

Due for review: 06/02/2027

RGCU Sponsorship Recipient Responsibilities Guide

Applicability

Recipients of sponsorship are:

- Medical students, early-career doctors or rural generalists with a demonstrated interest in rural and remote medicine, especially in the NT.
- Individuals attending relevant medical conferences, symposia or educational events to promote living, working and training in the NT.

Guideline statement

This guide outlines the expectations, responsibilities and conditions associated with accepting a travel sponsorship from the NT Rural Generalist Coordination Unit (RGCU). RGCU focuses on promoting the rural generalist pathway in the NT and workforce development to support a sustainable NT medical workforce.

Your involvement as a recipient contributes to this goal.

[Learn more about the NT Rural Generalist Coordination Unit \(RGCU\).](#)

Guideline details

Expectations of Recipients

By accepting a sponsorship, recipients agree to:

Participation and representation

- Actively attend the event in its entirety as well as each of the included functions.
- Engage in promoting the event positively through various media platforms, with support from RGCU. A branded t-shirt may be provided.
- Act as an ambassador for the RGCU, advocating for rural and remote healthcare practice in the NT.

Exhibitor Booth Participation

- Actively engage at the RGCU exhibitor booth during designated breaks, speaking with delegates to promote the rural generalist pathway, training and job opportunities, and the NT lifestyle.

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Post-Event Requirements

To ensure accountability and to help promote the program, recipients are required to:

Reporting

- Complete the [Delegate Post-Event Survey](#) within 10 days post event.

Media & Promotion

- Include 1-3 photos from the event (with appropriate permissions) to accompany the survey.
- Grant permission for the RGCU to use your completed survey and photos and your likeness for marketing and promotional purposes (such as website, newsletters or social media) by completing the NTG Talent Authorisation Release form provided by the RGCU.

Financial and Logistical Responsibilities

Inclusions

The sponsorship will cover the following, in accordance with [NT Health Staff Travel Policy](#):

- Conference registration fees (standard registration only).
- Approved travel to and from the conference location for the duration of the conference.
- Accommodation for the official conference dates only.

Exclusions

The sponsorship does not cover:

- Workshop fees, pre- or post-conference sessions or additional conference add-ons.
- Travel or accommodation outside of the official conference dates.
- Meals, incidentals or other personal expenses not included in the conference registration.
- Any expenses incurred outside of the approved travel and conference arrangements.

Recipient Responsibilities

- RGCU will manage all travel bookings in line with NT Health Staff Travel Policy. Recipients are responsible for communicating their availability and preferred flight times to support these arrangements.
- Any costs outside the inclusions listed above are the responsibility of the recipient.
- Recipients must notify RGCU of any changes to travel or attendance as soon as possible.

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Professional Conduct

Recipients are expected to:

- Maintain professional and ethical behaviour at all times.
- Abide by the event's code of conduct and relevant university or employer policies.
- Be respectful and inclusive when representing the RGCU.

Acknowledgement

Upon accepting sponsorship, I _____ have read, understood and agreed to the above responsibilities.

Signature:

Date:

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Definitions

Term	Definition
2026 Delegate Post-Event Survey	A survey completed by the recipient of RGCU sponsorship capturing the experiences and reflections of the relevant conference.
NT Health Staff Travel Policy	Supports the NT Government Travel Policy Framework, which applies to all NT Government employees.
Talent Authorisation Release	A collection of documents on a specific subject matter that is corporate or clinical in nature, in order of hierarchy as per the document pyramid in the Policy Governance Framework Model. A policy suite would usually consist of a parent policy and be supported by a procedure and/or guideline (NT Health Policy Development Procedure)

Document History

Document metadata	
Document Owner	Rural Generalist Coordination Unit
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TRM ID	EDOC2026/94441

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