

# **Guidelines for managing APSIPA conferences/symposiums/workshops**

## **1. Conference Committee (CC)**

### ***Composition of the CC:***

1. VP (Conferences), chair of the committee
2. President
3. President-Elect (Treasurer)
4. General Chairs of the previous 2 years' Annual Summit and Conference (ASC)
5. General Chair of the current year's ASC
6. General Chair of the next year's ASC
7. Secretary (an officer from the Headquarters for giving advice on the financial issues, having no voting right).

The committee is chaired by the VP (conferences). The President is an official member, who may ask one of the BoG members to sit on the CC on his behalf.

### ***Responsibilities of the CC:***

CC has the following responsibilities: (i) to evaluate and to recommend ASC proposals for final approval by the BoG, (ii) to ensure proper progress and preparation of the approved ASC, and (iii) to approve joint conferences with other institutions.

### ***CC meeting:***

The CC should meet once annually during the ASC. Discussions/decisions may also be made via the Internet conference chaired by VP (Conferences).

## **2. Conference Approval Procedure for ASC**

VP (Conferences) has the following responsibilities: (i) to issue the Call-for-Proposal for ASC, (ii) to collect proposals and to make initial analysis, (iii) to determine if each proposal is good enough for discussion in CC. Matters to be considered in relationship to the judgment include (a) appropriateness of the city, (b) the organizing committee, (c) the convention place, (d) accommodations, (e) transportation, (f) conference dates, (g) budget, and (h) others.

## **3. Conference Budget for ASC**

A brief budget must be submitted together with the proposal during the application. A surplus is expected for the APSIPA headquarter. The proposal should also spell out if any seed money is required.

After the proposal is approved, a detailed budget must be submitted to the President-Elect. A contract will then be signed between the President and the General Chair of the ASC.

Seed money for conferences: Seed money of no more than 10% of the budget may be provided. Seed money cannot be considered as part of the income of a conference, and it has to be returned to the Headquarters immediately after the conference. Since this is a new association, very little or even no seed money will be provided for the initial three ASCs. On the other hand, the 10% figure may be increased to 20% after some years of the operations of the Association. For any operation that falls outside these guidelines, the President-Elect must report to the President for its final approval.

#### 4. ***Joint conferences with other institutions***

There are two types of joint events:

- (i) Joint events without financial implications – These are to be determined and approved by the VP (Conferences). The VP (Conferences) also has to make decision whether the case needs discussion among members of the CC and/or the BoG. Since these will involve no financial commitment, most of the reasonable collaborations should be approved.

Advantages to the APSIPA:

- (a) this helps publicity;
- (b) this can allow a discount for APSIPA members to attend these conferences/events.

Advantages to our partners:

- (a) it helps publicize the conference (by the conference organizers themselves, and by the Headquarters making use of our database, etc.);
- (b) it may attract more paper submissions and attendees.

- (ii) Joint events with financial implications – These should be assessed on a case-by-case basis. ***A balance account should be expected at the end of the events. Especially, at the initial operation of the Association, no subsidy is expected from the APSIPA, while if possible, some surplus would be expected as part of the income for APSIPA.***

- (a) For events with small financial implications (say, with a loan less than US\$1,500), this can be approved by VP (Conferences)<sup>1</sup> in consultation with President-Elect<sup>2</sup>. The President must be informed on or before the approval.

- (b) For a proposal with a large financial implication (say, with a loan more than US\$1,500), the VP (Conferences)<sup>1</sup> should work with President-Elect<sup>2</sup> to come up with a proposal to be approved by the President.

The loans and the agreed portion of surplus should be returned to the Headquarters immediately after the events.

<sup>1</sup>With conference board members.

<sup>2</sup>To check and to give advice on financial implications.