



8 – 11 November 2011  
Twin Towns Clubs & Resorts  
Tweed Heads NSW

*20 / 20 Vision for the Coast –  
lessons learnt and  
looking toward future improvement*

## 2012 Conference Host Nomination Form

Nominations are now being called for the hosting of the 21st NSW Coastal Conference. Nominating Councils must make their nominations on this form and return to the Conference Managers.

Closing time and date for nominations is **5pm Friday 14 October 2011**.

A ballot will be conducted (if required) at the 2011 Annual Conference to determine the Host Council for the 2012 conference.

Nominating Councils will be required to make a **5 minute** presentation at the 2011 Conference which is taking place in Tweed Heads NSW from the 8<sup>th</sup> – 11<sup>th</sup> November 2011.

Councils that do not submit the Host Nomination Form by the deadline date will NOT be permitted to present at the conference.

### Criteria

When making a nomination you MUST consider the following criteria:

1. Accommodation: At least 200 rooms with private facilities. These may be a mixture of motel, hotel and self contained accommodation.
2. Auditorium – Must hold 300 people (theatre-style) and have disabled access; raised stage large enough to hold a table of 12 & rostrum; air conditioning; adequate lighting; public access & audiovisual equipment. Plus a minimum of three breakout rooms which are able to seat approximately 50 to 60 people each.
3. Conference Support facilities – Appropriate catering area; suitable trade display area and work office for Conference Secretariat.
4. Dinner – Suitable venue to host conference dinner for 300 attendees; must have disabled access.
5. Program – key staff available to form a scientific committee to review abstracts, develop quality program and appropriate field trips.

### Nominating Council

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Council Name

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Council Contact Person

Email address

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Postal Address

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T:  
Telephone

F:  
Fax

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Signature of nominating Council's Mayor or General Manager

### Nominations Close: Friday 14<sup>th</sup> October 2011, 5.00pm.

Please forward Nominations along with any supporting documentation to:  
NSW Coastal Conference Managers  
East Coast Conferences - PO Box 848, COFFS HARBOUR NSW 2450  
Email: [amy@eastcoastconferences.com.au](mailto:amy@eastcoastconferences.com.au)

#### Need Further Information or Advice?

For further information or a copy of the complete Conference Guidelines please contact the Conference Managers on 02 6650 9800.