



APPROVED BY THE ANZAMEMS GENERAL
COMMITTEE (JULY 2021)

ANZAMEMS
CONFERENCE
POLICY

CONTENTS

1. Conference Venue, Convenor and Committee
 2. Conference Contract
 3. Conference Finances
 4. Conference PATS
 5. Suggested Roles and Responsibilities of the Conference Committee
- Appendix Conference Funding Allocation from ANZAMEMS

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 Aotearoa 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.

- 3.2 The Association aims to ensure the conference registration fees are as affordable as possible for all ANZAMEMS members, especially postgraduate students, early career scholars, and unwaged scholars.
- 3.3 The Association provides an advance of \$6,000 (\$AUD) on request of the Conference Convenor.
- 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, along with a full set of accounts. 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 \$1000 (\$AUD) to cover the organisation of a Welcome to Country or Mihi Whakatau. More details about both:
- https://www.indigenous.gov.au/contact-us/welcome_acknowledgement-country
 - <https://www.otago.ac.nz/maori/world/mihi/index.html>
- 3.6 The Association provides a grant of up to \$4,000 (\$AUD) to cover travel to and from the conference, conference registration, and accommodation costs for the Editor of *Parergon*, where the Editor is not based at the institution where the conference is held. The Editor is expected to be active in promotion of *Parergon* at the conference. The Association provides a grant of up to \$3,000 (\$AUD) to cover a return airfare, conference registration, and accommodation costs for the Executive Administrator of ANZAMEMS, where the Executive Administrator is not based at the institution where the conference is held. The Executive Administrator is expected to be active in supporting the conference convenor at the conference.
- 3.7 The Association provides travel bursaries for currently enrolled higher degree by research students to a total of \$10,000 (\$AUD) independently of the conference's costs. The ANZAMEMS Honours and Prizes sub-committee administers these bursaries.
- 3.8 The Association provides travel bursaries for early career researchers, and unwaged scholars to a total of \$6,000 (\$AUD) independently of the conference's costs. The ANZAMEMS Honours and Prizes sub-committee administers these bursaries.
- 3.9 The Association provides bursaries to support conference attendees with carer responsibilities to a total of \$4,000 (\$AUD) independently of the conference's costs. The ANZAMEMS Honours and Prizes sub-committee administers these bursaries in consultation with the Equity and Diversity sub-committee.
- 3.10 The Association provides funds in addition to the sums stated in 3.7 and 3.8 to support the George Yule Prize and the Kim Walker Travel Bursary. The ANZAMEMS Honours and Prizes committee administers these bursaries.
- 3.11 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 (\$AUD) 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 Seminar

- 4.1 The Conference Committee may propose an ANZAMEMS Seminar in association with the Conference. The General Committee may authorise a Seminar held in association with the Conference, and will endeavour to fund said Seminar, 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

Liaison with the chair of the Equity and Diversity sub-committee to ensure compliance with Association's Equity and Inclusivity Guidelines for ANZAMEMS Conference and Event Planners

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, alone or by convening a programming sub-committee

Coordinates the selection of papers, alone or by convening a programming sub-committee

Coordinates the programming of the schedule, alone or by convening a programming sub-committee

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 Equity and Diversity Officer
 - Liaison with the chair of the Equity and Diversity sub-committee to ensure compliance with Association's Equity and Inclusivity Guidelines for ANZAMEMS Conference and Event Planners
 - Ensuring event accessibility compliance
 - Organizing Welcome to Country/Mihi Whakatau

- 5.6 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 actual</i>	<i>2017 actual</i>
Float	0	0	0
Welcome to Country / Mihi Whakatau	1000	-	-
Bursaries – HDRs	10,000	4000	7500
Bursaries – ECRs, unwaged scholars	6000	2000	
Bursaries – Prizes (Walker, Yule)	+/-1500	1000	700
Bursaries – Carers	4000	-	-
Editor’s Attendance	4000	4000	
Executive Administrator’s Attendance	3000	3000	
Conference Postgraduate Event	500	500	500
Conference Seminar	5000	5000	5000
Total	35,000	19500	13700

The Treasurer recommended that the 2018 AGM agree to allocate a further \$500 (\$AUD) (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 an advance of \$6,000 (\$AUD) conference funding (non-refundable) be provided as soon as possible to the Conference Committee to assist with conference start-up funds.