



IPSWICH CITY COUNCIL
**International/Interstate Inbound
 Delegation Visit Request Form**

As outlined in the *International Relations Policy*, all inbound delegation visit requests must complete the following *International Inbound Delegation Request Form* and submit to the Office of Economic Development at business@ipswich.qld.gov.au

APPLICANT DETAILS					
Title		Given names		Surname	
Organisation				Role	
Phone number			Email		
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
DELEGATION OVERVIEW					
Provide a brief background of the visiting delegates' organisation.					
Describe the purpose of your visit to the City of Ipswich.					
List the topics of interest for the delegation meetings.					
Are there any outcomes that you wish to achieve?					
DELEGATION OVERVIEW					
Proposed date of visit	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			Duration of visit	
Name of organisation visiting					
Organisation website					

Industries in your city

Number of delegates		Name of delegation leader	
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Has your delegation been to the City of Ipswich before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please list other cities the delegation will be visiting and attached a draft itinerary.
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Delegations primary accommodation details (hotel name).

Please complete the below for each member of the delegation
(if the number of delegates exceeds the space below, please attach on a separate sheet of paper).

Member name	Position	Organisation

BUSINESS OBJECTIVES

Please indicate which area of Council you are interested in learning about

<input type="checkbox"/> Tourism	<input type="checkbox"/> Investment opportunities	<input type="checkbox"/> Food and agribusiness
<input type="checkbox"/> Education and training	<input type="checkbox"/> Defence industry	<input type="checkbox"/> Health
<input type="checkbox"/> Culture	<input type="checkbox"/> Property and construction	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Planning and development	<input type="checkbox"/> Transport and logistics	
<input type="checkbox"/> Other (please specify)		

Please outline what the delegation would like to learn during their visit.

Please outline any potential opportunities in relation to your visit purpose that may be of interest to the City of Ipswich (e.g. upcoming projects, tenders, research partnerships, education exchange programs).

OTHER REQUIREMENTS

Please indicate if you require any additional services (costs may be associated).

<input type="checkbox"/> Pre-arranged business matching	<input type="checkbox"/> Translating services	<input type="checkbox"/> Special dietary requirements
<input type="checkbox"/> Prayer time	<input type="checkbox"/> Other (please specify)	

Please return your completed form to the Office of Economic Development via email to business@ipswich.qld.gov.au

Upon receipt of the form, we will assess the request and an officer will be in contact.

Due to the large number of delegations hosted by the City, requests need to reach us at least four (4) weeks prior to the proposed date of visit.