

INTERNATIONAL DELEGATIONS PROGRAM

REQUEST FOR INFORMATION FORM

Delegation's organising representative	
Name of referring agency (if applicable)	
Contact person and title	
Contact phone number	
Contact email	
Details of delegation	
Name of organisation	
Country / region / city of origin	
About your organisation	
Website of organisation	
Please provide background information on your national / provincial education system and its structure	
What is the population and number of schools in your province? (if applicable)	
What are your government's education priority directions?	
Details of visit	
Proposed date of meeting <ul style="list-style-type: none"> If there is a range of date options, please list preference order Please avoid Victorian school holiday dates if you wish to visit school/s A minimum 3-month lead time is required to assess and prepare for delegations, please review your proposed travel dates in accordance with this timeframe and note the delegation may not be able to be hosted if the lead time is too short or existing delegations are booked on your requested dates 	
Type of delegation <i>(Please check one box)</i>	<input type="checkbox"/> Government What level of government is the delegation representing? For example, national/state/provincial/prefectural/ municipal/city/local government <input type="checkbox"/> Non-Government
Is this delegation proposed to be hosted in person or virtually?	
Visit format If in person, please confirm: <ul style="list-style-type: none"> If a department meeting, school visit or both are requested For a school visit please advise if a Primary or Secondary school visit is requested 	

Will the delegation be meeting with any other Victorian departments or Australian states? If so, please provide details		
Details of delegation		
Who or what is the composition of the delegation?		
Name of delegation leader and title		
Biography		
Name of most senior delegate (if different to delegation leader)		
Number of delegates Note: To allow for meeting room capacity and to manage school tours we request group sizes of no more than 12 delegates attend		
Preferred language spoken		
What is their level of English language and comprehension? <i>(Please check one box)</i> Note: Please confirm the lowest English comprehension within the group and the levels within the delegation composition.		<input type="checkbox"/> Limited <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Have you arranged an interpreter? If so, please provide name and contact details		
Are there any special access or cultural requirements?		
Delegate details <i>Please include the honorific, title, name, position and organisation of each delegate (including rankings if appropriate)</i>		
Mr/Mrs/ Ms/Dr/ Prof etc.	Name	Position and organisation
Delegation's topic(s) of interest		
Topics of interest and current context within your organisation Important guidance for completion of this section:		
<ul style="list-style-type: none"> Please select up to two main topics of interest to ensure quality of content and 		

<p>a refined agenda targeted to learning outcomes.</p> <ul style="list-style-type: none"> Please refer to https://www.vic.gov.au/structure-organisational-chart-department-education to assist to identify up to two program areas within the department that you are interested in meeting with based on learning objectives. 	
What are the desired outcomes of the delegation's visit to Victoria, and why?	
Specific questions the delegation may wish to ask the Department of Education	
Will you be giving a presentation? If so, please provide details	<input type="checkbox"/> Yes <input type="checkbox"/> No Details:
Details of existing relationship	
Does your organisation have a current or past relationship with the Department of Education or schools?	<input type="checkbox"/> Yes If yes, what is/was the relationship? <input type="checkbox"/> No
Is this meeting a result of a previous meeting/visit by other representatives from your country/province?	

Thank you for completing this form

Our stakeholder engagement team will contact you by email to assess your visit request and advise if there is capacity to host. For any questions or issues, please contact the International Delegations team via email: ied.stakeholder.engagement@education.vic.gov.au

Gifts Policy

We understand that you may wish to show your appreciation for our work or hospitality through the presentation of gifts. Instead of a gift, we encourage you to communicate your thanks through a simple card, letter or email. This is aligned with the Department of Education 'Thanks is Enough' approach to receiving gifts, benefits or hospitality. For more information or to view the policy, visit our [website](#).

Photos

We would like your consent to please take photos of the delegation during your visit. These photos may be used for internal use or to promote the international delegations program.

By ticking this box you consent to having your photograph taken. If you would prefer not to have your photo taken, please let the team know.

Name _____ Signature _____ Date _____

Find out more about privacy on our website at www.education.vic.gov.au or contact our privacy team at privacy@education.vic.gov.au

Visit arrangements

Transport and accommodation arrangements are the responsibility of incoming delegates