



**nzmsa**

New Zealand Medical Students' Association

# NZMSA Conference Bid Applications for 2025

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[www.nzmsa.com](http://www.nzmsa.com)

## INTRODUCTION

The New Zealand Medical Students' Association (NZMSA) is now calling for bids to host the NZMSA Conference for 2025. NZMSA Conference is the premier student event of the year and it brings together over 200 students from around Aotearoa. This is your chance to create a sensational event for your peers!

We strongly encourage you to contact this year's IGNITE Conference Co-Convenors, Ashley and Bosco to get a better idea of what organising a conference involves.

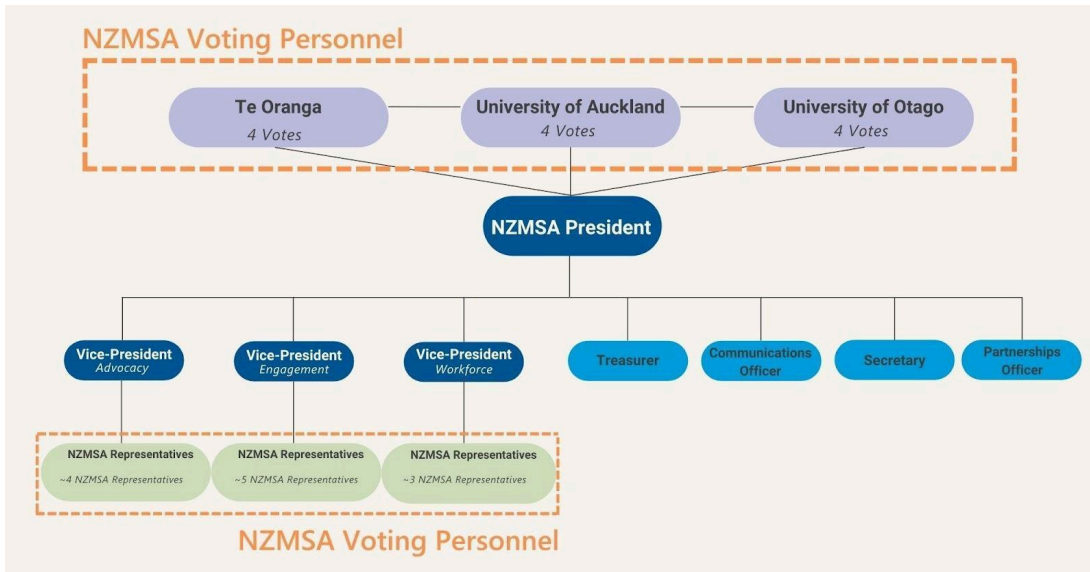
If you think this is for you, here are some recommendations as to what a bid entails.

- Be creative and think about all the possibilities that could be out there, just remember everything takes money, and that will be your only limitation.
- Outline the students who you would work with, and how all the responsibilities of running a conference would be shared amongst the team (7 – 9 people suggested): Convenor(s), Academics, Finances, Social, Communications, Logistics, Sponsorship, Media/Communications
- Investigate suitable dates, venues, accommodation, transport, events, and costs. Provide real costs and an **estimated budget** for your conference plan and for a contingency plan. This should be based on actual quotes. An environmental emergency should be factored into the contingency plan.
- We ask that you take into account locations of recent NZMSA conferences when choosing your bid location; 2024 Wellington, 2023 Auckland, 2022 Ōtautahi, 2021 Auckland, 2019 Auckland.
- Propose potential sponsors, but **do not approach any sponsors** for letters of support or endorsements. Discuss your proposed sponsors with the 2024 Conference Team.
- Propose a theme, an academic programme, community engagement and/or other novel components. Set events as part of the Conference include the A-MAS-ing race (in conjunction with our primary sponsor MAS), Cocktail Evening, and Gala Dinner.
- Your plan must include considerations for upholding and protecting the wellbeing and mana of tangata whenua students. In addition, how your team envisions working with Te Oranga in creating your conference.
- Your conference must be able to accommodate at least 200 students. The breakdown of these students should be 100 from Auckland University and 100 from Otago University. As a rough guide for planning flights, we encourage you to consider these numbers and locations; 50 Dunedin, 25 Christchurch, 25 Wellington, 70 Auckland (incl. Whāngarei) and 30 Hamilton (incl. Tauranga/Rotorua/Taranaki).
- Work within a maximum cost of **\$195,000** and have contingency plans for a smaller budget. The budget must include a \$15,000 buffer and \$180,000 of other expenses.
- Flashy, upmarket, expensive accommodation and venues **should not** be the focus for the 2025 Conference. NZMSA envisions a wholesome conference that fosters collegiality with a stimulating academic programme and entertaining social events.
- Please note this bid **will not** be final and is **subject to change** with the input of the NZMSA executive and steering committee. The bid will be a reflection of your potential and talent to organise one of the most anticipated events of the medical school year.

- The Conference lead(s) will be expected to report on progress to the President and report directly to the Vice President Engagement of NZMSA throughout the year leading up to the conference, working with the wider NZMSA executive team to ensure consistency and co-operation across our events and advocacy programme.

### SELECTION PROCESS

The selection process for the conference follows the same rules as all formal NZMSA elections. The number and distribution of votes can be seen in the image below.



The NZMSA executive includes the roles that are not in orange boxes. **Please do not try to contact voting members before the presentation of bids.** Any voting members who are themselves involved in the creation of a 2025 Conference bid will be asked to transfer their vote to a different representative from their organisation.

As well as your written bid you will be asked to give a 5-minute presentation pitch your ideas to the voting personnel and NZMSA executive. Following this, please stick around to answer any questions we may have.

The Conference bid must be submitted via email to [secretary@nzmsa.org.nz](mailto:secretary@nzmsa.org.nz) with the subject "NZMSA 2025 Conference Bid" by **5pm Monday September 2nd**. No late applications will be accepted.

The NZMSA executive will review all conference bids, correspond with bid convenors with questions and expect you to be available to present your conference bid and answer questions as required on **Friday September 6th** via Video-Conferencing.

If you have any questions about the bid process or how to reach the IGNITE conference Co-Convenors please reach out to Ann Anson at [secretary@nzmsa.org.nz](mailto:secretary@nzmsa.org.nz)