Regional Business Events Program - Regional Application Form

* indicates a required field

1. Name of business event *

2. Contracting organisation *

3. Contracting organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

4. Who is financially underwriting the event (if different from contracting organisation)?

5. I confirm that this event is not confirmed for regional Victoria (via signed venue contract) or advertised as taking place in regional Victoria *

○ Yes

Business events must not be confirmed, contracted or advertised for regional Victoria

6. Do you confirm that the contracting organisation (and underwriter, if different from the contract organisation) is not insolvent and is in good financial standing to enter into an agreement with Melbourne Convention Bureau? *

○ Yes   ○ No

7. Please provide an overview of the contracting organisation and/or event owner (eg. purpose, membership, location, governance, etc.) *

8. Has the contracting organisation managed this event before? *
○ Yes   ○ No

9. What experience and capacity does the organisation have in running similar types of events? *

10. Event description - please provide detailed information on the purpose of your business event, including overview, objectives, and delegate profile. *

11. Organisation website

Must be a URL.

12. Will this event be a hybrid event (eg. includes a virtual component)? *
○ Yes   ○ No

13. Which industry sector is the event most closely associated with? *

14. Does your event align with any of the below Victorian Government sector priorities?
☐ Construction technologies   ☐ Medical research
☐ Creative industries   ☐ Space technologies
☐ Defence technologies   ☐ Professional services
☐ Digital technologies   ☐ Retail, transport distribution and logistics and postal
☐ Food and fibre   ☐ Visitor economy
☐ International education   ☐ Victoria's racing industry
Select all that apply

15. Event start date (can be approximate) *

Must be a date and no earlier than 1/6/2025.

16. Event end date (can be approximate) *

Must be a date and no later than 31/3/2026.

17. Meeting frequency (one-off, annual, biennial, etc.) *

18. Has this event been held in Victoria before? *
○ Yes ○ No

19. Which regional destinations are you considering for your event? Please select no more than two. *
☐ Daylesford and Macedon Ranges
☐ Gippsland
☐ Goldfields - Ballarat and Bendigo
☐ Grampians
☐ Great Ocean Road
☐ Greater Geelong and the Bellarine
☐ Mornington Peninsula
☐ Phillip Island
☐ The Murray
☐ Victoria's High Country
☐ Yarra Valley and Dandenong Ranges
No more than 2 choices may be selected.

20. Which cities/towns in your selected region(s) are you considering? *

21. Are you considering any other destinations outside of Victoria for your event? *
○ Yes ○ No

22. If yes, which one(s)?

23. Anticipated total number of delegates (not including virtual attendees) *

24. Percentage of delegates who reside outside Victoria (not including virtual delegates).

Must be a number.

25. Percentage of delegates who reside in metropolitan Melbourne (not including virtual delegates).

Must be a number.

26. Percentage of delegates who reside in Regional Victoria (not including virtual delegates).

Must be a number.

27. Percentage of international delegates who are international (not including virtual delegates)

Must be a number.

28. Total percentage

This number/amount is calculated.
Must equal 100.

29. What number of delegates will require the use of local accommodation? *

30. What venues are you considering for the main conference program, and have you obtained proposals yet? *

31. What hotels or other types of accommodation are you considering? *

32. What social event venues and/or team building activities are you considering (if applicable)? *

33. Please advise approximate event expenditure budget. *

34. Please upload an indicative event budget including proposed income (including this grant application) and expenditure. *
Attach a file:

35. Cost for entry or delegate registration (advise all options if there are multiple tiers) *

36. When will registrations open (if applicable)?

Must be a date.

37. How is this event promoted to prospective delegates? Please choose as many as applicable. *

☐   Compulsory meeting attendance
☐   Association recruitment
☐   Marketed via business sector channels
☐ Other:

[   ]

38. What is the number of exhibitors expected (if applicable)?

[   ]

39. Overview of event program (please advise basic details including social events or attach program as a separate document in question 39) *

[   ]

Can upload a past year event program if available

40. As per question 39 please upload event program
Attach a file:

[   ]

41. Describe any event activities that will provide additional benefits to the State of Victoria (e.g. pre or post- touring, satellite meetings, technical tours, other event opportunities etc.) *

[   ]

42. Have you developed an event business plan and/or marketing plan? *
○   Yes   ○   No

43. If you answered yes to question 41, please upload your event business plan and/or marketing plan here.
Attach a file:

[   ]

44. Are you receiving or applying for any other event grants to support this event, including government or regional council grants? If yes, which one(s)? *

[   ]

45. Have you received a National Buisness Events Program grant previously (for an event in Regional Victoria or Melbourne)?

[   ]

46. Are any State Government departments involved with your event? If yes, please provide details.

[   ]

47. How did you hear about this support offer? *

48. If your application for this grant is successful, what will the funding be spent on? *

49. Do you have any interests to declare which could reasonably raise an expectation of a conflict of interest or material interference with this application? • Conflicts of interest can be actual, potential, or perceived, and should be declared to ensure that any risks are managed. Detailed guidance can be found on the Victorian Public Sector Commission website in its Conflict of Interest Policy Framework – www.vpsc.vic.gov.au and in its eLearning guide on Conflicts of Interest. *

○ Yes   ○ No

50. If you answered 'yes' question 49, please detail the actual, potential, or perceived conflict of interest below.

Event History

If the event has been held previously, please complete the following fields for the most recent 3 meetings (minimum).

Year held	Destination	Delegate numbers
		Must be a number.

Signatory Details

If your application is approved, you will be issued a contract for signature via Docusign. Please provide the following details for the contract signatory and witness who are authorised to sign the agreement on behalf of the contracting organisation. The contracting organisation must have the legal capacity to enter into an agreement with Melbourne Convention Bureau in accordance with Australian law. The signatory MUST be the same as per the venue contract. A third party can sign on behalf of an event organiser if they are also signing the venue contract (for example, a Professional Conference Organiser).

Signatory Name *

First Name   Last Name

Signatory Position *

Signatory Email *

Must be an email address.

Signatory Phone Number *

Must be an Australian phone number.

Contract Witness Name *

First Name

Last Name

Witness Position *

Witness Email *

Must be an email address.

Acknowledgement

I acknowledge that I have read, and understand the Regional Business Events Program Guidelines prior to submission. *

○ Yes