



AMSI Sponsored Events Organiser Guide

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Introduction

Congratulations on receiving AMSI workshop sponsorship for your event.

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

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

AMSI Contact

For all enquiries, please contact funding@amsi.org.au.

Planning Your Event

SPONSOR ACKNOWLEDGEMENT

The event must be clearly advertised as an activity supported by AMSI and AustMS.

If AMSI and AustMS are the major sponsors (50 per cent or more of the event sponsorship), the event is to be entitled and promoted as the *AMSI–AustMS Workshop on XYZ*.

Logo display

The AMSI logo ([available here](#)) should be displayed on your event website with a link to amsi.org.au. Contact AustMS to obtain their logo, which should be linked to austms.org.au.

Event collateral

AMSI and AustMS must be listed as sponsors (and the logos used) on all printed publicity material including the event program.

Strictly subject to availability, AMSI promotional materials may be made available to attendees at the event. Please contact funding@amsi.org.au at least three weeks before your event to request materials. Include your attendee numbers and postal address in the email.

ADVERTISING

AMSI will promote your event via the AMSI events calendar, the AMSI Research & Higher Ed eNews and [@DiscoverAMSI](#) Twitter.

Please forward us your event website and tag [@DiscoverAMSI](#) in social media posts promoting your event for retweets.

Quick ways to spread the word:

- Notify AustMS about your event for listing on the AustMS website (email web@austms.org.au) and in the AustMS Gazette (email gazette@austms.org.au)
- Publish blog posts or interviews with invited speakers on your event website
- Submit a notice to the [American Mathematical Society](#)
- Request details of people interested in the event's MathSciNet codes from AustMS
- Submit an activity to the events page of the [World of Statistics](#)
- Submit to the [AusSMC Scimex](#) website

REGISTRATIONS

Ensure that you collect all the data required for reporting. Please use the registration form template provided at rhed.amsi.org.au/workshop-funding/templates/.

Why? This information contributes to program marketing and helps us improve the funding process. We're also required to publish anonymised participation data in AMSI reports.

AMSI & AUSTMS MEMBERS

Discounted rates

If your event has a registration fee, a condition of AMSI funding is that you provide discounted rates to participants from [AMSI member institutions](#) and to those who are [members of AustMS](#).

EVENT PHOTOS

Please take photos during your event. If you are looking for a photographer, you could try your local university student photography club.

AMSI uses these photos for our archive and for promotion of the Research & Higher Ed program. The sort of photos we like to see are images of speakers giving talks, participants interacting and collaborating, and some audience shots. If your event is online, take screenshots of the presentations and workshop sessions. 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 formats, 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 and people blinking or moving, we suggest that you should take up to three photos of any single shot.

Advising participants that they will be photographed

Use the AMSI registration form template at rhed.amsi.org.au/workshop-funding/templates/.

EVENT FEEDBACK

We use feedback forms to gauge the quality of workshops being sponsored. We also use testimonials in AMSI publications.

Download the feedback form template from rhed.amsi.org.au/workshop-funding/templates/. Distribute the questions to participants as either a printed form or via a free e-survey platform such as Survey Monkey.

After the Event

UPLOAD YOUR PHOTOS

Transfer your event photos into a Dropbox folder shared with funding@amsi.org.au or email them directly to AMSI. Remember to provide the names and institutions of the people in the photos.

SUBMIT YOUR FINAL REPORT

Reporting process:

1. AMSI will send you a post-event email linking to a reporting form
2. Submit your report and a full, final budget through the online form emailed to you after the event. Attach all receipts relevant to AMSI sponsorship
3. AMSI will contact you to confirm the amount to be raised in the reimbursement invoice
4. Submit an invoice for the agreed amount, clearly referencing the event name and date
5. AMSI will process this payment to your university
6. Your university will transfer the funds to your research account

Report contents:

- Organising committee
- Topics covered
- Keynote speakers
- Overview reflection suitable for publication
- Organisers' opinion of success
- Participant feedback
- List of participants with demographic details (AMSI usage will respect individual privacy)
- Program
- If applicable, a copy of the proceedings
- Financial breakdown including:
 - Sponsorships, including in-kind
 - Scholarships offered and taken
 - Fees charged
 - Itemised income and expenditure

FINANCE

Sponsorship is paid on receipt of your organiser report within a period of 90 days post-event. We will reimburse you by requesting an invoice from your university when all expenditure is finalised. We recommend that you speak to your department's admin about transferring the money to your research account.

USE OF SPONSORSHIP FUNDS

AMSI will pay up to the agreed estimate of costs. If the expenditure is less, then that lesser amount will be paid.

The invoice should list each item (IT support, keynote speaker etc.), ensuring that the total does not exceed the agreed amount. No GST shall be added to the invoice since GST has already been included, where applicable, in the estimation process. Details of expenses and all receipts relevant to AMSI sponsorship should be sent to funding@amsi.org.au for approval pre-invoicing.

If a significant income is expected from registration fees such that the event income (including all sponsorships and subsidies) exceeds expenditure, then AMSI will expect a reimbursement calculated as *net profit x AMSI sponsorship / total sponsorship*.

KEYNOTE SPEAKER FUNDING

- Speaker funding has two components: speaker support and discretionary support
- Speaker support can be only used for the travel and accommodation expenses of approved keynote speakers. A clear case must be made for each of the speakers based on their impact on the field. Speaker seniority is not a necessary condition of support
- AMSI allows up to 20% of the approved funds to be used as discretionary support for other speakers (including those approved) or event costs excluding per diems, business-class airfares and catering
- The reallocation of funding due to speaker cancellation must be submitted to AMSI for approval as soon as possible in advance
- If you are redistributing 20% or less of the total approved amounts between speakers whose funding has already been approved, then you do not need to get this redistribution approved
- 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 is taken to be GST-inclusive
- It is your responsibility as event organiser to reimburse sponsored presenters

CHANGES TO AGREED BUDGET ALLOCATION

If your funding is intended for non-speaker costs (tech support, publication, online networking platform etc.) and your needs change, contact AMSI as soon as possible to arrange an alternative.

If an AMSI-sponsored speaker withdraws and you wish to make a substitution, submit a speaker amendment request through the form link emailed to you with your confirmation of funding. Immediately notify AMSI of the withdrawal of any supported speaker. Individual speaker funding cannot be extended to participants who are not keynote speakers.

All budgetary requests must be made within a reasonable amount of time before the event to be eligible for consideration.

CHANGES TO EVENT DATES, LOCATION & FORMAT

If your anticipated dates, location or format (online / hybrid / face-to-face) change, please notify AMSI as soon as possible so that we can update our database and online event listing.

If changes to your event format require you to update your funding request, let us know so that we can work out an appropriate transfer of support (for instance, from keynote speaker funding to tech support for an online event).

If you have any questions, email us at funding@amsi.org.au. Good luck!

Australian Mathematical Sciences Institute

Research and Higher Education
Building 161
University of Melbourne VIC 3010



funding@amsi.org.au
amsi.org.au