



GCCEC Linkage Grant Program

\$5,000 Professional Development Award

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Application Guidelines

The Gold Coast Convention and Exhibition Centre (GCCEC) has initiated the Linkage Grant Program to assist in the professional and personal development of individuals by funding their attendance at an international conference in their chosen field of endeavour. The grant covers travel, accommodation and registration expenses to the maximum value of the award.

Such an opportunity allows the individual to travel, broaden their knowledge and experience whilst creating links with international colleagues within their profession. This is not only of personal benefit, but professionally for the recipient, their university or association and the wider Gold Coast Community.

To be eligible to win a GCCEC Linkage Grant simply research an international conference that has the potential to be held at the GCCEC and follow the application guidelines and criteria provided.

Applications close Friday 3 May 2019

Contact the GCCEC Linkage Grant Team

Samantha Hills

International Business Development Manager

Gold Coast Convention and Exhibition Centre

PO Box 1407, Broadbeach QLD 4218

Ph: 07 5504 4043

Email: shills@gccec.com.au

Part B

Application Questions

Prior to addressing the application questions, please ensure you have provided an application form to the GCCEC and received pre-approval that your chosen conference is suitable for entry.

1. Tell us about yourself, your education, current role and any research you are currently undertaking. (Maximum 300 words)

- Professional associations you are a member of
- Number of years in your chosen field/profession

2. Tell us about your association (local/national). What is your role with them, and any key achievements or highlights to date. (Maximum 250 words)

- Provide information on the professional association that is affiliated to the international organisation responsible for running the conference you plan to attend.

3. Research the international affiliate organisation and its meeting history. Include the associations international headquarters, meeting history delegate numbers and bid criteria referring to how destinations are chosen to host the conference.

(Maximum 500 words)

- Using this information as a base, develop a case for influencing the association to hold the conference on the Gold Coast.

4. Detail how you would use the \$5,000 grant if awarded and how you and your association would benefit. (Maximum 200 words)

- The funding is to be used to attend an international conference for your professional development and to explore the possibilities of an Australian organisation bidding for the conference to be held on the Gold Coast.

5. Have you received approval to apply for a Linkage Grant?

- Please include contact details for two professional references, including your line manager (where applicable) to attest to your connections and suitability for the program.

6. Interview.

- Shortlisted applicants will be required to discuss the application with the judging panel in a 20 minute interview.

Frequently Asked Questions

Who is eligible to apply for the professional development grants in the GCCEC Linkage Grant Program?

Professional and academic staff in Queensland and the Northern Rivers are eligible to apply for the professional development grants, provided their application meets the selection criteria.

Why does the Gold Coast Conference and Exhibition Centre (GCCEC) provide these grants?

The GCCEC identifies the importance of personal and professional development and through the provision of these grants provides individuals the opportunity to link with an international conference within their chosen field of endeavour. The program also provides the Centre with an opportunity to identify international conferences that have the potential to be held in Australia and on the Gold Coast in the future.

What are the key dates and deadlines of the program?

Entries are open on 4 February 2019, and submissions are required by 3 May 2019.

When are the winners announced?

Shortlisted applicants and grant recipients will be personally notified in May 2019.

How do I apply for a grant?

Applicants must complete Part A: GCCEC Linkage Grant Application Form and submit to the Centre for pre-approval against the selection criteria. Once the conference is approved Part B Application Questions must be addressed and a written submission completed and provided to the GCCEC prior to the deadline of 3 May 2019.

Application forms and written submissions must be received by the GCCEC via email – linkage@gccec.com.au or via post PO Box 1407, Broadbeach QLD 4218.

Do I need to participate in the bid process for the conference I am applying for through the GCCEC Linkage Grant Program?

Yes, a requirement of the grant is that the recipient be an active part of the bid process. This can encompass being a chairperson, co-chairperson or a member of the local bidding committee. The GCCEC will work with you to bid for the conference to be held on the Gold Coast in the future.

Do I need to spend the grant monies immediately?

The funds are available to be spent immediately or within 18 months of being awarded.

What does the grant cover?

The grant of \$5,000 can be used to cover costs associated with attendance, including but not limited to; flights, accommodation, memberships fees or conference registration pertaining to the nominated conference. Additional costs over and above the grant value will be at the applicants own expense. Incurred expenses will be reimbursed on return upon producing receipts.

I don't want to apply for a grant, but I am interested in bidding for a conference to come to the Gold Coast. What assistance does the GCCEC provide?

The GCCEC has the ability to provide administrative support to those organisations that wish to bid for a national or international conference to be held at the Gold Coast Convention and Exhibition Centre.

Conditions of Entry

In recognition of the time and commitment required we ask that you seek approval from your line manager (if applicable) prior to submitting an application.

The decision of the judging panel is final and no correspondence will be entered into. Applicants may request feedback on their performance after the winners have been announced. The winners will be required to produce receipts or proof of purchase for expenditure items to be covered whilst attending their nominated conference.

Recipients are required to agree to be included in future collateral and publicity for promotion of the GCCEC Linkage Grant Program.

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Application Form

Part A: GCCEC Linkage Grant Application Form

To ensure your conference meets the selection criteria of the grant program, please fill in this form and send to the Gold Coast Conference and Exhibition Centre (GCCEC) for pre-approval. Once your event is approved, you may address the application questions outlined in Part B.

Part 1: Applicant details

Applicant Name: _____
Title/Position: _____
Employer: _____
Address: _____
Contact Number: _____
Email Address: _____

Part 2: Overview of proposed conference

Conference Name: _____
Event Dates: _____
Venue: _____
Destination / Host Country: _____
Conference Organiser: _____
Conference website: _____
Alternate Conference/Second Preference: _____

Please return your completed form to:

Attn: [Samantha Hills](#) - International Business Development Manager
Gold Coast Convention and Exhibition Centre
PO Box 1407, Broadbeach QLD 4218
Ph: 07 5504 4043
Email: shills@gccec.com.au

Terms and Conditions:

Eligibility of selected conferences must be approved by the Gold Coast Conference and Exhibition Centre. Applicants must be over 18 years of age, and upon approval of Part A: GCCEC Linkage Grant Program Application Form, prepare a written submission addressing the application questions in Part B prior to the closing date. Shortlisted applicants will be required to attend an interview thereafter.

Successful applicants will receive a GCCEC Linkage Grant in part or to the maximum value of \$5,000 to be used to attend the approved international conference of their choice. This may cover costs associated with flights, accommodation, membership fees or conference registration, to the value of the awarded grant only. Additional costs over and above the grant value will be at the applicants own expense. Incurred expenses will be reimbursed on return upon producing receipts.