



DELEGATION - SUPPORT REQUEST FORM

Gold Coast City has a long established international profile that commenced with the growth in international tourism in the 1960's. Annually Gold Coast City Council hosts many international delegations representing prospective benefits to our eight key industries and the whole city.

In order for Gold Coast City Council to give your clients the best service and business opportunities possible, we will require four weeks notice prior to the intended arrival of your group.

Could you please respond to the questions below including as much detailed information as possible. If you require any further assistance in filling this out please do not hesitate to contact Ms Mindy Adamson, International Relations Officer on telephone +61 7 5581 7525 or email: madamson@goldcoast.qld.gov.au

Name of Person requesting Support: _____

Contact Telephone: _____

Email: _____

(A) CONTACT INFORMATION

Name Of Company/ Organisation: _____
Country/ Address Of Company: _____ _____ _____
Website: _____

(B) DELEGATION INFORMATION

Numbers In Delegation: _____												
Expected Arrival Date: _____ Expected Length Of Meeting: _____ Expected Length Of Stay On The Gold Coast: _____												
COMPANY ACTIVITY (IF APPLICABLE): <input type="checkbox"/> Manufacturer <input type="checkbox"/> Service Company <input type="checkbox"/> Exclusive Distributor <input type="checkbox"/> Franchisor <input type="checkbox"/> Export Management Company <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Government Organisation												
NAME AND POSITION OF EACH MEMBER IN DELEGATION (HIGHEST TO LOWEST): Please attach a full list of members, example below:												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">NAME</th> <th style="text-align: left;">POSITION</th> <th style="text-align: left;">ORGANISATION</th> </tr> </thead> <tbody> <tr> <td>Joe Smith</td> <td>Director</td> <td>Smith Organisation</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NAME	POSITION	ORGANISATION	Joe Smith	Director	Smith Organisation						
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Joe Smith	Director	Smith Organisation										

Please provide a summary of your organisational structure (i.e. Community Services or Economic Development Branch).

Please provide an overview of your organisations main focus/strategy and industry opportunities:

Has your delegation ever been to Gold Coast City before?

Yes No If so what year?

Please describe the purpose of your visit to Australia:

(C) BUSINESS OBJECTIVES

PLEASE TICK THE TYPE OF SUPPORT/ SERVICE YOU ARE REQUESTING FROM COUNCIL:

- Cultural Visit (Meet & Greet)
- Basic Information Session/ Study Tour
- Paid Short Course / Study Session (external supplier)
- Economic Development Focus
- Seeking Joint Venture Partner or Licensee
- Seeking Trade/ Export Opportunities
- Other (Please Specify)

What objectives you hope to achieve during your visit?

Please describe any special features of your company's operations; interests, or objectives in the target market that can help us identify potential business partners.

Are there any specific companies, or types of companies you would like us to contact?

No Yes If so please specify

Please indicate if you require any of the following:

- Translating Services
- Special Dietary Needs
- Prayer Time (during a full-day session)

Please return information sheet to Fax: (07) 5581 7838 Attention: International Relations, Gold Coast City Council or E-mail: madamson@goldcoast.qld.gov.au

Upon receipt of the form, Council will assess the request and a Council officer will be in contact for further action. Due to the large number of delegations hosted by Council, requests need to reach Council at least one month prior to the proposed date of the visit.