



AMSI Sponsored Events Organiser Guide

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Introduction

Congratulations on receiving an AMSI Workshop Sponsorship for your event.

This Organiser Guide is intended to outline the funding arrangements and organiser responsibilities in running an AMSI Sponsored event.

The guide also provides templates to help you capture the relevant information for reporting.

AMSI Contacts

For all enquiries please contact

Simi Henderson
Research and Higher Education Manager
simi@amsi.org.au

Liam Williamson
Research & Higher Education Administrative
Assistant
events@amsi.org.au

Planning The Event

SPONSOR ACKNOWLEDGEMENT

The conference or meeting must be clearly advertised as an activity supported by AMSI and the AustMS or by AMSI and ANZIAM.

If AMSI and AustMS/ANZIAM are the major sponsor (50% or more of the event sponsorship), the event is to be entitled and promoted as The AMSI/AustMS or AMSI/ANZIAM Workshop on XYZ.

Web/digital media:

The AMSI logo should be displayed on the event website with a link back to the website (www.amsi.org.au), if applicable the AustMS/ANZIAM logos also need to be displayed on the event website and link back to the relevant webpages.

Print media/event collateral:

AMSI and AustMS/ANZIAM logo must be listed as sponsors (and the AMSI and AustMS logos used) on all printed publicity material, including the program provided to delegates, ANZIAM and speakers.

AMSI and AustMS/ANZIAM materials will be included in delegate bags/or made available to attendees at the event. You will receive an email from us three weeks before your event requesting numbers and confirming your postal address for this collateral.

Event logos can be downloaded here:

AMSI - <http://www.amsi.org.au/amsilogo.php>

AustMS and ANZIAM - email the AustMS office for a copy of these logos

ADVERTISING

AMSI will list your event on the:

- AMSI website

- AMSI Workshop Poster – mailed to all AMSI members
- AMSI Bulletin - distributed at AMSI sponsored events

Please forward us:

- The weblink for your event website so that we can list it on the AMSI website
- An appropriate image for the AMSI event webpage, e.g. an image related to the event or the venue

Quick ways to spread the word:

- Notify AustMS about your event so that it may be listed on the AustMS website (email web@austms.org.au) and the AustMS Gazette (email gazette@austms.org.au)
- Blog posts/interviews with invited speakers published via your event website, or your organisation's website, is a good way to promote your event.
- Don't forget to let us know so we can post the information on AMSI's website/social media channels, the more people aware of your event the higher possible participation.
- Notices of the American Maths Society (<http://www.ams.org/meetings/calendar/submit/mathcal-submit.pl>)
- AustMS can supply contact details of people interested in certain fields by MS codes.
- The World of Statistics events <http://www.worldofstatistics.org/wos/submitactivity.cfm>

REGISTRATIONS

Ensure you collect all the data required for reporting. A template/list of questions can be downloaded here.

Why? This information contributes to AMSI publications, program marketing and helps us to improve the workshop funding processes.

We will send an email to all delegates after the event asking if they would like to receive the monthly AMSI bulletin.

AMSI MEMBERS

Discounted Rates

If there is a registration fee associated with attending your workshop, a condition of AMSI funding is that you provide discounted rates to participants from AMSI member institutions.

Member Travel Accounts

Domestic attendees from AMSI Member organisations' have access to funding via the AMSI Travel Fund. Please include this sentence on your event website to publicise this to participants

This event is sponsored by the Australian Mathematical Sciences Institute (AMSI). AMSI allocates a travel allowance annually to each of its member universities (for list of members,

see www.amsi.org.au/members.php).

Students or early career researchers from AMSI member universities without access to a suitable research grant or other source of funding may apply to the Head of Mathematical Sciences for subsidy of travel and accommodation out of the departmental travel allowance.

Along with the prescribed sentence please include this link – <http://research.amsi.org.au/travel-funding/> on your webpage and in any correspondence regarding the AMSI Travel Fund.

EVENT PHOTOS

Finding a photographer

- AMSI has contacts in ACT, VIC and NSW, please email us if you would like their details
- Alternatively contact your local university student photography club

AMSI uses these photos of funded events for its archive and for promotion of the program on social media, blog posts, flyers, Annual Reports and newsletters. The sort of photos we like to see are images of the opening, important speakers giving talks, group and some audience shots. Please provide the names and institutions of the people in the photos.

The photos should be taken in the highest quality possible on your camera (send us original photos from your camera, not versions condensed for the web) so that we can reproduce them in print. It would be even better if the photos were provided to us in .RAW file format.

Due to the high rate of photos being unusable due to camera shake, people blinking or moving we suggest that you should take up to 3 photos of any 1 shot.

Advising participants that they will be photographed

Ensure that the AMSI template registration form is used.

EVENT FEEDBACK

We use these feedback forms to gauge the quality of workshops being sponsored; and testimonials are also used in AMSI publications.

Download the feedback form template from the AMSI website, use these questions as either a printed form or for use via a free e-survey program ie. Survey Monkey.

FINANCE

AMSI sponsorship is paid after the event on receipt of the final report within a period of 90 days.

We recommend that you speak with your department admin about setting up a workshop account and the flow of money to this account.

- The amount of sponsorship is agreed for particular expenses, normally travel and/or accommodation for nominated invited speakers. The sponsorship cannot be transferred to alternative budget items, even if they are event expenses.

- Since the sponsorship is based in whole or primarily on estimates of travel and accommodation costs, which include GST except for international flights, the sponsorship sum it is taken to be GST-inclusive.

REIMBURSING THE SPEAKERS

- Reimbursement of sponsored presenters and assistance for travel and accommodation is the responsibility of the event organiser, not AMSI.

USE OF SPONSORSHIP FUNDS

- Sponsorship is based on an agreed estimate of costs. This is the maximum amount that AMSI will pay. If the expenditure is less, then that lesser amount will be paid.
- The organising Department invoices AMSI after the event when all expenditure is finalised, listing each item and ensuring that it does not exceed the agreed amount. No extra GST shall be added to the invoice since GST has already been included, where applicable, in the estimation process. Details of expenses should be entered on to the supplied spreadsheet template <link>, and sent to AMSI, events@amsi.org.au for approval before raising the invoice.
- If there is a significant income expected from registration fees, such that the event income (including all sponsorships and subsidies) exceeds expenditure, then AMSI will expect a re-imburement calculated as *net profit x AMSI sponsorship / total sponsorship*.

CHANGES TO AGREED BUDGET ALLOCATION

- If a speaker that AMSI has agreed to sponsor withdraws, and if you wish to make a substitution, you must negotiate this with the Chair of the AMSI Scientific Advisory Committee. It is the Scientific Advisory Committee that determines whether each supported speaker is a sufficiently noted mathematician or statistician for AMSI to sponsor.

EVENT ATTENDEES

AMSI's sponsorship cannot be extended to delegates (excluding plenary speakers) from AMSI member institutions since they have access to a travel allowance provided separately by AMSI to their departments.

After the event

UPLOAD YOUR PHOTOS

Transfer a copy of the event photos into Dropbox and please provide the names and institutions of the people in the photos.

SEND YOUR SUMMARY OF THE EVENT FOR THE AMSI BLOG

Immediately after the event please send a short summary of the event for the Research & Higher Education blog on the AMSI website. (*Tip – you can include this text in the full report*)

SUBMIT THE FINAL REPORT

Please note: for payment of sponsorship AMSI must receive the full final report and the invoice for sponsorship within 90 days of the event.

Reporting process:

1. Submit the final report (structure and template below) and a full, final budget on the template provided by AMSI.
2. AMSI will contact the organisers to confirm the amount to be raised in the invoice for sponsorship.
3. The workshop organisers submit one invoice for the amount agreed on. Please clearly reference the workshop name and date of event
4. AMSI will process this payment

Report template and inclusions

Download the AMSI report template from the AMSI website. Use this to write a report on the workshop, and address the following points (detailed in the template):

- Organising committee
- Topics covered
- Special presenters
- Report (suitable for publication in the Australian Mathematical Society Gazette, the annual AMSI report booklet and AMSI's Research and Higher Education Blog)
- Organisers' opinion of success
- Appendix 1 – Event feedback
- Appendix 2 – List of participants, including email address, institution and gender. AMSI will not divulge this information to others.
- Appendix 3 - Program
- Appendix 4 - Financial breakdown
 - Including:
 - Sponsorships, including in-kind
 - Scholarships offered and taken
 - Fees charged
 - Itemised income and expenditure
- If applicable, a copy of the proceedings must be submitted.

COMPLETE YOUR SPONSORSHIP BUDGET ON THE TEMPLATE PROVIDED

To progress with payment the event organisers need to provide a full budget on the template provided by AMSI. Once we receive this, AMSI will confirm the total amount to be requested via invoice.

APPENDIX 1 - Sample Registration Form

AMSI Sponsored events - Registration form

1. About you

Title

First name:

Last name:

Position:

School or Department:

University/Agency/Company:

Country:

Date of birth (DD/MM/YY):

Email address:

Phone number (preferably mobile): <if required>

Residency <drop down menus/tick boxes>

Australian domiciled

International visitor

My professional status is <drop down menus/tick boxes>

Academic

Agency employee

Company employee

Postdoctoral position

Postgraduate student

Undergraduate student

AustMS Member <drop down menus/tick boxes>

Yes/No

ANZIAM Member <drop down menus/tick boxes>

Yes/No

AMSI and <host> respect the privacy of individuals and acknowledge that the information that you provide on the form is personal information as defined by privacy legislation. The information is being collected for the purpose of processing of registrations. The intended recipients of the information are the Event Organisers and any service providers as required (for example, accommodation providers). The provision of this information is voluntary, but if it is not provided the Event Organisers may be unable to process your registration. The information which you provide is confidential and will not be disclosed without your consent unless the disclosure is authorised or required by law.

I am aware that AMSI and/or <host> may be recording my voice and/or image, at its discretion, during the event.

By signing below I agree

- a) to participate voluntarily in <title of event>;
- b) to my name, organisation, and email address being included in a participants' list for distribution at the event;
- c) to the use, reproduction, and distribution (in full or in part) of any photographs and recordings made of my voice or image for publicity purposes or for educational use; and
- d) to AMSI keeping me informed about upcoming events by emailing you the AMSI bulletin (unsubscribe option available).

SUBMIT

NEW PAGE

AMSI is committed to increasing equity in all our programs.

To ensure equity and access in all AMSI events and programs AMSI collects participation information.

These details are anonymous and used only for reporting purposes, we would appreciate it if you answer the following questions:

1. I am Male Female
2. Do you identify as an Aboriginal or Torres Strait Islander person?
Yes No

If you have any suggestions for increasing equity and access in AMSI programs please detail them here:

APPENDIX 2 – Sample Feedback Form

<Event name/branded header>

FEEDBACK FORM

We hope that you enjoyed <event title>. We value your feedback.

For each question please circle the most appropriate response

Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1	Not Applicable N/A				
The content presented was relevant to my needs				1	2	3	4	5	N/A
The content was covered in sufficient depth				1	2	3	4	5	N/A
The presenters were knowledgeable				1	2	3	4	5	N/A
The presentations were professional and engaging				1	2	3	4	5	N/A
The <special, eg computer lab> sessions were useful				1	2	3	4	5	N/A
There were adequate opportunities for questions				1	2	3	4	5	N/A
Overall the event was worthwhile				1	2	3	4	5	N/A

Was there any information or content you felt was missing or not adequately covered at the event? How do you think the event could have been improved?

Were there aspects you thought were particularly useful or interesting?

Please turn over...

THANK YOU FOR YOUR FEEDBACK

Are there other topic(s) you would like addressed at similar events in the future?

AMSI uses testimonials for promotional purposes, we would appreciate a testimonial from you, please include your name if you are happy us to use it.

THANK YOU FOR YOUR FEEDBACK



APPENDIX 3 – Report Template

****Template Use is Mandatory****

<Event Name (Cambria 16pt)>

**<Location (Cambria 16pt) >
<Date (Cambria 12pt)>**

<Summary and purpose of the workshop (Cambria 11pt) (can be updated from application)>

MathSciNet Classification

2 or 3-digit classification code: **XX-X**

5-digit codes - up to three in order of descending order of relevance:

1) **XX-X-XX**

2) **XX-X-XX**

3) **XX-X-XX**

<Classification codes may be searched for here:

<http://www.ams.org/mathscinet/freeTools.html?version=2>>

Fields of Research (FOR) code

6-digit codes - up to 3 codes in descending order of relevance:

1) **XX-XX-XX**

2) **XX-XX-XX**

3) **XX-XX-XX**

< Classification codes may be searched for here:

<http://www.abs.gov.au/Ausstats/abs@.nsf/Latestproducts/6BB427AB9696C225CA2574180004463E?opendocument>>

Organising Committee (Cambria 14pt)

- <Title> <Name> (affiliation) (Chair)
- <Title> <Name> (affiliation)
- <Title> <Name> (affiliation)
- <Title> <Name> (affiliation)

Topics Covered

<Summary of topics covered>

Special presenters

<Title> <name> (<affiliation>): <biography of speaker>

<Title> <name> (<affiliation>): <biography of speaker>

Report

<approx 350-500 words discussing the topic of the workshop and its relevance, current advances and impacts, any findings of the workshop, etc. Please address the outcomes in relation to the aims of the workshop as identified in the original application. Examples available on request.

This section should be suitable for publication in the AustMS Gazette, the annual AMSI workshop booklet and online>

Summary of Participants

- a) **Detail on spreadsheet template**
- b) Did attendance meet the estimates in your application? If not, why?

Organisers' opinion of success

<Discuss the success of the workshop in relation to the purpose of the workshop>
<Were you pleased with the female attendance? Do you think the measures in place created a bigger female attendance at your event?>

<Attach as separate documents>

Appendix 1 – Event feedback

<A summary of feedback from the event>

Appendix 2 – Attendees

<Electronic copy of list of delegates: on template.
AMSI and AustMS will not divulge this information to others.>

Appendix 3 - Program

<Electronic copy of program>

Appendix 4 - Financial breakdown

<Including:

- Sponsorships, including in-kind
- Scholarships offered and taken
- Fees charged
- Itemised income and expenditure.>

Appendix 5 –Please attach your workshop photos for AMSI.

Australian Mathematical Sciences Institute

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www.amsi.org.au