



# *Criteria to Host 2011 QICA Conference*

The annual conference has approximately 65 – 80 attendees, is held over a 4 day period in late February or early March. The conference requires a conference venue and accommodation (not necessarily on the same site; however, transport from accommodation to conference venue will need to be included, should they not be within reasonable walking distance). Preference will be given to locations where the conference has not previously been hosted. However, this should not preclude any location from submitting an application.

## **Applications will only be accepted from fully paid members of QICA**

The application should address the following criteria:

### Cost breakdown

- Meals
- Room hire
- Equipment
- Pre and post conference tours

### Sponsorship

- Evidence of LGA, RTO and local business support as a minimum

### Travel

- Nearest airport and if transfers are required
- Cost from airport and also if venue is not with accommodation transfer are noted

### Accommodation

- Options and range of accommodation is clearly spelled out

### Venue

- Main conference room/auditorium
- Breakout rooms
- All rooms available for the duration of the conference

### Equipment

- Show if this needs to be hired or can be provided by venue or organisers

### VIC of the Year Award

- Venue
- Local entertainment options

### Menus

- Cost breakdown

### Representative

- The successful town or city will be required to nominate a representative to be part of the QICA Executive for the 2009 year to prepare for the Conference in 2010. This representative should be noted in the application.

**Applications can be forwarded to the QICA Executive prior to the conference or hand delivered to the Executive on the first day of the 2010 Conference, being held in Townsville from 24-26 February 2010.**