ALGWA Vic Annual Conference

Expression of interest form

**We’re taking expressions of interest from rural councils interested in holding ALGWA Vic’s State Conference in 2024.**

Please complete this form and return it in PDF file format to the Executive Officer of ALGWA Vic at [admin@algwa.com.au](mailto:admin@algwa.com.au) with a subject line ‘EOI XXX Shire 2024 Conference’.

You’ll need to include a transcript of your council’s resolution regarding the conference in your email, along with any additional documentation you believe will support your application.

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| **Date of submission** | Click to enter date. |

**ALGWA VIC CONFERENCE APPLICATION DATES**

* Monday, 6 June 2022  
  Conference Expressions of Interest submissions open.
* Friday, 30 September 2022  
  Conference Expressions of Interest submissions close.
* Thursday, 6 October 2022  
  The winning council will be contacted by ALGWA Vic and notified of their success.
* Wednesday, 19 October 2022  
  The winning council will be announced at the ALGWA Vic Annual Bursary Event. A representative from the council will make a presentation on the night.

**COUNCIL REPRESENTATIVE COMPLETING THIS APPLICATION**

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| **Given Name** | Type here. | **Family Name** | | Type here. |
| **Phone** | Type here. | **Email** | | Type here. |
| **Position** | Type here. | | | |
| **Does your council have the capability and commitment from its CEO and Councillors to fulfil its responsibilities and deliver a successful conference?** | | | **Yes**  **No** | |
|  | | |  | |
| **Date** | Click to enter date. | | **Date** | Click to enter date. |
| **Is a supporting letter attached from your CEO?** | | | **Yes**  **No** | |

**COUNCIL DETAILS**

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| --- | --- |
| Council Name | Type here. |
| Council CEO Name | Type here. |
| Which Councillors represented your council at this year’s conference? | Type here. |
| Which officer/s attended this year’s conference and what is their role at council? | Type here. |
| **Have you attached a copy of your council’s resolution transcript?** | **Yes**  **No** |

**PROPOSED CONFERENCE DETAILS**

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| **Preferred months to host:** | Type here. |

**e.g. Please take into account local festivities that might hinder accommodation availabilities.**

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| **Looking at the ALGWA Vic Conference themes from the past 9 years (see Page 5 of the EOI booklet), what kind of themes would your council like to focus on?** |
| Type here. |

**PROPOSED CONFERENCE DETAILS**

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| **Why is your council interested in hosting the next ALGWA Vic Conference? What local values and strengths can you showcase at this event?** |
| Type here. |

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| **What local identities would you like to approach?** |
| Type here. |

**PROPOSED CONFERENCE DETAILS**

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| **Please provide a broad outline of your projected conference.**  **Include information such as proposed facilities to be used, how you can make the conference cost-effective, etc.** |
| Type here. |

**PROPOSED SPONSORSHIP DETAILS**

Each ALGWA Vic state conference strives to be self-funded. As such, it is critical that host councils place a strong focus on securing as many sponsorships as possible for their conference.

In negotiation with the ALGWA Vic Committee, the host council should encourage sponsors and local businesses alike to contribute to the conference.

All sponsor payments are due prior to the commencement of the conference.

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| **Who do you envisage your proposed conference sponsors to be?**  **Include information such as potential sponsors to approach, what kind of sponsorship you will seek, etc. Please be mindful that sponsors cannot be associated with gambling industries, nor politically aligned to any one party. Potential sponsors should support ALGWA Vic’s values and objectives.** |
| Type here. |

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| **How will you make the conference financially sustainable?** |
| Type here. |

**FINAL COMMENTS**

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| **Are there any additional comments you would like to add to your application?** |
| Type here. |

Please submit this form in PDF file format to the ALGWA Vic Executive Officer at [admin@algwa.com.au](mailto:admin@algwa.com.au) for the 2024 conference by September 30, 2022. You can attach any supporting documentation to this email.