

NZOIA NATIONAL TRAINING SYMPOSIUM



HOST VENUE – EXPRESSION OF INTEREST



Background

The NZOIA National Training Symposium has been running successfully for the last 5 years and usually attracts between 120 – 150 people. It aims to encourage the continual professional development of our 'on-the-ground' instructors and has a practical focus. The Symposium combines Refresher Workshops to meet instructor revalidation requirements and a smorgasbord of interesting, stimulating and challenging Training Workshops. It is a forum to network, upskill, train and revalidate NZOIA qualifications. People come from far and wide to attend the Symposium, including overseas.

The Symposium is usually held at a suitable date between September and November each year. It starts on a Thursday afternoon and runs through to midday Sunday, concluding with the NZOIA AGM. The Symposium is preceded by the Assessor Training on the Wednesday for new assessors, and the Assessors Conference all day Thursday.

The location of the Symposium usually alternates between the North Island and South Island and is hosted by an outdoor centre or organisation. This helps NZOIA keep the costs down, and keeps the fee low for attendees.

Benefits for hosting

Hosting the Symposium is a great opportunity to show case your centre to others in the industry. Two of your staff will be able to attend the Symposium free of charge, but will be required to assist in the running of the Symposium. We can also provide 50% off for 10 of your staff to attend. Hosting could be a good chance to recruit new staff! It's also a great way to support the outdoor industry and professional development of those working in the sector.

Requirements

Venue

To host the Symposium, your venue needs to be within an hour travel to at least five of the eight NZOIA disciplines: Cave, Canoe, Canyon, Kayak (White Water), Sea Kayak, Alpine, Bush and Rock.

The venue needs to be able to accommodate a minimum of 130 people, preferable onsite, with a combination of dormitory beds and camping options, and ablutions available. Ideally you have catering available for this number, or a commercial kitchen and dining area that can be used. The dining area/hall must be able to seat this number. NZOIA will contribute towards catering and accommodation, to cover costs incurred.

We also require access to two meeting rooms/spaces for training workshops, separate to the main dining area/hall that can fit 20 – 30 people. Ideally these would have access to WIFI, but if you have good cell phone coverage/service this won't be an issue. Preferably your organisation will have vehicles and outdoor equipment available for use.

Support

The host venue is also responsible for planning and running a welcome to officially open the Symposium.

A minimum of two staff/people from your organisation are required to on hand throughout the Symposium, to assist the NZOIA staff with the smooth running of the event. One of these people will take on the Duty Manager role and be in charge of locking up, communications and updating the weather board. It is great if we have extras on hand to chip in if needed. Depending on your location, we will also require assistance with airport pickups and drop offs.

Expression of interest

If your organisation is interested in hosting the Symposium, you need to put in an expression of interest to NZOIA by **31 March**. Please fill in the below form and submit it to the NZOIA Symposium Coordinator:

accounts@nzodia.org.nz

For 2018 Symposium, we will make a decision by September this year. We will arrange a site visit and meeting with the host venue early in 2018. If you have any questions, please contact Sonya Sutherland on 027 5390509 or on the email above.

Thank you for your interest and support!

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Organisation Name			
Contact person			
Phone		Email	
Address of Venue			

Please circle or highlight the dates you are available to host:

	2018 - North Island		2019 - South Island	
	12 – 16 September	17 – 21 October	11 – 15 September	16 – 20 October
	19 – 23 September	24 – 28 October	18 – 22 September	23 – 27 October
	26 – 30 September	31 – 04 November	25 – 29 September	30 – 03 November
	03 – 07 October	07 – 11 November	02 – 06 October	06 – 10 November
	10 – 14 October	14 – 18 November	09 – 13 October	13 – 17 November

Please fill in the following:

	Location	Travel time
Bush		
Rock		
Cave		
Kayak/Canoe		
Sea Kayak		
Canyon		
Alpine		

Accommodation:	Accommodation cost per person:
Number of beds	Style (ie. Bunks 6 per room):
Camping available?	Other accommodation?:

Are you able to provide catering?

Do you have access to vehicles we can use for transporting people to workshops?

If YES – please outline numbers and seating:

Local airport:	Travel time from the airport to venue:
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How many of your staff do you expect to attend the Symposium?

Do you have a minimum of two staff to assist with running the Symposium?

Why do you want to host the Symposium?

Thank you for your interest and support in hosting the NZOIA National Training Symposium!
Please save and email to accounts@nzoia.org.nz to submit.