

WANT TO HOST YOUR NEXT INTERNATIONAL CONFERENCE IN NEW ZEALAND BUT NOT SURE WHERE TO BEGIN?

YOUR INTRODUCTION TO THE CONFERENCE ASSISTANCE PROGRAMME:

As the body representing the New Zealand conference industry, Conventions & Incentives New Zealand (CINZ) realises that bidding for an international conference is not an easy task. However, we have the expertise and support needed for you to maximise your chances of your association or organisation winning the bid.

THE CAP PROGRAMME CAN ASSIST YOU WITH SERVICES SUCH AS:

- Providing you with the services of an experienced Professional Conference Organiser to undertake an initial financial feasibility of the conference
- Production of attractive, customised bid documents
- Assistance with strategic marketing - designed to enhance the chances of winning the conference
- Assistance with air travel to present the bid

With the support available through the Conference Assistance Programme, we believe that there has never been a better time to bring international conferences to New Zealand and, in partnership with you, we are confident that we can maximise your chances of putting in a winning bid.



ASSISTANCE AVAILABLE:

- Initial consultation to assess the viability of the conference and implementation of a financial feasibility study
- Preparation of custom written bid documents, together with supporting marketing material such as generic brochures and videos
- Assistance with air travel and associated costs in travelling overseas to present the bid
- Funding for a promotional booth together with associated audio/visual costs on site at the venue where the bid has to be presented
- Assistance with assessing suitable conference venues, accommodation, PCOs and introduction to the conference bureau personnel to facilitate the actual management of the conference
- General advice on the presentation of the bid itself and all the associated lobbying and other strategies needed to make the bid successful

FOR FURTHER INFORMATION CONTACT:

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HOST IT AT HOME

'HOSTING AT HOME' BENEFITS ASSOCIATIONS AND ORGANISATIONS IN MANY WAYS:

- International networking opportunities
- Increased international profile
- Opportunity to grow New Zealand membership
- Increased educational opportunities for members
- Financial contribution from surplus funds generated by the conference
- Enhanced international reputation for the organisation

WHO SHOULD BID?

- Any New Zealand organisation affiliated to an international body
- Any organisation with strong Australasian linkages
- Any organisation wishing to establish itself as a credible international player
- Any organisation wishing to grow its membership and reputation within New Zealand

CAP CRITERIA

- The conference should have at least 200 international delegates and/or accompanying persons
- The New Zealand governing body should have formally approved the intention of the organisation to bid
- Preference will be given to conferences that are scheduled to be held between April and September of each year





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NEW ZEALAND



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