



ENABLING TRANSFORMATIONAL
INNOVATION

AGMARDT CONFERENCE SUPPORT GUIDELINES

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Conference Support Programme

AGMARDT provides travel assistance for international keynote speakers and experts to come to New Zealand to speak at conferences and forums to enhance stakeholder understanding of issues impacting upon the agribusiness sector. The aim of these visits is to transfer knowledge and international expertise to conference participants to create value to their operations in producing, manufacturing and/or marketing of agri-food and fibre products.

Conference support is provided for international flights and accommodation associated with the conference or forum. **No speaker fees will be paid.**

AGMARDT will consider applications from professional societies and organisations involved in the agricultural, horticultural and forestry sectors intending to organise a conference or forum. There is an expectation by AGMARDT that the keynote speaker will be making a significant contribution at the conference and/or forum, and as such we expect they will be speaking for at least 45 minutes during their allotted session.

All applications will be considered by the Trustees and Management, and where necessary, independently assessed.

Expectations of Grant Recipients

In providing conference support, AGMARDT expects organisers of conferences to undertake the following:

- Acknowledge AGMARDT as a sponsor in all appropriate forums and advertising material, including but not limited to:
- Acknowledgement in all advertising, websites, brochures, posters, flyers, annual report and statement of intent, email promotions, any other marketing collateral produced in relation to the event and in internal and external signage including but not limited to placement of the AGMARDT logo;
- Acknowledgement in all media releases and press packs to the media related to the conference with copies provided to AGMARDT;
- Where appropriate, acknowledge AGMARDT in speeches;
- Incorporate AGMARDT logo in any appropriate PowerPoint presentations at the event;
- Where appropriate, allocate a speaking slot, a maximum of 5 minutes, to an AGMARDT representative to speak and announce AGMARDT's involvement.

The Applicant will allow AGMARDT to:

- Promote the AGMARDT relationship with the conference/forum/award/events on the AGMARDT website;
- Place the AGMARDT logo on the applicant's website and a link to www.agmardt.org.nz;
- Promote the event to key agribusiness media.

Additional recognition opportunities might arise from time to time and will be presented to AGMARDT for consideration and funding approval.

At the end of the conference/forum, the applicant must provide a report to AGMARDT including details of:

- Publicity associated with the speaker (media reports, profile within the sector, other presentations, etc);
- Number of attendees;
- Whether the aims of the presentation / workshop were achieved;
- Whether the expectations of the speaker(s) were met (refer section 4.2 of the application); and
- How was AGMARDT conference support acknowledged ?

AGMARDT's offer for conference support is subject to the applicant accepting the above conditions.

Payment of 60% of the conference grant will be paid on receipt of the initial invoice. The remaining 40% will be made available when the applicant submits a report to the satisfaction of AGMARDT.

AGMARDT reserves the right to amend the payment schedule should certain conditions not be met.

Dissemination/Commercial Sensitivity

As a not-for-profit trust, AGMARDT will make the information arising from its grants publically available.

Unless otherwise agreed to by AGMARDT and the applicant, AGMARDT will provide a summary of the aims of the project on its website, followed by the final report of the project when completed.

Should the project be commercially sensitive, AGMARDT and the applicant will discuss and agree on the information to be made publically available having regard to AGMARDT's policy obligations.

Applications

To apply for a conference grant, applicants are asked to complete an AGMARDT Conference Support Application Form available on the AGMARDT website, along with a copy of the speaker's curriculum vitae.

General

Declined Applications

AGMARDT's policy is not to provide reasons why applications are declined.

Independent Audit

For financial performance and management of the project, the Trustees reserve the right to ask for an independent audit by an auditor of AGMARDT's choosing. The Trustees may, through AGMARDT's advisors, or if required AGMARDT appointed specialists, undertake a review of the work in progress and eventual outcomes.

Grant Withdrawals

A grant may be withdrawn at the sole discretion of the Trustees where:

- Reports and payments account receipts have not been provided or have not been provided in a timely manner;
- No part of the funding has been uplifted within one year of the grant being approved;
- There has been no response to AGMARDT's correspondence on the project;
- No satisfactory progress has been made;
- The Applicant Group goes into liquidation or receivership or ceases to operate; or
- There has been unauthorised variation to the project or budget.

Confidentiality

Advisors' and referees' comments are confidential to AGMARDT.

Intellectual Property

AGMARDT does not normally take ownership and/or management of intellectual property. It does, however, reserve the right to take a financial interest in intellectual property should this be agreeable to both the applicant and AGMARDT.

Change of Key Personnel

Applicants must inform AGMARDT of any change in key personnel working on the project being funded.

Resubmission of Declined Applications

Where an application has been declined, the applicant may resubmit after 12 months providing the project has been modified and or updated.

Late Applications

Project Applications received after close-off dates will be held over for consideration. Applications may be considered throughout the year at the discretion of the General Manager.