

LGNSW Destination & Visitor Economy Conference 2025

Expression of Interest and Criteria to host

EOI Deadline: 14 July 2023

Submit EOI via: events@lgnsw.org.au

Councils interested in hosting the **21st Local Government NSW Destination and Visitor Economy Conference in May 2025** are invited to submit a written expression of interest (EOI).

EOIs must be received by **Friday 14 July 2023** and address the following criteria:

Tourism and economic development in local government

Local Government plays a major role in tourism and economic development, encouraging and creating the conditions for appealing, vibrant and sustainable communities and local economies.

Tourism and economic development creates employment, provides essential goods and services and establishes communities as attractive places to live, work, learn and visit.

All councils have an interest in driving a strong, sustainable and diverse visitor economy, promoting local businesses, providing infrastructure and services to support their growth, and also helping to manage any impacts.

Whether the local economy is based on tourism, hospitality, retail, education or other offerings, councils are actively involved in encouraging investment, place management and activation and supporting businesses of all sizes.

The Destination and Visitor Economy Conference will equip delegates with the tools, knowledge and insights to nurture and unlock the full potential of their council's economic development strategy.

Key Hosting Criteria

Your council must provide an expression of interest responding to the 12 criteria below. This should be no more than 5-6 pages and can include links to appendices and digital material to support your application.

1. **Location - that your council is a coastal or metropolitan council.** (The 2025 conference will be held in a rural or regional council area as per the resolution of the first 2005 conference which provided for the conference to alternate

between metropolitan, regional and coastal locations). Joint bids from neighbouring LGAs will be considered.

2. **Outline why** your council should host the conference.
3. **Explain links to tourism and economic development** of your council and region.
4. **Outline what support** would be offered from within council and what support your council would expect to receive from within your community to make the conference unique and engaging. Explain how this support sets your region apart from other LGAs.
5. **Social program:** Describe the social program would you suggest for conference delegates. Include a welcome reception (up to 200 pax) and conference dinner (for up to 300 pax) to be held in close proximity (no more than 30 minutes travelling time) of the main venue and accommodation. Please supply specific options not a generic capability.
6. **Proposed site visits:** that relate to the program to showcase what your council is providing in the tourism and economic development space. The site visits must fit within a 3.5 hour time frame including all travel.
7. **Suitable conference venue:** the proposed conference venue meets the requirements set out below under Conference Venue requirements.
8. **Suitable accommodation:** Accommodation of at least 300 rooms (single occupancy) of at least 3.5-star or higher standard nearby or on-site at the venue (preferably within walking distance if not on-site). Caravan Parks are not considered acceptable accommodation.
9. **Sustainability:** The conference must comply with LGNSW's [Guidelines for Event Sustainability](#).
10. **Risk management:** The conference venue and host council to practice risk management principles and provide an exit and emergency plan and a COVID Safe plan for the conference. LGNSW will collaborate with the successful destination to finalise the risk management plans.
11. **Transport links:** Ideally the host destination will have an airport in reasonable proximity. Please provide information relating to the transport routes for delegates. Introductions to airlines, coach companies, rail and car hire companies for transport options to and from the host destination will be welcomed. On-site parking must be available at both the conference venue and the accommodation options.
12. **Providing and managing transport:** Your Council will be required to provide bus quotes, manage schedules, book and pay for bus transportation to and from the accommodation to the conference centre, to and from the conference dinner and site visits. If required, your council may be asked to provide transport (council vehicle) pickup for speakers and special guests.

Criterion 7: Conference Venue Requirements

- The conference venue to accommodate at least 300 people preferably in theatre or classroom style, with air conditioning, professional sound and audio visual and video conferencing facilities and an on-site audio-visual technician.
- All venues must be accessible venues (including toilets, access, stage access for speakers, ramps, safety considerations), and where possible, venue and conference rooms should accommodate delegates with hearing and sight impairment, e.g. hearing loops
- Please specify venues which can accommodate at least three concurrent workshops or smaller meetings in break-out rooms in addition to the main plenary area (main conference room).
- Audio visual equipment must be of a professional standard acceptable to LGNSW or LGNSW may engage its own suppliers.
- Mobile telephone reception throughout the venue to be reliable.
- High speed internet access and WiFi connectivity required throughout the venue.
- Upload and download bandwidth options with speeds of up to 300mbps required for AV presentations
- Lockable office space for the LGNSW Secretariat.
- A trade display area adjacent to the plenary room. Trade display area to accommodate 15-20 exhibition booths (3 x 2 meters) with provision for power and data cabling.
- Delegate catering for morning teas, luncheons and afternoon teas to be accommodated in the Trade display area.

Further Information

LGNSW will:

- develop the conference agenda and program with the Conference committee (of which the host Council is a member).
- finalise programming and speaker choice.
- develop and deliver the marketing plan, digital communications and a dedicated website for the conference.
- provide end to end conference management services including registration (delegates, speakers and sponsors), liaison with venues, caterers, audio visual suppliers, and budget management to deliver a successful conference.
- confirm and manage sponsors and trade exhibitors. Suggestions and/or leads pertaining to local sponsor contacts by host Council will be welcomed.

The Host Council will:

- Host a site visit for LGNSW staff if the EOI is shortlisted for selection.
- Nominate a lead staff member with expertise in tourism and/or economic development to represent host Council on the Conference Committee which meets monthly. If necessary, additional meetings may be scheduled in the month leading up to the conference.
- Provide destination logistics and quotes for local site visits, site visit and conference transfers, quotes for venues and catering, speaker gifts.
- Co-ordinate the site visit program
- Provide 3-4 staff to assist with the distribution of name badges and general destination queries from delegates for the duration of the Conference
- Pay for bus transfers to and from accommodation to venue, conference dinner and site visits.

Budget

LGNSW manages the Conference budget and will request that the host Council supply quotes pertaining to costs that fall within the realm of location and venue.

This includes current (2023) venue hire (if applicable); catering costs; audio visual costs; and accommodation costs.

Conference costs (excluding bus transfers) are paid from sponsorship and registrations. As indicated, the host Council pays for bus transportation. The host Council does not undertake any financial risk.

Deadlines

EOIs must be received by LGNSW by close of business **Friday 14 July 2023**.

EOIs will be evaluated by **31 August 2023** and the successful council notified shortly thereafter.

Expressions of Interest documents should be addressed to Gary O'Riordan, Director Events & Learning via events@lgnsw.org.au.

**Locations - Local Government NSW -
Destination & Visitor Economy Conference Locations**

2005	Inaugural Tourism Conference	Rural/Regional	Forbes
2006	Destination NSW Sustaining local tourism	Metropolitan	Penrith
2007	Tourism – An investment	Rural/Regional	Griffith
2008	Partnerships – sharing risks and benefits	Rural/Regional	Lismore
2009	Creating a strong foundation in Tourism	Coastal or Metropolitan	Kiama
2010	The Business of Tourism	Rural/Regional	Cowra
2011	Gone Fishing, Back soon	Metropolitan	Engadine, Sutherland Shire
2012	Check In or Check OUT. Does your service meet your visitors' expectations?	Rural/Regional	Gunnedah
2013	Leadership and Innovation in Tourism	Coastal or Metropolitan	Port Stephens
2014	Harvesting the Value of Tourism	Rural/Regional	Cessnock
2015	Building Community Capital: social, economic and cultural	Rural/Regional	Bathurst
2016	Embracing a changing tourism landscape	Coastal or Metropolitan	Byron and Ballina
2017	Tourism is Everyone's Business	Rural/Regional	Taree
2018	Tourism: It all adds up!	Rural/Regional	Parkes
2019	Experience changes perception	Coastal or Metropolitan	Terrigal, Central Coast
2020	Open for Business!	Rural/Regional	Jindabyne, Snowy Mountains
2021	Creating destinations for living, learning, visiting and investing	Coastal or Metropolitan	Port Macquarie

2022	Dare to Dream!	Rural/Regional	Orange, Blayney and Cabonne
2023	Destination & Visitor Economy Conference 2023	Metropolitan or Coastal	Manly, Northern Beaches
2024	Destination & Visitor Economy Conference 2024	Rural/Regional	Wagga Wagga
2025	Destination & Visitor Economy Conference 2025	Coastal or Metropolitan	OPEN
2026	Destination & Visitor Economy Conference 2026	Rural/Regional	OPEN