

Host Venue – Expression of Interest Information and Form

Background

The NZOIA National Training Symposium has been running successfully since 2012 and usually attracts between 100 – 130 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 Professional Development 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 in September or October each year. The Symposium is preceded by the Assessor Training on the Wednesday for new assessors (approx. 10 people), and the Assessors Conference all day Thursday (approx. 50 people). The official Symposium starts on a Thursday afternoon and runs through to midday Sunday, concluding with the NZOIA AGM.

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 up to 8 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

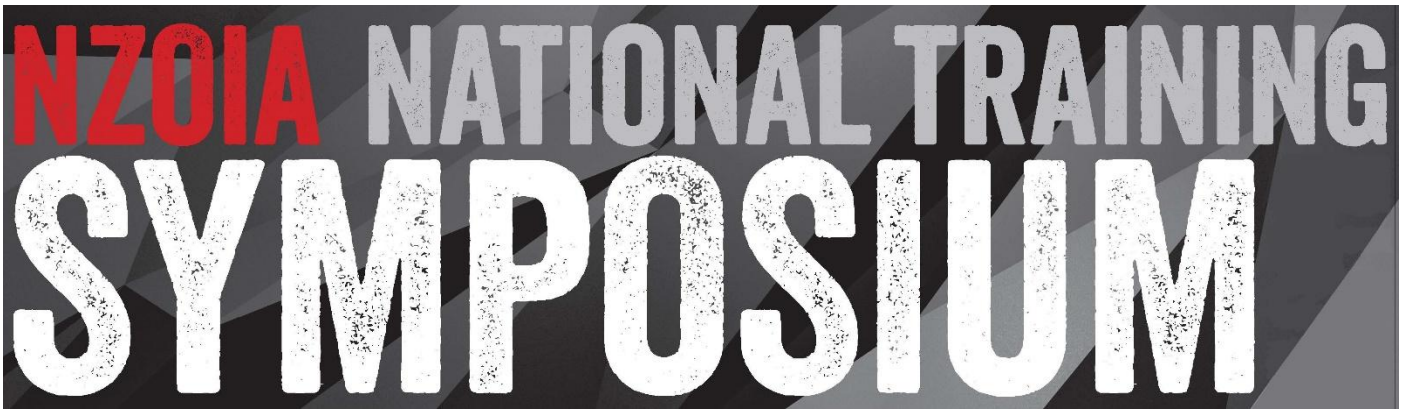
Venue

To host the Symposium, your venue needs to be within 1 ½ hours travel to at least six of the nine NZOIA disciplines:
Cave, Canoe, Canyon, Kayak (White Water), Sea Kayak, Alpine, Bush, Mountain bike and Rock.
The venue needs to be able to accommodate a minimum of 130 people, preferable onsite, with a combination of dormitory beds (ideally 70+ 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-three 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 be 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, the bar 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.

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:

2027 South Is	22 – 26 September	06 – 10 October	**2028 North Is**	20 – 24 September	04 – 08 October
	29 – 03 October	13 – 17 October		27 – 01 October	11 – 15 October

Please fill in the following:

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

Equipment available? *i.e. Kayaks etc.*			
Accommodation:		**Accommodation cost per person:**	
Number of beds		**Style (i.e. 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:**	
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! Please save and email to symposium@nzoia.org.nz to submit.