# Commonwealth Local Government Conference 2019

# Application to host conference

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| Proposed host organisation/city/ministry/ partnership inc contact person and contact details Proposed location (town/city) |  |
| 1. The host organisation is expected to contribute the venue. Please indicate the venue you propose and how it meets the specifications.   (*please supply supporting evidence*) |  |
| 1. Please demonstrate your capacity to   (i) assist with the conference organisation  (ii) identify local government case studies   (iii) accommodate and provide security/support for senior politicians and high ranking officials. |  |
| 1. Suggestions for conference theme (and how your hosting the conference will be able to highlight this theme) |  |
| 1. Support of the local government association and or the ministry which deals with local government. Please indicate level of support or attach relevant letters/documents. |  |
| 1. (i) range of accommodation within easy travelling distance of the conference venue *please supply supporting evidence*  (ii) transport links including airport. |  |
| 1. Please indicate any partners who would be willing to provide receptions for delegates. |  |
| 1. Please indicate ability to host a gala dinner for delegates. |  |
| 1. Please indicate the type of case studies/innovations that highlight local achievements and any potential study visits for delegates. |  |
| 9. Please give a brief description of the organisations/country’s involvement in international work and any projects where you have worked with CLGF. |  |
| 10. How will holding the conference in your country be of benefit to local government in that country? |  |
| 11. Ability to attract corporate partners/sponsorship  Please indicate why holding the conference in this location would have the potential to attract corporate partners and sponsors. |  |
| 12. Please demonstrate the host partners ability to   (i) meet the financial commitments  (ii) assist in attracting supporting grants, commercial sponsorship or other income for the conference.  Please also indicate why you think this location would be attractive to potential sponsors |  |
| 13. Visa requirements  *Please indicate any visa restrictions and requirements for delegates from Commonwealth countries visiting your country* |  |
| *Please use additional pages as necessary and append any necessary supporting documentation you feel is relevant.* | |

**Please return completed form to Greg Munro, Secretary-General,**

**Commonwealth Local Government Forum**

**Commonwealth House (Quadrant House),** 55-58 Pall Mall, London SW1Y 5JH

**T: 44 (0) 20 7389 1490**

**For further information or to disucss any element of the bid please contact**

**email: susan.rhodes@clgf.org.uk**