



AGMARDT CONFERENCE SUPPORT GUIDELINES

Conference support programme

AGMARDT provides travel assistance for international keynote speakers and experts to come to New Zealand to speak at conferences and forums to enhance stakeholder understanding of issues impacting upon the agribusiness sector. The aim of these visits is to transfer knowledge and international expertise and to create value for our agrifood and fibre products.

Conference support is provided for international flights and accommodation associated with the conference or forum. **No speaker fees will be paid.**

AGMARDT will consider applications from professional societies and organisations involved in the agricultural, horticultural and forestry sectors intending to organise conferences or forums.

All applications will be considered by the Trustees and Management, and where necessary, independently assessed.

Expectations of grant recipients

In providing conference support, AGMARDT expects organisers of conferences to undertake the following:

1. Acknowledge AGMARDT as a sponsor in all appropriate forums and advertising material, including but not limited to:
 - Acknowledgement in all advertising, websites, brochures, posters, flyers, annual report and statement of intent, email promotions, any other marketing collateral produced in relation to the event and in internal and external signage including but not limited to placement of the AGMARDT logo;
 - Acknowledgement in all media releases and press packs to the media related to the conference with copies provided to AGMARDT;
 - Where appropriate, acknowledge AGMARDT in speeches;
 - Proactively work to grow the profile of the conference/forum/events;
 - Incorporate AGMARDT logo in any appropriate PowerPoint presentations at the event;
 - Where appropriate, allocate a speaking slot, a maximum of 5 minutes, to the AGMARDT General Manager or AGMARDT representative to speak and announce AGMARDT's involvement.
2. Allow AGMARDT to:
 - Promote the AGMARDT relationship with the conference/forum/award/events on the AGMARDT website;
 - Place the AGMARDT logo on the applicant's website and a link to www.agmardt.org.nz;
 - Promote the event to key agribusiness media.
3. Additional recognition opportunities might arise from time to time and will be presented to AGMARDT for consideration and funding approval.

4. At the end of the conference/forum, the applicant must provide a report on how AGMARDT's conference support was acknowledged as listed above, as well as details of:
- Publicity associated with the speaker (media reports, profile within the sector, other presentations, etc);
 - Number of attendees;
 - Whether the aims of the workshop/presentation were achieved;
 - Copies of press release.

AGMARDT's offer for conference support is subject to the applicant accepting the above conditions.

Payment of 60% of the conference grant will be paid on receipt of the initial invoice. The remaining 40% will be made available when the applicant submits a report (section 4) to the satisfaction of AGMARDT. AGMARDT reserves the right to amend the payment schedule based on milestones against certain conditions being met.

Applications

To apply for a conference grant, applicants are asked to complete and return an *AGMARDT Conference Support Application Form* available on the AGMARDT website, along with a copy of the speaker's curriculum vitae. The application form must be signed by the applicant.

Applications may be submitted at any time throughout the year to:

The General Manager
AGMARDT
PO Box 25207
Wellington 6146

Applications can be faxed to ++64 4 472 8620 or emailed to info@agmardt.org.nz and followed up with an original signed copy.

It is AGMARDT's policy not to give reasons why an application is declined.

Should the application be found to be misleading or inaccurate in any material respect, AGMARDT may, at its absolute discretion, withdraw the grant so that no further payments are made.