “.....” in all conference literature.
- 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.
- Provision of 2 chairpersons, 1 Keynote and 1 concurrent session speaker, if desired.
- Acknowledgment at the opening and closing ceremonies.
- Satchel insert (4 x double sided A4 pages). You may substitute satchel insert for items such as t-shirts, caps, beach ball (deflated) beach umbrella, stubby coolers, beach towels, water bottles etc.
- 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 2011 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 2011 Host City Nomination Document on behalf of the legal entity stated below.

Name: _____

Title: _____

Name of Legal Entity: _____

Tel: _____ Fax: _____ Email: _____
(Please print clearly)

Date: _____

Signature: _____

APPENDIX 2 – Information Required

- Name and contact details for hotels/apartments:

APPENDIX 3 – Information Required

- Please list 3 projects which will be completed or near completion by October 2011 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)

Project 1:

Project 2:

Project 3:

APPENDIX 4 – ICTC Standard Terms and Conditions

Standard Terms and Conditions For Venue Space, Food and Beverage Deposits and Accommodation for ICTC Society

The Standard Terms and Conditions for Venue Space for this Event are as follows:

The ICTC Society is a “not for profit” association and only provides a small amount of seed funding for each of its conferences. The ICTC annual conferences have been running since the mid 1990’s and have proven statistics that can substantiate the number of accommodation rooms booked and the number of delegates per day that eventuated and can be substantiated with previous venues.

The ICTC society will provide an initial \$2,000 deposit on signing of a mutually acceptable contract with the selected venue. This amount will be deducted against food and beverage charges for the conference.

All venue space requested should be complimentary and a per delegate cost for day catering should be provided which should include arrival tea and coffee, morning and afternoon tea which should include a selection of sweet and savoury bakery items and whole fruit. Buffet lunches to include an interesting selection of both hot or cold dishes (no sweets required for lunch breaks).

Delegate numbers have ranged from 250 – 450 per annum and a minimum number of 250 can be the basis for numbers to be achieved for this Event.

The Standard Terms and Conditions for Food and Beverage Deposits for this Event are as follows:

1. 60 days prior to the first day of the conference (normally early bird) 20% deposit will be paid which will be 20% of the minimum number of delegates (250) x day catering package rate.
2. 30 days prior to the first day of the conference an additional 20% deposit will be paid which will be 20% of the minimum number of delegates (250) x day catering package rate.
3. 7 days prior to the first day of the conference, the final number of delegates will be advised and all outstanding food and beverage monies will be paid to the venue.
4. Any increase in numbers and additional costs will be paid prior to the conclusion of the event.
5. All food and beverage payments will be made by Amex and no surcharges will be applicable.

The Standard Terms and Conditions for Accommodation Room Blocks for venues are as follows:

1. The accommodation room rates quoted should include 10% commission which is payable to the PCO nominated by the ICTC Society for managing the accommodation via room lists and forwarding deposits. Payment of commission should be forwarded within 30 days of completion of The Event.
2. The accommodation room rates quoted should include GST, if applicable. (Please advise if not applicable).
3. The ICTC Society will accept an accommodation room deposit from delegates equivalent to either
 - (a) a minimum of one night's accommodation (by cheque) or
 - (b) Credit card details will be provided to be used by the hotel to deduct a minimum of one night's deposit or to be used by the hotel as directed by the delegate and supplied in the notes section of the rooming list notes. It will be the responsibility of the Venue to provide GST invoices to delegates on their departure for both accommodation and incidentals.
4. The ICTC Society and its nominated PCO will not take responsibility for any delegate who does not pay their final accommodation room account nor responsibility for any damage caused by any delegate to the premises.
5. 60 days out from the Event (generally early bird registration date), the nominated PCO will provide the Venue with an initial rooming list and will renegotiate with the hotel regarding rooms that can continue to be held without penalty.
6. Approximately 60 days out from the Event a copy of the registration brochure is mailed to the venue.
7. 30 days out from the Event, the nominated PCO will provide the Venue with an additional accommodation rooming list and all associated accommodation deposits and will release back to the Venue any unsold accommodation rooms at that date (without penalty).
8. Any additional accommodation room bookings between 30 days prior to commencement of the Event will be phoned or emailed through to the Venue on an as required basis and confirmed by the Venue by return email or fax.
9. Payments for accommodation room deposits received by the conference delegates for the venue will be paid to the venue by either credit card or cheque. Where only credit card details have been provided by a delegate – these will be forwarded to the hotel as part of the rooming list and the hotel will deduct any monies from the specified credit card. Where the credit card is not that of the delegate then a copy of the credit card authority to deduct amounts from a third person will be photocopied and provided to the venue.
10. Accommodation deposits received by the nominated PCO will be paid to the Venue by credit card and no surcharges will be applicable.
11. One complimentary accommodation room night and upgrade will be provided for every 25 accommodation rooms nights booked – no maximum to be specified.
12. Cancellations and “No shows” will be at the expense of the delegates as they will be informed that the Hotel's Standard Terms and Conditions for Cancellation may attract a penalty which is at the Hotels discretion.
13. No rates for accommodation or breakfast should be quoted to any person staying in house during the conference at a lesser rate than that advertised for this conference. Reservations should be notified of this and are requested to forward all conference accommodation enquiries to the nominated PCO. Should a lesser rate be advertised during this period, the Venue agrees to be bound by this rate for all the delegates at this conference.

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 fax back on 07 5508 2175.

Kind Regards

I agree to these terms & conditions
For the ICTC 2011 Conference

Krys Henshaw on behalf of

ICTC Society Inc

Title:.....

on behalf of :

Venue