



Association of Australian  
Convention Bureaux

# AACB Staff Scholarship 2017-18

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## CONDITIONS & SCHOLARSHIP DETAILS

*AACB is committed to the recognition and encouragement of excellence. This scholarship is designed to offer middle to senior level bureau staff an opportunity to demonstrate their professional commitment, delivery of high quality service and dedication to the business events industry.*

SUBMISSION DEADLINE: 5pm AEST Friday, 11 August 2017

Submissions are to be sent via email to [annika.hofsink@aacb.org.au](mailto:annika.hofsink@aacb.org.au) as a single PDF file.

- Eligible applicants must:
  - Be employed by an AACB member in a permanent capacity (eg. Full time) for a period of at least 12 months by the submission deadline.
  - Currently hold a middle to senior level management position, within a bureau or business events department. *You may be required to provide evidence of your position if requested.*
- Previous winners of the AACB Staff Scholarship are not eligible.
- CEOs are encouraged to nominate more than one staff member, and to open submissions to any division within their bureau or business events department.
- Submissions may be judged by one or more of the following: an executive of AACB, plus a representative each from the sponsors, or their nominees.
- Applicants agree by submitting an application that as part of the judging process, they may be required for a teleconference interview by the judging panel at a date to be determined. If away on the interview date, the applicant must provide alternative contact arrangements.
- The successful AACB Staff Scholarship 2017/18 winner and two runners-up will be announced at the AACB Annual Conference (Gala Dinner) on Friday, 8 September 2017. The winner will be required to give a presentation on their project at the following AACB Annual Conference in 2018.
- Applicants accept that if they win the Scholarship they will receive:
  - A cash grant of AU\$5,000 +GST, plus
  - Qantas travel as described below.\*
- Applicants accept that if they are one of up to two runners-up, they will each receive:
  - A cash grant of AU\$1,000 +GST (cash only) to be used by your bureau to help you work towards your career goal and/or your proposed project - at a local level.
- AACB reserves the right to decline to award the Scholarship if the judging panel shall so recommend.

*\* Please note that the Qantas sponsorship includes free of charge travel in economy class on return flights from your closest Qantas domestic home port to the Qantas international port of your choice (in accordance with your submission). This flight must be operated by Qantas aircraft, and does not include code-share or alliance partner flights.*



## APPLICATION GUIDELINES

In general, the application process comprises three (3) elements as follows:

1. CEO Nomination
2. Applicant form and resume
3. Project proposal

### 1. CEO NOMINATION

1.1. The Bureau CEO should complete the following nomination form, endorsing the applicant's submission.

1.2. A letter of reference comprising two or three paragraphs, presenting a case as to why this particular staff member should receive the Scholarship. For example:

- The value of the staff member to the bureau.
- How the obvious talent of the staff member would be enhanced by the Scholarship.

### 2. APPLICATION

2.1. Applicants need to discuss their project proposal with their CEO and complete the following Application Form.

2.2. Please supply a PDF or Word copy of your current resume, verified by your manager or CEO. Ensure that it clearly:

- Identifies your career path to your bureau and current position.
- The nature of your role (include time in role/bureau and employment type).
- Specific skills you bring to your work, eg. professional qualifications and experience.

### 3. PROJECT PROPOSAL

We invite you to nominate a project that:

- Supports your career professionalism, and
- Brings benefit to your bureau and AACB bureau members across Australia.

The project needs to be a business events focused research project relevant to your role or bureau ambitions. It could incorporate an industry event, academic course or work placement etc. – in Australia or offshore – and must explore a “collaborative approach” to one of AACB's 3x Strategic Goals or Administration:

- Raising Industry Profile: associations, corporate meetings and incentives, marketing communications, market intelligence.
- Influence: business events industry or bureau advocacy.
- Stakeholder Engagement: professional development, member value, sustainability.
- Administration: governance, finance, human resources.



APPLICATION GUIDELINES *continued*

Please address your response in order of the following:

- 3.1. Briefly describe your project – primarily your aims and objectives – and how you and your bureau will benefit (500 words maximum).
- 3.2. Describe in bullet points:
  - When you propose to undertake the project including a timeline of activities and key targets.
  - Where you will be undertaking various elements of your project – domestically or internationally.
- 3.3. Describe your budget required to complete your project. Please present this in a table or spreadsheet like manner, including for example:
  - Transport (not including the Qantas prize portion)
  - Accommodation
  - Course or registration fees
  - Other incidentals

NB: You and your Bureau CEO agree, by making this submission, to cover the balance should your project exceed the cash prize of AU\$5,000 +GST.



APPLICATION FORM – to be complete by the applicant

I, \_\_\_\_\_ (Applicant), \_\_\_\_\_ (Position),  
at \_\_\_\_\_ (Bureau), hereby submit this application for the  
AACB Staff Scholarship. I confirm that I have prepared this submission personally and that I  
have consulted with \_\_\_\_\_, CEO of \_\_\_\_\_ (Org.)  
in the development of the Project Proposal included within. I have read and understand the  
“Conditions & Scholarship Details” and also accept that the decision of the judging panel  
(once announced) will be final and that no negotiations will be entered into.

\_\_\_\_\_  
Signature Date

NOMINATION FORM – to be complete by the CEO

I, \_\_\_\_\_, CEO of \_\_\_\_\_ (Org.),  
endorse the submission of \_\_\_\_\_ (Applicant), a middle/  
senior level staff member at our bureau, for the AACB Staff Scholarship 2017/18. I have  
consulted with the applicant on their Project Proposal and I confirm that it is a relevant  
initiative which would deliver identifiable benefits to our organisation and AACB member  
bureaux. I also confirm that the applicant has read the “Conditions & Scholarship Details”.

\_\_\_\_\_  
Signature Date

