



Office of the Mayor

International Inbound Delegation Visit Request Form

As outlined in the *International Relations Policy*, all inbound delegation visit requests must complete the following *International Inbound Delegation Request Form* and submit to the Office of the Mayor for review and further instruction.

Should you have any questions, please contact the Mayor's International Relations Officer on +61 7 5581 7525.

Contact details of person completing this form

Date			
Name			
Organisation			
Email		Phone no.	

Please provide the following information:

(1) A brief background of the visiting delegates' organisation

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(2) For what purpose is your visit to the City of Gold Coast?

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(3) Please list any topics of discussion for the meeting. Are there any outcomes you wish to achieve?

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International delegates' information:

Proposed date of visit	
Name of organisation visiting	
Website of organisation	
Overview of your city	
Number of delegates	
Name of delegation leader	
Has your delegation been to the Gold Coast before	

Please list other cities the delegation will be visiting and attach an itinerary	
Where will the delegation be staying (hotel name)	
List the name, position and organisation of each member in the delegation e.g. Joe Smith, Director, Smith Organisation (please attach a full list of names if possible)	

Business objectives:

Please indicate which area of Council you are interested in learning about:

<input type="checkbox"/> Tourism infrastructure	<input type="checkbox"/> Investment opportunities	<input type="checkbox"/> Water
<input type="checkbox"/> Education	<input type="checkbox"/> Disaster management	<input type="checkbox"/> Health
<input type="checkbox"/> Culture	<input type="checkbox"/> Parks and recreation	<input type="checkbox"/> Lifeguard education
<input type="checkbox"/> Planning and development	<input type="checkbox"/> Transport	<input type="checkbox"/> Waste management
<input type="checkbox"/> Other <i>(please specify)</i>		

Please outline what the delegation would like to learn during their visit

Please outline any potential opportunities in relation to your visit purpose that may be of interest to the Gold Coast? (i.e. upcoming projects, tenders, research, exchange programs)

Other requirements

Please indicate if you require any of the additional services (please note costs may be associated)

<input type="checkbox"/> Pre-arranged business matching	<input type="checkbox"/> Translating services
<input type="checkbox"/> Special dietary requirements	<input type="checkbox"/> Prayer time
<input type="checkbox"/> Other <i>(please specify)</i> :	

Please return your completed form to the Office of the Mayor:
Fax +61 7 5581 6054 Email mayoralir@goldcoast.qld.gov.au
Upon receipt of the form, we will assess the request and a City officer will be in contact for further action.
Due to the large number of delegations hosted by the City, requests need to reach us at least four (4) weeks prior to the proposed date of visit.