



Sponsored Delegate Guidelines

The International *Riversymposium* offers delegates from developing countries the opportunity to gain funding to attend the annual conference and present a paper. With assistance from AusAID and other available funding organisations, delegates are provided with return economy airfares, accommodation, per diems and registration to *Riversymposium*. In order to maintain the integrity of this program we ask that you follow the steps outlined below and when submitting your application you comply with the terms and conditions stated.

As limited funds are available, the application process is competitive and funding decisions will be made on the merit of the application. **Deadlines are critical and must be adhered to otherwise funding may be withdrawn.**

LEVEL OF ASSISTANCE PROVIDED

The following will be paid for on your behalf:

- An **economy return airfare** from your closest airport to Melbourne via the most direct route (dependent on availability and cost)
- Full conference **registration fee**
- **Budget accommodation** in Melbourne for the duration of the *Riversymposium* ONLY (with any additional nights to be paid for at the delegates own expense)
- **Money for expenses** (per diem) will be given upon arrival in Melbourne – this money is intended to cover limited daily expenses during your stay in Melbourne (e.g. local transport, some meals, etc.)
- **Visa application fee** will be reimbursed however it **will be included in the amount of per diem that you receive.**

Delegates must pay for:

- Any costs incurred in the process of applying for and obtaining your visa (includes flights, accommodation, couriers or other such costs which have been incurred in the process of obtaining the visa)
- Ground transport in your country to and from the airport on your departure and return
- Travel and health insurance
- Any additional travel costs (e.g. excess luggage charges, meals, on-route accommodation, personal items, etc.)

PLEASE NOTE: *The expenses covered are clearly stated above and delegates need to strictly adhere to these conditions. Ozaccom Plus Conference Services will arrange ALL airfare and accommodation bookings.*

STEPS TO TAKE

1. **Submit abstract, relevant material and complete funding application form.**
Submission form available via the *Riversymposium* website - www.riversymposium.com
2. **Once you have been advised that your funding application and your paper/s have been approved, please complete the following steps:**

NB: FUNDING IS NOT AUTOMATIC – DO NOT APPLY FOR YOUR VISA UNTIL YOU HAVE BEEN NOTIFIED THAT YOUR FUNDING APPLICATION HAS BEEN APPROVED

3. **Apply for an Australian Business (Short Stay) Visa IMMEDIATELY after receiving your approval for funding notification:** *Australian Business (Short Stay) Visa is for those visiting Australia for business purposes – e.g. official visits, meetings, training, building inspections, or equipment installation. The Visa does not permit the applicant to engage in work that might otherwise be carried out by an Australian citizen or permanent resident.*

YOU MUST provide proof that your visa application has been submitted no later than Friday 3 August 2012. Failure to do so may mean that funding will be withdrawn.

4. Contact the nearest Australian diplomatic office overseas (find it at The World Index on the Department of Immigration & Multicultural & Indigenous Affairs' website (www.immi.gov.au), download Form 456 and send to the relevant office, along with your Official Letter of Invitation from the *Riversymposium*.

OR:

If you are from 1 of 30 countries included in the Electronic Travel Authority (ETA) system, you can apply on-line. See Visiting Australia – ETA at www.immi.gov.au
ETA replaces the visa label or stamp in a passport and removes the need for application forms.

5. We suggest that you have full documentation – your abstract, biography and even current health report available in case this is requested by the embassy staff.
6. Please ensure that you have read and understood all terms and conditions pertaining to the Australian Business (Short Stay) Visa.
7. **Note** - the registration fee paid for on your behalf entitles you to all the elements within a full registration however if you wish to attend optional events such as training programs or extra social functions, these must be at your own expense. Details are available on the website - www.riversymposium.com
8. Advise Ozacom Plus Conference Services as soon as your Visa is granted or denied. **This is critical, as it affects the overall program for the *Riversymposium* in 2012.**
9. **Ozacom Plus Conference Services will confirm all airfare and accommodation bookings with you.**

Please note - more people apply than what can be funded, therefore it is essential that you adhere to the guidelines and don't delay on any issues – otherwise your funding may be withdrawn and given to another.

AUSAID SPONSORED DELEGATES

AusAID supports sponsored delegates from areas where the Australian Government is active in giving specific support to river management issues and where the benefits are in line with the strategic plan for that geographical area. For further information regarding AusAID and the areas where they currently have programmes, please visit their website – www.ausaid.gov.au

TERMS AND CONDITIONS

Funding is only available for applicants presenting an oral presentation at the Riversymposium. Your application for funding will only be considered if ALL required details and documentation have been provided.

1. Information for delegates applying for sponsorship to attend Riversymposium forms part of these terms and conditions.
2. The recipient of the funding will also be presenting a paper, therefore the Terms and Conditions of Speakers also forms part of these terms and conditions.
3. Riversymposium and associated funding organisations' decision is final; no negotiations will be entered into regarding the result of funding.
4. Only one (1) presenter per paper (i.e. the nominated contact) will be funded.
5. Once your application has been approved, the recipient of the funding must confirm in writing that he/she is able to meet the requirement of full conference attendance, by the required date. Failure to do so may result in funding being withdrawn.
6. You are expected to be an active participant throughout the duration of the event and are required to attend all sessions, each day.
7. You are required to attend all social events included in the Riversymposium.
8. The recipient of the funding must submit **a post-conference report** on the outcomes achieved through attendance at the Riversymposium **within 4 weeks of your attendance** and forward it to Ozacom Plus Conference Services.
9. A referee and contact details must be included in your application.
10. If an application is unsuccessful it may be resubmitted the following year.
11. Generally a delegate will not be funded for more than two consecutive years.
12. **A cancellation fee of up to \$400 may apply** if you are unable to attend due to failure on your part to adhere to the guidelines and deadlines outlined above.
13. Ozacom Plus Conference Services will consider requests to changes to flights and routes however you will need to pay the difference between the direct and requested flight
14. Flights will be booked from the country that you are living in at the time of your submitted funding application; if this country changes between submission and acceptance, you will be required to pay any difference between the cost of the flights.

CONTACT DETAILS

If you need any further clarification or have any questions, please do not hesitate to contact Ozaccomm Plus;



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