



## PROFESSIONAL DEVELOPMENT

### Go Learn Fund for NARPACA members

Deadline: 29 February 2010.

Each year NARPACA presents the NARPACA Ticketing Professionals Conference. The conference is a national arts industry event dedicated to exploring best practice models and innovations in box office services, database management and marketing.

The NARPACA Ticketing Professionals Conference provides professional development opportunities for Box Office staff while supporting the growth of the national and international ticketing industry.

Arts Queensland is pleased to be in partnership with NARPACA to support this event which aligns with the Queensland Government's *Coming to a Place Near You* Performing Arts Touring Strategy. The funding partners value the importance of box office and marketing excellence as crucial to sustaining arts industry business, and building engagement with audiences and communities.

### PROGRAM DESCRIPTION

The Go Learn Fund is a joint funding program between NARPACA and Arts Queensland that provides travel assistance to NARPACA members attending the NARPACA Ticketing Professionals Conference when the event is held outside of Queensland.

### ELIGIBILITY

#### Eligible Applicants

Only one staff member per NARPACA venue will be eligible for funding however this may be extended to additional staff at NARPACA's discretion depending on demand and availability.

A maximum of \$400 per applicant will be available.

Applicants must be:

- Australian citizens or permanent residents of Australia;
- staff from venues that are NARPACA members;
- applying to attend the 2010 NARPACA Ticketing Professionals Conference,

#### Eligible Expenses

This fund provides travel assistance: return fare for travel by air or train. All other expenses are the responsibility of the applicant.

The applicant will book and pay for the best relevant fare (economy fare only).

The Go Learn Fund covers interstate/territory travel only.

### **General Restrictions**

The Go Learn Fund is provided to attend the 2010 NARPACA Ticketing Professionals Conference in Sydney only. Applications for travel to other conferences, performing arts markets, trade fairs, etc will not be accepted.

Funding will be provided retrospectively on a reimbursement basis.

### **HOW TO APPLY**

- Applicants must complete and sign the attached application form.
- For the Go Learn Fund, NARPACA will accept applications by fax or e-mail.
- NARPACA will send an acknowledgement by e-mail within 3 working days of receiving the application, and will provide confirmation that the applicant is eligible for the Go Learn Fund.
- Proof of registration to the Ticketing Conference will need to be forwarded to NARPACA. This should be in the form of the registration confirmation receipt.
- The applicant will then be required to book travel to the 2010 NARPACA Ticketing Professionals Conference. Proof of purchase of the flight will then need to be forwarded to NARPACA. This should be in the form of the flight booking detail.
- NARPACA will organise payment via direct debit within 14 days. This payment will go to the person or organisation that has paid for the flight on behalf of the applicant.

Given available resources, the Go Learn Fund is allocated at NARPACA's discretion and an application's success will depend on demand and availability.

### **NOTIFICATION OF RESULTS**

Applicants will normally be notified of the results within (3) three working days of receipt of the application.

Successful applicants will have the cost of travel reimbursed within 28 days of NARPACA receiving proof of purchase of the flight.

### **DEADLINES**

No applications will be accepted after 29 February 2010.

### **FOR FURTHER INFORMATION**

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