



Office of the Mayor

Inbound Delegation Visit Request Form

As outlined in the *International Relations Policy*, all inbound delegation visit requests must complete the following *Inbound Delegation Visit Request Form* and submit to the Office of the Mayor for review and further instruction. Due to the large number of delegations hosted by the City, requests need to reach our office at least **four (4) weeks** prior to the proposed date of visit.

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

Contact details of person completing this form			
Application date			
Contact name		Organisation	
Email		Phone number	

Please provide the following information			
Proposed date and time of visit			
Organisation		Website	
Please provide a brief background of the visiting delegates' organisation or governing body			
What is the purpose of your visit to the Gold Coast?			
Please provide an overview of your city			

Delegation details			
Name of delegation leader <i>Please attach a biography or CV of the delegation leader</i>			Number of delegates
Will the delegation leader be the spokesperson for the group?			
Delegation list - Please list in order of highest ranking official and include the name, title and organisation of each member in the delegation (e.g. Mr Joe Smith, Director, Smith Company)			
Title	First Name	Last Name	Position & Organisation

Name of interpreter accompanying the delegation	
Please list other cities the delegation will be visiting and attach an itinerary	
Where will the delegation be staying (hotel name)?	
Please indicate who the contact person will be when the delegation is on the Gold Coast:	
Name	Phone number

Business objectives

Please indicate which area of Council you are interested in learning about www.cityofgoldcoast.com.au

<input type="checkbox"/> Arts and culture	<input type="checkbox"/> Tourism marketing	<input type="checkbox"/> Environmental protection
<input type="checkbox"/> City planning/urban design	<input type="checkbox"/> Traffic and transport	<input type="checkbox"/> Lifeguard services
<input type="checkbox"/> Education	<input type="checkbox"/> Water and sewage	<input type="checkbox"/> Sport training facilities
<input type="checkbox"/> Healthy communities	<input type="checkbox"/> City events	<input type="checkbox"/> Trade and investment
<input type="checkbox"/> Parks management	<input type="checkbox"/> Disaster management	<input type="checkbox"/> Waste and recycling
<input type="checkbox"/> Tourism (infrastructure / visitor servicing)		<input type="checkbox"/> Other <i>(please specify)</i>

Based on your selection above, please outline specifically what the delegation would like to learn

--

Please list below any other topics of discussion for the meeting. Are there any outcomes you wish to achieve?

--

Other requirements

Please indicate if you require any of the following 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"/> Accessibility requirements <i>(please specify)</i> :	
<input type="checkbox"/> Other <i>(please specify)</i> :	

Please return your completed form to the Office of the Mayor via email mayoralir@goldcoast.qld.gov.au.

Upon receipt of the form, the International Relations office will assess the request and a City officer will be in contact for further action.