

BID FROM MELBOURNE AUSTRALIA

World Congress of Colleges and Polytechnics 2018



KEY INFORMATION

HOST CITY

MELBOURNE, AUSTRALIA

PROPOSED VENUE

MELBOURNE CONVENTION AND EXHIBITION CENTRE (MCEC)

PROPOSED DATES

SEPTEMBER 2018

CONTACT DETAILS



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WELCOME



OVERVIEW

Thank you for the opportunity to submit a proposal for the city of Melbourne to be selected as the host city for the World Congress of Colleges and Polytechnics 2018.

The city of Melbourne is ready to welcome your delegates from around the world. Melbourne will deliver on its global reputation for collaboration, with city-wide stakeholders and local and state governments working together to successfully deliver major conventions. This collaboration and support will ensure that the running of your event is simple, efficient and easy.

Melbourne demonstrated this exceptional collaboration with the successful hosting of three of the worlds' largest health-related conferences between December 2013 and July 2014; the 22nd World Diabetes Congress, the World Congress of Cardiology and the 20th International AIDS Conference.

MELBOURNE OFFERS THE FOLLOWING KEY STRENGTHS IN RELATION TO THIS BID:

- > A strong support package of up to AU\$111,200 consisting of both cash and in-kind support
- > The majority of this funding is upfront cash payments payable before the Congress commences
- > Melbourne is Australia's most experienced destination in holding conferences of this size and calibre
- > MCEC is a world class venue with a 5,600 seat Plenary to meet the requirements for the Congress, plus free Wi-Fi and pillar-less exhibition space
- > Strong international air access with a curfew-free airport
- > Major Congress hotels in all star ratings within walking distance
- > Free public transport
- > Most liveable city in the world, six years in a row
- > A W.H.O. accredited 'Safe City'.



MCEC - AUSTRALIA'S LEADING MEETINGS AND CONFERENCE CENTRE

In the heart of the city, with state-of-the-art A/V and meeting facilities.



24/7 INTERNATIONAL AIR ACCESS

Melbourne Airport operates 24 hours a day, seven days a week, and is only a 20 minute drive via freeway from the city centre. The international & domestic terminals are combined.



NATIONAL AIRLINE PARTNERSHIP

Qantas Airways Pty Ltd is fully supportive of the bid from Melbourne to host World Congress of Colleges and Polytechnics 2018. and will offer discounts to delegates.



WORLD'S MOST LIVEABLE CITY

As voted by the (Economist Intelligence Unit) Six years in a row.



AUSTRALASIA'S LEADING MEETINGS AND CONFERENCE DESTINATION

Australasia's leading Meetings and Conference destination in the 2013, 2014 and 2015 World Travel Awards.



MAJOR EVENTS AND SPORTS CAPITAL.

Home of the Formula 1® Australian Grand Prix, Australian Open Tennis Championships, the Spring Racing Carnival featuring the Melbourne Cup, Melbourne Food and Wine Festival, the Melbourne Fashion Festival, and the list goes on.



SUPPORT FROM MELBOURNE CONVENTION BUREAU

MCB is providing guaranteed financial support totalling AU\$24,200. As a full service bureau, MCB will be there every step of the way to ensure that all activities promised are delivered on time.



STATE GOVERNMENT SUPPORT

The State Government of Victoria will provide financial support of up to AU\$80,000 (subject to approval) and looks forward to collaborating on this opportunity to ensure WFCP, Melbourne and Victoria maximise all potential business opportunities.



CITY OF MELBOURNE (COUNCIL) SUPPORT

The City of Melbourne (CoM) is fully supportive of World Congress of Colleges and Polytechnics 2018, and will work with organisers to maximise promotional and revenue opportunities throughout the city centre. City of Melbourne is providing in-kind support valued at AU\$7,000 to support the Congress.



SAFETY AND SECURITY

Melbourne is accredited as an International 'Safe City' by the World Health Organisation. It is one of the world's safest, friendliest and cleanest destinations, with very low air pollution levels.



ACCOMMODATION - ALL WITHIN WALKING DISTANCE OF MCEC

Melbourne has a superb range of accommodation to suit all budgets, tastes and delegates' needs. There are currently 10,891 hotel rooms within the city centre, 17,799 within the city of Melbourne and 29,618 hotel rooms in greater Melbourne.



A CULTURALLY DIVERSE POPULATION

There are over 480,000 Asian language speakers, over 550,000 European language speakers (other than English), and over 230 languages and dialects spoken in Melbourne.



FREE PUBLIC TRANSPORT

Free transport zone in the city centre.



MELBOURNE CONVENTION BUREAU (MCB)



ABOUT MCB

MCB is a business development organisation, with its core function to secure international and national conferences, incentive travel reward programs and other business events for the state of Victoria by working with associations, corporate organisations and event planners from around the world.

MCB is a full service bureau with an unequalled reputation for facilitating the delivery of high quality events. Fastened to its values of integrity, collaboration, innovation, leadership, accountability and excellence, MCB's vision is to make Victoria one of the world's most successful conference destinations.

melbournecb.com.au

BESTCITIES GLOBAL ALLIANCE

MCB is a founding member of the BestCities Global Alliance; a network of 11 international convention bureaux – Berlin, Cape Town, Copenhagen, Dubai, Edinburgh, Houston, Singapore, Vancouver, Chicago, Tokyo and Melbourne – which are committed to a quality, assured convention bureau service charter.

bestcities.net

ASSISTANCE FROM MCB

By choosing Melbourne as the host destination for the World Congress of Colleges and Polytechnics 2018., IHI and BMJ will have access to MCB's expert services.

- > A collaborative partnership
- > A dedicated account manager
- > A dedicated liaison point between the Victorian State Government and industry leaders
- > Access to 260+ of Victoria's leading business events suppliers
- > Accommodation and venue negotiation assistance
- > Referral to an inbound tour operator and/or destination management company
- > Transport assistance
- > Visa advice
- > Promotional and media relations support to drive attendance
- > City yield program assistance (e.g. shopping, restaurant, bar and entertainment discounts)
- > On-site delegate surveying assistance
- > Pre and post touring options



The Congress will be hosted and organised by TAFE Directors Australia, with support from the Victorian TAFE Association. The Congress will be held in conjunction with the TDA Convention, a dynamic and thought provoking annual convention that brings together leaders from Australia's publically funded vocational education and training sector. There will also be opportunities to connect with the diversity of organisations involved in Australia's international education, training and skills sector.

LOCAL HOST ORGANISATION

TAFE DIRECTORS AUSTRALIA



TAFE Directors Australia (TDA) is the peak national body incorporated to represent Australia's technical and further education (TAFE) Providers. The public provider (TAFE) network provides a diverse and integral series of technical and further education services for individuals, enterprises and communities in the tertiary education sector in Australia.

TAFE operates across a wide footprint in metropolitan, regional and remote locations, providing vocational education and training (VET) and higher education programs and services on campus, online, in workplaces and increasingly in international markets.

The core business of TDA is to support its members with policy development and advocacy for the important role of TAFE to meet Australia's need for increased productivity, participation and skills in the workforce. TAFE also has an important role in meeting community obligations, particularly in regional locations across Australia.

TDA's purpose is to:

- > Provide services for members to meet current and emerging priorities;
- > Position TAFE nationally as the major provider of high quality skills training;
- > Advance technical and further education policy in Australia;
- > Lead advocacy and voice for improved outcomes for students, both domestic and international;
- > Facilitate opportunities for growth, collaboration and partnerships in national and international markets.

Vision

TDA serves the interests of its members by advocating for higher quality outcomes for learners and employers in competitive vocational education and training markets, by leading policy development for the TAFE sector and by providing value added products and services.

Mission

TDA promotes the development, resourcing and growth of TAFE Institutes in all jurisdictions across Australia and will promote TAFE Institutes as leaders in the provision of high quality technical and further education.

LOCAL SUPPORT ORGANISATION

VICTORIAN TAFE ASSOCIATION



The Victorian TAFE Association (VTA) was established as the peak body for Victorian public vocational education and training (VET) providers in 1999. Membership includes all of Victoria's twelve public TAFE institutes, four dual sector universities and Australia's leading migrant education services provider. Together, VTA members employ ten thousand staff and annually educate over two hundred thousand students at over 120 local and offshore campuses.

The VTA harnesses the collective capability of the membership to provide policy thought leadership and advocacy for the sector. In an increasingly competitive Australian VET market, articulating and promoting the distinct role for TAFE has never been more vital.

VTA liaises with Victorian (state) and Australian (national) governments on issues affecting Victoria's TAFE institutes and dual sector universities. The Association offers members high level industrial relations, human resources, governance and educational advice. VTA supports many communities of practice and member networks within and across the sector.

In 2015, the Association assumed governance responsibility for Victorian TAFE International (VTI), a community of practice for TAFE managers who work in international education.



LOCAL ORGANISING COMMITTEE

The Local Organising Committee welcomes the opportunity to work in close collaboration with the WFCP Board and the WFCP Secretariat to develop all aspects of the 2018 World Congress, including the program schedule, the International Youth Camp, the Leadership Workshop and the Awards of Excellence, as well as promotion of the World Congress



MARTIN RIORDAN CHIEF EXECUTIVE OFFICER, TDA

Martin Riordan is Chief Executive Officer of TAFE Directors Australia. Martin has worked at senior executive level in the private and public sectors in Australia, and has enjoyed extended terms based in Asia. He is a Senior Fellow at the LH Martin Institute for Tertiary Education Leadership and Management, University of Melbourne.

Martin was recruited as CEO of TAFE Directors Australia in 2006, after working in Canberra with the Department of Education, Science and Training.

Martin began his career as a political journalist in the Parliamentary press galleries of Canberra and Sydney, and an editorial executive with News Limited. He later worked as a media adviser to the former Leader of the Opposition, Honourable John Howard, before moving to industry, with appointments in ASX-listed companies in Australia, and a plc UK firm based in Singapore. Later in Singapore, Martin founded a vocational education research benchmark firm.

A key focus during his term as CEO of TDA, has been re-positioning TAFE with new independent governance, as a quality leader in vocational education, and how TAFE may extend its prominent role partnering with vocational education systems internationally.

He was awarded the 2014 Endeavour Prime Minister's Postgraduate Asia Scholarship to review new tertiary education trends in China, and was hosted by SSPU polytechnic university in Shanghai. Earlier, Martin was a recipient of an Australian American Fulbright Professional Scholarship in 2009-10, to research new financial structures and especially reviewed

4-year degree models applying across 18 US states for American Community Colleges.

Martin studied at Macquarie University for his BA (Hons) undergraduate qualifications, and completed an MBA at University of Technology Sydney. He is currently enrolled at LH Martin Institute, University of Melbourne, completing PhD studies



JEN BAHEN DIRECTOR - INTERNATIONAL EDUCATION, TDA

Jen is the Director for International Education for TAFE Directors Australia (TDA), a role she started in June 2016. Jen has had extensive experience in the education policy sector, having worked at Senior Director Level in the public and private sector in Australia for many years. Jen has also spent considerable time working offshore in education in Beijing, Bangkok and Shanghai.

Jen began her career in the Australian Government Department of Education and Training, where she managed various national policy and program elements, including vocational education, youth transitions and trade training centres in school. In 2010 Jen was posted with the Department to the Australian Embassies in Beijing and Bangkok, where she was the Counsellor for Education, managing the broad bilateral relationship between China/Thailand and Australia.

After leaving the department, Ms Bahen moved to Shanghai, where she consulted to the Group of Eight, and was then the Director of Marketing and Admissions for Nord Anglia Education School Shanghai. During her time in Shanghai Jen was the chair of the AustCham Shanghai education working group.

Jen is passionate about enabling Australian TAFEs to have the best

possible international engagement and ensuring that Australia's policy settings support this, as well as undertaking business development to reveal opportunities for TAFEs. Jen is also keen to see as many TAFEs as possible engage in global student mobility for domestic students.

Jen completed a Bachelor of Arts/Science with Honours at the University of Melbourne.



ANDREW WILLIAMSON EXECUTIVE DIRECTOR, VICTORIAN TAFE ASSOCIATION

Andrew Williamson is Executive Director of the Victorian TAFE Association, the peak body for Victoria's public VET institutes. He has worked in executive and leadership roles in Victorian TAFE, dual sector university, technical college and government. Andrew is a passionate advocate of and for the public VET sector.

Prior to joining the Victorian TAFE Association in April 2015, Andrew was Director of TAFE Governance and Performance Monitoring in the Higher Education and Skills Group. Andrew's TAFE experience includes key leadership roles at Victoria University and William Angliss Institute, where his responsibilities included industry liaison and innovation in the trade disciplines.

As CEO and Principal of the Australian Technical College in Sunshine, Andrew established a strong network of stakeholders including local schools, TAFE providers and industry, to offer senior secondary certificate studies with a school-based apprenticeship in the traditional trades.

Andrew has degree qualifications in Philosophy (Bachelor) and Vocational Education & Training (Masters), and is a qualified VET teacher and chef.



JENNIFER OLIVER EXECUTIVE DIRECTOR - ACADEMIC AFFAIRS, BOX HILL INSTITUTE

Jennifer Oliver is the Executive Director Academic Affairs (VET and Higher Education) at the Box Hill Institute Group, Melbourne. Box Hill Institute is a Technical and Further Education Institute with approximately 40,000 student enrolments and over 1,000 staff.

Jennifer is charged with the responsibility of ensuring quality learning across the Institute, from Certificates to Degrees; the Global Education Network; teacher education; communities of practice and flexible delivery (content development and online learning). Jennifer provides educational leadership across Box Hill Institute and the Centre of Adult Education (CAE) and provides high level strategic advice to the Chief Executive Officer on initiatives aimed at improving academic outcomes and the development of innovative education, including degrees, and oversees the Box Hill Group approach to leadership of academic quality.



MARY FARAONE CHIEF EXECUTIVE, HOLMESGLEN INSTITUTE

Ms Faraone commenced as Chief Executive of Holmesglen Institute in October 2013. Mary has had extensive experience in the VET sector, working with industry, RTO's and TAFE in various roles prior to joining Holmesglen Institute in 2003. Mary has been particularly instrumental in leading the Institute's teaching and learning, securing a number of significant national and international projects and the introduction of higher education. She is proud that today Holmesglen is recognised for its leadership in the delivery of higher education in the non university sector.

As Chief Executive Mary is keen to further develop the innovation and entrepreneurial culture at the Institute and build on the Institute's history and reputation as a leading tertiary provider. Mary is committed to the role public tertiary education plays in supporting social inclusion and social cohesion in the community, and its underlying values of equity and access. Mary is optimistic for the future of TAFE and VET and looks forward to leading the organisation to ensure it remains at the forefront of tertiary education with pathways and programs at the senior secondary, technical and vocational and higher education sectors.

Mary currently is a member of the Victorian Ministerial Roundtable for International Education with the Minister for Training and Education and the Minister for Industry and was appointed as the Victorian representative on the TDA Board in July 2015 for a three year period.



WFCP WORLD CONGRESS 2018 OVERVIEW

OBJECTIVES

- > Highlight the latest trends and challenges in the professional and technical education and training sector
- > Offer significant networking opportunities for WFCP members
- > Showcase best practice under the proposed theme and across the Affinity Groups both within and outside the WFCP membership
- > Contribute to professional development opportunities for WFCP members

THEME

“What Borders? Globalisation in Colleges and Polytechnics”

Online learning, borderless education, transnational education, student mobility, global campuses, benchmarking qualifications, skills mapping... never has globalisation of education been more important.

Colleges and Polytechnics are embracing international education rapidly, with many having been globally committed for many years. The 2018 World Congress will examine where colleges and polytechnics are leading in international education and shed light on growth or emerging areas.

PROPOSED TOPICS

Alongside the topics presented under the WFCP's Affinity Groups, the 2018 World Congress could explore the following topics under the theme of “What Borders? Globalisation in Colleges and Polytechnics”.

These topics could include:

- > Working Together: Proven, new and emerging models for international partnerships
- > Globalising Curriculums in Colleges and Polytechnics
- > Benchmarking and accrediting skills for a globally mobile workforce
- > Examining a truly international college or polytechnic: embedding globalisation for all staff and students

- > A view point from global industry: meeting worldwide skills shortages
- > Borderless education: how is technology impacting course delivery?

Final topics will be developed in close collaboration with the board of the WFCP.

PROPOSED PROGRAM

The 2018 World Congress in Melbourne will capture all of the essential elements that have made the past Congresses so successful, including:

- > Keynote Speakers
- > Opening and closing ceremonies
- > Social Events, including a gala dinner
- > Sessions for each of the Federation's Affinity Groups
- > Meeting opportunities for CEOs/Presidents
- > Awards of Excellence
- > Pre-Congress activities
 - Leadership Institute
 - Youth Camp
 - Campus Tour
- > Post Congress activities
 - Annual General Meeting
 - Board Retreat

The topics for all sessions will be in line with the overall conference theme and subthemes, as well as topics recommended by WFCP. Sessions will include participation from prominent global leaders from institutes, research and academia and government, and will include participation from audience members.

The 2018 World Congress will be held in conjunction with TDA's annual conference, the TDA Convention. Delegates attending the World Congress will have the opportunity to attend the TDA Convention to gain an insight into Australia's domestic challenges and successes.

PROPOSED DATES FOR WFCP World Congress 2018: September 2018

Melbourne understands the timing for the Congress is important. MCEC and TDA propose that the Congress is hosted during the Southern Hemisphere Spring of 2018, with due consideration to be given to selecting a suitable date throughout the proceedings of the 2016 World Congress. At that time of year, Melbourne's climate is characterised by low humidity, low rainfall and plenty of sunshine, with average temperatures of approximately 20°C or 67°F.

Spring in Melbourne is an exciting month to be visiting the city, as it hosts some of Australia's most prestigious events, including:

- > Royal Melbourne Show
- > Melbourne Fringe Festival
- > Australian Football League Grand Final
- > Melbourne Spring Racing Carnival

For delegates travelling with partners, or wishing to extend their stay, these events represent an excellent opportunity to explore and experience Melbourne before and after the WFCP World Congress 2018.

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PROPOSED SCHEDULE

Pre-Congress Activities

- > PreConvention Workshops, including Leadership Institute Workshop
- > TDA Convention – Day One
- > Youth Camp

Day One

- > Registration
- > TDA Convention – Day Two
- > Lunch
- > Opening Ceremony
 - Welcome to Country
 - Cultural Presentation
 - WFCP President Speech
 - CEO of TDA Speech
 - Federal Minister of Education Speech
 - Victorian Minister of Education or Melbourne Lord Mayor Speech
 - Organising Committee Speech
 - Opening Cocktail Reception

Day Two

- > CEO/President Networking Breakfast
- > Opening Key Note Speech
- > Plenary Sessions
- > International Student Showcase
- > Lunch
- > Affinity Group Roundtables
 - Access to Learning and Employment
 - Applied Research and Innovation
 - Entrepreneurship
 - Green Colleges
 - Higher Technical Skills
 - Leadership Development
 - Student Support Services
- > Gala Dinner

Day Three

- > Second Key Note Speech
- > Affinity Group Roundtables continued
- > Lunch
- > Final Key Note Speech
- > Closing Ceremony:
 - WFCP Successful Experiences and Good practices
 - Presentation of the Awards of Excellence
 - Presentation by Youth Camp delegates
 - Announcement of the next World Congress destination

Post-Congress Activities

- > WFCP Retreat Meeting
- > WFCP AGM Meeting
- > Technical Tours and Site Visits

The 2018 World Congress will honour the traditions of previous Congresses, including:

Leadership Institute

The Leadership Institute for the 2018 World Congress could have a dual focus on the following themes:

- > Leading and teaching in a non-university setting
- > Incorporating internalisation and globalisation in institute's strategy

Firsts

The host country oversight committee proposes to work in collaboration with the WFCP Board and Secretariat to develop firsts for the 2018 World Congress. Proposed Firsts include:

- > The establishment of a Global Organisation to support leading and teaching in non-university settings.
- > An agreement to support greater student mobility amongst colleges and polytechnics

Legacy

The 2018 World Congress will add to the history of Congress legacies. Whilst working in conjunction with the WFCP Board and Secretariat to finalise the legacy, the 2018 World Congress will speak to the Federation's commitment to globalisation and internationalisation in colleges and polytechnics.

Cultural Elements in the Program

- > A Digeridoo Experience
- > Aboriginal Dance Show
- > Traditional Aboriginal Welcome

IN 2014/2015
MCB PROVIDED:
246 STUDENT
SCHOLARSHIPS
\$447,250
TO SUPPORT
LEGACY
PROGRAMS



20TH INTERNATIONAL AIDS CONFERENCE

Commitment to see the virtual elimination of new HIV infections by 2020.

22ND WORLD DIABETES CONGRESS

Members of more than 50 parliaments committed themselves to tackling the worldwide diabetes pandemic at the first-ever Parliamentary Champions For Diabetes Forum.



PROPOSED TECHNICAL TOURS

A number of site visits will be organised for the program, including visits to training institutes and visits to industry to see onsite training facilities. The examples below are just two possibilities amongst Australia's TAFEs.

Holmesglen Private Hospital

Holmesglen Private Hospital is set to herald in a new era in the provision of healthcare for residents in Melbourne's bayside suburbs and is the first TAFE hospital in Australia.

The state-of-the-art hospital, which will open in 2017, will provide an extensive range of healthcare services including a 24-hour Emergency Department, Intensive Care, Coronary Care, Integrated Theatres, Cardiac Catheter Laboratory and Oncology services as well as providing a comprehensive range of medical and surgical services.

Located at Holmesglen Institute of TAFE's Moorabbin campus, the facilities will enable clinical training for undergraduate nursing and allied health students and postgraduate nursing, medical and allied health students and will be an important centre for research, driving quality outcomes and best practice care for patients. Holmesglen Institute has partnered with Healthscope to incorporate cross campus education and training facilities within the clinical areas of the hospital and simulation laboratories of the institute.



Bendigo Kangan Institute's Automotive Centre of Excellence

Designed to be collaborative, accessible, innovative and competitive, Bendigo Kangan's Automotive Centre of Excellence (ACE) is the most advanced automotive training facility in the southern hemisphere.

ACE was established to be central and accessible to Victoria's retail, service, repair and manufacturing industries. Its objective was to spur the growth of enterprises in the industry by bringing together customised automotive training and research and development in the one precinct.

As Australia's largest provider of automotive training, Bendigo Kangan's ACE is committed to continually developing learning opportunities and reflecting the ever changing demands of the competitive Automotive industry. ACE offers a range of nationally-accredited qualifications and short courses from light and heavy vehicles to outdoor power equipment, marine mechanics and motorcycles. Specialised training plans are also developed to address unique needs, with flexible learning options including on-site training.

Through strengthening links between the automotive industry and the tertiary education sector, ACE is a key player in the rapidly developing field of automotive technology, involved in new research and application of improved fuels, engines and automotive design technology. Centrally located in the heart of Melbourne's Docklands precinct, ACE has an award-winning 5-star environmentally sustainable design and cutting edge facilities.

ACE breaks new ground in the automotive training sector and is poised to continue revolutionising the industry for many years to come.

PUBLICATION OF CONGRESS PROCEEDINGS AND SPECIAL JOURNAL ISSUES

Melbourne understands the importance of documenting WFCP World Congress proceedings. The World Congress will be a source of research into technical training and education and best practice examples. The local organising committee is dedicated to recording the information exchange at the 2018 World Congress and arranging for publication of papers. Papers will be collected and organised by an editorial team and provided to the delegates in a suitable format. Provision of conference proceedings will be included in the delegate registration fees for the 2018 World Congress. A number of presentations may be selected for publication in selected journals and a special edition of TDA's magazine, TAFE futures, will be produced to commemorate the 2018 World Congress.

BUDGET OVERVIEW

DRAFT BUDGET FOR THE 2018 WORLD CONGRESS FOR THE WFC

Note: This is a draft and conservative budget only, based on estimates from previous TDA Convention costs. It does not include costs for the TDA conference, which will be held alongside the World Congress.

The TDA event normally attracts in excess of 400 to 450, and our target for the World Congress would be 600 to 700.

REVENUE	AUD	USD
Registration fees <i>Based on 600 delegates paying on average 1300AUD for three days. Delegates from underdeveloped countries may receive discounted registration fees.</i>	780,000.00	585,000.00
Exhibitors	100,000.00	75,000.00
Sponsors <i>Note: includes confirmed sponsorship from Victorian Government and based on sponsorship estimates for TDA 2016 Convention</i>	200,000.00	150,000.00
TOTAL ESTIMATED REVENUE	1,080,000.00	810,000.00

Expenses	AUD	USD
Venue and Catering Costs <i>Note: based on 600 attendees. Costs to be revised when board has agreed target numbers.</i>	441,000.00	330,750.00
> Venue Hire and Meeting Rooms		
> Audio Visual		
> Delegate Day Packages		
> Gala Dinner and Cocktail Event		
Program Development	105,000.00	78,750.00
> Guest Speaker Costs		
> Performances		
> Site Visits		
> Translation		
Project Administration and Event Management	236,700.00	177,525.00
> Event Management Company		
> TDA Project Administration Fee		
> HR Fee for Project Management		
Communications, Design and Branding	136,000.00	102,000.00
> Delegate Bags		
> Printing		
> Advertising and Marketing		
> Social Media and IT		
Other	75,000.00	56,250.00
> Transportation		
> Misc		
TOTAL DRAFT EXPENDITURE	993,700.00	745,275.00

OUR FINANCIAL OFFER TO YOU

MELBOURNE IS PROVIDING AN INDICATIVE FUNDING PACKAGE OF UP TO:

AU\$111,200

COMPRISED OF THE FOLLOWING FUNDING SOURCES:

**STATE
GOVERNMENT OF
VICTORIA:**
AU\$80,000

(cash, subject to approval)

**MELBOURNE
CONVENTION
BUREAU (MCB):**
AU\$24,200

(cash & in-kind)

**CITY OF
MELBOURNE
(COM):** AU\$7,000

(in-kind)

The funding can be used to:

- > Secure the event for Melbourne
- > Offset the Convention Centre costs
- > Support marketing and promotional activities
- > Support travel grants
- > Support the on-going legacy



Please refer to Appendix 2 for a complete breakdown of funding allocations and terms and conditions.

WHY MELBOURNE?



WHY MELBOURNE?

TAFE Directors Australia believes that Australia is well poised to host the 2018 World Congress for the World Federation of Colleges and Polytechnics (WFCP). Australia's public vocational education and training system (delivered through Technical and Further Education (TAFE) institutes) is well developed and active internationally. Australia's strengths include:

- > Innovation and Applied Research
- > Public-Private Partnerships
- > Our Eco and Sustainability Heritage
- > Our Apprenticeship and Employability Model
- > Support for all students, including international students.

Further, the policy environment for Australia's technical and further education institutes (TAFEs) has seen much activity, most significantly through Governments rethinking competitive funding models.

The State of Victoria has a world-class, integrated education system. Victoria spends 36 per cent (some A\$82 billion) of its gross state product on education and training.

Increasingly, Victoria is providing other nations with the same expertise that has made its education system one of the best in the world.

VOCATIONAL EDUCATION AND TRAINING

Victoria's VET system is internationally recognised as one of the best in the world, most notably for its responsiveness to industry needs and its flexibility of delivery.

Victoria has more than 1,100 public and private VET providers, including Victoria's 14 publicly owned technical and further education (TAFE) institutes and four dual-sector universities, which collectively deliver vocational education and training in around 100 separate TAFE institute campuses located across Victoria. They also deliver training in the workplace, off-the-job, online and through other methods.

Victorian VET providers currently deliver education in countries including India, China, Vietnam, Sri Lanka, the Philippines, Korea, Thailand and Indonesia. They also offer a range of training and consulting services to companies, governments and other educational institutions internationally including:

- > Training needs assessments
- > Development and delivery of training
- > Train the trainer
- > Curriculum and standards development
- > Curriculum licencing
- > Qualifications frameworks.

AUSTRALIA'S INTELLECTUAL HUB

Melbourne is Australia's knowledge, research and innovation capital. It's the intelligent choice for conferences, which provides the opportunity to recognise and build on Melbourne's past contributions to science and innovation.

The city's reputation as a highly collaborative community reinforces the message that Melbourne is the right place for international conferences.

In almost every field of science and innovation, Melbourne has a history of achievement that brings credibility to conference bids. Discoveries and inventions made in Melbourne have had impacts around the world; saving and improving lives, creating jobs and offering new ways of seeing the world.

HIGHER LEARNING

Melbourne's universities are dynamic, challenging and rewarding places to study, offering the full range of qualifications. Eight of Victoria's nine universities have campuses within Melbourne's central business district, in addition to a wide selection of vocational training colleges and regional campuses. The strength of Melbourne's academic community forms the backbone of the city's wide pool of researchers, and provides associations that hold conferences in Melbourne with the opportunity to meet with leaders from these institutions, to engage in knowledge exchange and pursue partnership opportunities that extend beyond the life of the conference itself.



100
TAFE
campuses
across
Victoria

1,100
public & private
VET providers

14
technical
& further
education
institutes
(TAFEs)

MELBOURNE'S TRACK RECORD

Melbourne has an outstanding track record for securing and hosting some of the world's largest and most prestigious international conferences.

MAJOR CONVENTIONS COMING TO MELBOURNE

Year	Meeting Name	Expected Attendance
2016	8th World Congress of Behavioural and Cognitive Therapies	2000
2016	World Congress on Intelligent Transport Systems	5000
2016	International Congress of Immunology	5000
2018	World Conference on Nuclear Medicine and Biology	2500
2018	16th Annual Meeting of the International Society for Stem Cell Research	3000
2019	World Congress on Intensive and Critical Care Medicine	2700
2021	International Congress of Occupational Health	1000

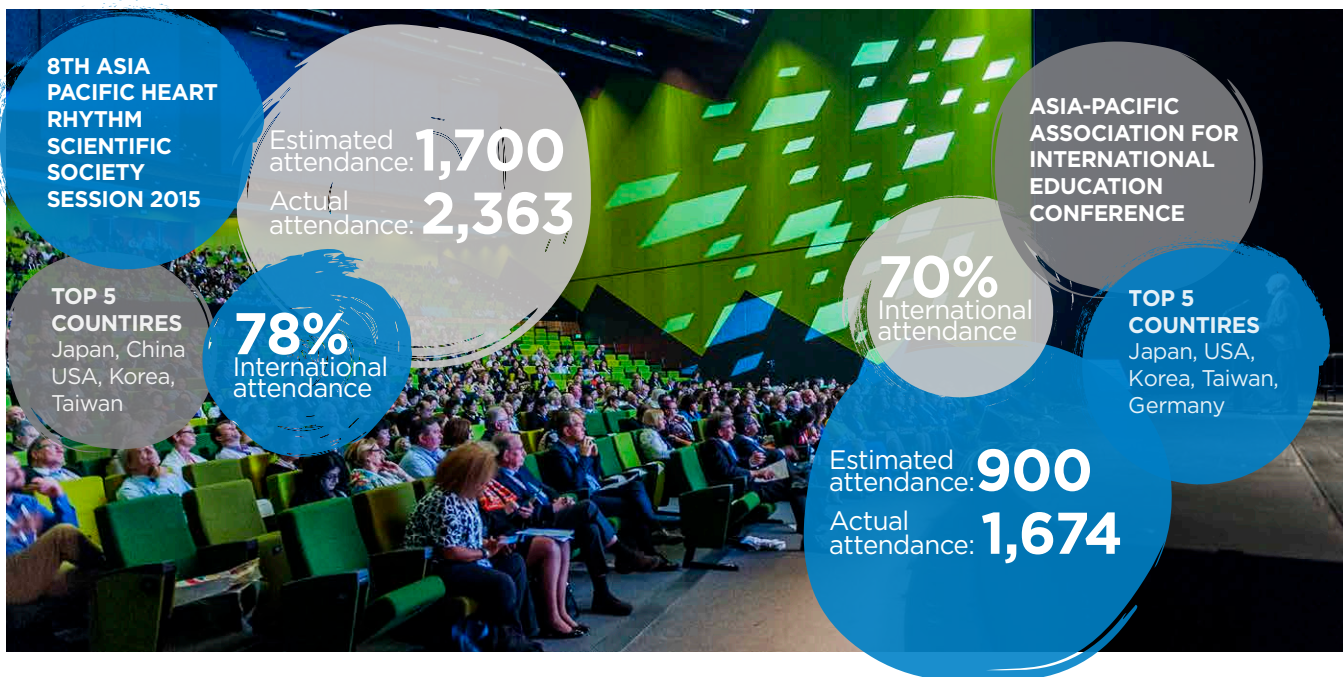


MAJOR EVENTS HOSTED IN MELBOURNE

Year	Meeting Name	Expected Attendance
2016	Asia-Pacific Association for International Education Conference	1,674
2015	8th Asia-Pacific Heart Rhythm Society Scientific Session	2,363
2014	International AIDS Conference	11,742
2014	World Congress of Cardiology	6000
2014	International Congress of the World Federation of Hemophilia	4000
2014	World Cancer Congress	2700
2013	22nd World Diabetes Congress	10,500
2013	25th International Council of Nurses Quadrennial Congress	3890
2012	International Society for Photogrammetry and Remote Sensing	2002
2011	General Assembly of the International Union of Geodesy & Geophysics	3416
2011	International Botanical Congress	2270
2010	World Congress in Internal Medicine	4000
2010	World Science Fiction Convention	2200
2009	Parliament of the World's Religions	6082

HIGH DELEGATE ATTENDANCE

DRIVING DELEGATE ATTENDANCE



ICCA – HIGHEST AVERAGE ATTENDANCE IN ASIA IN 2014
2014 – HIGHEST TOTAL ATTENDANCE IN AUSTRALIA IN 2013 AND 2014

- TOP 10 COUNTRIES FOR DELEGATE ATTENDANCE TO MAJOR INTERNATIONAL ASSOCIATION CONGRESSES IN MELBOURNE SINCE 2009:**
- | | |
|------------------|---------------|
| 1 USA | 6 NEW ZEALAND |
| 2 CHINA | 7 KOREA |
| 3 JAPAN | 8 INDIA |
| 4 GERMANY | 9 CANADA |
| 5 UNITED KINGDOM | 10 TAIWAN |



“ We thought Melbourne would be the perfect backdrop to inspire global actions for any agreements to act on diabetes to help safeguard the health of future generations. Melbourne’s location makes it easily accessible for delegates from India and China- two countries with high numbers of people with diabetes – and where the greatest amount of delegates came from.”

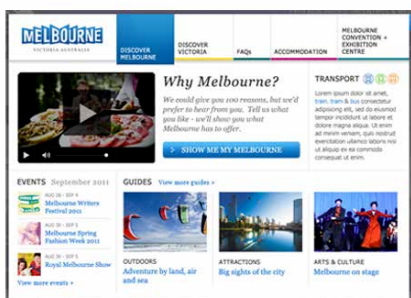
Celina Renner, Congress Manager, International Diabetes Federation. 22nd World Diabetes Congress

MARKETING AND PROMOTIONAL SUPPORT

MCB can assist WFCP with the following promotional and delegate boosting initiatives:

- > Access to MCB's online Planning Toolkit including images, DVD's and brochures
- > Marketing and media support from MCB's Communications Team
- > Preparation of presentations and documents for key decision makers
- > Introductions to Victorian State Government Ministers
- > Assistance with venue contracting
- > Assistance with hotel room blocks

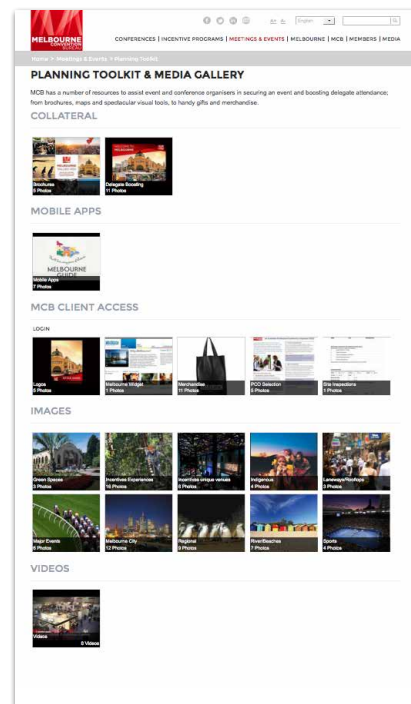
Melbourne widget



Powerpoint Presentation on Melbourne



Planning toolkit



A3 SIZE Melbourne /Victoria Poster

- > Up to 20 FOC



Melbourne Maps & Seasonal Official Visitors Guides



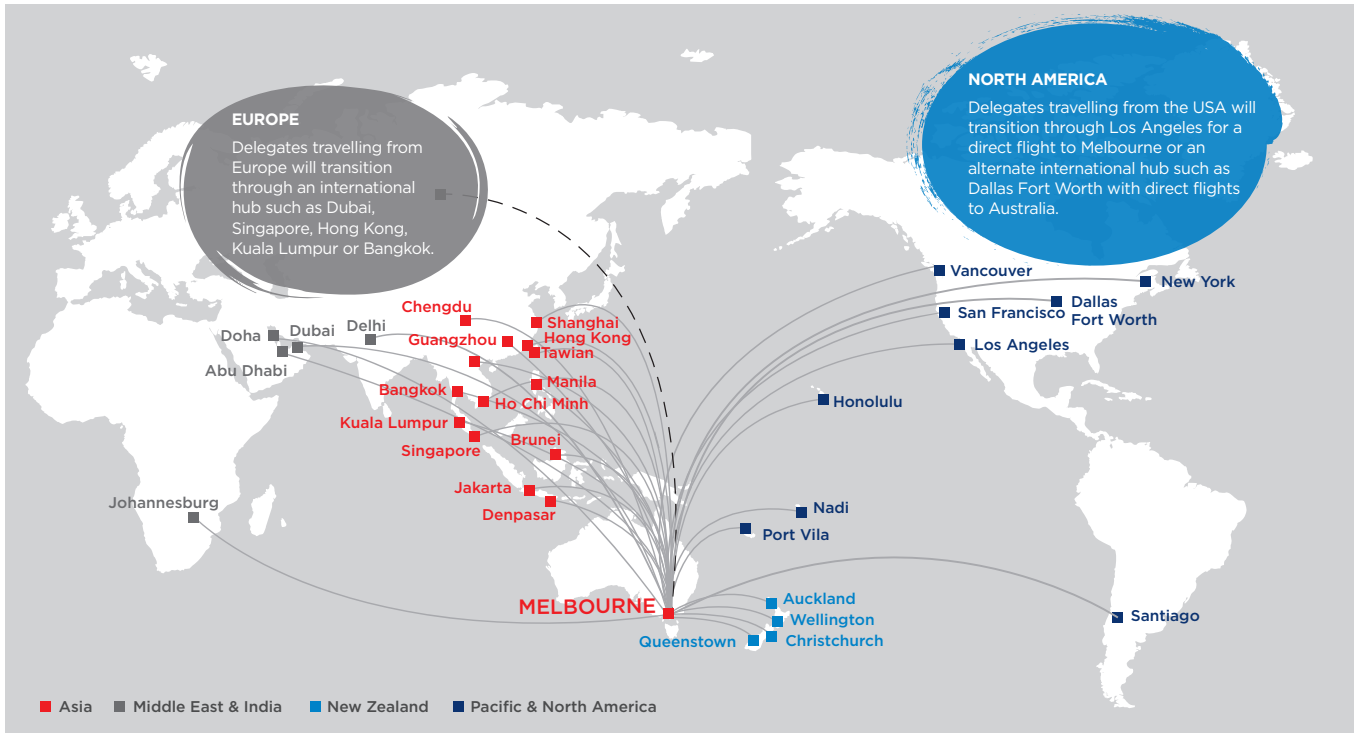
Melbourne welcomes you DVD



DELEGATE BOOSTING SUPPORT

- > Upon confirmation that Melbourne has secured WFCP World Congress 2018, a dedicated senior representative of MCB's Convention Servicing department will be appointed as your primary point of contact to support you until the end of the Congress.
- > Some examples of delegate boosting activities that could be explored include:
 - > WFCP to promote the Congress to its extensive Australian and Asian networks
 - > Development of tailored promotional materials for the Congress eg. flyers, DVDs, electronic direct mail templates or web banners
 - > A delegate boosting booth at the WFCP World Congress 2018, including MCB staff to promote attendance
 - > Translation of promotional materials into languages of key target markets, with a focus on Asia
 - > MCB's staff located in London, New York, Washington DC, Kuala Lumpur and Shanghai to assist with promoting the Congress in their regions
 - > Support the appointed PCO with their promotional activities
- > Social media support eg. Facebook, LinkedIn, Twitter
- > Development of press releases
- > Leverage our partnership with Business Events Australia (a division of Tourism Australia), with a focus on using their multiple offices in Asia to promote the Congress
- > Leverage our BestCities partners (Tokyo, Singapore, Dubai, Cape Town, Vancouver, Edinburgh, Berlin, Copenhagen, Houston, Chicago and Bogota) to reach these 12 countries
- > Utilise MCB's Business Events Marketing E-Kit – a suite of digital tools to promote the attractiveness of Melbourne and Australia. This could include electronic direct mail templates or a destination widget for the WFCP World Congress 2018 website
- > Work with the PCO to establish attractive pre and post tours
- > Promote the Congress through the Club Melbourne program – a collective of over 100 eminent Victorians from diverse disciplines of medicine, science, technology and other sectors which are in senior roles across Melbourne and have strong international connections
- > Utilise MCB's extensive network of universities, research institutes, promote the Congress

INTERNATIONAL ROUTES AND AIRLINES



MELBOURNE AIRPORT

There are a range of services that can be provided at Melbourne Airport to support conventions, including:

- > Groups and tours desk for main arrival/departure days in the international terminal
- > Utilisation of digital welcome screens in the arrivals concourse and baggage hall
- > Ability to display welcome signage and displays in the main terminal areas, including the arrivals and baggage hall
- > Language support, including facilitation for large delegate arrivals, particularly for Chinese passenger groups
- > VIP meet and greet for key personnel, including utilisation of a VIP room in the international arrivals hall
- > Other promotional opportunities to create a sense of welcome around the event

REDUCED INTERNATIONAL AIRFARES

Qantas Airways is supporting this bid and will provide discounted travel to Australia for registered delegates (10%-55% off published airfares). Qantas can also provide access to discounted fares through its membership of the Oneworld airline alliance, which comprises 12 of the world's leading airlines providing services to 700 destinations in more than 140 countries. United Airlines will also provide discounts to delegates.



TRAVEL INFORMATION



VISA REQUIREMENTS

All visitors to Australia must have a valid visa to travel to and enter the country, other than New Zealand passport holders. There are three kinds of visas available with simple application processes.

eVisitor

European Union (EU) passport holders, and some other European passport holders, are eligible to apply individually online for an eVisitor visa to travel to and enter Australia.

www.border.gov.au/Trav/Visa-1/651-

Electronic Travel Authority

Passport holders from a number of countries are also eligible to apply for an Electronic Travel Authority (ETA) (Subclass 601) to travel to and enter Australia.

www.border.gov.au/Trav/Visa-1/601-

All other passport holders

Delegates not eligible for an eVisitor or ETA can apply for the Visitor visa (Business Stream - Subclass 600). This visa lets you visit Australia for up to three, six or 12 months.

www.border.gov.au/Trav/Visa-1/600-

SMARTGATE

Australia's Customs and Border Protection Service provides use of its SmartGate system at airports for all UK, US and New Zealand citizens. This can mean shorter queues and quicker processing at airports for conference delegates.

VISA ASSISTANCE

The Australian Government is committed to making conferences in Australia easy to attend.

The International Event Coordinator Network (IECN) is a designated group of experienced immigration employees who provide information to event organisers.

www.border.gov.au/about/corporate/information/forms/online/iecn-enquiry-form

TOURIST REFUND SCHEME (TRS)

Delegates are eligible to claim a 10% refund of the Goods and Services Tax (GST) paid while in Australia, on any goods over AU\$300 purchased in one store on one receipt.

customs.gov.au

20 Minute
airport - city transfers

Skybus Express to
city service every
10 minutes

24/7
International
Airport

GETTING AROUND MELBOURNE

PERFECT WALKING CITY

Melbourne is set in a compact grid layout, making it very easy to navigate by foot. The City of Melbourne has developed a series of self-guided walks to help delegates explore the city by foot. For more information, visit thatsmelbourne.com.au/visitors/transport/Pages/Transport

RACV MELBOURNE BIKE SHARE SCHEME

Melbourne has introduced a Bike Share Scheme, allowing users to hire one of 600 bikes at the 50 docking stations around the city centre.

MELBOURNE VISITOR SHUTTLE BUS

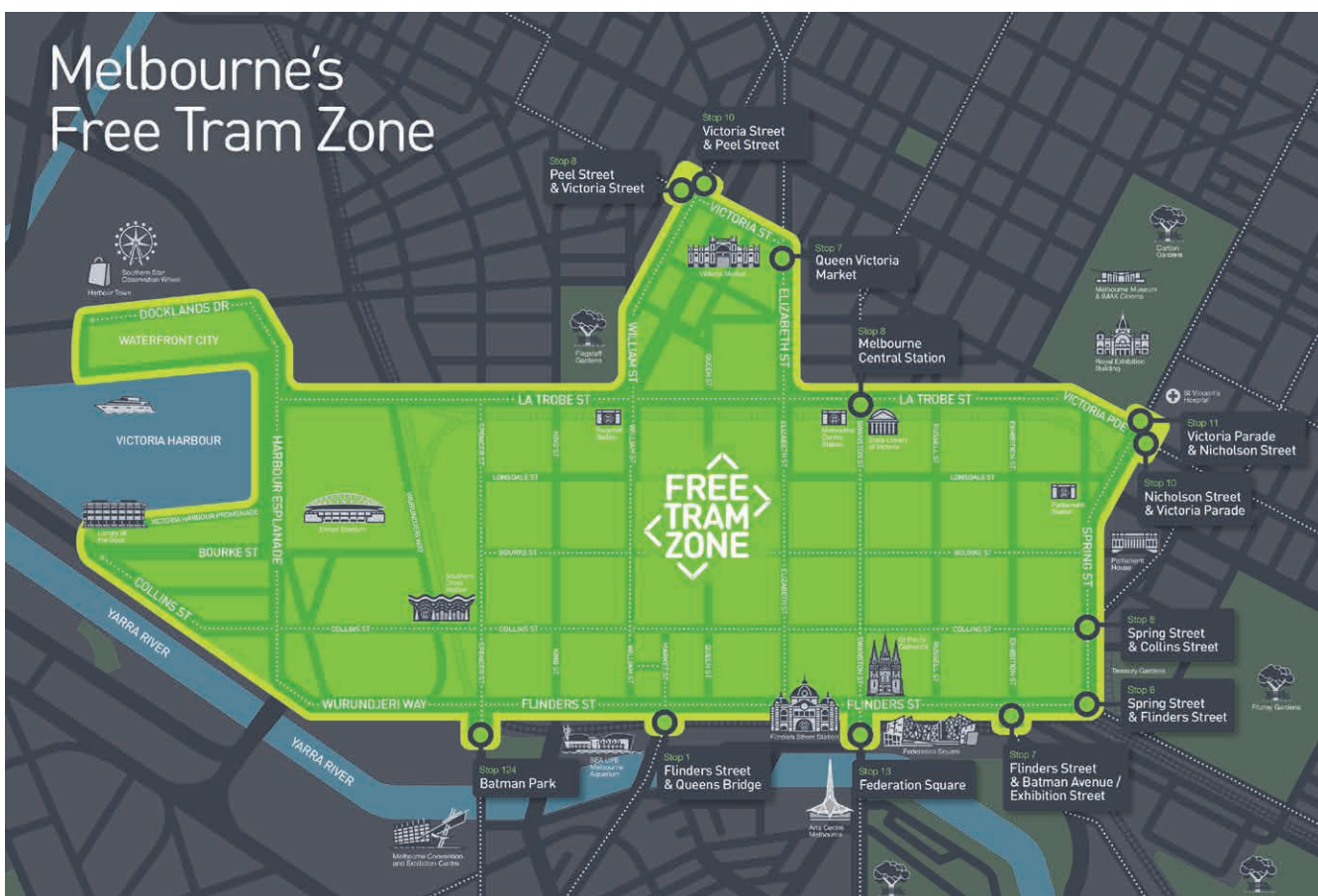
The Melbourne Visitor Shuttle Bus is a great way to see some of Melbourne's best attractions. Delegates can hop on and off at any of the 13 stops along the route at key city locations including the Melbourne Museum, Queen Victoria Market, Royal Botanic Gardens and Chinatown. For more information, visit thatsmelbourne.com.au/shuttle

RIVER CRUISES

With the Yarra River running through it and a bay next door, Melbourne is a great city to make your way around by boat. Jump on a Melbourne Water Taxi or take a scenic cruise departing from Southbank. Delegates can even create their own itinerary and charter a boat from operators into the Docklands. For more information, visit melbournewatertaxis.com.au

FREE CITY CIRCLE TRAM

The City Circle Tram travels the perimeter of Melbourne's city centre, taking in many of Melbourne's landmarks. Delegates can catch the tram at any of the specially marked stops on Flinders Street, Harbour Esplanade, Docklands Drive or Spring Street. The City Circle route uses iconic W-Class trams, offering passengers a historical experience, while automated commentary announces points of interest along the route. For more information, visit ptv.vic.gov.au



As Melbourne is the perfect walking city, public transport for delegates is not usually needed. However, for groups that require public transport to get around the city centre and Docklands, tram travel is free.

If public transport travel is required for delegates outside of this zone, MCB can negotiate a reduced rate with Public Transport Victoria (PTV) on behalf of World Congress of Colleges and Polytechnics 2018..



STAY

WHERE TO STAY



Melbourne has a superb range of accommodation to suit all budgets, tastes and delegates' needs. Most of Melbourne's city hotels are within walking distance of MCEC, meaning delegates can easily make their own way to and from the venue.

The city can comfortably host all delegates for the World Congress of Colleges and Polytechnics 2018.



All major international hotel chains are represented including Hyatt, Westin, Marriott, Sofitel, Novotel, Crowne Plaza, Holiday Inn, Hilton, Sheraton, Crown and more.



Melbourne has an abundance of accommodation for travellers on a budget

AUD\$28

Budget accommodation in Melbourne starts from as low as AUD\$28 per night

3100

The city centre has the biggest concentration of hostel rooms, which is over 3100 beds

SERVICED APARTMENTS

Melbourne has approximately 3450 serviced apartments within a 20 minute walk from the Melbourne Convention and Exhibition Centre. They range from studios, one bedroom apartments to three bedroom apartments. This is a very affordable way to accommodate delegates with families or groups of delegates who are on a budget.

BOUTIQUE HOTELS

Melbourne has an abundance of boutique style hotels for those delegates that are looking for something a little different and unique during their stay.

HOME HOSTING PROGRAM

Melbourne based delegates attending the World Congress of Colleges and Polytechnics 2018 can be asked to provide accommodation and lodging for those from developing countries (at no cost).

5,400
rooms within a five
min walk of the
convention
centre

MCB PARTNERS



WHERE TO STAY

Property name	Category	Star rating	Total number of rooms	Average room rate* AU\$	Approximate distance from MCEC - kilometres or walking time
Crown Metropal Hotel	Hotel	5	658	\$310	Less than 0.5km
Crown Towers Hotel	Hotel	5	480	\$425	0.5 - 1 km
Grand Hyatt Melbourne	Hotel	5	548	\$250	2 - 2.5km
InterContinental Melbourne the Rialto	Hotel	5	253	\$275	0.5 - 1 km
Melbourne Marriott Hotel	Hotel	5	185	\$289	1.5 - 2km
Quay West Suites Melbourne	Apartment	5	9	\$240	10-15 minute walk
Sofitel Melbourne on Collins	Hotel	5	363	\$265	20 minute walk
The Hotel Windsor	Hotel	5	180	\$229	1.5 - 2km
The Langham, Melbourne	Hotel	5	388	\$270	1 - 1.5km
Hilton Melbourne South Wharf	Hotel	5	396	\$282	Less than 0.5km
Park Hyatt Melbourne	Hotel	5	240	\$280	1.5 - 2km
Mantra on Little Bourke	Apartment	4.5	150	\$184	1 - 1.5km
Mantra on Russell	Apartment	4.5	220	\$221	2 - 2.5km
Mantra Southbank	Apartment	4.5	127	\$127	1 - 1.5km
Novotel Melbourne on Collins	Hotel	4.5	150	\$280	10 minute walk
Oaks on Market	Studios	4.5	280	\$220	10 minute walk
Oaks on William	Studios	4.5	60	\$209	19 minute walk
Radisson on Flagstaff Gardens	Hotel	4.5	184	\$180	1 - 1.5km
Rendezvous Grand Hotel Melbourne	Hotel	4.5	340	\$175	1.5 - 2km
Rydges Melbourne	Hotel	4.5	363	\$180	2 - 2.5km
Vibe Savoy Hotel Melbourne	Hotel	4.5	40	\$205	1 - 1.5km
The Hotel Charsfield	Hotel	4.5	41	\$189	2 - 2.5km
Quest Southbank	Apartment	4.5	88	\$193	Less than 0.5km
Adina Apartment Hotel Melbourne, Northbank	Apartment	4.5	108	\$199	0.5 - 1 km
Crown Promenade Hotel	Hotel	4.5	465	\$280	0.5 - 1 km
Crowne Plaza Melbourne	Hotel	4.5	385	\$240	Less than 0.5km
Alto Hotel	Hotel	4	15	\$198	0.5 - 1 km
Alto Hotel on Bourke	Hotel	4	50	\$198	0.5 - 1 km
Citiclub Hotel	Hotel	4	179	\$149	Less than 0.5km
DoubleTree by Hilton Hotel Melbourne - Flinders Street	Hotel	4	180	\$125	0.5 - 1 km
Fraser Place Melbourne	Apartment	4	112	\$150	2.5 - 3 km
Jasper Hotel	Hotel	4	42	\$155	1 - 1.5km
Mantra 100 Exhibition	Apartment	4	80	\$159	2 - 2.5km
Melbourne Short Stay Apartments	Apartment	4	150	\$199	Less than 0.5km
Mercure Melbourne Treasury Gardens	Hotel	4	164	\$170	2km
Quest on Bourke	Apartment	4	63	\$179	1 - 1.5km
Travelodge Docklands	Hotel	4	290	\$169	0.5 - 1 km
Travelodge Southbank	Hotel	4	275	\$169	1.5 - 2km
BreakFree Heritage	Apartment	3.5	61	\$129	1.5 - 2km
Mercure Welcome Melbourne	Hotel	3.5	330	\$119	25 minute walk
The Victoria Hotel Melbourne	Hotel	3.5	370	\$135	2km
Best Western Riverside Apartments	Apartment	3.5	53	\$210	0.5 - 1 km
Quality Hotel Batman's Hill on Collins	Hotel	3.5	190	\$192	0.5 - 1 km
Pensione Hotel Melbourne	Hotel	3.5	114	\$154	Less than 0.5km
Ibis Melbourne	Hotel	3	250	\$129	35 minute walk
Melbourne Discovery Groups	Backpackers	2	74	\$46	2 - 2.5km
Elephant Backpackers	Backpackers	BP	60	\$21	0.5 - 1 km
Ibis Budget Melbourne Central Business District	Hotel	BP	50	\$149	Less than 0.5km
Melbourne Central YHA	Backpackers	BP	68	\$35	Less than 0.5km
Ormond College	University	BP	200	\$70	4.5 - 5 km

*Indicative current room rate (based on July 2015 commissionable group rates)

SPACE

40
YAR

15 MINUTE WALK
RIALTO

10 MINUTE WALK
SOUTHERN CROSS
STATION

ON-SITE
RESTAURANTS
& BARS

ON-SITE
HILTON

ON-SITE
SHOPPING



**MINUTE DRIVE
MERRIMA VALLEY**

**20 MINUTE WALK
EUREKA TOWER**

**20 MINUTE WALK
FEDERATION
SQUARE**

**20 MINUTE WALK
FLINDERS STREET
STATION**

**TWO MINUTE WALK
CROWN CASINO**

**ONE MINUTE WALK
TRAM STOP**



**MELBOURNE
CONVENTION
EXHIBITION
CENTRE**

**20 MINUTE DRIVE
AIRPORT**



MELBOURNE CONVENTION AND EXHIBITION CENTRE



Set on the banks of Melbourne's iconic Yarra River, Melbourne Convention and Exhibition Centre (MCEC) is the ideal place to connect people and ideas at WCFP World Congress 2018.

The fully-integrated MCEC includes the largest pillar-less exhibition space in the Southern Hemisphere; a 5500+ seat, multi-functional Plenary that can be divided into three self-contained spaces; a grand banquet room and 52 different meeting rooms — all under one roof.

Just a short stroll to the city centre, MCEC is the only centre in Australia to offer on-site accommodation, along with up to 5400 rooms within easy walking distance.

Voted Australasia's leading meetings and conference Destination at the 2013, 2014 and 2015 World Travel Awards, MCEC's end-to-end service ensures every event is unique, seamlessly planned and successfully accomplished.

WHY MCEC IS THE RIGHT VENUE FOR YOU

- > **Central location** - MCEC is within walking distance of restaurants, hotels, shopping and entertainment, and only a 20-minute drive from Melbourne Airport.
- > **Integrated accommodation** - The five-star Hilton Melbourne South Wharf connects directly to MCEC via a fully integrated internal walkway.
- > **Functional spaces** - Able to cater for events of all scales and sizes; from gala cocktail functions and full-conference plenaries to small workshops and intimate dinners.
- > **Latest technology** - MCEC's technology provides solutions to bring events to life, as well as access to the best data, voice, vision and audio technology installed in every meeting room, and free Wi-Fi access for all visitors.
- > **Award-winning food and wine** - MCEC chefs can customise menus specific to the event, catering for any dietary requirement and preparing food on-site using the freshest locally-sourced produce.
- > **Expert customer service** - MCEC's team includes in-house professionals in technology, catering and event planning, all working together to deliver seamless events from initial planning through to execution.
- > **6-Star Green Star environment rating** - MCEC is the first centre in the world to be awarded this rating for the Convention Centre's innovative environmental design and operational features.

EVENT SPACES



Plenary 2

PLENARY

The multi-functional Plenary is the centrepiece of MCEC. With its internationally recognised design and adjustable walls, it can accommodate large events in tiered seating (5540), or it can also be transformed into three, self-contained plenaries.

Plenary 1, Plenary 2 and Plenary 3 are created from sections of the larger Plenary space and are supported with dressing rooms, green rooms and VIP suites.



EXHIBITION BAYS

MCEC's purpose-built Exhibition Bays offer an unrivalled 30,000 square metres of single-level, pillar-less exhibition space – the largest clean span exhibition space in the Southern Hemisphere.

The Exhibition Bays can be adjusted from 3000 square metres to 30,000 square metres, mostly in 1500 square metre increments.

EXHIBITION CENTRE HOSPITALITY SUITES

MCEC's complimentary Hospitality Suites are located on Level 2 of the Exhibition Centre, overlooking the Bays

- > 100 square metres
- > 120 people theatre-style or 60 seminar-style
- > Blackout blinds for presentations
- > Lift access
- > Toilets, telephone and data points



Melbourne Room

MELBOURNE ROOM

Truly unique, Melbourne Room is the only banquet room of its size to feature a floor-to-ceiling cantilevered window in the city, catering for 1500 diners with sweeping views of the Yarra River and the world's most liveable city.

This magnificent room can stage various events in many different configurations, including being divided into two separate spaces – Melbourne Room 1 and Melbourne Room 2. The space comes with a complete range of in-built technology.

MCEC HAS 52 INDIVIDUAL MEETING SPACES TO CATER FOR ALL BREAKOUT REQUIREMENTS



SMALL CANTILEVERED ROOM

Each room offers stunning views of the Melbourne skyline with plenty of natural light..

Small Cantilevered Room

**SMALL MEETING ROOMS
MEDIUM MEETING ROOMS
LARGE MEETING ROOMS**

Meeting rooms can be opened into an adjacent room to form a larger space.



Large Combined Meeting Room

CLARENDON ROOM

The Clarendon Room is a magnificent space with floor-to-ceiling windows that offers sweeping views of Melbourne and the Yarra River.



CLARENDON AUDITORIUM AND FOYER

The Clarendon Auditorium and Foyer provides optimal space for presentations or conferences, as well as additional space for cocktail functions, small displays and registration desks.



Clarendon Auditorium

Clarendon Room

EVENT SPACES



Convention Centre Foyer

CONVENTION CENTRE FOYER

The Convention Centre Foyer offers a functional, expansive space for exhibitors, registration desks, cocktails and informal networking breaks. Close to all of MCEC's meeting rooms and facilities, a striking 18-metre-high glass wall façade allowing visitors to enjoy stunning views across Melbourne's iconic Yarra River.

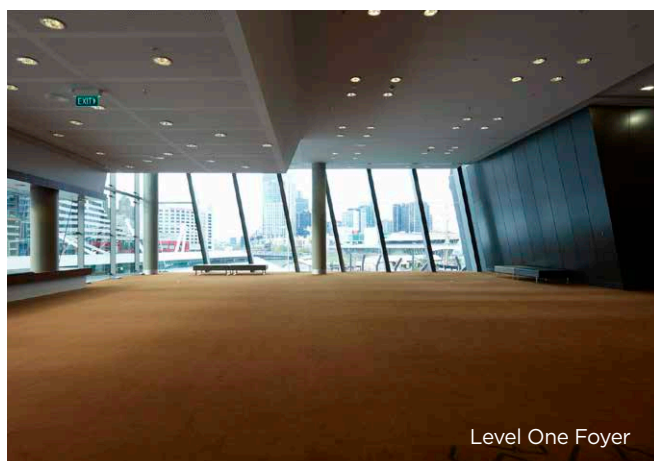
LEVEL ONE FOYER

The Level One Foyer is best used in conjunction with the meeting rooms on Level One of the Convention Centre, offering additional space to entertain attendees.

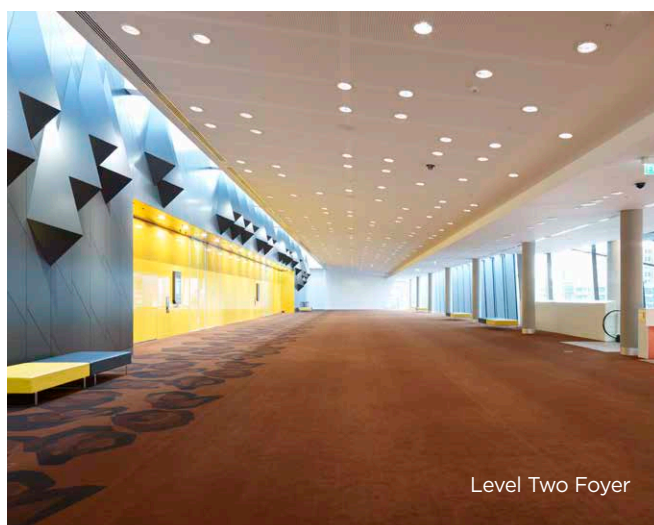
The space can be tailored to a range of events. It can be used for daily catering, pre-dinner drinks and cocktail functions or as a space for registration desks and exhibition booths.

LEVEL TWO FOYER

MCEC's Level Two Foyer is an extensive open space and the perfect location for daily catering, pre-dinner drinks, cocktail functions or a registration area. With stunning views of the Melbourne cityscape and Yarra River, it's a beautiful space for visitors to meet and mingle.



Level One Foyer



Level Two Foyer

Please refer to the MCEC Floor Plans and Space Capacities Guide at www.mcec.com.au/plan-an-event/rooms/ for further information on room capacities and specifications.

TECHNOLOGY & ACCESSIBILITY



Visualisation Studio

TECHNOLOGY

MCEC's IMAGINE technology enables the efficient managing, monitoring and capturing of events through a range of in-house innovations, including:

- > Visualisation Studio where customers can create a virtual 3D representation of the event space complete with audio, video and lighting to test plans before an event takes place.
- > A digital signage system.
- > Social media integration through an easy-to-use iPad interface.
- > M Channel, MCEC's webcasting service, allows event presentations to be viewed online, and synched with audio, video and presentation slides.
- > Live View makes it possible for multiple video streams of event rooms to be viewed on a single screen anywhere within the event area.
- > MCEC's Intelligent Lectern lets event speakers easily adjust a room's lighting, projection, volume and even temperature levels. By simply touching a button, speakers can start a presentation, dim the lights, or even call for technology support.

ACCESSIBILITY

MCEC is an accessible venue with employees trained in customer service and disability awareness. Some of MCEC's accessibility features include:

- > Flat level entry to the Convention Centre and accessibility ramps.
- > Split-level counter service at Customer Service desks, Ticket Box and Cafés.
- > Positions for wheelchairs on all levels of Plenary.
- > Braille signage on room door signs and fixed directional signs.
- > TTA Hearing Assisted accessible telephones with large operation buttons.
- > Guide Dogs and other registered assistance dogs are welcome in all areas.
- > First Aid and Parent Rooms
- > Hearing Assistance system.

CATERING AND OTHER SERVICES



FOOD AND BEVERAGE

At MCEC their skilled chefs create fresh food in-house from seasonal produce sourced from local producers, suppliers and winemakers.

MCEC's team include some of the best and brightest culinary experts from around the world. They create award-winning dishes for any situation; from a morning tea or lunch to a gala dinner or cocktail party. They also offer a selection of their house-made items at MCEC's two on-site cafés throughout the day and can tailor customised menus for exhibition stands and kiosks.

MARKETING AND PROMOTIONAL SUPPORT

MCEC offers events a range of complimentary marketing services. This includes MCEC website listings, social media activity and media announcements.

There are a number of signage locations throughout MCEC and the South Wharf precinct available for advertising your event or sponsors.

OTHER SERVICES

MCEC understands that creating and delivering truly memorable events requires attention to the smallest details. This includes ensuring that attendees' personal needs are catered for with facilities such as:

- > On-site ATM (ABM, cash machines, automatic teller machine) banking facilities
 - > Prayer and parenting rooms
 - > Public telephones with international lines
 - > A cloakroom for personal possessions such as luggage
- Convenience stores, shopping outlets, a pharmacy, currency exchange, post offices and medical centre are all within walking distance

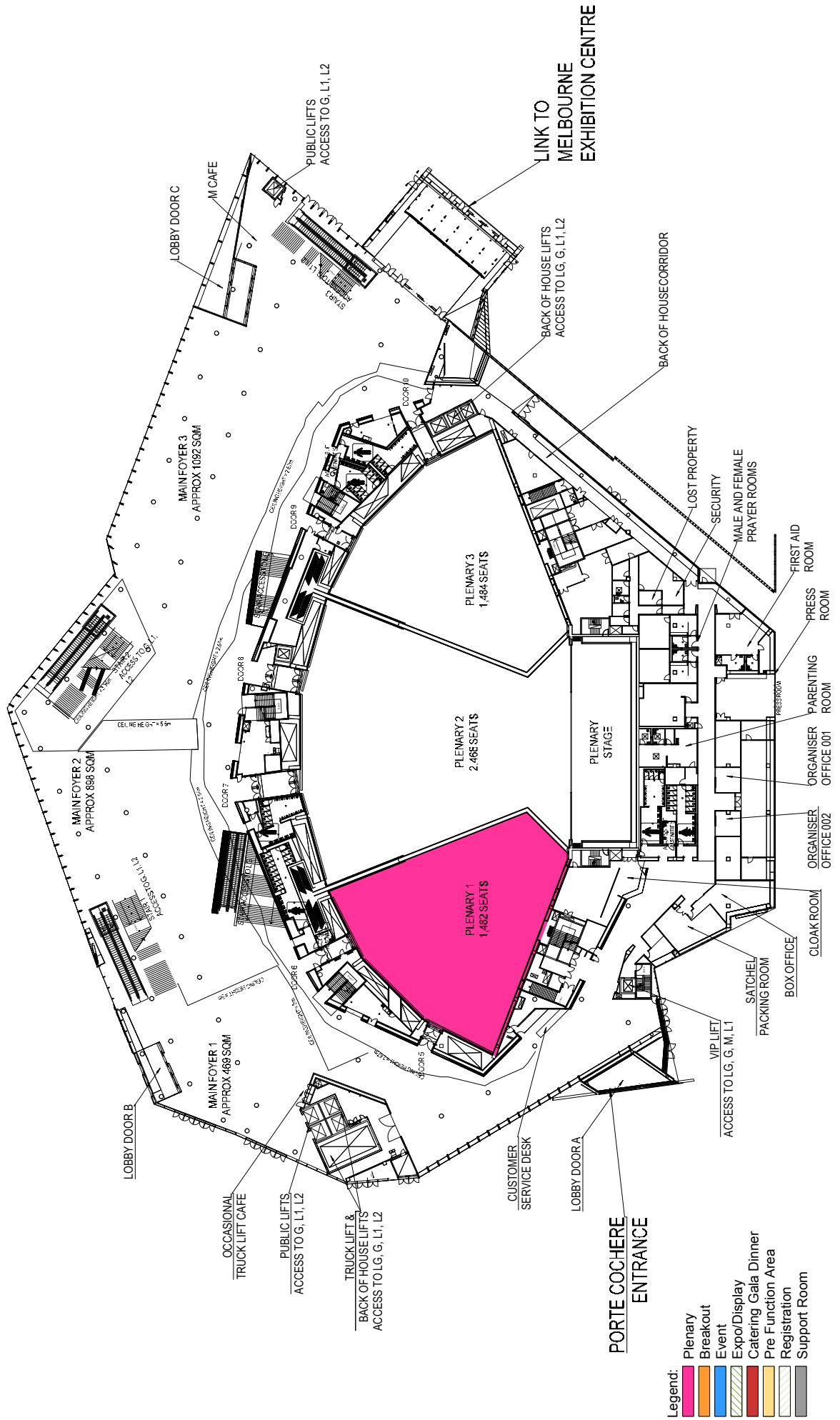
- 2015** Royal Melbourne Fine Food Awards – six medals
- 2014** Royal Melbourne Fine Food Awards – five medals
- 2014** National Meetings & Events Australia Award, Banquet and Catering
- 2014** Victorian Meetings & Events Australia Award, Banquet and Catering
- 2013** National Meetings & Events Australia Award, Banquet and Catering
- 2013** Royal Melbourne Fine Food Awards – eight medals
- 2012** Victorian Meetings & Events Australia Award, Banquet and Catering
- 2012** Royal Melbourne Fine Food Awards – seven medals
- 2011** Royal Melbourne Fine Food Awards – eight medals
- 2010** Australian Event Awards - Best Achievement in Catering
- 2010** Victorian Meetings & Events Australia Award, Banquet and Catering
- 2010** Good Food & Wine Show, Best Achievement in Catering
- 2008** National Meetings & Events Australia Award, Banquet and Catering

MELBOURNE CONVENTION CENTRE, GROUND LEVEL

EVENT NAME: WORLD CONGRESS OF COLLEGES AND POLYTECHNICS 2018

EVENT NUMBER: 80006

DRAWN BY & DATE: MT 25/08/16



- Legend:
- Plenary
 - Breakout
 - Event
 - Expo/Display
 - Catering Gala Dinner
 - Pre Function Area
 - Registration
 - Support Room

MELBOURNE CONVENTION CENTRE, LEVEL 1

EVENT NAME: WORLD CONGRESS OF COLLEGES AND POLYTECHNICS 2018

EVENT NUMBER: 80006

DRAWN BY & DATE: MT 25/08/16



- Legend:
- Plenary
 - Breakout
 - Event
 - Expo/Display
 - Catering Gala Dinner
 - Pre Function Area
 - Registration
 - Support Room

SOCIAL VENUES



SUGGESTED SOCIAL PROGRAM VENUES

From heritage buildings and funky warehouses to grand ballrooms and modern outdoor terraces, Melbourne has got a venue to suit every social function, whatever the size or shape.

Using the famous Melbourne trams and / or the water taxis that cruise the Yarra River to transport delegates from hotels to functions, the Melbourne experience begins the minute you step outside your hotel. The following are just some suggested off-site venues that could be used for the Welcome Reception and Conference Dinner.



ATLANTIC GROUP [V] - PENINSULA

Banquet: 1488 Cocktail: 2500

Peninsula thrives as a contemporary event space worthy of its Victorian heritage location at Central Pier. Peninsula was inspired in design by London's Tate Modern Museum and boasts the potential and flexibility to accommodate a wide variety of corporate and social events. Guests will be astounded by both the scale and attention to detail in this unique space with a long list of features including nine metre ceilings, exposed trusses throughout, huge floor-to-ceiling windows and a stunning 66 metre chandelier – the longest in the Southern Hemisphere.

atlanticgroupv.com.au



SHOWTIME EVENTS CENTRE

Capacity: 280-1000

With a stunning location and flexible space to hold up to 1,000 guests, Showtime has become one of Melbourne's most exciting and popular venues. The perfect mixture of the original features of this building and modern custom fittings will create that unique feel for your event; Add an extraordinary outdoor area, offering covered and uncovered spaces that extends to the iconic Yarra River's edge, and you have a completely unforgettable experience.

showtimeevents.com.au



EPICURE - MELBOURNE CRICKET GROUND (MCG)

Banquet: 550 Cocktail: 1200

The MCG is Australia's most iconic sports stadium, with a capacity of 100,000. It is the tenth largest stadium in the world, and the largest in Australia. Internationally, the MCG is remembered as the centrepiece of the 1956 Summer Olympics, the 2006 Commonwealth Games and the annual Boxing Day Test cricket match. Throughout the winter, it serves as the home of Australian Rules football. There are several event spaces available at the venue including the Members Dining Room and the Olympic Room.

epicure.com.au

SUGGESTED SOCIAL PROGRAM VENUES



MELBOURNE & OLYMPIC PARKS

Banquet: 2000 Cocktail: 2500

Located just five minutes from Melbourne's central business district, Melbourne & Olympic Parks is home to Australia's most iconic entertainment and events venues.

Set against the magnificent backdrop of the city and the Yarra River, the precinct comprises of Rod Laver Arena, Margaret Court Arena, Hisense Arena, AAMI Park, The Melbourne Park Function Centre and The Vista.

Melbourne & Olympic Parks is dedicated to providing your guests with a money can't buy experience and will work with you on creating an event that is unforgettable.

mopt.com.au



MUSEUM SPACES - MELBOURNE MUSEUM

Banquet: 600 Cocktail: 2000

Located in the Carlton Gardens, opposite the historic Royal Exhibition Building, Melbourne Museum is the largest museum in the Southern Hemisphere. Its award-winning design displays an innovative combination of space, texture and shapes; from soaring glass walls to bold, bright columns. It boasts eight main galleries with permanent collections including the Melbourne Story, featuring the Museum's most popular object, Phar Lap - Australia's most famous racehorse.

peterrowland.com.au



EPICURE - MELBOURNE TOWN HALL

Banquet: 700 Cocktail: 1500

Centrally located in the heart of the city, the Melbourne Town Hall is a showcase destination that plays host to corporate dinners, wedding receptions, exhibitions, product launches, theatrical performances, meetings and conferences. For over 135 years, Melbourne Town Hall has been at the heart of events which have shaped the city's future and celebrated milestones. This is a showcase destination featuring grand entrance lobbies and unique period features.

epicure.com.au

EXPERIENCE



AUSTRALIA

Uluru/Ayers Rock, Northern Territory

TOP THINGS TO DO IN MELBOURNE

1

FEDERATION SQUARE

Home to an exceptional array of bars and speciality stores FED Square has become the city's meeting place



2



VICTORIA MARKET

Queen Victoria Market is a historic landmark, a tourist attraction and a Melburnian Institution



3



TAKE A WALK ALONG ST KILDA BEACH

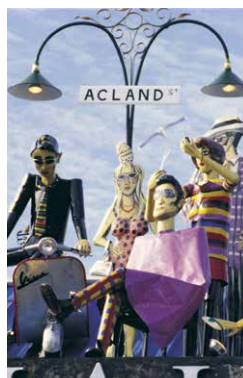
Enjoy a day by the seaside at St Kilda Beach, the iconic Pier and heated sea baths

4



MELBOURNE ARTS CENTRE

The Melbourne Arts Centre is the flagship of the performing arts in Victoria and the focal point of Melbourne's culture prescient



5

ST KILDA ACLAND STREET

Drawn by the many funky bars, outstanding restaurants and eclectic shops in the triangle



6



EUREKA SKYDECK

Has awe inspiring views of Melbourne from the observation deck on the highest public vantage point in the Southern Hemisphere



7



AFL GAME AT THE MCG STADIUM

Walk to the MCG with thousands of footy fans and witness the unique game of Aussie Rules

8



THE MELBURNIAN LOVE AFFAIR WITH FOOD

Melbourne has 2539 restaurants catering for most palates, 571 Modern Australian, 427 Italian or Pizza restaurants. Melbourne offers a great range of restaurants for parties & groups, families and fine dining



10

LANEWAY CULTURE

Melbourne's laneways are narrow enclaves where mainstream culture takes a back seat to allow for one off boutiques, unique galleries and hidden cafes

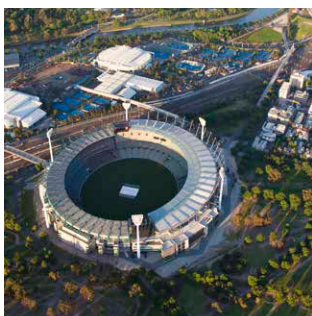


9



THE MELBOURNE COFFEE SCENE

Melbourne is now home of Australia's most sophisticated coffee scene. Explore some of its best coffee secrets.



REGIONS OF VICTORIA



1 MORNINGTON PENINSULA

From Melbourne by coach: 1hr

From mushroom foraging walks in winter, to strawberry picking in summer, Mornington Peninsula is awash with local produce that is found in the many restaurants in the region. Capture golfing indulgence to a 'tee' with a private helicopter transfer to some of Australia's premier golf courses, including The Dunes, Sanctuary Lakes and Sandhurst.



2 YARRA VALLEY

From Melbourne by coach: 1hr

Less than one hour's drive from Melbourne, the picturesque Yarra Valley is famous for its vineyards, rolling green hills and the pleasures of locally produced food and wine. The Dandenong Ranges is a popular escape for its mountain scenery, forests and fern gullies. Drive, walk, wander or float through in a hot air balloon. .



3 DAYLESFORD & MACEDON RANGES

From Melbourne by coach: 2hrs 50mins

Daylesford and Macedon Ranges is the state's capital of indulgence, offering spa retreats and natural springs, great cafés and fine dining just over an hour from Melbourne. More than 80% of Australia's naturally occurring mineral springs are found in the region. Visit the quaint township of Hepburn Springs and walk around stone farmhouse buildings, surrounded by a stunning garden, and lavender fields, at Lavandula Swiss-Italian farm.



4 GOLDFIELDS

From Melbourne by coach: 1hr 20mins

When gold was discovered in Victoria over 150 years ago it left a lasting legacy within the towns of Ballarat, Bendigo, Castlemaine and Maryborough. Re-live Australia's gold rush days by panning for gold at Ballarat's Sovereign Hill and explore the region's beautiful architecture, grand public buildings, statues, fountains and exquisite gardens, all reminders of that rich bygone era.



5 PHILLIP ISLAND

From Melbourne by coach: 3hrs

Phillip Island is a popular destination for its nature and wildlife, as well as its international motor racing events. Just 90 minutes from Melbourne, experience the famous Penguin Parade, Australia's most popular wildlife event, where every day at dusk a parade of little penguins emerge from the sea and make their way to their burrows in the sand dunes. At Phillip Island Nature Parks, visitors can see wallabies, kangaroos, little penguins, seals and koalas in their natural habitat.

6 GIPPSLAND

From Melbourne by coach: 2hrs 10mins

Escape to the eastern corner of Victoria and be rewarded with natural landscapes of unparalleled beauty. Visit quaint seaside villages and alpine towns; fill up on farm-fresh produce; get active on the region's lakes, rivers and mountain ranges; or simply relax on the pristine beaches.

7 GREAT OCEAN ROAD

From Melbourne by coach: 2hrs 40mins

One of the world's most scenic drives, the Great Ocean Road follows Victoria's stunning south-western coastline past the famous Twelve Apostles. From Torquay, south of Geelong, to Peterborough, east of Warrnambool, the 243-kilometre/150-miles road winds along cliff tops, moves under the canopies of lush rainforests and cruises down to the shoreline.

8 GRAMPIANS

From Melbourne by coach: 2hrs 50mins

The Grampians region, with its expansive landscapes, has stunning national and state parks, indigenous history and breathtaking scenery. The Grampians National Park features spectacular rocky outcrops, 200 bird species, Aboriginal heritage trails and Victoria's largest collection of rock art. Experience its beauty by following one of the region's 40 walking tracks.

9 MURRAY REGION

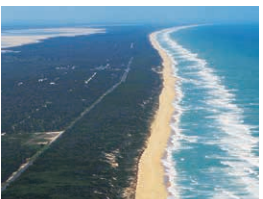
From Melbourne by coach: 3hrs

The world's third longest navigable river, the Murray River, forms the border between New South Wales and Victoria before heading south through South Australia to the ocean. The Murray River region is the state's very own Australian outback, blessed with a mild Mediterranean climate and a range of outdoor activities.

10 VICTORIA'S HIGH COUNTRY

From Melbourne by coach: 3hrs

Head for the spectacular scenery and altitude of Victoria's high country. The region is renowned for its welcoming villages, long traditions of wine making, fine local produce, adventure and outdoor activities in the breathtaking alpine scenery. Take to the slopes for skiing in winter, or in the warmer months explore the mountains on horseback or mountain bike.



STATES OF AUSTRALIA



AUSTRALIAN CAPITAL TERRITORY (ACT)

Canberra

Located between Sydney and Melbourne, Canberra is a city designed to reflect an entire nation. Not only famous as the home of our Federal Parliament, Canberra's attractions are world renowned.

The Australian War Memorial, Old Parliament House, the National Museum of Australia, as well as its galleries, wineries and parklands symbolise the nation. It's a journey anyone who wants to learn more about Australia should make.

visitcanberra.com.au



NORTHERN TERRITORY (NT)

Darwin

The Northern Territory is a land of contrasting colours, spanning from tropical Darwin in the north to the red ochre of Alice Springs in the centre. Spectacular natural attractions such as Uluru (Ayers Rock), world heritage listed Kakadu National Park and Nimiluk (Katherine) Gorge are a must see. Modern restaurants and first class accommodation complement the range of activities available. From balloon flights over the centre to sunset cruises on Darwin Harbour and four wheel drive safaris through the outback, the Northern Territory has something for everyone.

tourismnt.com.au



SOUTH AUSTRALIA (SA)

Adelaide

South Australia is renowned for its famous wine regions including Clare Valley, Coonawarra, McLaren Vale and the Barossa with a bountiful heritage. South Australia's capital, Adelaide, is an elegant city of wide streets and gracious colonial architecture surrounded by beautifully laid out parklands for cycling, walking, sports and picnicking.

southaustralia.com



NEW SOUTH WALES (NSW)

Sydney

New South Wales boasts a wide variety of attractions, stunning scenery and a climate to suit all needs. Enjoy the big city buzz of Sydney, the state's capital, with its famous Opera House and the beauty of its world-renowned harbour. Then step away to soak up the local flavours of the regions of New South Wales.

Laze on a beach, hike in fresh mountain air, soothe your soul in one of the world heritage national parks, take a leisurely drive through the state's flourishing farm regions or stop in the quirky towns and cosmopolitan centres.

visitnsw.com.au



QUEENSLAND (QLD)

Brisbane

Also known as the 'Sunshine State', Queensland is a warm sub-tropical climate full of dense rainforests and beautiful white sandy beaches with pure blue water. The state's major attraction is the majestic Great Barrier Reef, a delicate reef ecosystem that evolved over hundreds of thousands of years. Step into the city of Brisbane and your worries lift. Here the mood is light and the sun warms your face. Queensland's Gold Coast, an hour south of Brisbane, is also famous for its fine, white beaches, but with a cluster of theme parks, great shopping and restaurants too, it is the place for travellers who want to do it all.

experiencequeensland.com



WESTERN AUSTRALIA (WA)

Perth

Encompassing more than a third of the entire continent, Western Australia is a state with a diversity of natural attractions. Swim alongside the world's largest fish, the whale shark, explore caves, browse fine art and craft galleries and see quaint historic towns. The South-West region of Western Australia offers the opportunity to indulge in premium local wines and gourmet food at boutique vineyards amid towering karri forests and beautiful beaches. The untamed and remote Kimberley is one of the world's last great wilderness areas, with vast horizons, ancient gorges, astounding rock formations and rock pools.

westernaustralia.com



TASMANIA (TAS)

Hobart

Tasmania, or the 'Island State', is a haven to some of our planet's oldest trees, prehistoric plant life, animals and birds. The Tasmanian devil, the spotted-tail quoll and the orange bellied parrot are just a sample of what you can see. Tasmania is a paradise for bushwalkers, anglers, boat enthusiasts and rock-climbers. Hobart is the capital city and the Derwent River and mighty Mount Wellington frame this small historic capital. The south is a region of vineyards, valleys, winding waterways and historic sites and villages.

discovertasmania.com



LETTERS OF SUPPORT



LETTERS OF SUPPORT SUMMARY

There is extensive support for Melbourne to host the World Congress of Colleges and Polytechnics 2018 as demonstrated by the letters of support received. The list below outlines letters obtained.

LOCAL AND STATE GOVERNMENT

The Rt. Hon Robert Doyle	Lord Mayor, City of Melbourne
Mr Matthew Brown	Director, NSW Temporary Visas, Department of Immigration and Border Protection

INDUSTRY/ACADEMIA

Mr Andrew Williamson	Executive Director, Victorian TAFE Association
Mr Matt Arnott	General Manager, Education, Technology One Limited

TOURISM INDUSTRY

Ms Karen Bolinger	Chief Executive Officer Melbourne Convention Bureau (MCB)
Mr Peter King	Chief Executive Melbourne Convention and Exhibition Centre (MCEC)
Ms Carly Dixon	General Manager Corporate & Public Affairs Melbourne Airport
Mr Scott Van Eck	Head of Sales and Tourism Development, International Sales Qantas
Mr Max R Wood	Director SkyBus
Ms Martine Letts	Chief Executive Officer Committee for Melbourne
Ms Laura Cavallo	Chief Executive Destination Melbourne

LETTER OF SUPPORT

THE RT. HON ROBERT DOYLE

Lord Mayor, City of Melbourne



The Rt. Hon. The Lord Mayor of Melbourne

Thursday, 25 August 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot

I am writing to support the Melbourne Convention Bureau's invitation to hold the World Congress of Colleges and Polytechnics in Melbourne in 2018.

Melbourne is an exciting and sophisticated city. We were recently named the world's most liveable city for the sixth consecutive year, the world's friendliest city, the world's Most Admired Knowledge City and the world's Ultimate Sport City. Growing numbers of international visitors are flocking here, discovering why Melbourne has become the nation's number one domestic tourist destination and the country's business events capital.

In Melbourne we have the infrastructure and accommodation options to cater for conferences of all sizes. In 2014 we hosted 70 international conferences and more than 85,000 delegates. The AIDS 2014 conference alone brought over 11,000 people to our city.

Your congress will be held in the world's first six star, green star Convention and Exhibition Centre and your delegates will have access to state-of-the-art conference facilities and technology. The convention centre is located on the doorstep of the city, surrounded by numerous accommodation options including a Hilton hotel which is connected to the venue.

Melbourne is regarded as one of the most tolerant and friendly cities in the world. We are home to people from 200 countries, we speak 260 different languages and dialects and we practise 135 different faiths. We pride ourselves on making our visitors feel welcome.

Melbourne is a city that will leave you with lasting memories and stories worth sharing and I hope to welcome the congress in 2018.

Yours sincerely

A handwritten signature in blue ink that reads "Robert Doyle".

Robert Doyle
Lord Mayor

City of Melbourne
PO Box 1603 Melbourne
Victoria 3001 Australia
Telephone 61 3 9658 9825
Facsimile 61 3 9654 2628

LETTER OF SUPPORT

MR MATTHEW BROWN

Director, NSW Temporary Visas, Department of Immigration and Border Protection



Australian Government
**Department of Immigration
and Border Protection**

26 August 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot

World Congress of Colleges and Polytechnics 2018

The Melbourne Convention Bureau has advised the Department of Immigration and Border Protection of its bid for the World Congress of Colleges and Polytechnics 2018 and has asked the Department to provide information regarding visa requirements and facilitation.

Under Australia's universal visa system, all visitors to Australia must have a valid visa to travel to and enter Australia (other than New Zealand passport holders and Norfolk Island permanent residents, who will normally be issued with a visa on arrival to Australia). There are a number of visa options available to people wishing to visit Australia. The appropriate visa option will depend, among other things, on the person's purpose for visiting Australia and the length of stay.

While every effort will be made to facilitate the entry of delegates attending the World Congress of Colleges and Polytechnics 2018, each applicant must satisfy all criteria for the grant of a visa as set out in Australian migration law. This requires, among other things, that applicants are genuine visitors and meet Australia's character and health requirements. Information on character and health requirements can be found on the Department's website at <http://www.border.gov.au/Trav/Visa/Char> and <http://www.border.gov.au/Trav/Visa/Heal/meeting-the-health-requirement>

The Department will assist the World Federation of Colleges and Polytechnics, TAFE Directors Australia and Melbourne Convention Bureau by providing information on visa requirements to ensure that delegates are aware of correct application procedures and are able to apply well in advance of their expected travel.

Should the bid be successful, event organisers should register the event with the Department's International Event Coordinator Network (IECN) as early as possible. Events can be registered with the IECN by completing an online form at: <https://www.border.gov.au/about/corporate/information/forms/online/iecn-enquiry-form>.

Once the event is registered, the IECN will provide up-to-date information on visa options and visa application requirements for event participants. The IECN can also provide updates on the progress of visa applications, confirmation of the lodgement of visa applications by event participants, and liaison with Australian visa offices overseas to resolve issues arising in the visa application process.

LETTER OF SUPPORT

- 2 -

In accordance with Australia's Privacy Act 1988, any information an event organiser or participant passes to the Department's IECN, will only be used to facilitate visa processing with the relevant Australian overseas visa office. Contacting the Department early will ensure that processing arrangements can be put in place and that any potential difficulties are identified and addressed quickly.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Matthew Brown', with a stylized flourish at the end.

Matthew Brown
Director
NSW Temporary Visas
Temporary Visa Programme | Visa and Citizenship Management Division
Visa and Citizenship Services Group
Department of Immigration and Border Protection

LETTER OF SUPPORT

MR ANDREW WILLIAMSON

Executive Director, Victorian TAFE Association



**Victorian TAFE
Association**

Reg. No. A07940

**Level 3, 478 Albert Street
East Melbourne VIC 3002**

**Telephone (03) 9633 8180
Facsimile (03) 9663 7366
www.vta.vic.edu.au**

**Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA**

6 September 2016

Dear Ms Amyot,

RE: Support for the Melbourne Bid to host the World Congress of Colleges and Polytechnics 2018

The Victorian TAFE Association (VTA) understands that Melbourne is being considered as the host city for the 2018 World Congress of Colleges and Polytechnics. This is excellent news and I write to you to express strong support for the bid for the Congress.

The VTA is the peak body for Victoria's public vocational education and training (VET) providers. VTA members include four dual sector Universities, twelve stand-alone public TAFE Institutes and an Associate Member, AMES. Services provided by VTA to members include public policy advocacy, workforce relations advice, education projects, research, government liaison and representation, and professional development.

Vocational Education and Training (VET) occurs in an increasingly international context, as we prepare our students for life and work in a global economy. International events – such as the World Congress – offer college and polytechnic leaders the opportunity to learn from each other, to benchmark against international best practice and build incredible networks.

Having the 2018 Congress in Melbourne would provide an excellent opportunity for VTA members to interact with a wide range of VET experts, but also to showcase the strengths of the Victorian VET system.

This is an exciting time for TAFE in Victoria, with a government VET reform package, Skills First, articulating and centralising the role for public providers in our competitive VET market. VET is regarded an essential feature of the Victorian *Education State* platform.

CITY SWITCH

**GREEN BUSINESS
LEADER 2014**



4 STAR OR ABOVE NABERS ENERGY RATING ACHIEVER

The VTA is confident that Melbourne will offer an excellent experience for all attendees, and I am pleased to offer support to the proposal. The VTA can play a key role in facilitating and coordinating the collective efforts of our public VET providers. VTA will also:

- Assist in the development of the Congress program
- Promote the event across a number of platforms along with other relevant industry bodies and associations
- Ensure strong local delegate attendance

I look forward to working with WFCP to ensure that the Melbourne 2018 World Congress is a great success.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Williamson', with a horizontal line underneath.

Andrew Williamson
Executive Director

LETTER OF SUPPORT

MR MATT ARNOTT

General Manager, Education, Technology One Limited



14 September 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President and CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot,

RE: Support for the Melbourne Bid to host the World Congress for the World Federation of Colleges and Polytechnics 2018

We are delighted to support the proposal from Melbourne as host city for the 2018 World Congress for the World Federation of Colleges and Polytechnics.

TechnologyOne is an ASX-200 company with 14 offices around the world, employing over 1,000 staff and investing over \$41 million in Australian innovation in 2015. Our company is proud to support 27 TAFEs and 22 Universities, helping them to work at their best every day.

2018 World Congress for the World Federation of Colleges and Polytechnics is an exciting opportunity for Australia and the education sector nationally and internationally and we trust you will receive this letter as a solid indication of our support for the Melbourne bid to host the 2018 Congress.

We are confident that holding the Congress in Melbourne will offer an excellent experience for all attendees. Melbourne is a large and dynamic city with well-developed infrastructure, making it more than capable of hosting a successful Congress in 2018. We are pleased to offer support to the proposal, by indicating that TechnologyOne intends to provide sponsorship for this event, should the Melbourne bid be successful. We would also promote the event, and our involvement, through our network of customers.

We encourage you to consider Melbourne as host city for the 2018 World Congress for the World Federation of Colleges and Polytechnics.

Sincerely

Matt Arnott
General Manager, Education

LETTER OF SUPPORT

MS KAREN BOLINGER

Chief Executive Officer, Melbourne Convention Bureau



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60 City Road, Southbank
Victoria 3006 Australia

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www.melbournecb.com.au

24 August 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President and CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot

RE: World Congress of Colleges and Polytechnics 2018

It is with great pleasure that we extend an invitation to hold the World Congress of Colleges and Polytechnics 2018 in Melbourne, Australia.

By choosing Melbourne, the World Federation of Colleges and Polytechnics will be hosting your meeting in the 'World's Most Liveable City' as named by the Economist Intelligence Unit for the sixth consecutive year in 2016.

Melbourne is a stable, prosperous city and a gateway to the Asia-Pacific region. With its ease of navigation and temperate climate, visitors are drawn to Melbourne to explore its labyrinth of laneways and experience its innovative food and wine scene, thriving culture and year-round calendar of major events.

The venue for WCCP will be the state-of-the-art Melbourne Convention and Exhibition Centre (MCEC). The fully-integrated MCEC includes the largest pillar-less exhibition space in the Southern Hemisphere, a 5500+ seat multi-functional Plenary and award-winning catering and technology including free WiFi. MCEC is the only convention centre in Australia which has onsite accommodation, the five-star Hilton Melbourne South Wharf, with a further 5000 rooms within a five-minute walk of the Centre.

In addition, Melbourne offers excellent air access with 26 leading carriers flying to the city from 27 international destinations 367 times per week. Melbourne's comprehensive transport network and touring companies will also enable delegates to travel to other parts of Victoria and Australia for pre and post touring. For delegates that require public transport to get around the city and Docklands, tram travel is free.

The Melbourne Convention Bureau is one of the world's few full service convention bureaux, providing complete support and advice from bid stage right through to event execution. We can connect you to local and state government, local experts in your field and relevant suppliers to ensure your event in Melbourne runs seamlessly.

If Melbourne is chosen as the host city for WCCP, conference organisers and delegates will experience a safe, welcoming and vibrant city with an exceptional track record in hosting major international conferences that led the city to be voted Australasia's Leading Meetings and Conference Destination for the third year running at the 2015 World Travel Awards.

It is therefore with great confidence that I offer Melbourne, Australia, as the host city for the World Congress of Colleges and Polytechnics 2018.

Yours sincerely

A handwritten signature in black ink, appearing to read "KBolinger".

KAREN BOLINGER
CHIEF EXECUTIVE OFFICER
MELBOURNE CONVENTION BUREAU

LETTER OF SUPPORT

MR PETER KING

Chief Executive, Melbourne Convention and Exhibition Centre



7 September 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO - Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot

The Melbourne Convention and Exhibition Centre (MCEC) has great pleasure in supporting the bid for the World Congress of Colleges and Polytechnics 2018.

Melbourne Convention and Exhibition Centre (MCEC) brings people together to deliver world-class events and create memorable visitor experiences.

MCEC provides the right spaces to connect, access to leading technology, fresh award-winning food made in-house, and excellent customer service.

A multi-functional Plenary, 52 meeting rooms and 30,000 square metres of pillar-less exhibition space are just the beginning.

MCEC have hosted everything from meetings, conventions and exhibitions, to concerts, tradeshows and gala dinners.

Home to the largest kitchen in the southern hemisphere, MCEC's skilled chefs use the freshest seasonal produce from local producers, suppliers and winemakers across Victoria to create award-winning dishes in-house.

MCEC offers an expert approach to technology that creates memorable live experiences for visitors and technology solutions to bring events to life.

Located on the banks of the Yarra River, MCEC has sweeping city views, is only two traffic lights from the airport and just a short stroll to Melbourne's city centre.

On-site accommodation is easily accessible, with an internal link to the Hilton Melbourne South Wharf via a private walkway, while the venue is surrounded by some of the city's best bars and restaurants.

With numerous public transport links surrounding MCEC and a wide range of parking and taxi services, commuting across the city has never been easier.

Add all of this to Melbourne's unique character – a vibrant city with a relaxed atmosphere – and you'll find yourself in the perfect place to learn, share and connect in the world's most liveable city.

MCEC is also pleased to commit to a financial support package. This is undertaken in conjunction with the Melbourne Convention Bureau and is detailed in the Melbourne Package of Citywide Support document.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Peter King'.

Peter King
Chief Executive



Melbourne Convention
and Exhibition Centre

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T +61 3 9235 8000
F +61 3 9235 8001
www.mcec.com.au

ABN 17 434 286 169

LETTER OF SUPPORT

MS CARLY DIXON

General Manager Corporate & Public Affairs, Melbourne Airport



AIRPORT MANAGEMENT
LEVEL 2, T2
MELBOURNE AIRPORT 3045

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TULLAMARINE
VICTORIA 3043 AUSTRALIA

TEL: +61 (3) 9297 1600
FAX: +61 (3) 9297 1886

www.melbourneairport.com.au

29 August 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot

It is with great pleasure that we support Melbourne's bid to host the World Congress of Colleges and Polytechnics 2018.

Melbourne Airport has an established track record of working with a range of Melbourne major event agencies and conference organisers to deliver a coordinated response for conventions and events.

We look forward to welcoming the delegates to the World Congress of Colleges and Polytechnics 2018 and we will act as a broker to coordinate the various airport services to make the event a success.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Carly Dixon'.

CARLY DIXON
EXECUTIVE CORPORATE & PUBLIC AFFAIRS

LETTER OF SUPPORT

MR SCOTT VAN ECK

Head of Sales and Tourism Development, International Sales, Qantas



29 August 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot,

I understand that you are currently considering Melbourne to host the World Congress of Colleges and Polytechnics 2018.

Qantas is the world's second-oldest airline. Founded in the Queensland outback in 1920, it is Australia's largest domestic and international airline and is recognised as one of the world's leading long-distance carriers, having pioneered services from Australia to North America and Europe. Qantas operates a network spanning 206 destinations in 53 countries across Australia, Asia and the Pacific, the Americas, Europe, the Middle East and Africa (including those served by codeshare partner airlines). Qantas entered into a global aviation partnership with Emirates, offering the largest shared A380 network, faster connections for Qantas customers with access to an expanded network via the hub of Dubai.

Qantas's premium full service Australian domestic and international services offer world leading product, award winning in-flight meals and entertainment, superior lounges, customer service excellence, and a leading loyalty program in Qantas frequent Flyer.

Qantas is a founding member of the global airline alliance **oneworld**. Comprised of twelve of the world's leading airlines - Qantas, airberlin, American Airlines, British Airways, Cathay Pacific, Finnair, Iberia, LAN, Malaysia Airlines, Japan Airlines, Royal Jordanian and S7 Airlines.

Qantas is committed to actively managing our operations and growth in an environmentally sustainable manner. Your delegates can choose to fly carbon neutral by offsetting their own share of flight emissions with just a small contribution. Customers can offset their flight emissions by going to www.qantas.com/flycarbonneutral and entering their flight details.

For domestic Australian delegates Qantas provides a direct individual booking tool for conference travel utilising the lowest everyday fares available on Qantas. Conference On-line is a dedicated webpage on your conference site which rewards your organisation with one complimentary domestic airfare for every fifty airfares sold via this portal (Conditions Apply).

International delegates can go on-line to qantas.com to discover our suite of highly competitive air fares including tactical sales fares. Although your conference is to be held in 2018, your delegates can explore the current Qantas schedules and fares to assist with future planning.

Twelve months prior to your conference our schedules and fares will be available. However in the meantime please do not hesitate to contact us for further information. Please email jenny.viali@qantas.com.au

Yours Sincerely

Sasha Sherman - Manager Leisure Sales and Tourism Development
Qantas Airways



Qantas Airways Limited ABN 16 009 661 901
10 Bourke Road Mascot NSW 2020 Australia
Telephone +61 2 9691 3636

qantas.com

LETTER OF SUPPORT

MR MAX R WOOD

Director, SkyBus

SkyBus

SkyBus

29 August 2016

City. Airport. Express.

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Amyot

It is with pleasure that we support Melbourne's bid for the **World Congress of Colleges and Polytechnics 2018**.

SkyBus will deliver maximum savings for your delegates (more than 70% compared to other transport options) with zero work by your committee or PCO.

SkyBus offers the convenience of express travel from Melbourne Airport kerbside straight to the heart of Melbourne City, 24 hours a day, 7 days a week, including all public holidays, every 10 minutes most hours of the day, and every 3-4 minutes during all peak periods.

We provide a modern high capacity fleet ALL fully equipped with Free Wi-Fi services on each vehicle.

On arrival at our city base, SkyBus Hotel Transfer Service can safely transport you between Southern Cross Station, to select city accommodation – at no additional charge. (Refer to web site for hours of operation and drop off locations nearest to your hotel).

No reservations are necessary, allowing passengers maximum flexibility to travel to and from Melbourne Airport.

SkyBus will provide ticket stock, either as bulk bar codes or paper tickets, to allow your organizing committee or PCO to scan or fax a ticket/s to delegates on request.

We look forward to discussing how we can service your delegates and to welcome everyone to Melbourne for the **World Congress of Colleges and Polytechnics 2018**.

Regards,



Max R Wood.

SkyBus Melbourne

1300 SKYBUS
www.skybus.com.au
info@skybus.com.au

29 Francis Briggs Road
Melbourne Airport 3045
Australia
Trading as: SkyBus

PO Box 44 Tullamarine Victoria 3045
29 Francis Briggs Road,
Melbourne Airport VIC 3045
ABN 60 010 155 398 ACN 010 155 398

SkyBus Auckland

0800 SKYBUS
www.skybus.co.nz
info@skybus.co.nz

64 Westney Road Mangere
Auckland 2022
New Zealand



TripAdvisor logo
Tel: (03) 9335 2000
Fax: (03) 9338 5075
Email: info@skybus.com.au
Web: www.skybus.com.au

LETTER OF SUPPORT

MS MARTINE LETTS

Chief Executive Officer, Committee for Melbourne



Ideas to Outcomes

Milton House
Level 2, 25 Flinders Lane
Melbourne Victoria 3000
Australia

Telephone (03) 9650 8800
Facsimile (03) 9650 6066
www.melbourne.org.au
cfm@melbourne.org.au
ABN 56 203 402 373

15 September 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms. Amyot,

It gives me great pleasure to support Melbourne's proposal to host the **World Congress of Colleges and Polytechnics 2018**.

From my perspective as the Chief Executive Officer of the Committee for Melbourne (a private, non-profit network of senior leaders drawn from Melbourne's business, science, academic and community sectors), I am very well aware of the many excellent attributes Melbourne has to offer an event of this nature and importance.

Our city has an extraordinarily good track record for staging national and international sporting, cultural and business events. It's well-designed with a vibrant intellectual centre and creative soul. We're not only home to Australia's leaders in commerce, medicine, industry, and the arts, but we're also a sports mad group - playing host to a wide range of major international sporting events each year - including the Australian Open Tennis, Australian Motorcycle Grand Prix and the Melbourne Cup.

Melbourne also offers many other important qualities. These include our multiculturalism - which provides us the opportunity to serve up some of the nations best from more than 70 national cuisines; our transport infrastructure - with our comprehensive and unique tram network providing convention delegates with an easy and enjoyable way to move around; and our picturesque bayside setting - that is enhanced by tree-lined boulevards and magnificent parks and gardens.

I believe Melbourne would be a wonderful host city for the **World Congress of Colleges and Polytechnics 2018** and therefore commend this bid to you and your Site Selection Committee.

Yours sincerely

Martine Letts
Chief Executive Officer

LETTER OF SUPPORT

MS LAURA CAVALLO

Chief Executive, Destination Melbourne

DESTINATION MELBOURNE

ABN 39 110 657 264

Level 12, 50 Queen Street
Melbourne, VIC 3000

T 03 9869 2444

W destination.melbourne

2 September 2016

Ms Denise Amyot
Chair, World Federation of Colleges and Polytechnics
President & CEO
Colleges and Institutes Canada
1 Rideau Street, Suite 701
Ottawa, ON K1N 8S7
CANADA

Dear Ms Denise Amyot,

Destination Melbourne is Melbourne's dedicated tourism organisation and I am writing in support of our city being the nominated Australian destination for The World Congress of Colleges and Polytechnics 2018.

We work in partnership with industry, tourism businesses, State and Local government to maximise the co-operative marketing of Melbourne as a compelling visitor destination.

As such, Destination Melbourne would be pleased to provide The World Congress of Colleges and Polytechnics 2018 with the following support should Melbourne be chosen as the host city for this important conference:

- + Official Melbourne Visitor Guides for each delegate
- + Melbourne maps for each delegate
- + Copies of the "Accommodation" guide for each delegate. (These items can be placed in the welcome satchels for delegates)

We can also offer an extra value-add opportunity (if budget permits) and design a personalised welcome cover for your event on the Official Melbourne Visitor Guide. We would be pleased to discuss this with you in detail should Melbourne secure this event.

We hope Melbourne becomes the host city for The World Congress of Colleges and Polytechnics 2018, as the tourism industry would be proud to host your delegates and provide an extraordinary experience overall.

Yours sincerely



Laura Cavallo
Chief Executive

GROWING
INDUSTRY.
INSPIRING
VISITORS.

APPENDIX 1

PROPOSAL FROM MELBOURNE
CONVENTION AND EXHIBITION CENTRE
(MCEC)

PROPOSED SPACE HIRE CHARGE AND PLAN

World Congress of Colleges and Polytechnics 2018 (80006)

Tenancy: Thu 06/09/18 (20:00) - Mon 10/09/18 (02:00)

Event: Fri 07/09/18 (07:00) - Sun 09/09/18 (18:00)

Forecast Attendance per Event Day: 600

Location	Space	Usage	Setup & Maximum Capacity	Thursday 06/09/2018	Friday 07/09/2018	Saturday 08/09/2018	Sunday 09/09/2018	Monday 10/09/2018	Total
Convention Centre	Plenary 1 without balcony	Plenary 600 delegates	Theatre Style 977 Attendees		07:00 - 23:59 9,310.00	07:00 - 23:59 9,310.00			18,620.00
		Plenary 600 delegates	Theatre Style 977 Attendees			07:00 - 18:00 6,220.00	6,220.00		6,220.00
	Meeting Room 101 & 102 (Small Combined)	Breakout #1 - 140pax	Theatre Style 140 Attendees		07:00 - 23:59 2,980.00	07:00 - 23:59 2,980.00			5,960.00
		Breakout #1 - 140pax	Theatre Style 140 Attendees			07:00 - 18:00 1,980.00	1,980.00		1,980.00
	Meeting Room 103 (Medium)	Support Room Meeting Room #1	Theatre Style 132 Attendees		07:00 - 23:59 2,480.00	07:00 - 23:59 2,480.00			4,960.00
		Support Room Meeting Room #1	Theatre Style 132 Attendees			07:00 - 18:00 1,660.00	1,660.00		1,660.00
	Meeting Room 104 (Medium)	Support Room Meeting Room #2	Theatre Style 132 Attendees		07:00 - 23:59 2,480.00	07:00 - 23:59 2,480.00			4,960.00
		Support Room Meeting Room #2	Theatre Style 132 Attendees			07:00 - 18:00 1,660.00	1,660.00		1,660.00
	Meeting Room 105 (Large)	Breakout #2 - 240pax	Theatre Style 252 Attendees		07:00 - 23:59 4,110.00	07:00 - 23:59 4,110.00			8,220.00
		Breakout #2 - 240pax	Theatre Style 252 Attendees			07:00 - 18:00 2,730.00	2,730.00		2,730.00
	Meeting Room 106 (Large)	Breakout #3 - 200pax	Theatre Style 252 Attendees		07:00 - 23:59 4,110.00	07:00 - 23:59 4,110.00			8,220.00
		Breakout #3 - 200pax	Theatre Style 252 Attendees			07:00 - 18:00 2,730.00	2,730.00		2,730.00

PROPOSED SPACE HIRE CHARGE AND PLAN

World Congress of Colleges and Polytechnics 2018 (80006)

Tenancy: Thu 06/09/18 (20:00) - Mon 10/09/18 (02:00)

Event: Fri 07/09/18 (07:00) - Sun 09/09/18 (18:00)

Forecast Attendance per Event Day: 600

Location	Space	Usage	Setup & Maximum Capacity	Thursday 06/09/2018	Friday 07/09/2018	Saturday 08/09/2018	Sunday 09/09/2018	Monday 10/09/2018	Total	
Convention Centre	Meeting Room 107 (Small - Cantilevered)	Support Room Meeting Room #3	Theatre Style 72 Attendees		07:00 - 23:59 1,930.00	07:00 - 23:59 1,930.00			3,860.00	
		Support Room Meeting Room #3	Theatre Style 72 Attendees				07:00 - 18:00 1,290.00		1,290.00	
	Meeting Room 108 (Small - Cantilevered)	Support Room Meeting Room #4	Theatre Style 72 Attendees		07:00 - 23:59 1,930.00	07:00 - 23:59 1,930.00				3,860.00
		Support Room Meeting Room #4	Theatre Style 72 Attendees				07:00 - 18:00 1,290.00		1,290.00	
	Meeting Room 109 (Large)	Breakout #4 - 140pax	Theatre Style 252 Attendees		07:00 - 23:59 4,110.00	07:00 - 23:59 4,110.00				8,220.00
		Breakout #4 - 140pax	Theatre Style 252 Attendees				07:00 - 18:00 2,730.00		2,730.00	
Meeting Room 110 (Large)	Breakout #5 - 140pax	Theatre Style 252 Attendees		07:00 - 23:59 4,110.00	07:00 - 23:59 4,110.00				8,220.00	
	Breakout #5 - 140pax	Theatre Style 252 Attendees				07:00 - 18:00 2,730.00		2,730.00		
Meeting Room 111 & 112 (Small Combined)	Breakout #6 - 140pax	Theatre Style 140 Attendees		07:00 - 23:59 2,980.00	07:00 - 23:59 2,980.00				5,960.00	
	Breakout #6 - 140pax	Theatre Style 140 Attendees				07:00 - 18:00 1,980.00		1,980.00		
Conference Organiser Office 101	Event Organiser Office	Square Metres 75 M2		07:00 - 23:59 Complimentary 0.00	07:00 - 23:59 Complimentary 0.00				0.00	
		Square Metres 75 M2				07:00 - 18:00 Complimentary 0.00		0.00		



PROPOSED SPACE HIRE CHARGE AND PLAN

World Congress of Colleges and Polytechnics 2018 (80006)

Tenancy: Thu 06/09/18 (20:00) - Mon 10/09/18 (02:00)

Event: Fri 07/09/18 (07:00) - Sun 09/09/18 (18:00)

Forecast Attendance per Event Day: 600

Location	Space	Usage	Setup & Maximum Capacity	Thursday 06/09/2018	Friday 07/09/2018	Saturday 08/09/2018	Sunday 09/09/2018	Monday 10/09/2018	Total	
Convention Centre	Speaker Room 101	Event Speaker Ready Room	Square Metres 33 M2		07:00 - 23:59 Complimentary 0.00	07:00 - 23:59 Complimentary 0.00			0.00	
		Event Speaker Ready Room	Square Metres 33 M2				07:00 - 18:00 Complimentary 0.00		0.00	
	Level 1 Foyers 1 & 2	Move In	Subject to Floor Plan Approval 1899 M2	20:00 - 23:59 2,550.00						2,550.00
		Move In	Subject to Floor Plan Approval 1899 M2		00:01 - 06:59 Included 0.00					0.00
	Exhibition and Catering Area 35 Booths (2mx4m), Catering - 600pax	Exhibition and Catering Area 35 Booths (2mx4m), Catering - 600pax	Subject to Floor Plan Approval 1899 M2		07:00 - 23:59 5,080.00	07:00 - 23:59 5,080.00				10,160.00
		Exhibition and Catering Area 35 Booths (2mx4m), Catering - 600pax	Subject to Floor Plan Approval 1899 M2					07:00 - 18:00 5,080.00		5,080.00
	Move Out	Move Out	Subject to Floor Plan Approval 1899 M2					20:00 - 23:59 Included 0.00		0.00
		Move Out	Subject to Floor Plan Approval 1899 M2						00:01 - 02:00 Negotiated 600.00	600.00

Charge Summary

Space Hire Charge:

GST:

Total Space Hire Charge:

\$126,450.00
\$12,645.00
\$139,095.00

Notes

NEGOTIATED RATES

Move Out for Level 1 Foyers 1 & 2 on Monday 10 of September 2018 have been offered for this event only at a specially negotiated rate of \$300.00 excluding GST per hour. This rate is subject to re-negotiation for all future bookings.

PROPOSED SPACE HIRE CHARGE AND PLAN

World Congress of Colleges and Polytechnics 2018 (80006)

Tenancy: Thu 06/09/18 (20:00) - Mon 10/09/18 (02:00)

Event: Fri 07/09/18 (07:00) - Sun 09/09/18 (18:00)

Forecast Attendance per Event Day: 600

Notes

IMPORTANT NOTES

All space allocated to your event will be subject to possible reallocation to similar sized rooms. Final allocation will only be confirmed at time of licensing.

All meeting room maximum capacities include an allowance for audio visual and staging.

All space hire charges are based on year ending 30 June 2019 and are subject to change without notice. Annual adjustments are determined no later than the 31 October each year for the following Australian fiscal year.

All space hire charges are in Australian Dollars and are subject to 10% Goods & Services Tax (GST).

A space hire charge may be applicable should complimentary space be utilised for any purpose other than that nominated above.

The allocated foyer may be shared by multiple events and also acts as a public space.

Food and Beverage Pricing is based on 2016 rates and are subject to change without notice. For budgeting purposes please allow for an approximate 5% per annum increase on all food & beverage and service charges.

A surcharge of 15% plus GST will be applicable on all Food and Beverage supplied on Sundays and Public Holidays.

Additional charges will be applicable for any supplementary audio visual equipment, services or technicians.

Please note security is generally required for events held in Plenary. Your Event Planner can provide you with further information on this.

To ensure minimal noise transference to surrounding events all noise related equipment, instruments, rehearsals and/or sound check timings must be requested and approved with your Event Planner.

MCEC may reallocate part of or the entire Event to another area as reasonably determined by MCEC in consultation with the client. The Space Hire Charge will be amended according to the new space allocated.

TECHNOLOGY SERVICES

Space Hire Charges include pre-installed technical equipment and services (please refer to the MCEC Technology Services Manual).

Labour charges will be applicable for System Technicians and/or Operators for bump in, operation and bump out as advised by your Event Planner. Additional charges will be applicable for alternate room configuration involving the movement and reinstatement of pre-installed equipment.

TECHNOLOGY SERVICES OPERATORS / DUTY TECHNICIANS

Plenary 1

A minimum of two MCEC Operators are required to assist with production elements during the event and are additional to the room inclusions. Where there is a requirement to bump in production equipment, sets etc, there is a requirement for a minimum of two Duty Technicians to assist with access, installation and integration of equipment.

PROPOSED SPACE HIRE CHARGE AND PLAN

World Congress of Colleges and Polytechnics 2018 (80006)

Tenancy: Thu 06/09/18 (20:00) - Mon 10/09/18 (02:00)

Event: Fri 07/09/18 (07:00) - Sun 09/09/18 (18:00)

Forecast Attendance per Event Day: 600



Notes

EXHIBITIONS & REGISTRATION - MCC FOYERS

Special considerations apply when using the Melbourne Convention Centre (MCC) Foyers for exhibitions. These spaces are not dedicated exhibition areas and will operate differently to traditional exhibition spaces. The MCEC Operations Manual contains full information on the conditions surrounding exhibitions at the MCC.

The allocated foyer may be shared by multiple events and also acts as a public space.

All exhibition shell schemes in MCC foyers must have a double back wall

All exhibition shell schemes, poster boards, registration desks and information display boards should be constructed from a system based product such as octanorm maxima, which can be installed and removed with little or no onsite manufacture. Maximum height permissible is 3 metres.

All custom style build stands must only be of an upgrade system format (your build contractor can assist with details). Final approval is provided by the MCEC Operations Manager.

Exhibition build and dismantling is scheduled to take place overnight between 20.00 and 07.00 to avoid any disturbance to events operating within the MCC. On occasions where it has been identified that your build may impact surrounding events, your allocated Event Planner will discuss specific build times with you closer to the licenced event date. This may include staggering your build over a period of time.

Floor plans are subject to MCEC approval and the location of your exhibition may need to be re-allocated based on the final size of your exhibition and number of delegates being catered for in this space.

Should Move Out not be completed by the times outlined on the Space Hire Plan additional charges will apply. Event security is required as a minimum for the move in and move out of the exhibition build.

APPENDIX 2

FUNDING ALLOCATIONS,
TERMS AND CONDITIONS

FUNDING FROM THE STATE GOVERNMENT OF VICTORIA

The State Government of Victoria is extremely supportive of the bid from Melbourne to host the World Congress of Colleges and Polytechnics 2018 and is providing indicative funding of up to AU\$80,000 as follows:

AU\$
80,000
Notes: 80% of the funding will be paid prior to the start of the event, with the final 20% payment paid following the conclusion of the event based on minimum delegate numbers of 600 being achieved.
Funding is required to be repaid in full if minimum delegate numbers of 300 are not achieved.
Please note that this funding is cash, treated as sponsorship income for the Congress and subject to a post event independent audit verifying that the funds were expended on the Congress.

FUNDING FROM MELBOURNE CONVENTION BUREAU (MCB)

MCB provides funding to assist with securing the meeting for Melbourne and for delegate boosting, marketing and promotion. Please refer to the table below for a summary of the support being offered for this bid.

SECTION 1 PRE-BID SUPPORT	UP TO AU\$
Funding to support the Melbourne bid process	\$8,000
SECTION 2 IN KIND SUPPORT PROVIDED BY MCB	UP TO AU\$
MCB Marketing and promotional support, including access to destination promotional material, assistance with conference flyers/postcards, and media support from MCB's Communications department.	\$15,000
Copies of Melbourne visitor guides and maps (one per delegate).	\$1,200
TOTAL SUPPORT PROVIDED	\$24,200

FUNDING FROM CITY OF MELBOURNE (COM)

City of Melbourne is supportive of the bid from Melbourne to host the World Congress of Sociology 2022 and is providing guaranteed funding of up to AU\$40,000 as follows:

Item	AU\$
Assistance with provision of information on CoM grants and sponsorship programs	\$500
Identification of appropriate programs where applicants may apply to secure sponsorship funding	
Access to City Marketing programs	\$200-\$5000
Inclusion of CoM marketing campaigns, listing on "What's On" website, social media and digital channels, Melbourne Magazine, et al	
Access to CoM managed public open space	\$1,500
CoM manages open space such as Birrarung Marr, sundry parks and gardens where external events may be held.**	
Promotional support through City of Melbourne's Sister City Partnerships.	Dependant on assistance required
CoM to assist in promoting the Congress internationally through its Sister City network, which includes Osaka (Japan), Tianjin (China), Thessaloniki (Greece), Boston (US), St Petersburg (Russia) and Milan (Italy).	
Promotional support through Melbourne's International Trade Missions to Asia	Dependant on assistance required
Assistance in promoting the 2023 Congress to emerging markets in Asia at Lord Mayor led Trade Missions to the region.	

TOTAL FUNDING OFFER FROM MELBOURNE

AU\$	AU\$ 111,200
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KEY AND NOTES

Citywide support funding is provided to the level and for the purpose specified. In the event that funding is not fully utilised for the purpose specified, it is not transferable for use for any other purpose or convertible to cash. Any international air travel that is being provided by MCB as part of this Citywide Support Package must be arranged by MCB through its preferred travel supplier.

** City of Melbourne is considering the Victorian Government's proposed Metro Tunnel Project in the planning of future events and activities within the city. Over the course of the project's construction phase, some flexibility in planning the location of large-scale events and / or activations may be required.

\$ All figures indicated are in Australian Dollars (AUD). All figures indicated above are inclusive of GST.

MCB Melbourne Convention Bureau.

Notes Funding is based on the Congress being held at the Melbourne Convention & Exhibition Centre (MCEC).

Once an event is secured for Melbourne, this Citywide Support Package (CWSP) forms the basis of a formal Letter of Agreement confirming the arrangement.

Section 2 Notes Funds appointed to delegate boosting, marketing and promotion can be appointed to: delegate boosting booths, promotional flyers, posters, postcards, banners, giveaways (i.e. small gifts, clip on koalas), prize draws, freight/shipping of collateral, travel expenses for local host travel, attendance for MCB travel. Marketing and media support funding can be used to develop websites, newsletters, press releases, advertisements, collateral design, images to be used in promotional material, Melbourne promotional DVD, loan of MCB pull-up banners.

ADDITIONAL REVENUE - GOODS AND SERVICES TAX (GST) REBATE

All goods and services transacted in Australia attract a 10% goods and services tax (including Convention registration and sponsorship).

As a business based off-shore, IHI and BMJ can claim back the GST paid on eligible business expenses e.g. venues, ground costs by registering for an Australian Business Number (ABN) and GST. There are many options to claim the tax component back, one option is for an existing Australian company e.g. a PCO, to include in their services to you, and your transactions are treated as their usual business. MCB would be happy to facilitate discussions between IHI and BMJ and suitable tax agents

ADDITIONAL POTENTIAL FUNDING

City of Melbourne Business Events Sponsorship

The City of Melbourne Business Events Sponsorship program provides support to organisations delivering business events in line with the City of Melbourne's objectives, which include the need to deliver more visitors to the city and encouraging delegates and partners to explore Melbourne.

Sponsorships are offered twice each year up to the value of AU\$10,000 (cash funding). Successful applicants may also then utilise the following services at their event:

- Welcome letters from the Lord Mayor of Melbourne
- Maps and brochures (including multilingual information)
- Lord Mayor/Councillor speech

MCB can assist with this process. Further information on the sponsorship and a list of previous recipients can be found here: www.melbourne.vic.gov.au/enterprisemelbourne/BusinessSupport/grantssponsorship/Pages/Businesseventssponsorship.aspx

WE LOOK FORWARD
TO SEEING YOU IN
MELBOURNE