



## Convening of Conferences

Last Updated: 30 June 2008

Owner: Provost

### Purpose

There are many benefits to be gained from conferences. Conferences enable the exchange of new ideas and the discussion of research developments. They make possible intellectual and social interaction for people from different universities, organisations, countries and cultures.

University of Sydney staff members must protect the University's resources and reputation. When convening a conference University of Sydney staff members should manage the University's exposure to risk through prudent management, by operating within the existing policy structure and by seeking advice and support within the University when appropriate. Staff should not commit funds, or use any University asset or resource without prior approval.

### Scope

This document governs **any conference that uses University of Sydney resources of any kind and for which charges are being made for attendance**, including funds, ICT infrastructure, consumables or intangible assets (eg meeting space) of any kind, staff time, University image, endorsement or reputation. It includes conferences convened under the name of the University or a component of the University, and may include conferences convened by an external body.

### Exemptions

#### **Where no charge is being made for attendance**

Such conferences, seminars or other meetings do not require the approval described later in this document. However the initiator of the event should consult and/or obtain the agreement of the appropriate University officer, such as the Head of School, Associate Dean or Head of Administrative Unit.

#### **Where no University resources are to be used**

A University staff member might also be involved in a conference that did not use any University of Sydney resources. In organising such a conference, for example as part of an organising committee, a staff member may still at times need to seek some form of approval. This could be as 'Private' outside activity under the *Outside Earnings Policy* or, if an absence is involved, as business travel under *University Travel Policy*. Staff attendance at such a conference would be in accordance with existing conference attendance guidelines requiring approval of absence, legitimacy of intended purpose and travel budget.

## Policy: use of University resources where charges for attendance are being applied

1. Approval to stage a University of Sydney conference (other than those exempt as defined above) must be granted in writing by a Dean or above as a result of a proposal that will include:
  - an outline of the Conference - target audience, aims and outcomes
  - whether it is being administered by the University or an outside specialist company or body, and if the latter, the name of that entity
  - details of the parties convening the conference
  - the extent of sponsorship/subsidy by the University in the form of specific funding or “in kind” support such as staff time, ICT infrastructure, consumables, venue space, equipment purchase or usage, and logos
  - arrangements for the distribution of profits or losses resulting from the conference
  - arrangements for publishing the proceedings of the conference including how and by whom they will be administered and financed and how the profit or loss will be distributed
  - known or foreshadowed sponsorship from other sources.
2. Where the University is administering the conference:
  - 2.1 administration may occur in University hours
  - 2.2 the conference may be convened in University hours
  - 2.3 income including registrations, sponsorships and sale of published proceedings must be directed to a designated University account established for the conference
  - 2.4 expenditure on associated costs must be paid from the designated University account established for the conference
  - 2.5 formal University of Sydney tax invoices must be issued for all income received.
- 3 University of Sydney coat of arms must appear on conference materials and its use must follow the University “Guidelines” (found at <http://www.usyd.edu.au/publications/styleguides/image/index.shtml> ).
- 4 At the conclusion of the event, the convenor, whether internal or external, must produce the following reports (if external company or body or hosted or administered the event the reports should be provided to the University of Sydney):
  - a final report on achievements assessed against the aims and outcomes as outlined in the proposal, and
  - a financial statement detailing all transactions, the operating profit or loss and where that has been directed.

## Guidelines for convening conferences

In developing plans for a conference, some or all of the following actions will be necessary. Where advice and assistance about these are available from within the University, points of contact are shown.

| <b>Action</b>                                                                                                                                                                                                                                                                                                                               | <b>Advice or assistance*</b>                                                                                                                                                                               |
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| Form organising committee<br>- agree regularity of meetings, specific roles of members                                                                                                                                                                                                                                                      |                                                                                                                                                                                                            |
| Consider overall scope and resource requirements                                                                                                                                                                                                                                                                                            | Organisers of previous relevant conference(s)                                                                                                                                                              |
| Consider use of external Conference Organisers, who would normally manage the items marked *<br><i>[The University may in the near future invite tenders for “preferred supplier” status for conference organisers.]</i>                                                                                                                    | <a href="#">University Procurement Office</a><br><a href="#">University Purchasing Policy</a><br><a href="#">Current Preferred Supplier listing</a>                                                        |
| Formalise conference objectives, scope, target audience                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                            |
| Secure senior management endorsement of the event, within and beyond the University, at earliest opportunity                                                                                                                                                                                                                                |                                                                                                                                                                                                            |
| Determine admin infrastructure requirements<br>- people, office space, internal accounts, bank accounts, persons delegated to operate accounts                                                                                                                                                                                              |                                                                                                                                                                                                            |
| *Research and determine venue and booking requirements and conference timing (interacts with following item)                                                                                                                                                                                                                                | Internal venues: Venues Collection<br>External venues: <a href="#">University Procurement Office</a><br><a href="#">University Purchasing Policy</a><br><a href="#">Current Preferred Supplier listing</a> |
| Determine and secure keynote speakers<br>- level of financial and personal support for visitors                                                                                                                                                                                                                                             |                                                                                                                                                                                                            |
| *Draft project plan, incorporating realistic timelines for all processes leading up to the event                                                                                                                                                                                                                                            | Use of University Event Management software <i>EventsPro</i> (ICT)                                                                                                                                         |
| Submission of request for approval                                                                                                                                                                                                                                                                                                          | See Policy, section 1                                                                                                                                                                                      |
| Insurance provisions<br>- existing and additional required                                                                                                                                                                                                                                                                                  | Audit, Risk Management & Assurance                                                                                                                                                                         |
| Draft budget, involving<br>- costings of all items of expenditure (minimising fixed costs and moving as much expenditure into variable costs reduces risk of losses in event of low attendance)<br>- conference fees and projected attendance<br>- subsidies or sponsorships<br>- source of bridging finance (and limits)<br>pending income | Faculty Finance Manager                                                                                                                                                                                    |
| *Catering<br>- relate to venue policy for catering<br>- establish range and quality<br>- book, and make contract<br>- <i>[The University may in the near</i>                                                                                                                                                                                | Venue Collection<br><a href="#">University Procurement Office</a><br><a href="#">University Purchasing Policy</a><br><a href="#">Current Preferred Supplier listing</a>                                    |

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| <i>future invite tenders for “preferred supplier” status for caterers.]</i>                                                                                                                                                                                                                       |                                                                                                                                                                                                                       |
| *Security <ul style="list-style-type: none"> <li>- internal: liaise with Uni Security, Parking etc</li> <li>- any additional requirements, eg in light of special guests (VC’s office to be notified of these as appropriate)</li> </ul>                                                          | University Security Service (if University is venue)                                                                                                                                                                  |
| Sponsorship <ul style="list-style-type: none"> <li>- acceptable candidates, levels of involvement, formal agreements</li> </ul>                                                                                                                                                                   | Philanthropy and Development Office<br>OGC                                                                                                                                                                            |
| *Promotion of the event <ul style="list-style-type: none"> <li>- active promotional activity</li> <li>- direct marketing to attendees</li> <li>- briefing of Uni Media Office</li> <li>- media liaison for post-event publicity</li> </ul>                                                        | Relevant Faculty marketing officers<br>Digital & Print Media (formerly Publications Office and Web Services)<br>Uni Media Office                                                                                      |
| Identify keynote and other speakers who may be willing to appear elsewhere <ul style="list-style-type: none"> <li>- seminars</li> <li>- public lectures</li> </ul>                                                                                                                                | Sydney Ideas Public Lecture Series (Alumni Relations Office)                                                                                                                                                          |
| Call for papers/presenters <ul style="list-style-type: none"> <li>- use of electronic media, web-based, email, conventional mail, other avenues</li> <li>- establish formal criteria for selection/rejection</li> <li>- establish appropriate protocol for copyright and IP protection</li> </ul> | University Event Management software<br><i>EventsPro</i> (ICT)<br>Design of announcement, use of University image etc,<br>- Relevant Faculty marketing function<br>- Digital & Print Media<br>Business Liaison Office |
| *Advance notice to potential attendees                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                       |
| Finalise program, including also any ancillary events and social program                                                                                                                                                                                                                          |                                                                                                                                                                                                                       |
| *Determine level of transport and accommodation service to be advised via the program <ul style="list-style-type: none"> <li>- negotiations with hotels, travel agents for direct bookings, bulk deals</li> <li>- or only guidance, suggestions</li> </ul>                                        | <a href="#">University Travel Manager</a><br><a href="#">University Travel site</a><br><a href="#">University Purchasing Policy</a><br><a href="#">Current Preferred Supplier listing</a>                             |
| *Determine registration method, invoice and payment method, policy on refunds                                                                                                                                                                                                                     | University facility for online cashiering:<br>Revenue Receipting, University Cashier                                                                                                                                  |
| *Program design                                                                                                                                                                                                                                                                                   | Relevant Faculty marketing function<br>Digital & Print Media                                                                                                                                                          |
| *Issue of announcement and full program                                                                                                                                                                                                                                                           | University Event Management software<br><i>EventsPro</i> (ICT)<br>Design of announcement, use of University image etc,<br>- Relevant Faculty marketing function<br>- Digital & Print Media                            |
| *Care and support of presenters <ul style="list-style-type: none"> <li>- abstracts obtained and published</li> <li>- audiovisual aids specified (eg. Powerpoint only) and supplied by</li> </ul>                                                                                                  |                                                                                                                                                                                                                       |

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| <p>advance deadline, ready for use</p> <ul style="list-style-type: none"> <li>- presenter costs reimbursement if applicable</li> </ul>                                                                                                                                                                                                                                                                      |                                                                                           |
| <p>Compile and print conference proceedings</p> <ul style="list-style-type: none"> <li>- foreword, sponsor logos, program, index, abstracts/papers, index of authors, map of venue, etc.</li> </ul>                                                                                                                                                                                                         | <p>University Printing Service [and/or <a href="#">University Procurement Office</a>]</p> |
| <p>*Delivery of the conference</p> <ul style="list-style-type: none"> <li>- venue facilities and audio visual equipment</li> <li>- computer and internet (incl wireless) access</li> <li>- signage</li> <li>- registration desk and staff</li> <li>- attendee communications</li> <li>- satchels and giveaways</li> <li>- nametags</li> <li>- transport, eg shuttles and/or security bus service</li> </ul> |                                                                                           |
| <p>Evaluate the conference</p> <ul style="list-style-type: none"> <li>- feedback forms to be distributed on last day</li> <li>- email/web-based collection to attendance list after the event</li> </ul>                                                                                                                                                                                                    |                                                                                           |
| <p>Compile and submit financial summary and implement approved distribution of surplus or deficit</p>                                                                                                                                                                                                                                                                                                       | <p>Faculty Finance Manager<br/>Conference organiser</p>                                   |

\*Please note: internal service providers do not always have resources to meet demand. You may be referred to a preferred external service provider. The longer the lead time you are able to give, the more likely internal providers are to be able to help you.

# Administration

## 1. Background/context

This document collects current principles and practices into policy and guidelines to enable their implementation.

## 2. Authority/consultation

This document was developed by the Office of the Provost and Deputy Vice-Chancellor, and Audit, Risk Management and Assurance, in consultation with a reference group (Professors M Guss, P Jones, Mr G Cruchley, Mr S Malcolm), the Provost's Academic Strategy Group (including all Deans), Community Engagement, Alumni Relations and the University Procurement Office.

## 3. Management Responsibility

Provost

Audit, Risk Management and Assurance

## 4. Implementation Responsibility

Provost, Deputy Vice-Chancellors, Deans, Heads of School, University Procurement Office

## 5. Dates

|                      |         |
|----------------------|---------|
| Approval (version 1) | 3.5.07  |
| Effect               | 3.5.07  |
| Review               | 3.5.08  |
| Approval (version 2) | 30.5.08 |
| Effect               | 30.5.08 |

## 6. Approval

|           |         |
|-----------|---------|
| Version 1 | 3.5.07  |
| Version 2 | 30.5.08 |

## 7. References

## 8. Signatures

### Approved by:

Name Professor D Nutbeam

Position Provost and DVC

Date 4.5.07

Signature