

**ANZSCOS Policy**  
**on**  
Organization and Conduct of the ANZSCoS Annual Scientific Meeting

**Purpose:** The purpose of this policy is to formalize processes related to organization and conduct of the ANZSCoS Annual Scientific Meeting (ASM).

**Background:** For many years the diligent work of local organizing committees has ensured that ANZSCOS ASMs have been highly successful. Over the past few years, for a variety of reasons the Executive and others have suggested a move towards standardization and centralization of some of the processes around the organization and conduct of ASMs. Some of these issues have been previously discussed at ANZSCOS Annual General Meetings or partially implemented already.

**Below is a summary of the recommendations, requests and clarifications.**

1. **Division of profits:** all profits from ANZSCOS ASMs are to be split 50:50 between the local organizing committee and the national ANZSCOS organization.
2. **Spending of profits:** To ensure that ANZSCOS continues to meet requirements for a Tax Exempt Charity, profits made at ANZSCOS ASMs must only be spent in accordance with the ANZSCOS Articles of Association. The ANZSCOS national body needs to be notified in writing as to how profits are spent. The types of activities endorsed by ANZSCOS include funding local delegates to attend future ANZSCOS ASMs, education and research.
3. **Name of accounts:** Local organizing committees are requested not to open new accounts. Instead there will be 2 floating ANZSCOS conference accounts. These will be handed between conference organizers on a circulating 2-yearly basis. It is important to use these accounts in order to use the ANZSCOS ABN. Without the ABN, local organizing committee can not get the financial benefits associated with being a charity.
4. **Cosignatories on accounts:** The national treasurer of ANZSCOS must be a cosignatory on all accounts which use the ANZSCOS name. In addition, the bank must have the treasurer's address so that copies of all financial statements are sent to him/her.
5. **Establishment of ANZSCOS ASM Sub-Committee:** As per the resolution passed at the 2007 AGM, the ANZSCOS ASM Sub-Committee be established as a sub-committee of the Executive and will consist of the ANZSCOS treasurer and scientific officer and the local organizing committee members.
6. **Assessment of abstracts:** the local ANZSCOS ASM Sub-committee adopts a uniform system of assessing, ranking and culling abstracts. The aim of the system will be to ensure equity and transparency for the assessment of submitted abstracts. The process will be coordinated by the ANZSCOS scientific officer. Each abstract will be independently marked by two appropriately qualified people nominated by the ANZSCOS ASM Sub-Committee and the ANZSCOS scientific officer. All assessors will use a standardised scoring sheet and scoring system (devised by the Brisbane ANZSCOS organising committees). See Appendices 1-7.
7. **Allocation of discipline of primary invited speaker:** To promote a satisfactory variety of primary invited speakers and ensure equitable distribution across disciplines, the discipline of the primary invited speaker will be allocated for each future ASM well in advance (see Appendix 8).
8. **Selection of primary invited speakers:** The primary invited speaker will be nominated, by consensus of the relevant discipline at the ASM discipline-specific meeting two years

prior to each ANZSCOS meeting. It is the responsibility of the discipline representatives organizing the discipline specific meeting to communicate with other members of the discipline so that a list of possible invited speakers is compiled at the discipline specific meeting. The final list of speakers, in priority order must be reached by consensus of those attending the meeting and will be presented to the members at the AGM. The relevant ANZSCOS ASM sub-committee will invite the primary speaker according to order nominated on this list.

9. **Selection of secondary invited speakers:** The process of allocation of the primary invited speaker for each ASM does not constrain the ASM sub-committee from inviting speakers of other disciplines in addition to a primary invited speaker although they are encouraged to ensure that the chosen speakers are of interest to the majority of delegates and fit in with the theme of the conference.
10. **Prizes:** Four prizes will be awarded; one for best research presentation, one for best quality development presentation, one for best research poster and one for best quality development poster. These awards will be restricted to new researchers and presenters (criteria available from ANZSCOS executive). The judges will be two appropriately qualified people (preferably with a post-graduate qualification involving units of study in research design) and nominated in consultation with the Scientific Officer of ANZSCOS. The prizes will be paid for from the profits of the ANZSCOS ASM.
11. **Feedback Forms and reports to Executive:** the ANZSCOS ASM Sub-committees are requested to use a standardized conference feedback form. Specific questions of interest to the local members of the committee can be added to the end of the national form. This system will enable the ANZSCOS Executive to review previous conferences and make recommendations based on delegate feedback for future ANZSCOS ASMs. Feedback should be provided to ANZSCOS executive in a collated form within six months of completion of the conference. All delegate written comments should be included without selective culling (See Appendix 9)
12. **Report to ANZSCOS executive:** The ANZSCOS ASM sub-committee will submit a written report to the ANZSCOS executive within 6 months of the ASM. This will include a summary of: finances, speakers, workshops, themes, attendance and feedback (See Appendix 10).

**Recording and videoing conferences.** The scientific conference can be recorded for distribution to delegates provided the cost is borne by the local organizing committee and all delegates provide written approval.