



National Annual Conference

POLICY 4

Principles

An annual National Conference is held in the second half of the calendar year between 1 July and 31 December to comply with the requirement to hold the annual general meeting (AGM) within six months of the end of the financial year. The AGM will be held during the conference.

An Acknowledgment of Country will start all ACNN events, or a Welcome to Country by an Aboriginal and Torres Strait Islander representative.

Associated meetings held in conjunction with the National Conference are determined by the National Executive, including Executive, sub-committee and Special Interest Group meetings. Associated events proposed by companies must be approved by the National Executive.

A conference committee will be convened for each conference. This committee is a sub-committee of National Executive members (to include but not limited to the Treasurer and the Professional Officer) and will report directly to the National Executive. Other members may be drawn from branch committees to assist with local knowledge. The conference committee chairperson holds the conference dedicated email conference@acnn.org.au

ACNN carries public liability insurance for all conference events. The treasurer may be contacted for information if required.

Exhibitors are required to sign and abide by the ACNN advertising and Exhibition policy (P1/2020).

Current financial ACNN members shall pay a registration fee at rates less than non-members. The member registration fee should be less than the non-member fee of an amount equal to or greater than the cost of membership. Membership must be financially current prior to registration.

There will be a sliding scale of fees starting from early registration to on-site registration, as determined each year by the conference committee.

The annual conference may be held as a virtual event when circumstances prevent a face-to-face event being held.

Professional Conference Organiser (PCO)

The National Executive is responsible for contracting a PCO secretariat to organise events, including virtual events, for a set period; reviewing PCO performance; determining to renew contract without calling for tenders or putting out a new call.

The contract should include clauses that allow for the termination of the contract for extenuating circumstances including under performance.

The PCO will:

- Work directly with the conference committee
- Establish a secretariat email address – example [acnn@\(PCO name\).com.au](mailto:acnn@(PCO name).com.au)
- Assist with venue selection, contracts, finalisation of event details, monitoring payment timeline dates
- Develop marketing materials at the direction of the conference committee (flyers, email banners etc)

- Set up, maintain and provide a running budget with estimated profit/loss update to the conference committee monthly
- Set up and administer an electronic abstract submission platform
- Work with the conference committee to meet exhibitor/sponsor number and revenue targets
- Actively pursue new exhibitors and sponsors and maintain previous contacts, securing paperwork and payments, communicating arrangements
- Communicate with invited speakers and make travel and accommodation arrangements
- Set up and administer the conference registration website including payment of fees, communicating with registrants, troubleshooting, providing receipts, and attendance certificates
- Liaise with the National Treasurer on a monthly basis to facilitate the transfer of incoming revenue (from registrations/exhibitors/sponsors) to ACNN bank account
- Source satchel and other conference material examples and finalise purchases
- Organise printing of conference material if required
- Provide a reconciliation report within 90 days after the event

The conference committee will:

- Select a chairperson from the committee members and then seek endorsement of nomination by the National Executive. Preferably the chairperson will have experience in event organising
- Report to the National Executive on a regular basis (at least bi-monthly) and raise any issues of concern with the National Executive as soon as becoming aware of the issue
- Work with the PCO for all conference matters
- Work with the PCO to establish and meet exhibitor/sponsor revenue targets
- Hold monthly meetings (Zoom)
- Hold a monthly meeting (Zoom) as a committee or committee representatives with the PCO.
- Convene the program for the event, including welcome reception and conference dinner, and organise additional meetings/workshops around the conference days if needed
- Determine conference theme/s, seek keynote and invited speakers and have these endorsed by the National Executive
- Work with the special interest groups to facilitate sessions around the focus of the groups
- Oversee the abstract submission and selection process
- Work out appropriate registration fees in collaboration with Treasurer
- Determine the cancellation policy and cut-off dates for cancellation and ensure this is displayed on websites and marketing materials
- Receive recognition for undertaking this role – see the Sustainable Committees document (Policy 13)

Cancellation policy

The ACNN cancellation policy will be displayed on the ACNN conference website pages, marketing materials that display the registration fees and on the registration site. This includes the cut-off dates for cancellation, determination of the administration fee (a percentage or flat fee), and alternatives to cancellation.

Registration may be transferred to another person by the registrant notifying the secretariat. Transfer of payment for registration shall be undertaken by the two people involved in the transfer.