

LGNSW Annual Conference 2022

Criteria for EOIs to be host destination in a regional area

EOIs due:
17 July 2020

Submit EOI via:
events@lgnsw.org.au

Enquiries:
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Councils wishing to host the LGNSW Annual Conference are invited to submit an Expression of Interest (EOI). EOIs must be received by June 30 2020 and address the following criteria:

A) Threshold Criteria

- Hotel rooms for up to 800 (delegates, sponsors, guests, staff) for three nights maximum.
- An auditorium that seats up to 800 people theatre style.
- A trade exhibition space for at least 50 booths of 2 metre x 3 metre space and catering space.

B) Detailed Criteria

Write a statement about why your council area should host the conference and what your destination will add to the conference experience of attendees.

1. Accommodation

Provide details of at least three accommodation provider/s and the prices applicable for the duration of the conference.

- Accommodation: minimum 3.5 star standard, private facilities in each room.
- No more than 30 minutes' drive from the main conference venue and preferably some on-site.
- Some rooms will be required for speakers etc. as part of the overall 800 room requirement, preferably within a single hotel. Speakers' accommodation must be connected to or very close to the conference venue (max. 5 minutes' walk). LGNSW will work with the accommodation supplier to confirm and pay for the rooms allotted and used, and will release rooms back by agreed dates where relevant.
- No price gouging - LGNSW hosts conferences in non-CBD areas in recognition of the economic and reputational benefits a significant conference brings. A regions accommodation providers may see the conference as an opportunity to increase their normal room charges. While some changes are acceptable to cover additional costs due to an influx of delegates, price gouging (increases greater than 10% over normal published rack rates) is unacceptable. Councils bidding to host a conference are advised to lock in accommodation pricing at the time of submitting their bid.
- Caravan parks will not be considered.

2. Auditorium

The auditorium must:

- Hold up to 800 people seated theatre style.
- Allow onsite catering for morning tea, lunch, afternoon tea, delegate networking etc.
- Provide accessible amenities (access, stage access for speakers, egress and toilets, hearing loop).
- Have adjustable air conditioning.
- Have adjustable lighting.
- Have adequate parking and easy access to amenities.
- Have, in addition to the main auditorium, 2 – 3 smaller rooms for meetings/breakout sessions for up to 200 pax each and a conference office with 3 desks, 6 x chairs, access to a high speed photocopier and printer.
- Have mobile telephone reception.
- Deliver free WiFi access for delegates and attendees.

(Note: LGNSW will appoint the audio visual and staging company.)

3. Conference support facilities

Facilities must also include:

- A space suitable for use as a media room (with internet and power access or area within the main auditorium).
- A large space adjoining the conference venue for a trade display area. (Capacity of at least 50 trade exhibition booths of approximately 2 x 3 metres with space for catering for approximately 800 delegates and guests).
- Easy access to load in and load out for suppliers.
- Other smaller meeting spaces close to the main venue.
- Onsite parking or parking close by.
- Good public transport access with detailed explanation of airport, train bus and car access.

4. Social events

A bidding council must identify:

- A suitable venue to host the main conference dinner, for between 700 - 800 persons, close by or a maximum of 30 minutes' drive from the main conference venue.
- A suitable venue for a welcome reception that may or may not be at the main venue for up to 500 people. Both social events should showcase what is unique about the destination.
- Buses, if required, to transfer delegates from the conference venue to social events.

5. Childcare facilities

Councils must be able to provide childcare facilities during all conference sessions and functions, or arrange childcare. Demand is usually low (eg no more than 5 children).

6. Motor vehicles and drivers

Bidding councils must be able to supply a vehicle and driver if needed – e.g. to pick-up/transfer speakers and special guests.

7. Ecologically sustainable development principles and the conference

All bidding councils must work with the LGNSW Events team to ensure the conference reflects the LGNSW Principles and Guidelines for Event Sustainability.

IMPORTANT INFORMATION

The process

Following the closing date for EOIs, responses will be assessed against the primary threshold criteria and then the secondary criteria. This review may require a site visit.

A final decision is expected in July 2020.

The role of LGNSW and the host destination

The ownership of the conference remains with LGNSW, and LGNSW maintains overall control of running the conference. In Sydney, LGNSW will deal directly with venues and suppliers as required.

LGNSW will assume the financial risk of attending delegates including underwriting the income from delegate fees, meeting sponsorship targets. LGNSW will run the budget, registration and reconciliation processes.

The host council will provide support and advice in planning and arranging the social program.

LGNSW expects all aspects of the conference to be executed to the highest possible standards, and that professional events staff working within the host council will assist LGNSW. Association staff will work with the host council at each stage as part of effective conference planning and management.

Further details of the role of the host council (and LGNSW) are as follows:

Council's Responsibility	Association's Responsibility
Advising on the social program in conjunction with the Association and assist in planning the local event aspects of these activities	All venue logistics including catering, security, staffing, in-house audio visual, and social events
Suggesting business session and social program venues	Quality control of all facets of the conference and final decision making
Securing accommodation and arranging bookings.	Arranging the content of the conference including business sessions, timeframes, speaker management, and business papers
Determine community involvement and volunteer assistance as required	All financial aspects of the conference (excepting bus transfers and staff labour costs) and arranging trade displays and sponsorships
Transport options (bus quotes and bookings) and management of delivery (schedules). Payment for the transfer services	The running orders and programming of the conference
Compliance with LGNSW's sustainability policy	Preparing and distributing business papers. All aspects of voting
Security arrangements at the request of the Association (eg security guards)	All design and printing requirements and brand management of the conference
To provide the skilled resources necessary to adhere to LGNSW's timelines for delivery	Onsite registration on the day, delegate fulfilment (eg satchel, gifts, conference papers), onsite information desk
Provide local flavour and innovation where possible	To communicate and meet regularly with the council and have a dedicated events team
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A bidding council must be able to work within these guidelines.