



ASSOCIATION OF AUSTRALIAN  
CONVENTION BUREAUX INC.

THE ASSOCIATION BEHIND THE  
BUREAUX WHO MARKET AUSTRALIA  
FOR BUSINESS EVENTS

## 2009 AACB STAFF SCHOLARSHIP

### CALL FOR SUBMISSIONS

The AACB is proud to invite your participation and submission for the  
**2009 AACB Staff Scholarship**

The AACB is committed to the recognition and encouragement of excellence. Within this context, it offers staff of full member Bureaux an opportunity through the Annual Staff Scholarship to demonstrate their professional commitment, their delivery of high quality service and their dedication to the industry.

The scholarship is designed to encourage and promote career development.  
It is open to staff from every department of the Bureaux

Proudly co-sponsored by



# NOMINATION GUIDELINES

The application process comprises five (5) levels as follows:-

1. The applicant must be nominated by the Bureau's CEO (see page 4)
2. The CEO must submit a letter of recommendation (see item 1, page 2)
3. The applicant must complete a *project proposal* as per the guidelines provided in this document (see item 2, page 2)
4. The applicant must complete the nomination form (see page 4)
5. The fifth process will be an interview with the applicant by the judging panel at a date to be advised

## 1. BUREAU CEO'S NOMINATION

In addition to completing the nomination form, CEO's should provide:-

- 1.1 **A letter** comprising of two or three paragraphs (one page maximum), presenting a case as to why this particular staff member should receive the scholarship. For example;
  - The value of the staff member to the bureaux and the business of BE, or
  - How the obvious talent of the staff member would be enhanced by the Scholarship.

**Note:** *CEO's are encouraged to nominate more than one staff member, and to consider encouraging applications from every division of their organisation (please see page 3 for 'Conditions & Scholarship Details), including staff that could be transferred from leisure divisions to the business events unit of bureaux.*
- 1.2 **An authenticated CV of the staff member** you are recommending (simply copy, add a note that it is authentic, sign and date, then add it to the submission)

## 2. APPLICANTS PROJECT PROPOSAL

- 2.1 **Application Form**  
Applicants need to discuss their submission with their CEO and complete the application on page 4
- 2.2 **Role Description**  
Briefly describe your role *using bullet points* incorporating:
  - The nature of your role.
  - Specific skills you bring to your work, e.g. professional and job qualifications. You are welcome to provide explanatory notes (60 words maximum), but this is not mandatory.

**Note:** You will be able to expand on this when the judging panel contacts you to discuss your application in more detail.
- 2.3 **Project Proposal**  
We invite you to nominate a project\* that will;
  - a) Support your career development and
  - b) Bring benefit to your bureau

\* The project needs to be an industry event, academic course, research project or something similar, i.e. focused on Business Events. It can be attendance (but not confined to) at a Business Events education event, or a university type Business Events course, in Australia or offshore – but relevant to your role or bureau ambitions.

Please address your response in order of the following:-

- 2.3.1 Briefly describe the project, your aims and objectives, and how *you and your bureau* will benefit (300 words maximum). Note: Clarity is key here
- 2.3.2 Describe in bullet points;
- When you propose to undertake the project, for example the dates of the event, and,
  - Where is it available, for example in the USA at the annual DMAI Conference
- 2.3.2 Describe your budget required to enable you to complete this project\*. For example, incorporate in spread-sheet format or similar;
- Transport (*not the Qantas FOC portion*\*)
  - Accommodation costs,
  - The Course cost/s and/or Event Registration Fees, and
  - Other costs

**Important note:** The scholarship provides a maximum of AU\$5,000 cash plus the FOC Qantas air portion. If your cash budget exceeds AU\$5,000, you and/or your bureau agree (by making this application) to cover the balance

*\* Please note; the Qantas sponsorship includes Free of Charge travel in economy class on return flights from your closest Qantas domestic home port to the Qantas international Qantas Port of your choice, the destination being in accordance with the project or event your submission is based on.*

*This flight must be operated by Qantas aircraft, and does not include code-share or alliance partner flights.*

*This travel element, being free of charge to you, does not have to be included in the above budget.*

*Please include in your budget if you need to travel by flight, train, taxis or buses that you may need to pay from the \$5000 provided.*

## CONDITIONS & SCHOLARSHIP DETAILS

**DEADLINE: Close of Business Sydney time, Monday 03 August 2009**

*(No extensions are possible – Time is required to judge the applications fairly, and in time to announce a winner at the Staff Conference on Sept 5, 2009 in Cairns)*

- Those eligible to be nominated are sales, marketing, operations or administration staff currently employed in any department and who have been employed for a minimum of three (3) months as at **Monday 01 June 2009**, at **mid-managerial level or below**, by an AACB full member
- The staff member must be at a level of middle-management, or below. If in doubt, please contact Mike Cannon at AACB on 02.9326 9133 for a ruling
- Applicants must be employees of an AACB full member
- Applicants agree by submitting an application that as part of the process they will be interviewed by the Judging Panel by telephone at a date to be determined. Note: *All* interviews will be by phone.
- Submissions will be judged by AACB's Executive or nominee, and a representative from the sponsors, or their nominees
- The successful scholarship winner will be required to give a presentation at the 2010 AACB Staff Conference.
- Applicants accept that if they win the Scholarship they will receive a cash grant of AU\$5,000 plus the Qantas FOC travel as described in item 2.3.2; they will also receive a certificate and an engraved memento.
- AACB reserves the right to decline to award the scholarship if the judging panel shall so recommend

## Form for Applicant to complete

I, \_\_\_\_\_, (position) \_\_\_\_\_  
 at \_\_\_\_\_ (Bureau) hereby submit this  
 application for the 2009 AACB Staff Scholarship. I confirm that I have prepared this submission  
 personally and that I have consulted with \_\_\_\_\_ (CEO)  
 of \_\_\_\_\_ (Bureau) in the  
 development of a Project Proposal included as part of the submission.

I agree to present this submission, which has been prepared in response to criteria set by AACB, to the  
 judging panel. I have read and understand the “Conditions & Scholarship Details” on page 3, and accept  
 that the decision of the judging panel (once announced) will be final and that no negotiations will be  
 entered into.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## Nomination Form for CEO to complete

I, \_\_\_\_\_ (CEO) of \_\_\_\_\_  
 (Bureau) endorse the submission of \_\_\_\_\_ (name of Applicant)  
 for the 2009 AACB Staff Scholarship. I have consulted with \_\_\_\_\_  
 (the Applicant) in developing the Project Proposal and I confirm that it is a relevant initiative which would  
 deliver identifiable benefits to our organisation and to AACB member bureaux.

I also confirm that the applicant has read the “Conditions & Scholarship Details”.

I wish \_\_\_\_\_ (the Applicant) well in this endeavour and it gives  
 me pleasure to sign this endorsement.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date