



**CATE**

Careers and Transition Education  
Association (Aotearoa) Inc.

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## Expression of Interest to host National Conference

1)

Regional Host:	
Date:	
Region Chairman:	
Region Executive Member:	
Conference Chair:	
Venue for Conference:	
Venue Capacity:	
Venue for Welcome Reception:	
Venue Capacity:	
Exhibition Arena:	
Exhibition Arena Capacity:	
Food and Beverage Package:	
Gala Dinner Venue:	
Gala Dinner Capacity:	
Transport:	

2)

Please also supply a statement of intent from your region (up to 250 words) explaining the benefits you expect to gain from hosting the Conference and also the benefits of having the conference in your region.

Along with the guidance in the CATE Procedures Handbook and Conference Handbook please see over for a detailed list of requirements for the successful hosting of Conference.

We look forward to receiving your EOI.

Thank you

CATE National Executive.

## **CONFERENCE REQUIREMENTS**

- full days, Wednesday, Thursday and Friday
  - Pack in Tuesday, Pack out Friday/Saturday
- Approx. 550 delegates
- Plenary room cabaret ovals preferred seating style
- 6 Breakout rooms required, cabaret style preferred, have used theatre style in the past.
  - Plenary room can be used as 1 breakout if necessary. Hold a minimum of 50 pax.
  
- Welcome cocktail reception on the Wednesday night (may be held offsite)
- Gala dinner on Friday night (may be held offsite)
- Wireless internet availability

## **Exhibition**

- Front runner Panels – 2.3m high black Velcro receptive panels
- Electrical - Spotlights 150 watt/power outlets 10amp
- Signage – Company name signs (standard white corflute with black text)
- Furniture – dressed trestle tables with table cloths and chairs per booth
- Approx 40-50 booth spaces requiring a standard size of 3 x 3m or 3 x 2.4m and 8-10 booth spaces requiring a double booth size of 6 x 3m
- Ideal space is 6 basketball/netball courts
- Daily catering also held in this space
- Wireless internet availability required

## **Food and beverage**

- Day Delegate Package including arrival tea and coffee, morning tea, lunch and afternoon tea per day (to be held in the exhibition space)
- Substantial canapés for welcome reception (may be held offsite)
- 3 course plated meal for gala dinner (may be held offsite)

## **Accommodation**

- Approx. 350 accommodation rooms required
- A mix of single, twin and triple share is required
- Can be accommodated in multiple accommodation providers, preferably close to other accommodation and conference venue but not essential

## **Transport**

- Daily return transfer/shuttle service of delegates to conference venue from accommodation providers if relevant

- Coach Transfer of approx. 550 delegates required for welcome reception venue/location if offsite

Coach Transfer of approx. 550 delegates to gala dinner venue/location if offsite