



APPROVED BY THE ANZAMEMS GENERAL  
COMMITTEE (FEBRUARY 2017)

ANZAMEMS  
CONFERENCE  
POLICY

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The ANZAMEMS Conference, which usually takes place every second year, is the Association's most significant event. This policy aims to ensure conferences meet the aims of the Association by clearly establishing roles and responsibilities for all involved in organising a conference.

The purpose of the Conference is to further the aims of the Association:

- to promote and foster all aspects of Medieval and Renaissance and Early Modern Studies;
- to communicate and promote research;
- to disseminate news and to exchange ideas.

## **1. Conference Venue, Convenor and Committee**

- 1.1 The Association aims to ensure conferences are held regularly in both Australia and New Zealand, and that all Universities offering programs in Medieval and Early Modern studies have the opportunity to host the ANZAMEMS conference.
- 1.2 Conferences may be hosted by a single University or consortium of Universities.
- 1.3 The venue and host are decided by the ANZAMEMS General Committee.
- 1.4 To facilitate conference organisation, the ANZAMEMS Committee endeavours to identify and endorse a suitable nominee for the position of Conference Convenor 18 to 24 months in advance of the conference. The Conference Convenor may be elected at an Annual General Meeting, or by co-option of the ANZAMEMS General Committee.
- 1.5 The Conference Convenor must provide the ANZAMEMS General Committee with a written expression of interest, which identifies the host institution or institutions, and the proposed members of the Conference Committee who are to be appointed by the ANZAMEMS Committee.
- 1.6 The Conference Convenor is responsible for the organisation of the conference. The importance of the role is recognised by the Convenor's membership of the ANZAMEMS General Committee. The Convenor is expected to submit regular progress reports to meetings of the ANZAMEMS General Committee.

## **2. Conference Contract**

- 2.1 Any contractual arrangements for the conference may only be signed by one of the President, Secretary, or Treasurer, subsequent to a minuted approval by the ANZAMEMS General Committee and upon receipt of satisfactory legal advice.

## **3. Conference Finances**

- 3.1 It is the responsibility of the Conference Committee to ensure that the conference is financially viable. At the same time, it is the responsibility of the Conference Committee to set reasonable registration fees to ensure the widest attendance. The role of the Conference Committee is to manage these two imperatives. As such, the Conference Committee must ensure that the Conference breaks even. Financial projections for the Conference, however, should include a small surplus to allow for unexpected costs. A projected surplus will demonstrate the financial viability of the Conference to the General Committee.

- 3.2 The Association aims to ensure the conference registration fees are as affordable as possible for all ANZAMEMS members, especially postgraduate students and unwaged scholars.
- 3.3 The Association provides a float of \$5,000 (in \$AUD for Australian-hosted conferences, in \$NZD for New Zealand-hosted conferences) on request of the Conference Convenor. The float must be returned to the Association within three months of the conclusion of the conference.
- 3.4 Any profits remaining after the conference accounts have been settled are to be returned to ANZAMEMS within six months of the conclusion of the conference. In the event, prior to the conference, that the ANZAMEMS General Committee has strong reservations about financial viability of the conference, the General Committee reserves the right to assess whether the conference should proceed as planned. The decision of the General Committee as to the viability of the conference will be final.
- 3.5 The Association provides a grant of up to \$4,000 to cover a return airfare, conference registration, and accommodation costs for the Editor of Parergon. The Editor is expected to be active in promotion of Parergon at the conference. The Association provides a grant of up to \$3,000 to cover a return airfare, conference registration, and accommodation costs for the Executive Administrator of ANZAMEMS. The Executive Administrator is expected to be active in supporting the conference convenor at the conference.
- 3.6 The Association provides travel bursaries for currently enrolled higher degree by research students to a total of \$4,000 independently of the conference's costs. The Conference Committee administers these bursaries.
- 3.7 The Association provides travel bursaries for unwaged scholars to a total of \$2,000 independently of the conference's costs. The Conference Committee administers these bursaries.
- 3.8 The Association provides \$1,000 in addition to the sums stated in 3.4 and 3.5 to support the George Yule Prize and the Kim Walker Travel Bursary. The Conference Committee administers these bursaries.
- 3.9 The Conference Committee has discretion to include further travel bursaries provided these are funded from the conference finances.
- 3.10 The General Committee is responsible for approving extra expenditure, and is the first point of contact for these requests. However, the Treasurer of the Association has delegated authority to authorise expenditure of up to \$3,000 for additional conference costs in exceptional and extenuating circumstances. The Treasurer will notify the General Committee of this expense as soon as practical after it has been approved.

#### **4. Conference PATS**

- 4.1 The Conference Committee may propose a Postgraduate Advanced Training Seminar (PATS) in association with the Conference. The General Committee may authorise a PATS

held in association with the Conference, and will endeavour to fund said PATS, subject to the approval of a detailed budget.

## **5. Suggested Roles and Responsibilities of the Conference Committee**

The Conference Committee may elect to organise themselves how they see fit. What follows has been compiled from past experience, and is designed to provide a roadmap of the tasks involved in hosting the conference, as well as offering a possible division of labour for the Conference Committee.

### **5.1 Conference Convener**

Liaison with host University or venue

Liaison with ANZAMEMS general committee and Finance sub-committee

Liaison with Executive Administrator of ANZAMEMS

Convening and chairing Conference Committee (with individual committee roles outlined below)

Overseeing negotiation of contracts with vendors (caterers, conference organisers, venue hire etc.)

Managing process of awarding bursaries and awards

Coordinating the sourcing of funds from external partners

### **5.2 Budget Officer**

Conference Budget

Managing accounts and registration process

Receiving and approving the payment of invoices

Administering funds received from external partners

### **5.3 Programming Officer**

Issues Call For Papers, with support from the ANZAMEMS Communications Officer

Coordinates the selection of keynotes

Coordinates the selection of papers

Coordinates the programming of the schedule

### **5.4 Facilities Coordinator**

Venue Selection

Catering for conference

Conference Dinner Organisation

Audio Visual Management

Negotiation with accommodation for reduced rates

Maintaining Health & Safety log; liaising with venue over Health & Safety issues; Ensuring Health & Safety compliance

### **5.5 Event Manager**

Conference Website

Program Printing

Registration Desk coordination

Conference bags with goodies

Support to keynotes (travel booking, accommodation, refunding of expenses)

## Appendix

### Conference Funding Allocation from ANZAMEMS

The allocation of conference costs for the Sydney 2019 Conference, as per the ANZAMEMS Conference Policy, is represented below.

<i>Expense</i>	<i>Guidelines</i>	<i>2019 budget</i>	<i>2017 actual</i>
Conference Float (refundable)	+/- 5000	0	0
Bursaries – HDRs	4000	4000	7500
Bursaries – unwaged scholars	2000	2000	
Bursaries – Prizes (Walker, Yule)	1000	1000	700
Editor’s Attendance	4000	4000	
Executive Administrator’s Attendance	3000	3000	
Conference Postgraduate Event	0	500	500
Conference PATS	5000	5000	5000
<b>Total</b>	<b>19000</b>	<b>19500</b>	<b>13700</b>

The Treasurer recommended that the 2018 AGM agree to allocate a further \$500 (not required by the Conference Policy) towards a conference postgraduate event, as occurred in Wellington.

In light of the experience of Wellington 2017, the Treasurer further recommended that a conference float **not** be provided unless specifically required by the Conference Committee, but that instead the \$5,000 PATS funding (non-refundable) be provided as soon as possible to the Conference Committee to assist with conference start-up funds.