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

*Please complete and return this form to* *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) |  |
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| **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). |
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| **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/>) |
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| **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.)  |
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| **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.  |
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| **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:**  |