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

*Please complete and return this form to* [*research@naturalhazards.govt.nz*](mailto:research@naturalhazards.govt.nz)

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| **Sponsorship details** | |
| Name of conference/event |  |
| Name of Sponsorship Recipient | *Name of organization requesting sponsorship* |
| 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** | |
| Please describe the event here. Also include relevant background information (e.g. if this event has previously been sponsored by Natural Hazards Commission Toka Tū Ake, when and how much). | |
|  | |
| **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 (see e.g. <https://www.naturalhazards.govt.nz/our-publications/statement-of-intent-2024-28/>) | |
|  | |
| **Benefit to New Zealand** | |
| Please describe the benefit to New Zealand of your event. | |
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| **Sponsorship package details** | |
| Describe the direct benefits to the Natural Hazards Commission Toka Tū Ake of this sponsorship (e.g., logo placement at conference and on conference merchandise/ website/proceedings/, booth space, speaking opportunities, attendance etc). | |
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| **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.) | |
|  | |
| **How will the conference/event be promoted?** | |
| Please describe how the conference will be promoted. Refer here to a conference or event website, advertising, social media, professional networks, working with your sponsors etc. | |
|  | |
| **Other sponsors (if any)** | |
| Name any other confirmed sponsors and what their contribution (in time, money or other means) will be. | |

This section not to be completed until the request has been received and approved by Toka Tū Ake.

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| **The Natural Hazards Commission Toka Tū Ake agree to the sponsorship of <Recipient> as outlined in this document.**  **Signed by and on behalf of:** | | |
| **RECIPIENT NAME**  **(the Recipient)** |  | **The Natural Hazards Commission**  **(The NHC Toka Tū Ake)** |
| **(Authorised Signatory)**  **Name:**  **Position:**  **Date:** |  | **(Authorised Signatory)**  **Name:**  **Position:**  **Date:** |