

## **Guidelines for NZARM Regional Meetings**

**Aim** To assist NZARM members in applying for funding to organise regional seminars, workshops, field days, and training courses.

**Criteria** The following criteria should be considered when submitting an application.

- Event is relevant to NZARM's objectives
- Event has the support of the local Regional Co-ordinator
- Costs are shown to be shared between attendees, NZARM, and other beneficiaries
- Individual application not to exceed \$1,500
- A draft outline of the proposed programme should be submitted, including topic, programme content, potential audience, costs and information dissemination opportunities.
- Article is required for Broadsheet (and possibly website)
- Should comply with CPRM or equivalent (if possible)

### ***Eligible Costs***

- Room or Venue hire
- Reimbursement of costs for Keynote speaker/s
- Proceedings or Workshop summaries
- Coach or Minibus hire
- Printing/stationery costs
- Other relevant costs

### ***Submission of Application***

The application should be submitted to the National Regional Coordinator of the Association.

- The application should be submitted at least 2 months prior to the date of the proposed event
- The application should be an electronic version and hard copy
- The application will be considered for approval by those responsible within NZARM in two weeks

## Application for Regional Meeting Funding

**Meeting Topic:**

**Meeting Date:**

**Venue:**

**Principal Organiser:**

**Target Audience:**

**Estimated Attendance:**

**Project Objectives:**

**Project Plan:**

**Communication Plan:**

**Budget:**

**\$**

**Source of Other Funding**

**Approval by Regional Co-ordinator(s):**

**Treasurer or President Approval**

**Approval by National Coordinator:**

**NZARM's Objectives (as per constitution – clause 5)**

In pursuing the goal of the Association, the objectives of the Association shall be:

- (a) to represent and promote the views and interests of persons who are involved or interested in resource management in New Zealand;
- (b) to promote good practice, competence, and ethics in resource management;
- (c) to promote effective communication and transfer of information between members, other resource management practitioners, and the community, concerning resource management;
- (d) to encourage community awareness of the nature and value of resource management

***National Regional Coordinator details***

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