**CONFERENCE/Event REQUEST** **FORm**

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| --- | --- |
| **Sponsorship details** | |
| Name of conference/event |  |
| Contact details | Name of applicant, position, role in event, primary phone number and email |
| Start and end date of conference /event |  |
| Conference/event location |  |
| Expected number of attendees |  |
| Target audience | (e.g., general public, geologists, planners, engineers etc) |
| Amount requested (excl. GST) |  |
|  |  |
| **Brief description and purpose of the event** | |
| Also include here relevant background information (eg. if this event has previously been sponsored by Natural Hazards Commission Toka Tū Ake, when and how much). | |
| Click or tap here to enter text. | |
| **Strategic alignment with Natural Hazards Commission Toka Tū Ake** | |
| Describe how this sponsorship aligns with the Natural Hazards Commission Toka Tū Ake’s strategic priorities. | |
| Click or tap here to enter text. | |
| **Benefit to New Zealand** | |
|  | |
| Click or tap here to enter text. | |
| **Sponsorship package details** | |
| Describe the benefits to the Natural Hazards Commission Toka Tū Ake (e.g., logo placement at conference and on conference merchandise/ website/proceedings/, booth space, speaking opportunities, etc). | |
| Click or tap here to enter text. | |
| **How will the sponsorship fee be used?** | |
| Provide a budget breakdown of what the funding will be spent on (e.g., Conference/event facilities, catering, speaker travel costs, printing, etc.) | |
| Click or tap here to enter text. | |
| **How will the conference/event be promoted?** | |
| Refer here to a conference or event website, advertising, social media, professional networks, working with your sponsors etc. | |
| Click or tap here to enter text. | |
| **Other sponsors (if any)** | |
| Name any other confirmed sponsors and what their contribution (in time, money or other means) will be. | |

Click or tap here to enter text.