



APPROVED BY THE ANZAMEMS GENERAL
COMMITTEE (March 2024)

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

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. A Conference Convenor shall be appointed as per the provisions of the ANZAMEMS Constitution 8(1)(j).
- 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 as outlined in the ANZAMEMS Constitution 8(1)(j) and 5.1-5.6 of this Conference Policy document.
- 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, as outlined in the ANZAMEMS Constitution 8(1)(j). The Convenor is expected to submit regular progress reports to meetings of the ANZAMEMS General Committee.
- 1.7 The Conference Treasurer (who may be the same person as the Convenor) is responsible for keeping the Treasurer informed and dealing responsibly with Association funds, as outlined in the ANZAMEMS Constitution 8(1)(j).

2. Conference Contract

- 2.1 The Conference Convenor will provide the Association with a detailed budget of expenditure that will be reviewed and approved by the ANZAMEMS General Committee. Any significant revisions to that budget must be approved by the ANZAMEMS General Committee. ANZAMEMS does not take liability for expenses raised outside this agreement.
- 2.2 A plan and proposed budget for the conference will typically be provided by the conference organizers at least 15 months ahead of the event. The plan should include details of location, dates, theme or topic, accessibility, proposed associated activities

(such as dinners, entertainment, exhibitions and so forth), sources of potential subsidy or income, and a detailed budget of predicted expenditure that includes key costs, registrations fees, and a plan to break even. This will inform the allocation of conference support from ANZAMEMS. For urgent conference related financial requests please see 3.6 in this Conference Policy document.

- 2.3 At least 10 months ahead of the conference, the conference convenor shall submit a revised budget for final approval and a timeline for call for papers, bursary calls, registrations, and related activities. Any significant revisions to this budget require approval from the General Committee. For urgent conference related financial requests please see 3.6 in this document.

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 financial support to ensure that our conferences remain accessible by a diverse audience. The ANZAMEMS Treasurer will allocate a budget to support this purpose. The Conference Convenor will provide a proposal of how this funding will be used to be approved by the ANZAMEMS General Committee. Funding can be used to:
- subsidise registrations fees, especially for low-income groups.
 - Provide bursaries or similar support to:
 - HDR students
 - Early career and unwaged scholars
 - Those with carer responsibilities
 - Other groups that have compelling need and which support our goals of enabling access to a diverse range of scholars
- 3.4 At least one travel bursary will be awarded, titled the Kim Walker Travel Bursary, following the conditions of that award.
- 3.5 All bursaries will be administered by the ANZAMEMS Honours and Prizes sub-committee, in consultation with the Conference Committee.
- 3.6 It is strongly recommended that ANZAMEMS conferences are opened by a Welcome to Country or Mihi Whakatau. If needed, support for this can be funded from the ANZAMEMS conference support budget. More details about both:
- https://www.indigenous.gov.au/contact-us/welcome_acknowledgement-country
 - <https://www.otago.ac.nz/maori/world/mihi/index.html>
- 3.7 The General Committee is responsible for approving requested for 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 where timeliness is significant. The Treasurer will notify the General Committee of this expense as soon as practical after it has been approved.

3.8 The Association may provide an advance on request of the Conference Convenor, and this can be negotiated as part of the original budget.

3.9 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.

3.10 In addition to the conference support budget, 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 will also provide a grant to cover a return airfare, conference registration, and accommodation costs for the Executive Administrator of ANZAMEMS should they be required to attend the conference, and 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.

4. Conference Seminar and Associated Activities

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.

4.2 With due attention to balancing accessibility with cost, consideration should be given to providing hybrid access to the conference for delegates who cannot attend in person.

4.3 In previous years, conferences have included innovations including a ‘Next Generation’ keynote, or keynotes from thinkers beyond the academy. Conference organisers are welcome to explore and offer proposals that enhance equity in the field, incorporate the knowledges of diverse communities, or otherwise enhance the event or our mission.

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 Convenor

- 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, venuehire etc.).
- Coordinating the sourcing of funds from external partners.

5.2 Conference Treasurer

- 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 and 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).