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ANZAM CONFERENCE ORGANISING GUIDELINES:
PLANNING, POLICY AND PROCESSES

March 2008

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Systems, Processes & Policies Sub-Committee
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ANZAM Conference Organising Guidelines
1.0 Introduction

This ANZAM conference organising document is intended to provide a single reference source for Executive Committee members and Conference Convenors to ensure the successful hosting of the annual conference of the Australian and New Zealand Academy of Management.

This document spells out ANZAM’s expectations of an ANZAM Conference so that uniformity and quality can be achieved. It outlines the roles and responsibilities of the key players including the Conference Host Institution and the Professional Conference Organiser. In addition, it provides templates to assist with planning and organisation of the conference including the programme, budget, and the conference proceedings.

1.1 Conference Purpose and Format

ANZAM organises an annual conference, normally held in early-December each year, in order to provide a forum for presentation and discussion of original management research carried out by ANZAM members and management scholars from around the world. The conference also provides opportunities for members to learn about other leading-edge research, interact with other researchers and establish networks, participate in specific meetings (e.g. AGM, Institutional Members, Research Networks), and enjoy social events.

The ANZAM conference starts with an official opening (held in the evening) and this is followed by two and a half (or three days) of conference sessions. The conference programme includes keynote presentations, and concurrent research presentations, panels and workshops. In addition, there are two major social events – a welcome social and the conference dinner.

The ANZAM conference includes a pre-conference Doctoral Workshop (subsidised by ANZAM) which lasts for one and a half days. Visiting keynote speakers, ANZAM Research Fellows and senior scholars are invited to contribute to the programme of the Doctoral Workshop, which may include presentations by PhD students. The ANZAM Doctoral student representative on the Executive Committee takes an active role in organising the workshop in conjunction with the Conference Convenor, with oversight from the ANZAM Research and Research Training sub-committee.

Professional development workshops and research panels/symposia are included throughout the conference programme.

Formal meetings held during the ANZAM conference include the AGM, as well as Institutional Members Meetings, Executive Meetings and the Editorial Board of the Journal of Management and Organisation (JMO). In addition, the conference provides an opportunity for formal and informal meetings of collaborative research teams and research networks.

The ANZAM conference is normally hosted in a hotel venue, with access to hotel and motel accommodation nearby. The Conference registration fee includes all conference materials (e.g. programme, CD proceedings), meals (morning and afternoon teas, lunches), social events, as well as membership of ANZAM.

The ANZAM conference is organised by a Conference Host Institution with assistance provided by a Professional Conference Organiser (employed by ANZAM for a three year term) and oversight by the ANZAM Executive Committee.
1.2 Conference Streams

The conference programme is organised using a series of streams which reflect ANZAM’s core management research areas and up to three extra streams reflecting the conference theme developed by the conference organising committee. Submissions outside these areas are also welcome and changes can be made over time as research develops in new areas. Changes to these core streams will be agreed by the ANZAM Executive.

**Critical Management Studies:** Views critical of established management practices and the established social order, including critiques of managerialist theories of management and organisation, critical discourses of management, development and progress, critical perspectives on class, gender, and race.

**Entrepreneurship, Small Business and Family Enterprise:** The creation and growth of new ventures, including opportunity identification and evaluation, venture capital, corporate venturing; and processes for managing small businesses and family enterprises.

**Gender and Diversity in Organisations:** The study of gender and other identity group relations in organisations.

**Human Resource Management and Development:** HR practices and issues and their relationship to organisational strategies, cultures and performance; also includes research on industrial and employment relations and human resource development.

**International Management:** Theory, research and practice with a cross-border or cross-cultural dimension, including international competitiveness of firms, industries and nations, and comparative management studies involving two or more countries.

**Management Education and Development:** Learning and pedagogical research in management, including innovative approaches to teaching and learning across management disciplines.

**Marketing and Communication:** The processes for promotion of products and services to customers, including market research, advertising, brand management, marketing strategies and customer relationship management; also includes research on communication processes, media and public relations.

**Organizational Behaviour:** The study of individuals and groups within an organizational context, and the study of internal processes and practices as they affect individuals and groups; also includes research on leadership.

**Organisational Change:** The development of theory and innovative practice related to organisation change, including the effectiveness of change processes, change agents, and other interventions; also includes management consulting processes.

**Public Sector and Not-for-Profit:** Focus on the distinctive qualities of the public and not-for-profit sectors and how they influence management and organisational processes in these organisations, including government agencies, social services, cultural and educational institutions, membership and professional associations, and advocacy, religious, and charitable organisations.

**Research Methods:** Methodological issues encountered by organisational researchers may include theory development, the philosophy of science, epistemology, as well as the design, conduct and interpretation of the full range of qualitative and quantitative research methods.

**Strategic Management:** The drivers of superior performance of firms and other organisational forms that interface with a market environment, such as business units, alliances, and clusters of
organisations. Topics include competitive and cooperative strategies, strategy making processes and practices, strategic decision making, strategic control and reward systems, top management teams.

**Sustainability and Social Issues in Management:** The exploration and analysis of environmental, social, and ethical influences upon an organisation and on public policy including environmental sustainability, corporate social responsibility, governance, stakeholder management and influence, and business ethics.

**Technology, Innovation and Supply Chain Management:** The management of technological and transformational processes to create products and services, including innovation processes, operations strategy and management, product and service development, logistics, supply chain management, project management, knowledge management, quality management, and resource scheduling and control systems.

Revised after ANZAM Executive Committee Meeting, September 2007

### 1.3 ANZAM Conference Host Institution Selection Process

The annual ANZAM conference is organised by institutional or professional ANZAM members on behalf of their tertiary education institution, which is the conference host institution. To assist the host institution with organisation of the conference, ANZAM employs a Professional Conference Organiser (on contract for a three-year term). The process by which the host institution is selected and approved by the ANZAM Executive Committee is outlined below.

1. Institutional or professional ANZAM members interested in hosting ANZAM’s annual conference are advised to obtain the ANZAM Conference Organising Guidelines from the secretariat and become familiar with the expectations for organising this event (including the ANZAM conference format and key processes). Attendance at prior conferences and conversations with the ANZAM President and executive committee members provide further understanding of the ANZAM conference.

2. The ANZAM Executive Committee issues a Call for the ANZAM Conference Host Institution three years before the conference is scheduled (e.g. call in 2007 for 2010 conference- in first week of December A-D). A list of prior conference host institutions is provided with the Call which is posted on the ANZAM website and circulated to institutional and professional members in the ANZAM newsletter. Institutions interested in hosting the ANZAM conference are most welcome to contact the ANZAM President at any time to discuss details of hosting.

3. Institutions interested in the host role are required to prepare and submit a proposal which outlines their interests, expertise and ideas on key aspects of the conference. As a guideline, the proposal may include details on the following:
   a) Name of Institution
   b) Rationale for hosting the ANZAM Conference
   c) Possible conference theme
   d) List of possible keynote speakers
   e) Potential workshops, plenary panels etc.
   f) Venue options for the Conference (including capability for simultaneous streams)
   g) Accommodation options
   h) Draft budget (examples from prior conferences are available)
   i) Sponsorship options
   j) Name of conference convenor
   k) Names of the other key members of the Conference Organising Committee

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1 ANZAM’s Professional Conference Organiser does detailed scoping of venues and accommodation options
l) Prior experience with the ANZAM Conference
m) Other conference organising experience
n) Technological capacity to support the conference

Appendices:
A. Host Institution profile
B. Letter of Support
C. Conference Venue Details
D. Hotel Accommodation Details

4. The selection criteria for the host institution include:
a) Strategic fit of conference theme and keynote speakers with ANZAM’s purpose and membership interests
b) Conference organising track record
c) Quality, capacity and cost of the conference venue options
d) Quality, capacity and cost of the hotel accommodation options
e) Budget (covers costs and achieves a small surplus)
f) Commitment and capability of the institution to support the Conference Organising team
g) Attractiveness of the proposed location to a majority of Australian and NZ members
h) The level of ‘in kind’ support the proposed host is willing to contribute to the conference.
i) The fit of the proposed location with ANZAM’s desire for a geographically diverse spread of conference venues
j) The level of sponsorship the proposed host will likely attract
k) The proposed theme for the conference
l) Whether or not the institution involved is an ANZAM institutional member
m) Potential access to technological support for the conference (e.g. data projectors, email access, photocopier).

5. The ANZAM Secretary will circulate the proposals received by the due date to all of the members of the Systems, Processes & Policies sub-committee for independent review in terms of the selection criteria.

6. Potential conflicts of interest for the members of the review team will be identified and managed by the members withdrawing from commenting on individuals or institutions where they have specific conflicts.

7. Evaluations and rankings of the potential Host Institutions for the Annual Conference are shared by the sub-committee members and agreement is reached on a list of up to three short-listed Host Institutions.

8. If necessary, the sub-committee will contact the short-listed Host Institutions for clarification and comparison purposes using a series of specific questions for each of the Conference Convenors.

9. After circulating any additional information collected, the sub-committee will rank the short-listed Host Institutions in order of priority (1st, 2nd, 3rd).

10. The ANZAM Secretary will circulate the sub-committee’s ranked short-listed Host Institutions to the ANZAM President and all of the Executive Committee members for discussion within an ANZAM Executive Committee meeting.

11. The Host Institution chosen for each annual conference will be notified by the ANZAM Secretary and then included in the list of forthcoming ANZAM conferences.

12. The ANZAM Executive reserves the right to award the conference to more than one convenor for subsequent years (i.e., to award conferences to successive years beyond the original call for proposals).

ANZAM Conference Organising Guidelines
13. The ANZAM Secretary will advise unsuccessful short-listed candidates of the outcome from the ANZAM Executive’s Conference Host selection process. As appropriate, institutions may be invited to reapply in future.

Approved by ANZAM Executive
June 2006

1.4 Support by ANZAM

To assist Conference Host Institutions, ANZAM will provide the following support:

1. ANZAM has negotiated the use of a Professional Conference Organiser (PCO), Promaco Conventions Pty Ltd, to achieve professional and consistent results. The Perth-based organisation has been contracted for 2007/08/09 to assist hosting organisations in the preparation, administration and conduct of the annual ANZAM Conference. Note, the appointment of the PCO was based on selection by a panel of ANZAM Executive members (with prior conference organising experience) from the proposals submitted in response to ANZAM’s PCO tender (see Appendix 1).

2. Upon request by the Conference Convenor, and on condition that the Professional Conference Organiser contracted by ANZAM is used (the ANZAM Professional Conference Organiser has to be used if one is lined up), a float (to be returned to ANZAM at conclusion of a Conference) of up to A$40,000 will be allocated to the Professional Conference Organiser for meeting up-front payment of the conference including keynote speaker expenses and venue bookings. ANZAM will transfer this float to the PCO upon approval of the conference budget by the ANZAM Executive and receipt of a tax invoice from PCO.

3. ANZAM will help promote the conference through the ANZAM newsletter, email, website, JM&O, and other appropriate means.

4. Following advice from the Conference Convenor, the ANZAM Secretariat will assist the Conference Host Institution in coordinating presentation of various awards at the conference (see Section 2.15 for more details).

5. Guidance will be provided regarding the protocols for use of the ANZAM logo and email address in promoting the Conference (see Section 9.1).

6. ANZAM will organise sponsors for the core streams (see Section 6.14). For the theme streams, the Awards will be sponsored from the Conference budget.
2.0 Conference Host Institution Responsibilities

The Conference Host Institution is to:

1. Obtain agreement of the ANZAM Executive for the structure, length, conference fee structure, location, venue and overall design of the Conference. Note that ANZAM normally prefers a hotel venue to a university venue.

2. Obtain requisite licences, permits, approvals and to take out necessary insurance policies for the purpose of organising, hosting and conducting the Conference.

3. Prepare a preliminary conference income/expenditure budget for the consideration of the ANZAM Executive no later than 18 months before the Conference. This budget has to be approved by the ANZAM Executive.

4. Indicate a single contact person (Conference Convenor) to liaise with the ANZAM Executive.

5. Attend ANZAM Executive Meetings quarterly, commencing 18 months before the conference.

6. Note that costs of attending ANZAM Executive meetings and/or conferences to publicise the Conference are met by the Conference Host Institution outside the conference budget.

7. Prepare all relevant publicity material and undertake promotion and publicity activities for the Conference. A complimentary booth for promoting an ANZAM Conference will usually be provided at the ANZAM Conference one year prior. The Call for Papers should be available for international affiliates from August of the year prior to the conference and to ANZAM’s institutional members at their December meeting at the prior conference.

8. Provide a complimentary booth at the Conference for promoting ANZAM and its future conference(s).

9. Give ANZAM Executive Members priority in securing accommodation on/closest to the Conference venue, to facilitate their attendance of various official meetings/functions during the Conference.

10. Collect ANZAM membership fees, which will be incorporated into the conference registration fee, at the time of registering delegates for the Conference. ANZAM will provide a schedule of membership fees.

11. The conference registration form also serves as ANZAM membership renewal for existing members and sign up for new members. It is important to ensure that the membership information is collected on the registration form and the details provided to the ANZAM Secretariat immediately following the conference.

12. Bear the costs of the current ANZAM President’s conference registration and accommodation.

13. Waive the conference registration of the delegate from the US Academy of Management (AOM) in attending the ANZAM Conference (this is a reciprocal arrangement between ANZAM and the US AOM), and other delegates or guests as advised by the ANZAM Executive.

14. Provide a free satchel insert for an ANZAM promotion flyer (the flyers will be provided by ANZAM) and other promotional material as requested by the ANZAM Executive.
15. The Conference Convenor will organise selection of winners for various awards (e.g. ANZAM Paper Awards, ANZAM Stream Awards). Names and details of winners are to be notified to the ANZAM Secretariat (the coordinator of award presentations at the conference) and to the PCO for personalised plaques to be ordered. Upon notification by the Conference Convenor by a prescribed date (around early November to allow time for the following processes), the ANZAM Secretariat will ascertain winners’ eligibility for the awards (winners, or at least one of their co-authors in case of multiple-author papers, have to physically attend the conference and present their award papers before their papers can be published in the conference proceedings and hence awards can be conferred), will line up winners’ presence at the presentation, and will organise cash prizes and other necessary documentation (e.g. formal ANZAM congratulatory letters). A schedule of awards (including membership awards, paper awards and stream awards) to be presented and presenters will be prepared by the ANZAM Secretariat who will work with the conference host (and/or the PCO) in fitting the presentation(s) into the conference program. The PCO will be responsible for ordering personalised plaques for paper awards, as well as membership awards and for them to be delivered to the conference venue for presentation.

16. Organise venue, catering, equipment and other requirements for the following events during the Conference:
   a) Pre-conference activities as requested
   b) Workshops (including the Doctoral Workshop – ANZAM will provide a subsidy for the Doctoral Workshop)
   c) ANZAM Outgoing Executive Meeting
   d) ANZAM Annual General Meeting
   e) ANZAM Incoming Executive Meeting
   f) ANZAM Institutional Members Meeting
   g) Forum or panel discussion for Institutional Members
   h) Presentation of Awards
   i) Other events requested by the ANZAM Executive (e.g. Dinner for Stream Chairs)

   Unless otherwise noted, those events are paid out of the Conference Budget.

   Note, these meetings are scheduled during the conference and spread over several days. The Conference Convenor should liaise with the ANZAM Executive to schedule these meetings and ensure they are publicised in the programme.

17. Publish in electronic format the proceedings of the conference and pass on at least 10 copies of the conference proceedings (e.g. CD-ROM) to ANZAM. The proceedings should show an ISBN number; name, date and location of the Conference; list of stream chairs and reviewers; and a note that the refereed conference papers are double blind reviewed. Refereed papers will only be published in the proceedings if they are presented by at least one author at the Conference. Copyright of the conference proceedings belongs to ANZAM and copyright of the individual papers belongs to the authors.

18. Provide an electronic database (in Excel) of names and contact details of all conference delegates on a regular basis (say, weekly) in the lead up to the Conference and a final database on conference delegates and exhibitors/sponsors by 22 December, following a Conference. This will help ANZAM in maintaining an up-to-date membership database and in initiating the process of invoicing those members who have not attended a conference for their annual membership fee.

19. Provide administrative support (e.g. access to a computer, printer, photocopier etc) for the ANZAM Executive and the Secretariat Coordinator during the Conference.

20. The Conference Host Institution, with assistance from the PCO, is required to compile GST returns on income and expenditure pertaining to the Conference and to remit GST to the Australian Tax Office as necessary before the conference proceeds and other funds are forwarded to ANZAM.
21. Furnish a financial report on the conference and return receipts (including surplus, membership fee collected, and other funding due to be returned to ANZAM), minus GST, to ANZAM at the first ANZAM Executive Meeting following the Conference (normally held in March/April of the following year). The financial report is to be compiled to the satisfaction of the ANZAM Executive and by an independent entity (e.g. a professional conference organiser) and not by the Conference Chair or his/her team. The financial report must be audited before being presented to the ANZAM Executive.

22. Note that the use of the ANZAM logo and the reference to “ANZAM” in an email address etc in promoting an ANZAM Conference must be approved by the ANZAM Executive (see Section 9.1).

23. Reveal to ANZAM any potential for conflict of interest between the Professional Conference Organiser and Conference Host Institution or personal connections.

24. Adhere to the protocols for recognition of stream sponsors (see Section 6.14 for details of Recognition of Stream Award Sponsors).
3.0 Professional Conference Organiser (PCO) Responsibilities

ANZAM has a contracted conference organisation, in this instance Promaco Conventions Pty Ltd, which is providing activities in support of the annual ANZAM conference.

To summarise the contractual agreement, the following activities are anticipated of the PCO:

Pre-Event Services

- Meetings to be held in the initial set-up phase of the conference with the local provider and monthly meetings thereafter (or at a reasonable time as determined by both parties) in order to plan, discuss and evaluate progress. An agenda will be provided and all documentation to be prepared and maintained. This activity will include preparation of agendas, minute-taking and following up on Action Items.
- Maintenance of relevant databases and act as sole mailing and telephone address for correspondence
- Investigate and advise on venues
- Negotiate and appoint national and international carriers and obtain discounts where possible
- Provide support in the preparation of conference programme, proposed theme and logo
- Provide assistance with the selection and hosting of key speakers
- Organise travel for keynote speakers (up to Business Class only)
- Ensure speaker requirements are determined and available in advance of the event
- Initiate the Call for Papers
- Organisation of all papers and relevant speakers, and the preparation of the published proceedings
- Initiate social programmes, calendar and catering
- Arrange programmes for accompanying persons
- Arrange pre and post-conference tours
- Organise promotional campaign
- Preparation, monitoring and reporting of budgets
- Undertake computerised registration, confirmation letters
- Undertake on-site registration
- Facilitate actual conference programmes, starting times of sessions to be monitored and delegates ushered between meeting rooms
- All catering to be supervised; speakers to be checked to ensure they are ready to start and have all the equipment available.

Event Services

- Office to be open during the event to take calls, etc on behalf of visiting exhibitors
- All services and equipment required will be organised, and staff including technical support will be in attendance for the duration
- All transport required will be organised
- A registration service will be provided every day – for registration of delegates, special service to speakers, tours, accompanying persons and other requirements
- Programme arrangements will be organised and supervised
- Starting times will be monitored and delegates ushered into meeting rooms
- Speaker support facilities will be supervised
- Speakers checked to ensure they are ready on time
- All catering arrangements will be supervised
- Crowds controlled
- All social programme events will be supervised. At least one Promaco staff member will attend each social function.
- All tours will be supervised by Promaco staff (including accompanying persons events).
Post Exhibition/Conference

- All necessary arrangements required to exit the venue will be undertaken
- Settlement of accounts will be made and a financial report prepared as soon as possible
- A report on the event will be completed. All event related information will be available for future use.

Promaco Conventions Pty Ltd has agreed to provide services to ANZAM for conferences to be held in 2007, 2008 and 2009. The agreement between ANZAM and Promaco Conventions, supported by Schedule A, detailed outline of convention services provided and Schedule B, detailed outline of exhibition services provided by Promaco Conventions Pty Ltd is provided in Appendix 2.
4.0 Conference Activities Calendar

The calendar of activities for hosting an ANZAM Conference will be initiated some 2-3 years ahead of the Conference date.

1) An initial expression of interest for hosting the ANZAM Conference is provided to the ANZAM Executive – see Conference Host Selection Process outlined in section 1.3.

2) Preparation of Proposal to Host ANZAM conference for ANZAM Executive Committee – see Conference Host Selection Process outlined in section 1.3.

3) Approval of Conference Host Institution by ANZAM Executive Committee, followed by notification and publicity (e.g. ANZAM website, newsletter etc.)

4) **Eighteen months** before the Conference (June)
   a) Conference Convenor appointed
   b) Conference Convenor attends ANZAM Executive Meetings (Quarterly) to provide reports/updates on conference organisation, attends ANZAM Conference two years out, organises promotional booth on their Conference at the prior Conference (i.e. one year out).
   c) Liaise with previous conference convenors/ executive committee mentor
   d) Liaise with conference company
   e) Confirm venue with assistance from PCO (Promaco)
   f) Confirm keynote speakers- ensure broad appeal to ANZAM members; get Executive approval
   g) Conference Call for Papers flyer prepared and distributed to ANZAM members and international management academics electronically and at key international conferences
   h) Conference budget prepared and approved by the ANZAM Executive

5) **Fifteen months** before the Conference (September)
   a) Finalise conference planning committee and assign responsibilities including:
      i) Chair – Conference Convenor (already appointed and confirmed)
      ii) Academic Programme
      iii) Social Role
      iv) Logistics Role
      v) Promotion Role
      vi) Financial Role
   b) Identify potential stream chairs for all streams
   c) Provide Doctoral workshop requirements (venue, meals, timing)

6) **Twelve months** before the Conference (December)
   a) Organise and host a booth to promote the next ANZAM conference
   b) Stream chairs appointed; start to identify reviewers for their streams
   c) Identify workshop topics and presenters/facilitators
   d) Conference website goes “live”

7) **Six months** before the Conference (June)
   a) Conference papers submitted for review
   b) Research workshops/symposia proposals submitted for review
   c) Confirm ANZAM executive meeting/event schedule
   d) Early bird registrations open
   e) Entertainment bookings (e.g. band) for conference dinner made

8) **Three months** before the Conference (September)
   a) Authors notified of paper reviews and acceptance/rejection decisions
   b) Draft programme prepared
   c) Implement process to select ANZAM best papers
d) Organise media plan to promote keynotes and specific papers/panels (in consultation with Executive Promotion sub-committee and Conference Host media)
e) Early bird registration closes (end of September)

9) **Two months** before the Conference (October)
   a) Stream award winners notified to the ANZAM Secretariat
   b) Implement process to select ANZAM best papers and advise Secretariat
   c) Conference programme finalised (including ANZAM Executive meetings, AGM etc.)
   d) Confirm catering numbers (noting requirements for special dietary needs)
   e) Thank you emails sent to reviewers

10) **One month** before the Conference (November)
    a) Conference programme confirmed and sent to printers
    b) Content of conference satchels confirmed (collected/printed)
    c) Work with PCO to select meals and beverages for each day
    d) Confirm AV requirements (including mobile microphones for keynote speakers and Q&A)
    e) Confirm schedules of keynotes and invited guests
    f) Confirm doctoral workshop numbers
    g) Send an up-dated list of conference registrants and their emails to ANZAM Secretariat 21 days before start of the conference (so that AGM notice can be sent to members)
    h) Conference proceedings prepared for cutting CDs

11) **Two weeks** before the Conference (mid-November)
    a) Plaques and Awards printed
    b) Conference satchels filled

12) **The ANZAM Conference (December)**
    a) Host conference
    b) Organise evaluation of conference sessions, programme and organisation
    c) Follow up on Award recipients and sponsors (see protocols for recognition of sponsors – section X)
    d) Send a list (in Excel format) of conference registrants and their contact details to ANZAM secretariat by 22 December and a final one on all registrants at conclusion of the conference (by mid December).
    e) Ensure all suppliers are paid
    f) Pass on surplus copies of Conference CDs and promotional material to ANZAM Secretariat

13) **Three months** after the Conference (March)
    a) Audited financial report on conference submitted to the Executive Committee
    b) Deadline for return of conference funds and surplus GST pertaining to the conference is to be remitted to the Australian Taxation Office before funds/surplus are returned to ANZAM
    c) Provide a brief (one page) evaluation of the conference, the effectiveness of processes and systems and the performance of the professional conference organiser

14) **Six months** after the Conference (June)
    a) Update conference guidelines incorporating any improvements that are deemed appropriate
    b) Initiate and undertake a briefing of the conference chair for the next forthcoming ANZAM conference

Approved ANZAM Executive Committee
March 2007
5.0 Conference Organisation

While naturally it is the prerogative of the Conference Host Institution to structure their conference committee as they feel is appropriate to achieve a high quality outcome, as a guideline, there is the recommendation that for those planning an ANZAM Conference the following roles are assigned.

- ANZAM Conference Convenor and Committee Chair
- Academic Programme role
- Social Activities role
- Logistics role
- Promotion role
- Financial role

The key co-ordination of the Conference will be undertaken by the Conference Convenor who is the official Committee Chair as outlined in section 5.1. The remaining roles will be addressed as part of the key functions that follow in this manual.

5.1 ANZAM Conference Convenor and Committee Chair role

The responsibilities of the ANZAM Conference Chair, who is the official ANZAM Conference Convenor, include:

a) Overall management/organisation of the conference  
b) Finalising a timetable, a schedule of activities and assigning responsibilities  
c) Presenting a draft budget to ANZAM Executive for approval and providing revised budgets when required  
d) Providing on-going progress reports to the ANZAM Executive Committee  
e) Liaising with senior management of host institution  
f) Liaising with the PCO management and staff  
g) Acting as the single point of enquiry for the ANZAM conference  
h) Overseeing the conference paper review process  
i) Preparing the conference programme  
j) Distributing minutes of meetings and following up on action points  
k) Providing conference evaluation and report back to the ANZAM Executive Committee following the Conference  
l) Providing final income and expenditure reports following an independent audit  
m) Providing suggestions for improvements to the ANZAM conference organising process and written guidelines
6.0 ANZAM Conference Academic Programme

The responsibilities of the Academic Programme role include:

- Developing conference theme
- Identifying and confirming keynote speakers
- Finalising conference streams. Also identifying and appointing stream chairs
- Confirming submission dates and paper review timetable
- Administering participation guidelines
- Outlining guidelines for authors
- Preparing Call for Papers and Workshops/Symposia
- Liaising with the Doctoral Workshop co-ordinator
- Processing and reviewing of submissions
- Organising conference workshops for pre-conference and during the conference
- Confirming overall conference timetable
- Identifying session chairs for each plenary and concurrent session
- Confirming timetable for executive committee and special interest group meetings
- Preparing draft/final conference programme
- Organising printing of programmes and abstracts
- Preparing conference proceedings (with Promaco)
- Providing guidelines for session chairs
- Collating biographical details of keynote speakers
- Preparing schedule for hosting keynote speakers and providing support – including thank you gifts
- Organising stream awards for best papers
- Reporting acceptance rates to the ANZAM Executive

6.1 Conference Theme

The theme of the conference is at the discretion of the host conference institution and should be approved by the ANZAM Conference Executive. The theme should reflect current issues, discipline trends or the positioning of the host organisation. It is anticipated that the theme will be reflected in the workshop, selection of keynotes and any supplementary activity within the conference. Naturally, the theme should be consistent with the ANZAM brand, that of promoting excellence in management education and research.

6.2 Keynote Speakers

ANZAM conferences usually have at least two keynote speakers who are world-leading scholars in Management with research interests aligned with ANZAM’s research domains.

The keynote speakers are identified by the Conference Convenor with assistance from the Executive Committee. The ANZAM Executive has links and relationships to other Academies of Management in the United States and Europe which can provide potential keynote speakers. It is very important for the keynote speakers to present research that is of interest to a broad spectrum of ANZAM members. Beyond excellence of the research and presentation skills, a mix of nationalities is considered to be desirable in the selection of keynote speakers. See Appendix 3 for list of prior keynote speakers.

The keynote speakers are invited to present one major plenary address and contribute to the activities of the conference. It is very important to provide clear guidance on the timing of the presentation including the expectations for Q&A. This ensures that visitors can be well prepared for their ANZAM conference experience. (We want them to have a great time so they will encourage their peers to accept our invitations in future!)
While keynote speakers are not paid fees, their accommodation, meals, taxi fares and airfares are all covered by the conference budget. Negotiation of airfares is the responsibility of the PCO. Typically, international speakers may expect to travel business class for long haul flights. Note: it is important to ensure that international speakers arrive in time to adjust to the time changes, and to be actively involved in the conference.

The Conference Convenor, in conjunction with the PCO, is required to prepare a detailed schedule for each of the keynote speakers and to ensure that they are hosted throughout their visit “down under”. Notes: include IT support for the keynote addresses; include thank you gifts. In addition to a detailed schedule, a suitable academic, administrator from the host institution or doctoral student needs to be assigned to host each keynote speaker. Copies of the schedule for each keynote is provided to the ANZAM President and Secretariat at least three weeks prior to the conference.

The PCO, working with the Conference Convenor, collates biographical details and major research achievements for each keynote speaker. This information is used for the Conference publications (Call for Papers, Conference registration brochure, Conference programme, Conference website, media promotion, and plenary address introductions). An abstract of each keynote presentation should be included in the conference programme and CD.

Note, it is important to get approval from the keynote speaker before contacting the media to schedule interviews or scheduling other promotional activities.

At the end of each plenary address, the keynote speakers are presented with a small gift by the Session Chair on behalf of the ANZAM Executive, Conference Convenor, Conference Organising Committee and Conference delegates. The PCO, in consultation with the Conference Convenor, is responsible for purchasing these gifts and having them ready for presentation at the end of the plenary presentation.

It is imperative that keynotes are left with a positive impression of Australasia and ANZAM, and as such considerable care and attention needs to be given to their hosting arrangements.

6.3 Conference Stream Chairs

The core research streams for the ANZAM conference have been outlined in Section 1.2. In addition to these core streams, the ANZAM Conference Organising Committee can develop and recommend to the ANZAM Executive up to three extra streams that are aligned with the conference theme. The list of conference streams is included in the Call for Papers and on the ANZAM Conference website.

It is the responsibility of the ANZAM conference Academic Programme sub-committee to identify senior scholars to act as stream chairs and provide the Executive Committee with this list 12 months before the date of the Conference. The ANZAM Executive and Secretariat will assist with identification of stream chairs as required. Selection of Stream Chairs is based upon academic expertise in the Stream and also professional responsiveness. Prior Conference Convenors may also be consulted if required.

Stream Chairs have a key role in determining the academic programme for the conference by coordinating the paper review process (Section 6.8), making final decisions on the papers to be accepted (based on the reviews), recommending the sequence and grouping of papers to be presented in the programme (Section 6.10), selecting Stream Award papers (Section 6.14), and recommending potential Best Papers. See the timeline for the paper review process in Section 6.8.

To ensure appropriate recognition of stream chairs and reviewers, it is important to do the following:

- All stream chairs to be indicated by name within the body of the conference programme
- All stream chairs are asked to send out an email of thanks to reviewers

ANZAM Conference Organising Guidelines 15
• All stream chairs and reviewers to be listed in the conference proceedings CD
• At some stage in the conference, the Convenor to thank the stream chairs and reviewers, preferably at the Opening Session

6.4 Submission Dates and Timetable

See Section 4.0, Conference Activities Calendar, and Section 6.8, Conference Paper Review Process.

There are key dates in the Conference Schedule. These are:
   Paper submission
   Review deadlines
   Notification to authors
   Receipt of final paper
   Early Bird registration
   Notification of Conference programme
   Preparation of the Conference proceedings

It is very important to ensure that these key dates are listed on the Conference website, the Call for Papers, and the Registration Brochure.

6.5 Conference Paper Guidelines

To ensure consistency of the ANZAM Conference over time, the ANZAM Executive has developed recommendations on the conference paper options, format and length, as well as standardising the Call for Papers.

Paper Options

ANZAM Conferences should provide for refereed (double-blind, peer reviewed) papers. Most Australian academics prefer the refereed option in order to meet DEST requirements (current as at 2006) and refereeing is also important for funding support in many institutions (including New Zealand universities). The refereed papers are published in full in the Conference proceedings CD with an ISBN number (see Section 6.11).

Non-refereed papers may be submitted at the discretion of the Conference Convenor. These papers will not be refereed.

Workshop and research symposia presentations are also offered as options for ANZAM Conferences and are encouraged (see Section 6.9). Naturally, they are not refereed.

Paper Format

ANZAM conference papers must conform to the editorial guidelines specified on the conference website. See Author Guidelines template in Appendix 4.

Paper Length Specifications

The page limit for papers is 12 pages of double spaced text, including all tables and figures, but excluding the author details cover page and the references. Use Times New Roman 11 pitch font, double spaced, with 2.5cm margins on all sides. This is to facilitate a reasonable turn around time for reviewing and also to reflect the fact that the presentation time for papers is limited to 15 minutes.

Call for Papers
The Call for Papers should be announced at least 15-18 months prior to the conference in order to be available for major international conferences (including AOM, BAM). See Call for Papers 2007 –text template in Appendix 5, 2007 PDF in Appendix 6, and electronic Call for Papers in Appendix 7.

6.6 Conference Participation Guidelines

Research quality – It is expected that all research papers are based on research for which relevant ethics approval has been gained.

All papers submitted for presentation at the Conference must contain original research that has not been previously presented or scheduled for presentation, published or accepted for publication, and if under review, must not appear in print before the Conference.

Acknowledgement of relevant prior research and sources of words, ideas and data is expected. Authorship and credit should be shared in proportion to the various parties’ contributions. Note, authorship of papers needs to be correct when the paper is submitted, as changes cannot be made once the paper is accepted for publication in the conference programme and proceedings.

The preparation and supply of any handouts or other material used in any presentation will be the responsibility of the presenter(s).

A paper can only be submitted to one stream of the conference and authors are asked to signal their preferred stream(s) in the ANZAM Conference Stream List, as well as to provide a series of up to six keywords describing the content of their research.

At least one author for each paper that is accepted for presentation in the Conference Programme is expected to register and pay to attend the Conference to present their research. All of the costs to attend the Conference, including the registration fee, must be paid by presenters. ANZAM does not pay honoraria for any presentations.

An individual can appear in up to three sessions of the refereed scholarly conference programme (as presenter, co-author, session chair or facilitator). This is to encourage greater participation and to avoid individuals appearing to dominate a stream or segment of the conference programme.

Note, authors are expected to ensure that their presentation at the conference matches the content of the paper that has been refereed and accepted for inclusion in the conference programme.

During the conference, a climate of free exchange and constructive criticism is encouraged. It is also important to demonstrate respect for colleagues/presenters with different perspectives and methodologies/methods.

6.7 Conference Paper Submissions

Papers should be prepared as a MicroSoft Word document and submitted electronically as an email attachment to the ANZAM 200X Conference Secretariat by the due date. See Author Guidelines in Appendix 4.

The maximum length of the paper is 12 pages including all tables and figures, but excluding the author details page and references. Use Times New Roman 11 pitch font, double spaced, with 2.5cm margins on all sides.

Note: Your file will be renamed for anonymity. To assist us with tracking, please name your file anz followed by the first five letters of the presenting author’s surname, followed by the author’s first
initial. For example, John Smith would be saved as anzsmithj.doc. For more than one submission—anzsmithj1.doc; anzsmithj2.doc.

All refereed conference papers will be subject to a double-blind peer review process. To ensure anonymity during the review process, please observe the following steps:

- Check that there is no information in the document that could identify authors or institutions, such as coding with initials etc., except where appropriate as a citation.
- In the email message with your conference paper attached, please:
  - List the full title of your paper and the author name(s), affiliation(s) (in the order they are to appear), including all co-author postal and email addresses for our records
  - Indicate corresponding author for multiple author submissions
  - Under “Tools” pull down menu, please select “Options”, “Security” and then tick “Remove personal information from file properties on save” before sending

6.8 Conference Paper Review Process

Following is a proposed Conference Paper Review Process with suggested timelines for use for the 2008 Conference. Some flexibility with these dates is appropriate.


<table>
<thead>
<tr>
<th>Activities</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 List of potential Stream chairs prepared by the Conference Convenor with input from the ANZAM Executive</td>
<td>Sept 2007</td>
</tr>
<tr>
<td>2 Potential Stream Chairs approached and invited to do this key role</td>
<td>Oct-Nov 2007</td>
</tr>
<tr>
<td>3 Stream Chairs appointed for all of the Conference Streams (core and theme tracks)</td>
<td>December 2007</td>
</tr>
<tr>
<td>4 Stream Chairs to identify and confirm availability of scholars to review at least 2 papers each during the specified review period (dates provided); e.g. 20 papers need 40 reviews from 40 reviewers (doing 2 each)</td>
<td>December – March 2008</td>
</tr>
<tr>
<td>5 Conference papers are submitted electronically to PCO</td>
<td>Friday 20 June 08</td>
</tr>
<tr>
<td>6 Conference papers are checked by PCO (for consistency with length and style guidelines) and made available to the Stream Chairs Stream chairs assign papers to reviewers based on expertise and provide timeline for reviews to be returned OR if Electronic System with keywords is used, PCO assigns papers to reviewers</td>
<td>23 June – 4 July 2008</td>
</tr>
<tr>
<td>7 Reviewers read and evaluate papers in terms of the review criteria (4 weeks) Reviewers complete the electronic paper review template and comments for authors (and return to the Stream Chair/PCO) by 1 August 2008</td>
<td>7 July – 1 August 2008</td>
</tr>
<tr>
<td>8 Stream Chairs read the reviews, make accept/reject decisions, sort papers into sessions and advise PCO. PCO sends accept/reject decisions and reviewers’ comments to authors and advises registration details to authors (by 29 August 2008); keeps track of reviewer performance to pass on.</td>
<td>4-29 August 2008</td>
</tr>
<tr>
<td>9 PCO sends list of accepted papers for all Streams to Conference Convenor and 29 August</td>
<td>29 August</td>
</tr>
</tbody>
</table>

ANZAM Conference Organising Guidelines 18
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Academic Conference sub-committee prepares draft Conference Programme (3 weeks)</td>
<td>29 August – 12 Sept 2008</td>
</tr>
<tr>
<td>11</td>
<td>Authors receive comments, make changes to their papers and resubmit by the due date; and authors register for the conference</td>
<td>26 Sept 2008</td>
</tr>
<tr>
<td>12</td>
<td>Early bird registration closes</td>
<td>26 Sept 2008</td>
</tr>
<tr>
<td>13</td>
<td>PCO advises Academic Conference sub-committee of registration details</td>
<td>1 October 2008</td>
</tr>
<tr>
<td>14</td>
<td>Academic Conference sub-committee finalises Conference Programme in consultation with PCO and Conference Convenor; including allocation of rooms and session chairs</td>
<td>1-10 October 2008</td>
</tr>
<tr>
<td>15</td>
<td>Programme added to conference website and sent to participants</td>
<td>20-24 October</td>
</tr>
<tr>
<td>16</td>
<td>Academic Conference Programme is sent to the printer</td>
<td>10 Nov 2008</td>
</tr>
<tr>
<td>17</td>
<td>PCO prepares CD Proceedings</td>
<td>10 Nov 2008</td>
</tr>
<tr>
<td>18</td>
<td>PCO prepares conference satchels</td>
<td>24-26 Nov 2008</td>
</tr>
<tr>
<td>19</td>
<td>ANZAM Conference starts</td>
<td>2 December 2008</td>
</tr>
</tbody>
</table>

The process of communication for reviewing will be electronic. The Conference Convenor and Academic Programme sub-committee with support from PCO will be responsible for coding and communicating papers electronically to stream chairs for reviewing and back to authors once reviewing is complete.

In 2007, PCO is using JADE software to assist with the review process. Rather than designing new systems, software that has been effective in the past should be used.

Each Stream Chair receives papers submitted to their stream from the PCO without author identification along with review pro formas. Pro formas are precoded by the PCO to identify paper and reviewers.

**Paper Review Criteria**

The review criteria for ANZAM refereed conference papers include:

- Significance/importance of the topic
- Conceptual foundation/relevant literature
- Research questions**, aims and objectives
- Methodology**
- Quality of analysis/Coherence of argument
- Relevance of findings for theory/policy/practice
- Clarity/readability
- Overall evaluation (including contribution)

** if these are relevant for the style of paper

The ANZAM Conference Paper review template includes two Parts (A and B) which appear on two separate pages. On the first page, there is an explanation of the review process and instructions for reviewers. In Part (A), the reviewers provide their CONFIDENTIAL recommendation to the Stream Chair and additional comments which may assist with the accept/reject decision. Reviewers are also asked to indicate if the paper should be considered for a Best Paper Award. The Stream Chair’s decision is also recorded on this page. In Part (B), on the second page, the reviewers provide their assessment of the paper in terms of the review criteria (on a 1-5 scale) and comments for the author(s) on the strengths of the paper, as well as constructive suggestions for improving this paper for further development and presentation or publication.

It is the responsibility of the PCO to manage the receipt and distribution of papers for the review process and communications between authors, stream chairs, reviewers and the conference committee.

Reviewing by Doctoral Students

As part of ANZAM’s developmental focus and building research capabilities, we encourage activities that will enhance the research experience of doctoral students.

With this in mind, Doctoral students can be used as reviewers of ANZAM conference papers where they have appropriate expertise and under the guidance of their supervisors.

Paper Acceptance Rates

The ANZAM Executive has recommended that overall acceptance levels for papers may be 50%-70% (although some streams with smaller numbers may deviate). It is important to recognise that 12 double-spaced pages does not allow a comprehensive discussion of the topic, but is designed to provide more than enough information for a 15 minute presentation.

6.9 Research Symposia and Workshops

The annual conference also offers professional development or research workshops. Workshops will be included in the programme to increase the value for conference participants. Calls are made for potential workshop and symposia topics.

Popular topics in the previous conferences have been, for example, Getting Published, research methodologies, external funding, accreditation processes, managing workloads, the art of reviewing, being a great PhD supervisor, etc.

Symposia may also be presented on specific research topics/programmes.

In choosing Workshops and Research Symposia for inclusion in the program, reference should be made to the following expectations:

- Relevance to ANZAM’s purpose
- Relevance to conference theme
- Relevance of presenter’s expertise
- Professional development potential for participants or research quality
- Topicality

Guidelines for potential workshop organisers can be found in Appendix 9, Workshop Proposal template.
6.10 Conference Programme

The ANZAM conference programme normally involves two keynote plenary sessions, as well as refereed papers, workshops and research symposia in concurrent sessions spread over 2.5 - 3 days.

See Appendix 10 Draft template for Sydney 2007 Conference Programme. In addition to a copy of the overview conference programme, a list of abstracts is provided in the conference pack at registration. The abstracts are presented in the same sequence as they appear in the programme in a booklet (using a readable font size).

The conference programme is prepared by the Conference Convenor (from the papers recommended for acceptance) with assistance from the academic conference committee colleagues and support from the PCO.

6.11 Conference Proceedings

All refereed conference papers accepted for the ANZAM conference programme are made available to delegates in the conference proceedings which is presented in a CD format in the conference satchels provided at registration. The conference proceedings should have an ISBN number and indicate clearly that all refereed papers were double blind peer reviewed. Abstracts for keynote presentations and workshops are also included. Names of the conference paper reviewers are also listed.

The deadline for the receipt of final revised versions of papers for the conference proceedings is listed on the conference Call for Papers and the conference website. Authors are also advised of the due date when they are notified that their paper has been accepted for presentation at the Conference.

The Conference Convenor is responsible for the co-ordination and checking of the CD collection of papers in consultation with the PCO and determining a suitable deadline for production. Authors who do not have the final version of their papers ready by this deadline, or who have not registered for the conference, will have their paper excluded from the conference programme. On the CD, the papers are organised alphabetically by stream and then by the surname of the first author.

The CD is also available for public sale at the Conference Registration Desk during the Conference and from the ANZAM Secretariat after the Conference.

In addition to the CD proceedings, abstracts for all papers are provided to delegates in a conference programme (brochure format) to facilitate choice of sessions during the conference.

6.12 Conference Presentation Guidelines

Standard practice has been for a presentation of 15 minutes, plus 5 minutes for questions for each paper. Session chairs need to be made aware of the importance of time keeping since many delegates move between parallel streams. Therefore, keeping to the allocated time slot is essential and, where a presenter is not available, this will provide for extra discussion time. The ensuing speakers for that session will start at their scheduled time.

Powerpoint Presentation Facilities

In line with international best practice, the ANZAM Executive encourages the use of powerpoint for conference presentations whenever possible. In order to keep the conference programme on schedule, it is important for presenters to ensure that their presentation is loaded before the start of their session.

When the cost of hiring computer and data projection facilities are prohibitive for all rooms, conference participants will be encouraged to share laptops. The cost and provision of IT including...
powerpoint for concurrent sessions will be considered by the ANZAM Executive within the conference budget discussions. If IT facilities can be provided at reasonable cost for all presenters within the conference budget, then this will be the preferred option.

The Conference Convenor will advise the ANZAM Executive and PCO of the level of IT and IT support services available at the conference venue.

The PCO will advise authors with their acceptance email of the IT facilities that will be provided at the conference. Refer to Section 8.4 for details of IT Facilities.

6.13 Guidelines for Session Chairs

The selection of Session Chairs for the concurrent paper sessions is the responsibility of the Stream Chairs in consultation with the Conference Convenor and the Academic sub-committee of the Conference Organising Committee. Session Chairs normally are expected to have research expertise in the areas covered by the papers in the session. It is preferable for the Session Chair not to be an author of any of the papers to be presented in the session – as this avoids the need to ask another person to do the timing and chairing of the session during his/her presentation.

Session Chairs are listed in the conference programme for transparency and so that presenters can make contact and introduce themselves prior to their session.

It is important to note that the rule of three applies to paper presentations and includes Session Chair roles (as discussed in Section 6.6.).

To provide consistency in format and timing of the parallel sessions and to keep to the advertised programme for all sessions, instructions/guidelines are provided for the Session Chair role – before the conference by email and also in satchels at registration. See Appendix 11, for the guidelines template for the Session Chairs.

The Conference Convenor is responsible for identifying Session Chairs for each of the plenary sessions. Where possible, the Conference Convenor or the assigned host of the keynote speaker (typically a senior scholar who already knows the visitor or an ANZAM Executive member) will act as Session Chair for the plenary session. It is important to ensure that the plenary speakers are well briefed in advance so that they can cover the topic and have time for Q&A – within the time allowed in the programme. Note, it is not appropriate to cut the keynote speaker’s time back for routine conference announcements or to allow extra speakers to take to the podium on other topics during the plenary sessions.

6.14 Conference Stream Awards and Sponsors

The ANZAM Executive and Secretariat take responsibility for obtaining sponsors of Stream Awards which are presented at the ANZAM Conference. The selection of the best paper in each stream is the responsibility of the stream chair, in consultation with the Conference Convenor. Normally only one paper will be recommended for a Stream Award. Note, Stream Awards are only presented if the best paper is considered to be meritorious. The Stream Award paper will be recommended for the ANZAM Best Paper Award (see Section 6.15).

Where a reviewer has nominated for the Best Stream Award a paper that transpires to be authored by the Stream Chair, the Conference Convenor will take the decision to either determine the Stream Award, or refer the decision to an appropriate ANZAM Research Fellow (in that field).
The Conference Convenor will organise selection of winners for various awards (eg ANZAM Paper Awards, ANZAM Stream Awards). Names and details of winners are to be notified to the ANZAM Secretariat (the coordinator of award presentations at the conference) and to the PCO for personalised plaques to be ordered. Upon notification by the Conference Convenor by a prescribed date (around early November to allow time for the following processes), the ANZAM Secretariat will ascertain winners’ eligibility for the awards (winners, or at least one of their co-authors in case of multiple-author papers, have to physically attend the conference and present their award papers before their papers can be published in the conference proceedings and hence awards can be conferred), will line up winners’ presence at the presentation, and will organise cash prizes and other necessary documentation (e.g. formal ANZAM congratulatory letters). A schedule of awards (including membership awards, paper awards and stream awards) to be presented and presenters will be prepared by the ANZAM Secretariat who will work with the conference host (and/or the PCO) in fitting the presentation(s) into the conference program. The PCO will be responsible for ordering personalised plaques for paper awards as well as membership awards and for them to be delivered to the conference venue for presentation.

**Presentation of Stream Awards**

The Stream Awards are presented as a part of the Conference Programme – normally just prior to the plenary keynote speakers. As there are typically 14-17 streams, there are too many Awards to be presented in one session. Hence it seems appropriate to have two sessions for these Award presentations.

Details to be included on the Award powerpoint slides are detailed in the next sub-section of these Guidelines.

The Stream Awards are normally presented by the ANZAM President and/or the Immediate Past President (depends on timing of the AGM).

The PCO (in consultation with the ANZAM Secretariat) provides the Conference Convenor, and ANZAM President/Immediate Past President with a complete list of the Stream Awards papers and Stream Sponsor Information.

**Recognition of Conference Stream Award Sponsors**

The ANZAM Executive organises sponsors for best papers in each of the core conference streams. The sponsorship funds are collected on a three-yearly cycle from institutions with research interests in the stream area. The Stream Awards include a plaque and A$500 which are presented at the annual conference. This protocol establishes the processes for recognition of the conference Stream Award sponsors.

1. Naming of the Stream Award
   The sponsor of each Stream Award is recognised by using the sponsor institution’s name for the Stream Award. For example, if Victoria University of Wellington sponsors the International Management Stream, it is called the “Victoria University International Management Stream Award”.

2. Use of Sponsor’s name on the Stream Award plaque
   The sponsor institution’s name is included on the Stream Award plaque and on the accompanying formal letter which is presented to the Awardee(s). Although the Stream Award allows for only one plaque, each of the co-authors receives a copy of the Stream Award letter.

3. Presentation of the Award at the conference
   The Stream Awards are presented during the conference, preferably at the morning sessions prior to the Keynote Speakers. For each Award, a Powerpoint slide is prepared showing the Stream Award name (which includes the sponsor’s name), the author(s), their institution, and
the title of the best stream paper, the logo from the sponsoring institution, and the conference title, location and date. Note, time does not allow for each sponsor to present their own Award.

4. Notification of the Sponsor details to the recipients and the Stream Sponsor
After the conference, the Stream Awardees are all provided with contact details of their sponsoring institution in order to enable them to write a letter of thanks. The sponsors are also formally notified of the Stream Awardees and a statement of ANZAM’s appreciation of their sponsorship.

5. Notification of the Award recipients to their Deans
After the conference, the Deans are all provided with details of their staff who are recipients of Stream Awards. This information is to encourage and enable institutions to recognise their staff who have received Stream Awards. As the sponsor institution’s name is included as part of the name of the Stream Award, this disseminates the sponsor’s role beyond the conference attendees.

6. Notification of the Award Recipients to ANZAM Institutional Representatives
A list of all the Stream Award recipients is included in the meeting papers and as an agenda item for the March Institutional Members’ meeting.

7. Stream Award Archives on the ANZAM website
After the conference, details of the ANZAM Stream Awards and the sponsoring organisation are added to the Award section of the ANZAM website www.anzam.uts.edu.au.

8. ANZAM Best Paper Award
Winners of the ANZAM Stream Awards are entered into the overall ANZAM Best Paper Award which is presented at the conference dinner. This provides further opportunity for recognition of the Stream Award sponsors for the winners of the Best Paper Award.

Approved at ANZAM Executive Meeting, March 2007

6.15  ANZAM Best Paper Award

ANZAM also awards a Best Paper Award from the papers nominated by Stream Chairs for the top paper each year: Selection of the ANZAM Best Paper Award is made from the Best Stream papers by a panel of senior scholars including ANZAM Research Fellows, as determined by the Conference Convenor. The selection is based on the criteria for the paper reviews:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significance/ Importance of the Topic</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Conceptual Foundation/Building on Relevant Literature</td>
<td></td>
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<td></td>
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<tr>
<td>Development of Research Questions/Aims and Objectives</td>
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<tr>
<td>Methodology*</td>
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<td>Quality of Analysis/ Coherence of Argument</td>
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<tr>
<td>Relevance of Findings for Theory/ Policy/Practice</td>
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<tr>
<td>Clarity/Readability</td>
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<tr>
<td>Overall Evaluation**</td>
<td>Poor</td>
<td>Marginal</td>
<td>Acceptable</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

ANZAM Conference Organising Guidelines 24
Best Paper Award Presentation

The Best Paper Award is presented along with other key ANZAM Awards at the Conference Dinner (see Section 7.2) usually in between the main courses.

Sequence of Awards

ANZAM Distinguished Membership Award
ANZAM Life Membership Award
Award of plaque(s) to ANZAM Research Fellow(s) upon completion of their term
Service Recognition Certificate for ANZAM Conference Convener
Pearson Education ANZAM Management Educator of the Year Award
Tilde University Press ANZAM Early Career Researcher Award (new in 2007)
ANZAM Award for Research Supervisor Excellence (new in 2008?)
ANZAM Award for Best Doctoral Dissertation (new in 2007)
ANZAM Best Paper Award

For notes on the Award descriptions see Appendix 12.

For each Award, one powerpoint slide is prepared showing the name of the Award, the winner/recipient, their institution, the year, ANZAM Logo, Sponsor logo if relevant etc.

6.16 Conference Evaluation

In order to improve the conference, it is important for the ANZAM Executive to understand the best features of the conference, identify areas for improvement, and also collect new ideas for changes which are perceived to be important by the conference participants. To this end, the Conference Convener advises the PCO to organise an evaluation of the conference. Results from the evaluation are reported to the ANZAM Executive at the March Meeting following the conference – as outlined in Section 11.1.

See template for Conference Evaluation form in Appendix 13.

6.17 Doctoral Workshop

A feature of ANZAM conferences is the pre-conference Doctoral Workshop which usually lasts for one and a half days prior to the main conference. The ANZAM Doctoral student representative on the Executive Committee takes an active role in organising the workshop in conjunction with the Conference Convener, with oversight from the ANZAM Research and Research Training sub-committee. Visiting keynote speakers, ANZAM Research Fellows and senior scholars are invited to contribute to the programme of the Doctoral Workshop, which may also include presentations by some PhD students.

The Conference host institution/PCO are responsible for the costs which include venue hire and catering. ANZAM provides some of the contribution to these costs which to date has been in the region of $4000 (to be approved by the ANZAM executive). There is no charge for the workshop participants who register by the deadline (two weeks prior to the workshop) apart from the requirement that students must be members of ANZAM in order to participate. Students can join ANZAM at the student rate, if they are full time post graduate students. Evidence of full-time student status is required for student membership. Part-time post graduate students are expected to join...
ANZAM at the professional member rate. The ANZAM Secretariat Coordinator can provide further advice if required. A fee is charged for registration in the two weeks before the event.

A Call for Participants for the Doctoral Workshop is sent to all ANZAM Institutional and Professional Members electronically for distribution to their PhD students (Appendix 14). In addition, this information is sent to the conference delegates who have identified themselves as doctoral students.

Information about the Call for Participants is added to the ANZAM conference website to help promote and communicate information about the Doctoral Workshop.

At the discretion of the organizer, and if there is room in the programme, a follow up Call for Participants may be sent inviting PhD students to make a presentation on their thesis, generally an overview of their work or a specific area they are wanting feedback on (theory, research questions, methodology, etc). Whilst efforts are made to accommodate students wanting to present their work in the Doctoral Workshop, priority is given on a first come, first serve basis.

The Doctoral Workshop programme includes presentations by ANZAM Research Fellows and senior scholars. Programmes from previous successful Workshops held in June 2006 and December 2005 are included in Appendix 20 to illustrate the types of sessions that are included in the Doctoral Workshop.

Activities Involved in Organising an ANZAM Doctoral Workshop

1. Generate a list of workshop topics and potential speakers – this might include Research Fellows, Keynote speakers or other members of ANZAM's academic community. This process often starts about 6 months in advance, so at the June ANZAM Executive meeting start developing the program for a December Workshop. (At the December Executive meeting the programme for the June mid-year Workshop is developed).

2. Update the email contact lists of previous years Doctoral Workshop participants.

3. Liaise with the PCO and Conference Convenor on the type of venue needed (normally, 1 main room that seats approximately 60, and a breakout room that can accommodate approximately 30). The number of rooms needed is determined by the type of programme developed. If you are having parallel session e.g. students presenting overviews of their research, then it is likely you will need breakout rooms.

4. Update and distribute an email to academic contributors and facilitators including ANZAM Research Fellows (see Appendix 17). Include note on expectations of faculty presenters to attend the full workshop and engage with students, contribute to discussions etc (not just come for their presentation and leave).

5. Update Call for Participants and Registration email (see Appendix 14 –December 2006; Appendix 16 -June 2007).

The Call for Participants explains the Purpose, Format, Date, Venue, and Registration process for the Doctoral Workshop, as well as noting that there may also be a fixed number of spots available for students to present and students who register first will be given priority to present their work. Information should also be provided on ANZAM student membership requirements and also AV facilities available.

6. Send Call for Participants and Registration Form to mailing lists, CC to Exec and Research Fellows.

Contact Institutional Members and research student admin staff in local universities (e.g. If you are holding a workshop in Melbourne; UniMelb, Monash, RMIT, LaTrobe, Swinburne, Deakin to disseminate the Call for Participants email within their schools/departments etc.)
7. Provide Secretariat with Call for Participants and Registration Form for the ANZAM website.

8. Respond to queries and undertake Registration.

9. Prepare a registration spreadsheet summarising the Doctoral Workshop attendees and liaise with the ANZAM Secretariat so that memberships can be checked and organised.

10. Update the PCO and Conference Convenor regularly on numbers so catering can be organised (include vegetarian options and avoid pork for multi-cultural groups), along with room and AV/PC set up (if available).

11. Send a reminder (2nd, 3rd, and Final) Call for Participants email (see Appendix 15)

12. Finalise Doctoral Workshop participants and programme. Send copies to the ANZAM President, Secretariat, Executive and presenters. Include details on getting to the venue.

13. Organise nametags and copies of the Doctoral Workshop programme (including presenter profiles) to be provided on arrival.

14. Set up Registration Desk 30 minutes before the Workshop begins - greeting participants, providing nametags and updated programme, while also ensuring sign up.

15. Distribute Doctoral Workshop evaluation forms in the last session. Collect, collate and report to ANZAM Executive. (see Appendix 21)

Note, The ANZAM Executive allocates up to $4,000 to cover the expenses of the Doctoral Workshop.

6.18 Research Networks

Process for the Establishment of Research Networks for ANZAM Core Streams

In keeping with ANZAM’s strategic purpose to be a multi-disciplinary academy with the aim of advancing scholarship and practice in management education and research, ANZAM is active in supporting research networks. ANZAM has fourteen core streams that are used as the framework for the end-of-year conference. Naturally, the researchers presenting at the conference may wish to further their interaction and, as a consequence, the possibility of establishing research networks may arise. The following processes establish key advice for those wishing to form an ANZAM Research Network.

1 Encouragement of Research Networks

ANZAM encourages the development of research networks but, in order to avoid a proliferation of fields and interests, it recommends that research networks be formed in the critical areas already identified as the core research areas. These are:

i. Critical management studies
ii. Entrepreneurship, small business and family enterprise
iii. Gender and diversity in organisations
iv. Human resource management and development
v. International management
vi. Management education and development
vii. Marketing and communication
viii. Organisational change
ix. Organisational behaviour
x. Public sector and Not-for-Profit
xi. Research methods
xii. Strategic management
2 Meetings at the ANZAM Conference
Organisers of ANZAM Conferences should anticipate the requirement of core research network meetings, and allocate a session in the programme timetable. It is recommended that the Wednesday afternoon, concurrent with the ANZAM Executive meeting, is a possibility. Alternatively, early evening or end-of-day slots may also be appropriate.

3 Research Network Champions
To ensure the success of research networks, ANZAM anticipates that co-ordination will be initiated and led by a research network champion in the discipline. It is anticipated that this champion will be responsible for not just one meeting, but also for a potential ongoing series of meetings and events.

4 Organisation of Research Network Meetings
Given the presence of a large number of academics presenting in the core streams, the best opportunity for a research network to gain a high level of participation would be to meet at the end-of-year ANZAM Conference. To facilitate this, it is recommended that the conference organisers be contacted in order to ensure the meeting is advertised in the programme and a room is allocated. This should be done six months prior to the conference.

5 Publicity
The ANZAM Secretariat and ANZAM Newsletter can be used for distribution of publicity for any events of the research network.

6 Interim Meetings
Should interim meetings of the research network be arranged, it is the responsibility of the key research network champion to identify and co-ordinate with a sponsoring host institution.

7 Activities
It is anticipated that the research networks and their subsequent meetings will be used to advance interaction within the discipline. Other areas of potential activity could be the use of guest speakers, the sharing of international guests, the development of collaborative research projects, and submissions for external research funding.

Approved by ANZAM Executive
March 2007
7.0 ANZAM Conference: Social Activities

The responsibilities of the ANZAM Conference Social role include:

a) Confirming the conference theme and providing an indication of how the theme may be addressed within the conference programme (including streams, workshops/panels, guest speakers and events).
b) Planning social events (including timed worksheet for speakers at these events e.g. VC at opening)
c) Ensuring PCO has prepared accompanying persons programme and related travel information
d) Providing sport, recreation and tourism information for local region (on website and in conference packs) and when appropriate organise pre- and post-conference tourist opportunities.
e) Organising entertainment and music for conference dinner and other events
f) Preparing conference dinner programme – MC is Conference Convenor
g) Ensuring the Plaques and Awards (liaise with Academic Programme subcommittee and ANZAM secretariat) are available for presentation at the Conference Dinner.
h) Assisting with organisation of catering (working with PCO) for the conference and the ANZAM meetings/functions (detailed in section 2.16). Providing current costing to budget holder.
i) Confirming numbers for meals and events from registrations (working with PCO)
   i. Pre-conference workshops, Doctoral workshop, ANZAM Executive meetings
   ii. Welcome Social – 6pm Day 1
   iii. Conference Dinner – 7pm Day 3
   iv. Morning teas, lunches, afternoon teas (include healthy options e.g. fruit, as well as small servings; ensure different menus each day)
j) Facilitating special interest group event activities (e.g. meetings, book launches, etc.)
k) Organising hosting of international guests (including keynote speakers and executive members of other Academies) and thank you gifts for presentation at the end of their keynote address.

7.1 Conference Opening Welcome Reception

A conference is not complete without opportunities to socialise and network.

The opening ceremony for the ANZAM conference is included in a social event organised on the night before the formal conference programme begins. Short welcome speeches are provided by the ANZAM president and a senior executive of the conference host institution (Vice Chancellor or Dean of the Business School).

The welcome social usually starts at 6pm and continues until 7.30pm. The venue for this event is a large room (e.g. ball room) at the conference hotel or an interesting/historic or artistic venue located close to the conference hotel.

Beverages including beer, wine, juice and water, and finger food nibbles are normally provided throughout the opening social. Drinks may be sponsored if this can be organised.

7.2 Conference Dinner

The ANZAM conference dinner, which is normally starts at 7pm on Day 3, is a formal seated three course meal. The menu includes options for special diets including vegetarian, vegan and low caloric.

The MC for the Conference Dinner is the Conference Convenor.
The Conference Dinner normally includes:

Drinks - in the lobby
Welcome – by Conference Convenor
Presentation of Awards – by ANZAM President
  ANZAM Distinguished Membership Award
  ANZAM Life Membership Award
  Award of plaque(s) to ANZAM Research Fellow(s) – end of their term
  Service Recognition Certificate for the ANZAM Conference Convenor
  Pearson Education ANZAM Management Educator of the Year Award

Entree
  Tilde University Press ANZAM Early Career Researcher Award (2007)
  ANZAM Award for Research Supervisor Excellence (new in 2008)
  ANZAM Award for Best Doctoral Dissertation (new in 2007)
  ANZAM Best Paper Award

Main Course
Dessert
Tea & Coffee
Entertainment – Dancing!

See Section 6.15 for details of the ANZAM Best Paper Award.

Appendix 12 has sample statements of the text for ANZAM Awards.

Note, prepare one powerpoint slide per award winner with the name of the Award, the winner/recipient, their institution, ANZAM logo for ANZAM awards, year. A slide for the Best Stream Award should also be added to these key Awards, so that after the Award ceremony the power point continues to rotate through the slides of all of the Award winners.

The entertainment for the conference dinner normally includes live music, with dancing until midnight.

If the Conference Dinner is held at a different venue from the main conference hotel or venue (e.g. scenic, historical or tourist location), then shuttle bus transportation needs to be provided to get people there and back to their hotels.

7.3 Hosting of Keynote Speakers and International Visitors

As outlined in Section 2.6, there are normally two international keynote speakers invited to make presentations at the ANZAM conference. It is very important to ensure that the keynote speakers and other key international visitors (including executive members from affiliated associations including AOM, BAM, IFSAM etc.) are looked after during their visit to the conference location. It is imperative that keynotes are left with a positive impression of Australasia and ANZAM, and as such considerable care and attention needs to be given to their hosting arrangements.

The Conference Convenor, in conjunction with the PCO, prepares a detailed schedule for each of the keynote speakers to ensure that they are advised of their schedule and hosted throughout their visit “down under”. Copies of each hosting schedule are provided to the visitor, as well as to the ANZAM President and the ANZAM Secretariat at least three weeks before the conference. Note, it is very important to provide some options for Rest & Recreation as well as conference events.

In addition to a detailed schedule, a suitable academic, administrator from the host institution or doctoral student needs to be assigned to host each keynote speaker. Copies of the schedule for each keynote is provided to the ANZAM President and Secretariat at least three weeks prior to the conference.
The PCO, in consultation with the Conference Convenor, also collates biographical details and major research achievements for each keynote speaker the Conference briefings and publications (including the Call for Papers, Conference registration brochure, Conference programme, Conference website, media promotion, and plenary address introductions). An abstract of each keynote presentation should be included in the briefings on the Conference, as well as in the conference programme and CD.

Note, it is important to get approval from the keynote speaker before contacting the media to schedule interviews or scheduling other promotional activities.

As mentioned in Section 2.6, at the end of each plenary address, the keynote speakers are presented with a small gift by the Session Chair on behalf of the ANZAM Executive, Conference Convenor, Conference Organising Committee and Conference delegates. The PCO, in consultation with the Conference Convenor, is responsible for purchasing these gifts and having them ready for presentation at the end of the plenary presentation.

For international visitors to the Conference destination, it is important to provide some information on tourist and recreational activities available within the local and regional environment. Some of this information is provided on the Conference website and summary information is also provided in the conference satchel. Optional pre- and post-conference tourist activities will be co-ordinated by the PCO.

A follow-up Thank You letter is naturally expected and should be provided by the Conference Convenor within 4 weeks of the Conference.
8.0 ANZAM Conference: Venue and Logistics

The responsibilities of the ANZAM Conference Logistics role include:

a) Organising the conference venue
b) Identifying accommodation options
c) Providing transportation information and making arrangements as required – arrivals, departures and events
d) Preparing conference satchels and name tags
e) Organising the Registration Desk
f) Providing IT facilities and support
g) Making arrangements for Exhibitors

8.1 Conference Venue

The ANZAM conference is normally hosted in a hotel venue, with access to hotel and motel accommodation nearby. However, campus facilities have also been used.

It is important to ensure that the venue can accommodate the plenary sessions, up to 12 parallel streams and the conference dinner.

8.2 Accommodation

Several options for accommodation should be provided to delegates at varying price ranges and within reasonable proximity to the conference venue. Distances from the venue should be indicated and a map provided in the registration package. It is also helpful to provide websites for accommodation in the conference location.

The PCO will assist with identification of the conference hotel and other hotel options, as well as ensuring that this information is provided on the Conference website, with the Call for Papers and the Registration brochure.

Normally, accommodation bookings will be organised by individuals themselves (so that they get exactly what they want/need), separately from their ANZAM conference registration. In some locations, it may be appropriate for the PCO to organise accommodation, in which case the accommodation bookings will be made as part of the registration process.

8.3 Transportation

Conference information should provide delegates with the main options for getting to the venue and advice on local transport such as approximate taxi and public transport costs (e.g. from airport to hotels). This information needs to be included on the conference communication website, as well as in the Conference satchels.

If the conference is organised in multiple venues that are not adjacent, or within easy walking distance, of the recommended conference hotels, then it will be necessary to provide information on transport options. Shuttle transportation may be organised to assist conference attendees to get to the Conference venue at key times during the day (morning, evening).

The PCO can organise shuttle and/or taxi transport to/from the airport if the city does not have regular/continuous services available.
8.4 IT Facilities and Support

Delegates generally expect access to internet, email and printing facilities during the conference. This is normally provided as a series of internet access terminals which are available during the conference sessions. As a rule of thumb, one PC terminal per 50 conference registrations should be provided. Internet access arrangements may also be provided by the business centre in the conference venue.

The registration desk needs to be able to provide access for printing of powerpoint handouts.

As discussed in Section 6.12, international best practice encourages the use of powerpoint for conference presentations whenever possible. The cost and provision of IT including powerpoint for concurrent sessions (all presentation rooms) will be considered by the ANZAM Executive within the conference budget discussions. If IT facilities can be provided at reasonable cost for all presenters within the conference budget, then this will be the preferred option.

To keep the conference programme on schedule, it is important that presenters load their powerpoint presentations before the start of their session. IT support will need to be on call to assist with this process. All sessions are expected to start on time, so loaded the presentations in advance is important.

Excellent IT support services are especially needed during the keynote speaker presentations and at all the other plenary sessions.

When the cost of hiring computer and data projection facilities are prohibitive for all rooms, conference participants will be encouraged to share laptops.

The Conference Convenor will advise the ANZAM Executive and PCO of the level of IT and IT support services available at the conference venue.

The PCO will advise authors with their acceptance email of the IT facilities that will be provided at the conference.

8.5 Registration Desk

The Registration Desk will be organised by the PCO with opening hours from midday on Day 1 until the close of the conference.

As conference delegates may also be interested in related tourist activities, the registration desk needs to be equipped with relevant brochures. At some conferences, a separate travel desk has been available.

Note, the registration desk needs to be able to provide access for printing of powerpoint handouts.

8.6 Conference Satchels and Nametags

At registration, all delegates receive their conference documentation including their nametag, registration receipt, Conference Programme, conference abstracts, conference proceedings CD, and other information in a Conference Satchel.

Normally, the conference name and logo and/or the ANZAM logo, are printed on the conference Satchels.
Additional promotional flyers from the Conference Host Institution, sponsors including publishers and organisers of other events (Call for Papers), Special Issues etc. may be provided for inclusion in the Conference Satchels. To date, no charges have been made as long as the documents are provided well in advance to the PCO.

Conference nametags are printed with the name and institution of each registered participant, as well as the conference or ANZAM logo. It is important to ensure that the font size for the name is large enough to be readable from a short distance away. Nametags need to have options for wearing around the neck on an elastic band, rather than needed to pin them into clothing.

The PCO organises stuffing of the Conference satchels in the two weeks before the conference.

The Satchel includes: the conference programme, CD proceedings, flier on the next ANZAM Conference, ANZAM membership brochure, writing pad and pen (these last two items may be provided by sponsors). Additional papers from the conference host institution, publishers and affiliate organisations may be included, along with information on transportation to conference events (if required) and local tourism, recreation and sporting activities.

8.7 Exhibitors

The PCO will organise the display space and make all of the arrangements for exhibitors (i.e. organisations such as publishers) interested in profiling their products/activities to the conference delegates. This includes preparing a prospects/ information kit for exhibitors.

For an outline of the PCO activities for Exhibitors see Appendix 2, Schedule B.

During the conference, the PCO will provide access to secretarial services, organise equipment for the displays, transportation, catering and crowd control. After the conference, the PCO will settle the accounts and provide a financial report to the Executive. In addition, the PCO will make event-related information available to the Executive Committee for future use.

For further details on exhibitors refer to Section 10.4. Sample sponsorship information for Business and Commerce are provided in Appendix 26 and for Academia in Appendix 27.
9.0 **ANZAM Conference Promotion**

The responsibilities of the ANZAM Promotion role include:

a) Preparing conference call for papers flyer and email  
b) Organising the development of a conference website in consultation with PCO (Promaco)  
c) Organising an exhibit on the conference and location at the annual conference one year prior to the conference  
d) Preparing conference registration form and brochure  
e) Organising tickets for social events  
f) Organising directional signage from outside the event and banners  
g) Providing stage decorations for the plenary room including plants/flowers/banners  
h) Co-ordinating media liaison for the conference in consultation with ANZAM Executive Promotion sub-committee

9.1 **Use of ANZAM Logo**

The use of the ANZAM logo and the reference to “ANZAM” in an email address etc in promoting an ANZAM Conference must be approved by the ANZAM Executive.

The ANZAM Secretariat will provide logos and guidance on the protocols for use of the ANZAM logo and email address in promoting the Conference.

9.2 **Conference Call for Papers Flyer and Email**

The ANZAM Call for Papers will normally include details on the following: conference dates, venue, Conference Convenor, Host Institution, keynote speakers (if known), conference theme and research streams, key dates for submission of papers/workshops, reference to author guidelines, conference website URL, contact details for Conference Convenor and PCO.

Appendix 5 contains text for the 2007 Call for Papers and Appendix 6 provides a PDF version of the 2008 Call for Papers; Appendix 7 provides an email version of the 2007 Call for Papers.

The Call for Papers is normally distributed approximately 18 months before the conference. Distribution includes ANZAM Institutional Members and Professional Members, as well as international management scholars in affiliated associations (e.g. AOM, BAM, EURAM, ASAC).

The following distribution points have been identified:
- ANZAM Members – electronic distribution, verbal presentation at AGM
- ANZAM Institutional Members who distribute to their colleagues and affiliations
- Executive Members who distribute to their faculty, affiliates and other contacts (e.g. international conferences attended)
- Affiliated academies’ newsletters (ANZMAC, BAM, AOM Divisions), and, if possible, list serves of key divisions (e.g. AOM)
- IFSAM’s distribution list
- Targeted Asian academies
- Conference Host Institution’s distribution list
- Promaco’s distribution list
- eContent Management for inclusion in JMO
- Exhibit at the prior conference

The draft Call for Papers is normally approved at the June ANZAM Executive meeting (of the year prior to the conference).
### Timeline for Distribution of Conference Call for Papers

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<th>August 200X</th>
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<tr>
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<td>• Hard copy Call for Papers to be distributed at the Academy of Management Conference and other relevant international conferences, e.g. British Academy of Management (September) etc.</td>
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<td>• The electronic Call for Papers will be available on the ANZAM web site and on the conference web site.</td>
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<th>December 200X</th>
<th>12 months prior to the Conference:</th>
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<tr>
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<td>• Hard copy of Call for Papers included in the current conference satchel.</td>
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<tr>
<td></td>
<td>• Oral Call for Papers announcement at the conference on the last day.</td>
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<td></td>
<td>• Hard copy Call for Papers available at the conference stand in the Exhibition Hall.</td>
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<th>1 February 200Y</th>
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<td></td>
<td>• The electronic Call for Papers is distributed to all members and affiliates.</td>
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<tr>
<td></td>
<td>• Institutional Members to circulate the electronic Call for Papers to their faculty and other interested parties.</td>
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<th>2 April 200Y</th>
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<td>• The electronic Call for Papers is re-sent to all members and affiliates.</td>
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<tr>
<td></td>
<td>• Institutional Members to circulate electronic Call for Papers to their faculty and other interested parties.</td>
</tr>
<tr>
<td></td>
<td>• Hard copy Call for Papers available at the Institutional Members’ meeting.</td>
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<tr>
<th>1 June 200Y</th>
<th>In the year of the Conference:</th>
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<tr>
<td></td>
<td>• A final reminder electronic Call for Papers is sent to all members and affiliates.</td>
</tr>
<tr>
<td></td>
<td>• Institutional Members to circulate electronic Call for Papers to their faculty and other interested parties.</td>
</tr>
<tr>
<td></td>
<td>• Hard copy Call for Papers to be available at the Doctoral Workshop and also the Institutional Members’ meeting in June.</td>
</tr>
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Note, Spare hard copies of the Call for Papers are available at conference and from the ANZAM Secretariat, the PCO and the Conference Convenor.

### 9.3 Conference Website

A conference website is developed (by the PCO with oversight by the Conference Convenor) and used to promote the conference. The conference website provides exposure for both the host institution and ANZAM, and it is linked to the ANZAM website.

At the time of writing, the ANZAM Executive is preparing the development of an ANZAM conference website template. The website will include information on: conference venue, conference theme, dates, streams, call for submissions and submission guidelines, conference program (including Doctoral and other workshops), registration procedure and online/hard copy registration form, accommodation, how to get there and local information, keynote speakers, sponsors, ANZAM and the conference host institution. The website should be operational from about 12-15 months before the Conference, initially with the Call for Papers, conference theme and streams, keynote speaker information and accommodation options. Over time additional information is added to the website e.g the registration details and the conference programme.

The ANZAM conference website is normally not used to promote any non-ANZAM activities.
9.4 Conference Registration Form and Brochure

The conference Registration Form includes details for attendance at the conference, as well as ANZAM membership. In addition to name, position, institution, and contact details, information on areas of research interest are provided.

Appendix 22 contains the text of the 2007 Conference Registration Form.

The Registration Form is provided on the conference website, and paper copies are circulated using the same distributed list as the Call for Papers (see Section 9.2).

The Registration Form is required prepared by the PCO and Conference Convenor, and approved by the ANZAM Executive normally at the March meeting.

In some cases, a separate Registration Brochure may be prepared for hard-copy distribution. This will also be approved by the ANZAM Executive.

9.5 Social Event Tickets

As well as providing a name badge (as identification) for conference events, a name tag (luggage label style) is also provided for each person to label their satchel. In addition, tickets for social events (e.g. welcome social, conference dinner) are provided at registration in satchels along with conference receipts.

To keep costs down, a moderately priced satchel is required. Normally the ANZAM Conference name and logo is printed on the satchel and/or on the satchel name tag.

9.6 Conference Media

The ANZAM Conference provides an excellent opportunity to promote ANZAM and management research/scholarship.

As part of the conference planning process, opportunities to promote ANZAM, keynote speakers, best paper and research Award recipients etc. need to be identified and actioned. The PCO, working with the Conference Convenor and the Host Institution's media team, will develop coordinated plans to promote items of most relevance to specific media outlets.

The media plan will normally include the following:

1. The ANZAM Annual Conference event
2. International visitors including keynote speakers (with their approval)
3. Selected Best Papers - from Stream Awards and the ANZAM Best Paper Award recipients – ANZAM and sponsored Awards (see Section 6.14)

Possible pre-conference media may cover (1) and (2) above.

Promotion during the conference may include:

- Breakfast interviews with keynote speakers - TV, radio
- Press releases and interviews with authors - (3) Best Papers and (4) other Awardees.

Post-conference, the ANZAM Executive Profile and Promotion sub-committee, in consultation with the Secretariat will organise notification of Award winners (if possible, with photographs) to the Award Sponsors and Institutional Members.

ANZAM Conference Organising Guidelines
10.0 ANZAM Conference: Financial Stewardship

Financial stewardship for the conference is normally the responsibility of the Conference Convener and a Finance representative from the PCO.

The responsibilities of the ANZAM Conference Financial role include:

a) Conference registration
   - Provide regular reports on participant numbers to Conference Convener and ANZAM Executive Committee

b) Budget – preparation and oversight
   - Provide regular reports on budget to Conference Convener and ANZAM Executive Committee comparing actual receipts to approved budget estimates

c) Sponsorship
   - Organise additional sponsorship (beyond ANZAM and the host institution) – primarily with academic publishers and relevant others

d) Accounting and tax invoices
   - Ensure compliance with GST and Tax requirements
   - Compile GST returns and remit GST to the Australian Taxation Office before passing conference proceeds and other funds to ANZAM.

e) Insurance and risk management
   - Identify significant risks for the organisation of the conference and prepare strategies to manage these potential risks.

f) Bad debts follow up
   - Prepare a report on all outstanding debts and a recommended course of action for recovery or write-off to ANZAM Executive’s First Quarter meeting following the conference.

g) Auditing and financial reporting
   - Provide an audited final financial report including a comparison to the approved conference budget with explanation of significant variances to ANZAM Executive’s First Quarter meeting following the conference.

10.1 Conference Registration Fees and Processes

Conference registration fees are set as part of the budget approval process 18 months prior to the conference date. The registration fees cover all of the conference academic and social activities including the welcome reception, conference dinner, morning and afternoon teas, lunches, conference satchel, conference programme and CD proceedings, etc. In addition, since 2005, the conference registration fee includes the cost of a full year’s ANZAM membership.

There are two main categories of registrant for the ANZAM conference: (1) full time students, (2) all other people. There are also the early bird rates and normal rates for both categories, hence 4 different rates of registration fee. The conference registration personnel are responsible for verifying the status of full time students before they are allowed to register at the student’s rates.

It is very important to ensure that a note is included on the conference registration form and on the conference website to explain that the conference fee includes an ANZAM membership fee and that all conference delegates are invited to attend the AGM. A sample note for the 2007 Conference is produced below:

The full delegate registration fee includes: Welcome Reception, Gala Dinner (not included in student registration), all lunches, morning and afternoon teas, conference proceedings, conference programme and satchel; plus, access to all Plenaries, the Industry Panel, all Parallel Streams and Workshop Sessions.
The full delegate registration also includes 12 months ANZAM membership from 1 December 2007 to 30 November 2008.

ANZAM Membership is A$75 for full time students attending this conference (upon production of satisfactory documentary evidence) and A$115 for all others. All conference registrants are invited to attend the ANZAM Annual General Meeting held during this conference.

FULL TIME STUDENTS to have completed by their Head of Department

I hereby certify that .................................................... is a full time student.
Head of Department: ..........................................................................................................
Department: ..................................................................................................................
Institution: ....................................................................................................................
Signed: ........................................................................ Date: .................. .

The text of the Registration Form for the 2007 ANZAM Conference is provided as Appendix 22 and the PDF is provided as Appendix 23.

10.2 Conference Budget

The conference budget cycle is managed over an 18 month period as illustrated in the following Table. It commences with the presentation to the ANZAM Executive of a proposed draft budget for the conference using the template provided (refer Appendix 24) in September (of the year prior to the conference). This initial budget is prepared by the Conference financial sub-committee and is ratified at the December ANZAM Executive meeting. This also signals the approved release of agreed seed funding to the PCO from the ANZAM Secretariat.

The ANZAM Executive are provided with updated expenditure versus budget statements (in the template format), including an explanation of unexpected variances at each of the following four executive meetings. Please note that further explanation will be required for any expenses which are incurred that do not require a cash outlay on the part of the PCO or organiser (for e.g. services provided by the PCO believed to be outside contractual arrangements, ‘in-kind’ services, bank fees or other costs allocated to the ANZAM account by the PCO).

A final audited financial report is tabled at the March Executive meeting, following the conference, for approval. All conference and membership proceeds are to be remitted to ANZAM at this time. Refer section 10.5 for the contents of this report and section 10.8 for auditing information.

<table>
<thead>
<tr>
<th>September 20X0</th>
<th>December 20X1</th>
<th>March X1</th>
<th>June X1</th>
<th>September X1</th>
<th>December X1</th>
<th>March X2</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Budget submitted by conference financial sub-committee for approval</td>
<td>-Budget approved by ANZAM executive -Seed funding disbursed to PCO</td>
<td>-Conference budget report 1</td>
<td>-Conference budget report 2</td>
<td>-Conference budget report 3</td>
<td>-Conference held -Conference budget report 4</td>
<td>-Final audited conference report -Return of monies to ANZAM</td>
</tr>
</tbody>
</table>

ANZAM Conference Organising Guidelines 39
10.3 Cash Flow

On condition that the Professional Conference Organiser contracted by ANZAM is used, the Conference Convenor can request a float of up to A$40,000 be provided to the PCO to meet up-front payments (including the conference keynote speaker airfares). ANZAM will transfer this float to the PCO after approval of the conference budget by the ANZAM Executive and upon receipt of a tax invoice from the PCO. In addition, to out of pocket expenses, the PCO will be authorised to withdraw regular payments to cover their fee based on a schedule agreed with the ANZAM Executive. Note, the float is returned to ANZAM at conclusion of the Conference.

Should the situation arise where payment commitments exceed the float plus any early bird receipts collected, the PCO and Conference Convenor (as appropriate) should apply directly to the ANZAM Chair and Treasurer for an executively approved increase in the float. The application will include details of all revenues and payments made to date, and projected cash flow forecasts. If granted, this increase must be subsequently notified to a full meeting of the ANZAM executive.

It is assumed that the PCO will provide for secure registration and fee payments as part of the management service fees in their contract. Bank fees and any processing fees are normally included in the conference budget.

10.4 Sponsorship

In the past, attempts to raise sponsorship have had variable levels of success.

There are expectations that the PCO and the Conference Convenor will engage in sponsorship activity. However, there should not be an over-reliance in the budget on the unknown sponsorship revenue stream.

Sponsorship documents from the 2007 ANZAM Conference for business and commerce are provided in Appendix 26 and for academia in Appendix 27.

As Institutional Members are already supporting ANZAM in many ways, it is preferable that they are not targeted for extra sponsorship for the annual conference.

10.5 Accounting and Tax Invoices

A Tax Invoice is to be issued to all conference registrants. The invoice must quote the ABN of the contracted PCO who is responsible for submission of GST monies. The ABN of ANZAM or the conference host must not be used. Receipts for registration payments will be included in conference packs prepared by the PCO and provided at the registration desk on the opening day of the conference.

The PCO is required to ensure that they can manage international currencies e.g. $A, $NZ, $US, etc

The PCO is required to compile GST returns on income and expenditure pertaining to the Conference and to remit GST to the Australian Tax Office before the conference surplus and membership funds are forwarded to ANZAM. It is the responsibility of the PCO to submit its Business Activity Statement in a timely manner to the Australian Taxation Office (ATO). Any penalties imposed by the ATO for late or incorrect GST reporting remain the responsibility of the PCO.
10.6 Insurance and Risk

Working with the PCO and the host institution, the conference convenor should ensure that appropriate insurance is in place to cover risk factors that have been identified.

As part of the planning process, at the time of the initial budget preparation, consideration should be given to documenting the key risks associated with the conference and to provide an appropriate mitigation strategy. In preparing this document, it is appropriate to include assumptions on potential risks e.g. if the conference costs do not cover the income streams, and to consider a wide range of risks e.g. keynote speaker cancels at the last minute unexpectedly (as in Otago). In regard to the later risk, an appropriate mitigation strategy would be to identify an alternative substitute speaker.

10.7 Bad Debts Follow-Up

The PCO should make every effort to follow up and collect bad debts. In the past, on average, there are usually two cases of defaulting payments by participants at each conference. The appropriate strategy to address the bad debt is to approach the individual concerned, and if no response is received after two attempts of communication, the issue should be raised with the individual’s line manager/institution.

A listing of all uncollected debts that have arisen from the conference should be included in the audited final financial report presented to ANZAM Executive’s First Quarter meeting following the conference.

For each debt listed, an explanation of the action taken to date to recover the funds is required and a recommendation for further action or write-off. The Executive Committee may advise on further follow up or allow the outstanding debts to be written off within the conference budget.

10.8 Auditing

An audited final financial report including a comparison to the approved conference budget with explanation of significant variances is required for the March meeting of the ANZAM Executive following the conference. The financial sub-committee should appoint a suitably qualified accountant (Chartered or CPA), who is independent of both the PCO and conference host institution to undertake the audit.

10.9 Financial Reporting

The conference financial sub-committee must provide a financial report on the conference and return receipts (including surplus, membership fee collected, and other funding due to ANZAM minus GST) at the first ANZAM Executive Meeting following the Conference (normally held in March/April of the following year). The financial report is to be compiled to the satisfaction of the ANZAM Executive (using the template provided - refer Appendix 25) by the conference financial sub-committee. The report must include an explanation of all significant variances from the original approved budget. Please note that further explanation will be required for any expenses which are incurred that do not require a cash outlay on the part of the PCO or organiser e.g. services provided by the PCO believed to be outside contractual arrangements, ‘in-kind’ services, bank fees or other costs allocated to the ANZAM account by the PCO. The financial report must include a listing of all uncollected debts that have arisen from the conference.

The financial report must be audited before being presented to the ANZAM Executive (refer 10.8 for details).
11.0 ANZAM Conference: Complaints Process

In the event that a participant at the conference has a complaint in regard to the conference, the following procedural steps are proposed:

1. The intention of providing a conference complaints process is in order to generate feedback, wherever possible, in order to ensure a high standard of performance in the administration of our conferences and related activities.

2. All formal complaints should be submitted in writing, in the first instance to the Conference Convenor with a copy to the ANZAM Secretariat. The written notification should highlight the issue of concern and the circumstances surrounding the complaint. Written documentation may supply any pertinent supporting documents. No oral or anonymous complaints will be entertained.

3. Upon receipt of the complaint, the Conference Convenor will respond within seven working days, acknowledging receipt of the complaint, and determining whether the complaint can be resolved at that stage, that is, either (a) dismissed, (b) explanation provided, or (c) further investigation required.

4. Should Option C, an investigation, be required, the Conference Convenor can co-opt one to two additional members of the ANZAM Executive in order to collect additional information, or interview where required in an effort to resolve the complaint. It is anticipated that the investigation stage should extend no longer than two weeks, and that a response is provided to the complainant within three weeks.

5. It is the intention of ANZAM to provide high quality interactions and to facilitate this process, it is imperative that mechanisms be available for members and conference participants to communicate any concerns should they arise in the course of these interactions.

17 March 2008
12.0 Post-Conference Reporting

The Conference Convenor, with assistance from the PCO, will provide information to the ANZAM Executive after the conference which includes registration statistics, presentation statistics, paper acceptance rates, financial reporting, conference evaluation data, and ideas for changes to the ANZAM Conference Organising Guidelines.

12.1 Satisfaction Survey

It is important to evaluate the conference in order to get ideas for improvements to future ANZAM conferences. The PCO, in consultation with the Conference Convenor, organises the collection (normally at the plenary session on the last day) and collation of conference evaluation forms. Results from this Conference evaluation will be provided to the ANZAM Executive at the March meeting following the conference.

12.2 Financial Report

As outlined in Section 10, financial reporting on the conference budget will be required for the March ANZAM Executive meeting following the conference.

12.3 Number of Papers Submitted

The Conference Convenor, in consultation with the PCO, provides the final statistics on the number of Conference papers submitted to each stream, as well as the total number of papers submitted for the Conference.

12.4 Rejection Rate

The Conference Convenor, in consultation with the PCO, provides the final statistics on the number of Conference papers accepted in each stream, as well as the total number of papers accepted for the Conference. In addition, the rejection rates are calculated for each stream and the overall conference, and provided to the ANZAM Executive.

12.5 Activity Breakdown

In addition, the total numbers of paper presentations, plenary sessions, and workshops are collated and provided to the ANZAM Executive.

12.6 Final Written and Oral Report to the ANZAM Executive

The Conference Convenor will normally provide a written report for the March ANZAM Executive Meeting and attend this session to present the final audited budget, and answer any questions that may arise from the reports on the Conference.

12.7 Suggested Changes to the Conference Organising Guidelines

To ensure that the ANZAM Conference Guidelines are kept up-to-date and that new ideas are incorporated into the Conference over time, the Conference Convenor (with assistance from the PCO) will provide the ANZAM Executive with details of suggested changes and additions to the Conference Organising Guidelines.
### 13.0 ANZAM Conference Records

#### 13.1 ANZAM Conference Hosts and Venues (Archives from 1985)

<table>
<thead>
<tr>
<th>Year</th>
<th>Dates</th>
<th>Venue</th>
<th>Host Institution</th>
<th>ANZAM President</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Conference Convenor)</td>
<td></td>
</tr>
<tr>
<td><strong>Management Educators Conference</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1985</td>
<td>25-28 Aug</td>
<td>Continental Conference Centre, Phillip Island, Victoria</td>
<td>University of Melbourne</td>
<td></td>
</tr>
<tr>
<td>1986</td>
<td>27-30 Aug</td>
<td>City Campus, University of Adelaide</td>
<td>University of Adelaide (Graham Arnold &amp; Bob Newman)</td>
<td></td>
</tr>
<tr>
<td><strong>Australia and New Zealand Association of Management Educators (ANZAME) Conference</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1987</td>
<td>4-6 Nov</td>
<td>University of Sydney &amp; Hotel Inter-Continental, Sydney</td>
<td>University of Sydney</td>
</tr>
<tr>
<td>2</td>
<td>1988</td>
<td>29 Nov - 2 Dec</td>
<td>WA – UWA, Curtin, Murdoch, Western Australian College of Advanced Education</td>
<td>UWA, Curtin, Murdoch, Western Australian College of Advanced Education (Mike Goldstein)</td>
</tr>
<tr>
<td>3</td>
<td>1989</td>
<td>4-6 Dec</td>
<td>University of Auckland</td>
<td>University of Auckland (Kerr Inkson &amp; Bob Berg)</td>
</tr>
<tr>
<td>4</td>
<td>1990</td>
<td>3-6 Dec</td>
<td>Launceston</td>
<td>Tasmania State Institute of Technology (Kerry Burke)</td>
</tr>
<tr>
<td>5</td>
<td>1991</td>
<td>5-9 Dec</td>
<td>Bond University</td>
<td>Bond University (Ken Moores &amp; Paul Ryder)</td>
</tr>
<tr>
<td><strong>ANZAM Conference</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1992</td>
<td>6-9 Dec</td>
<td>University of Western Sydney</td>
<td>University of Western Sydney (Leonie Still, Alex Kouzmin, Paul Clarke, Brian Andrew &amp; Ian Iredale)</td>
</tr>
<tr>
<td>7</td>
<td>1993</td>
<td>5-8 Dec</td>
<td>Geelong campus, Deakin University</td>
<td>Deakin University (Robert Gibson)</td>
</tr>
<tr>
<td>8</td>
<td>1994</td>
<td>7-10 Dec</td>
<td>Plaza International, Wellington</td>
<td>Victoria University of Wellington (Colin Campbell-Hunt, Sally Davenport, John Davies, Dai Gilbertson)</td>
</tr>
<tr>
<td>9</td>
<td>1995</td>
<td>3-6 Dec</td>
<td>Sheraton Breakwater Casino-Hotel, Townsville</td>
<td>James Cook University</td>
</tr>
<tr>
<td>10</td>
<td>1996</td>
<td>4-7 Dec</td>
<td>Novotel Northbeach, Wollongong</td>
<td>University of Wollongong (Gill Palmer)</td>
</tr>
<tr>
<td>11</td>
<td>1997</td>
<td>3-6 Dec</td>
<td>Sheraton Towers, Melbourne</td>
<td>Monash University (Gerard Griffin)</td>
</tr>
<tr>
<td>12</td>
<td>1998</td>
<td>6-9 Dec</td>
<td>Adelaide Convention Centre, Adelaide</td>
<td>Adelaide University, Flinders University, University of South Australia (Margaret Patrickson)</td>
</tr>
<tr>
<td>13</td>
<td>1999</td>
<td>1-4 Dec</td>
<td>Wrest Point Casino, Hobart</td>
<td>University of Tasmania (Jim Garnham)</td>
</tr>
<tr>
<td>14</td>
<td>2000</td>
<td>3-6 Dec</td>
<td>Macquarie Graduate School of Management</td>
<td>Macquarie Graduate School of Management (Richard Dunford)</td>
</tr>
<tr>
<td>Year</td>
<td>Date</td>
<td>Location</td>
<td>Convenor</td>
<td>President</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>---------------------------------</td>
<td>----------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>2001</td>
<td>5-8 Dec</td>
<td>UNITEC, Auckland</td>
<td>UNITEC, Auckland (Gael McDonald)</td>
<td>Ian Palmer</td>
</tr>
<tr>
<td>2002</td>
<td>10-13 July</td>
<td>Joint ANZAM/IFSAM World Congress</td>
<td>Griffith University (Arthur Shacklock)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conrad Jupiters Casino, Gold Coast</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>4-7 Dec</td>
<td>La Trobe at Beechworth conference centre, Victoria</td>
<td>La Trobe University (Lynne Bennington)</td>
<td>Elizabeth More</td>
</tr>
<tr>
<td>2003</td>
<td>2-5 Dec</td>
<td>Esplanade Hotel, Fremantle, WA</td>
<td>Edith Cowan University (Alan Brown)</td>
<td>Ray Cooksey</td>
</tr>
<tr>
<td>2004</td>
<td>8-11 Dec</td>
<td>University of Otago, Dunedin</td>
<td>University of Otago (Graham Elkin)</td>
<td>Gael McDonald</td>
</tr>
<tr>
<td>2005</td>
<td>7-10 Dec</td>
<td>Rydges Lakeside Hotel, Canberra</td>
<td>University of Canberra (Greg Fisher)</td>
<td>Peter Dowling</td>
</tr>
<tr>
<td></td>
<td>(6-7 worksho ps)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>6-9 Dec</td>
<td>Rydges Capricorn Resort, Rockhampton, Queensland</td>
<td>Central Queensland University (Lee Di Milia)</td>
<td>Alan Brown</td>
</tr>
<tr>
<td>2007</td>
<td>4-7 Dec</td>
<td>Sofitel Wentworth Hotel, Sydney</td>
<td>University of Western Sydney (Ross Chapman)</td>
<td>Delwyn Clark</td>
</tr>
<tr>
<td>2008</td>
<td>2-5 Dec</td>
<td>Auckland</td>
<td>University of Auckland</td>
<td>Alison Sheridan</td>
</tr>
<tr>
<td>2009</td>
<td>2-4 Dec</td>
<td>Melbourne</td>
<td>Monash University</td>
<td>James Sorros</td>
</tr>
<tr>
<td>2010</td>
<td>7-10 Dec</td>
<td>Wellington</td>
<td>IFSAM/Victoria University of Wellington (TBC)</td>
<td>Peter Dowling</td>
</tr>
</tbody>
</table>
### 13.2 Doctoral Workshops Organised and Sponsored by ANZAM (from 2001)

<table>
<thead>
<tr>
<th>Year</th>
<th>Dates</th>
<th>Venue</th>
<th>Organised By</th>
<th>No of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>5 December, Pre-conference (½ day)</td>
<td>UNITEC, Auckland, New Zealand</td>
<td>Jane Legget (Massey University)</td>
<td>About 20</td>
</tr>
<tr>
<td>2002</td>
<td>2-4 December, Pre-conference (2 evenings and 1½ days)</td>
<td>Beechworth conference Centre, La Trobe University, Victoria, Australia</td>
<td>Lyn Batchelor (Griffith University) &amp; Leslie Wilcoxson (University of the Sunshine Coast)</td>
<td>About 20</td>
</tr>
<tr>
<td>2003</td>
<td>1-2 December, Pre-conference (one evening and one whole day)</td>
<td>Esplanade Hotel, Fremantle, Western Australia</td>
<td>Lyn Batchelor (Griffith University)</td>
<td>30+</td>
</tr>
<tr>
<td>2004</td>
<td>8-9 June (2 days)</td>
<td>Monash University, Caulfield Campus, Victoria, Australia</td>
<td>Lyn Batchelor (Griffith University)</td>
<td>26</td>
</tr>
<tr>
<td>2004</td>
<td>7-8 December, Pre-conference (1½ days)</td>
<td>University of Otago, Dunedin, New Zealand</td>
<td>Lyn Batchelor (Griffith University)</td>
<td>40+</td>
</tr>
<tr>
<td>2005</td>
<td>6-7 December, Pre-conference (1½ days)</td>
<td>Rydges Lakeside Hotel, Canberra, Australia</td>
<td>Warren Staples (RMIT)</td>
<td>50+</td>
</tr>
<tr>
<td>2006</td>
<td>20-21 June (2 days)</td>
<td>University of Melbourne, Parkville Campus, Victoria, Australia</td>
<td>Warren Staples (RMIT)</td>
<td>40</td>
</tr>
<tr>
<td>2006</td>
<td>7-8 December, Pre-conference (1½ days)</td>
<td>Rydges Capricorn Resort, Yeppoon, Queensland, Australia</td>
<td>Warren Staples (RMIT)</td>
<td>47</td>
</tr>
<tr>
<td>2007</td>
<td>5-6 June (1½ days)</td>
<td>Monash University, Melbourne, Australia</td>
<td>Warren Staples (RMIT)</td>
<td>60</td>
</tr>
<tr>
<td>2007</td>
<td>3-4 December (1½ days)</td>
<td>Sofitel Wentworth Hotel, Sydney, Australia</td>
<td>Warren Staples (RMIT)</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>June (1½ days)</td>
<td>Griffith University, Brisbane, Australia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>1-2 December (1½ days)</td>
<td>University of Auckland Business School, Auckland, New Zealand</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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Invitation to Quote for ANZAM Conferences 2007 to 2009 Inclusive

Your quotation is invited for managing ANZAM annual conferences for 2007, 2008 and 2009.

The ANZAM annual conference is held in December each year (either the first or second week) with 300-400 delegates on average.

The format of these conferences is outlined in the attached program.

Forthcoming conferences are:

2007 Sydney, hosted by University of Western Sydney
2008 Wellington, New Zealand, hosted by Victoria University of Wellington (to be confirmed)
2009 Melbourne, hosted by Monash University (to be confirmed)

Services Required:

1. Participate in strategic planning for the conference event with the conference host
2. In conjunction with ANZAM and the conference host provide proforma guidelines for sponsorship and budgeting and assistance with budgets
3. Prepare and disseminate marketing materials ie call for papers, flyers, etc
4. Development and maintenance of a conference website
5. Evaluation and recommendation of venues
6. Organising conference venue and liaising with them for all conference matters
7. Seek conference sponsorship
8. Manage conference delegate registration for both the main conference and pre-conference workshops (on site and pre conference)
9. Manage customer service during the conference event
10. Liaise with venue for technical requirements and support for delegates and keynotes eg audio visual, banners, band for conference dinner
11. Manage the collection, distribution and return of academic papers for reviewing purposes (up to 450 papers) by electronic means
12. Assist with organising pre-conference workshops, including the doctoral workshop, meetings and other functions at the conference
13. Assist with travel arrangements for keynote speakers
14. Printing and production of conference program, abstracts and papers on CD
15. Organising trade displays and liaising with publishers for displays at the conference
16. Ensuring adequate insurance is organised for the conference
17. Organising and engraving of prize plaques and certificates (approximately 20-30)
18. Ongoing communication with host
19. Ensuring host has information for regular communication (quarterly) with ANZAM Executive for conference program and budgets
20. Compilation, on a regular basis (say on a weekly basis), of a database of conference registrants and their contact details

Applicants are required to provide a detailed listing of services provided based on the list above. Please provide:

ANZAM Conference Organising Guidelines
1. a per delegate fee (this may be a sliding scale based on numbers)
2. additional costs which are not included in the delegate fee and approximate amounts for these
3. estimated additional costs for organising the conference outside the location of the company's base. (This needs to address the three locations as specified above)
4. contact details for referees for two conferences organised outside the company location

Please address the selection criteria below.

1. Experience in managing academic conferences
2. Experience in managing conferences in locations other than company headquarters
3. Amount quoted
4. Payment terms
5. Experience in managing academic paper collection, distribution and return for the reviewing process
6. Track record of successful conferences
7. Track record in obtaining sponsorship
8. Range of services provided

Applications must be submitted electronically by {INSERT SUITABLE DATE} to:

Peggy Hui
Manager, ANZAM Secretariat
Phone: +61 2 9514 5582
Fax: +61 2 9514 5587
Email: peggy.hui@uts.edu.au
http://www.anzam.uts.edu.au

A decision should be made by {INSERT SUITABLE DATE}. 
ANZAM Selection of Professional Conference Organiser

Companies short listed (20 January 2006):
1. PCO 1
2. PCO 2
3. PCO 3

Questions for clarification and comparison purposes:

1. Additional costs not included in the per delegate rate?
2. Submission and review of academic papers?
3. Experience organizing conferences efficiently at different locations?
4. Prior experience organizing an ANZAM conference – what recommendations would you make to the Executive for changes to the conference if you are given this PCO contract?
5. What sources would you recommend for sponsorship of the ANZAM conference?
6. How would this contract effect your company’s schedule of conferences from 2007-2009?
7. What do you believe differentiates you from other conference organizers?
8. Do you have any questions for me – at this stage?

Selection Committee

On behalf of the ANZAM Executive, a Selection Committee will be established. Normally this will include the ANZAM President, Treasurer and Secretary or their nominees.

Conflicts of interest will be declared and appropriate processes followed to ensure that specific companies are not advantaged.
Appendix 2  Promaco Conventions Pty Ltd, Agreement, Schedule A and Schedule B

AGREEMENT

1. PROMACO CONVENTIONS PTY LTD in consideration of the payment of the management fee by ANZAM (Australian & New Zealand Academy of Management) (the Client) agrees to provide the services delineated in Schedule "A" and Schedule "B" attached hereto for the Conferences to be held in Sydney in 2007, Auckland in 2008 and Melbourne in 2009.

2. ANZAM (Australian & New Zealand Academy of Management) shall pay to PROMACO CONVENTIONS PTY LTD the monies as set out in Schedule "C" attached hereto on the dates specified.

3. PROMACO CONVENTIONS PTY LTD shall ensure that all staff supplied and supervised by PROMACO CONVENTIONS PTY LTD will carry out their duties in an efficient and satisfactory manner in accordance with the directions and instructions issued from time to time by the Client and that sufficient staff are available at all times to carry out the services.

4. Proper records will be kept by PROMACO CONVENTIONS PTY LTD and staff relating to the Conference/Exhibition and authorised representatives of the Client will have access to those records whenever required.

5. Members of PROMACO CONVENTIONS PTY LTD will not disclose or use any confidential information relating to the Client except in the course of and for the purpose of carrying out the duties and responsibilities assigned to them.

6. The Client and PROMACO CONVENTIONS PTY LTD shall hold meetings monthly, or at any other reasonable time as determined by the parties to discuss and evaluate the progress or work being done in relation to the Conference/Exhibition or maintain regular email or telephone contact.

7. All documents, memoranda, notes and records relating to the Conference/Exhibition shall be and remain the property of the Client at the termination of this Agreement and will be made available by PROMACO CONVENTIONS PTY LTD at any time during the course of this Agreement at the request of the Client.

8. This Agreement shall continue until conclusion of each Conference/Exhibition and finalisation of accounts provided that either party may terminate this Agreement in the event of the other committing any breach of any of the obligations hereunder. The party so seeking to terminate this Agreement shall give not less than fourteen (14) days notice in writing to the other disclosing such breach and the Agreement will be terminated should such breach not be remedied (provided it is capable of being remedied) within the said period of fourteen (14) days.

"A party seeking to terminate the Agreement must give 28 days notice if the termination advice is lodged with the other party less than 90 days from the opening of the conference"

9. PROMACO CONVENTIONS PTY LTD shall have the right to terminate this Agreement if it has sound cause to believe that the Client or those representing the Client in respect of the Conference/Exhibition are not attending to responsibilities appropriate to them thereby preventing PROMACO CONVENTIONS PTY LTD, in its opinion, from providing the services it has hereby undertaken to provide to the Client.

10. The Client has the right to terminate this Agreement if it has sound cause to believe that PROMACO CONVENTIONS PTY LTD is not providing the services it has undertaken to provide or if the services which are being provided are not appropriate to those referred to in Schedule "A" and Schedule "B" hereto.

ANZAM Conference Organising Guidelines 52
11. Should the Client decide for any reason to cancel the Conference/Exhibition in any year or terminate the Agreement then during the period up to the day of termination PROMACO CONVENTIONS PTY LTD will be entitled to remuneration in accordance with the Schedule of Payment to the date the decision becomes effective together with an amount from future payments to be made by the Client to PROMACO CONVENTIONS PTY LTD commensurate with the value of the work then provided to the Client on account of the Conference/Exhibition. Provided where the Client has terminated this Agreement pursuant to Clause 8 the Client shall be entitled to set off any additional costs incurred by the Client as a result of the breach of PROMACO CONVENTIONS PTY LTD hereunder against the payments mentioned in this Clause or otherwise recover the same from PROMACO CONVENTIONS PTY LTD.

Cancellation of the Conference due to circumstances beyond the control of either party will be covered by the Insurance Policy taken out by PROMACO CONVENTIONS PTY LTD.

12. ARBITRATION
Should any dispute arising from or in connection with this agreement and not be solved by the parties to the agreement, an independent Arbitrator agreed to by both parties shall be appointed. Any decisions made by the Arbitrator shall be considered binding on both parties.

13. The terms set out in this Agreement comprise the whole Agreement between the parties.

IN WITNESS WHEREOF the parties have duly executed this Agreement as follows on the........................................day of ...................................20......

SIGNED for and on behalf of the...............................................................

by its duly authorised

...............................................................                     

in the presence of : ...............................................................                     

WITNESS

SIGNED for and on behalf of PROMACO CONVENTIONS PTY LTD

by its duly authorised

...............................................................                     

MANAGING DIRECTOR

in the presence of : ...............................................................                     

WITNESS

Schedule "A" - work to be performed }

Schedule "B" - work to be performed } see attached

Schedule "C" - fees  

ANZAM Conference Organising Guidelines 53
PREAMBLE
Promaco Conventions Pty Ltd, taking directives from the Executive Committee or delegated authority (conference host representative), will take the responsibility for all aspects of the administrative and secretarial workloads throughout the organisational period and during the Convention. Promaco Conventions Pty Ltd will see that all committee decisions and activity schedules are carried out.

Promaco Conventions Pty Ltd will provide counsel on all matters of convention planning, organisation, promotion, funding and management to the Executive Committee or delegated authority (conference host representative), the Organising Committee and all working committees.

On appointment, Promaco Conventions Pty Ltd will provide the following services to the Convention Organising Committee as part of the Management Fee.

1. PRE-EVENT SERVICES
   a) Secretariat:
      A complete secretarial/administrative service to the Conference Committee and all sub-committees will be provided. This will include preparing agendas and attending meetings, taking minutes and following up action items. This service is included in the Management Fee and is not an extra charge.
      The office of Promaco Conventions Pty Ltd is available for meetings of the committee.
   
   b) Conference Office:
      The office of Promaco Conventions Pty Ltd will be established as the Convention office to be the sole mailing and telephone address to ensure that correspondence, calls, faxes and emails are promptly processed and that all activities are co-ordinated.
   
   c) Filing System:
      A computerised filing system will be established to maintain an efficient and complete system of convention records.
   
   d) Venues:
      Once the profile of the convention has been established, Promaco Conventions Pty Ltd will investigate all necessary venues and advise suitability to the Organising Committee.
   
   e) Transport:
      All transport requirements including the appointment of national and international air carriers will be organised and bookings made in advance.
   
   f) Database:
      A comprehensive computerised database will be compiled from all available sources to provide a mailing list to potential delegates of the conference. As a rough guide, a conference of 200 delegates requires a database of approximately 2000 names.

   g) Convention Programme:
Advice will be offered to the Executive or delegated authority on the structure of the programme and the various requirements, a proposed theme and the design of a convention logo.

h) **Speakers:**
   (i) Assistance will be given with selecting key speakers and approaching them to make necessary arrangements.

   (ii) Supporting speakers will be sought by a general "call for papers" from interested parties. All follow up work will be carried out and necessary details obtained.

   (iii) **Promaco Conventions Pty Ltd** has their own in-house speaker form to obtain details of speakers and an in-house "Guidelines for Authors" to achieve consistency in presentation. **Promaco Conventions Pty Ltd** will liaise with the Conference Chairman to agree on the format.

   (iv) Papers/Proceedings: **Promaco Conventions Pty Ltd** will organise all papers into published proceedings to be available at the event. This will entail contact with all speakers well in advance to ensure publication dates are met. The "Guidelines for Authors" helps to maintain consistency of presentation. Papers will then be collated into a format to agree with the programme, a contents prepared and other details added to make a professional presentation. **Promaco Conventions Pty Ltd** are registered as publishers and have their own ISBN number. **Promaco Conventions Pty Ltd** will liaise with the Conference Chairman to agree on the format.

i) **Speakers Equipment:**
Presentation support systems required by speakers such as data-projectors, videos, computers, etc. will be arranged well in advance. During the event, placing of equipment in the right place at the right time will be supervised throughout.

j) **Social Programme:**
   (i) **Promaco Conventions Pty Ltd** are very experienced with all types of social programmes and will offer advice on what will suit your event. All bookings and arrangements will be made on your behalf.

   (ii) Catering: Catering for all social functions including morning and afternoon teas, lunches, receptions, etc. will be arranged and supervised by the staff of **Promaco Conventions Pty Ltd**. A range of menus with costs will be submitted for Committee selection prior to each function being arranged.

k) **Accompanying Persons Programme:**
**Promaco Conventions Pty Ltd** specialises in arranging such programmes and will advise and organise something to suit all tastes.

l) **Travel and Accommodation:**
   (i) **Promaco Conventions Pty Ltd** are licensed Travel Agents and will organise all the travel arrangements where necessary for delegates. Accommodation at special convention rates will be negotiated with the main hotel and other budget type hotels nearby. A computerised system will record all details of delegate accommodation. ANZAM Conferences require a range of accommodation options for delegates.

   (ii) Pre and Post Conference Tours can be arranged for delegates on an intrastate, interstate or international basis as required which will include flight and accommodation details. If required, seminars can be arranged as part of the Schedule.

m) **Promotion:**
**Promaco Conventions Pty Ltd** will organise a promotion campaign to ensure that the estimated number of delegates attend. This will involve writing copy for all published material, designing brochures, advertisements and carrying out distribution to all potential delegates. **Promaco Conventions Pty Ltd** has trained staff who can prepare all artwork required for published material and with desktop
publishing facilities, can save up to 20% on costs for a convention. Samples can be made available. Promotional material will be agreed to by the conference chairman.

n) Printing:
Promaco Conventions Pty Ltd has many years experience with printing of high class publications, books and maps. The company is registered as a publisher and has its own ISBN number. Therefore all printing requirements can be handled with skill and first class results achieved with economy.

o) Finance:
(i) Budget: Promaco Conventions Pty Ltd will prepare a detailed budget with costs for Committee approval. The budget will be monitored and reviewed as necessary. All financial dealings, payment of accounts, banking of monies, etc. will be carried out by Promaco Conventions Pty Ltd in-house Accounts Manager.

The Accounts Manager checks all transactions on a weekly basis thus providing a continuous audit of the Convention. A computerised financial package records every financial transaction that can be constantly checked with the budget. A Trust Account will be opened in the name of the Convention to receive all monies.

(ii) Sponsorship: Promaco Conventions Pty Ltd has considerable experience in preparing sponsorship packages that offer returns to the sponsor. Potential sponsors will be contacted and packages discussed. This service is part of the Management Fee and no extra costs are charged or percentage taken.

p) Registration:
Promaco Conventions Pty Ltd has a sophisticated computerised registration system. All delegate details are recorded following registration. Confirmation letters are sent immediately to delegates and detailed reports can be generated about all aspects such as accommodation, travel, money paid or outstanding.

2. EVENT SERVICES
a) Secretariat:
The Secretariat at the office of Promaco Conventions Pty Ltd will remain open during the event itself to take calls, faxes or emails on behalf of visiting delegates.

b) Venue:
All services and equipment required at the venue for the running of the event will be organised by Promaco Conventions Pty Ltd. Promaco Conventions Pty Ltd staff will be in attendance at the venue for the duration of the event.

c) Transport:
All transport required to move delegates from one venue to another or for any purpose will be organised by Promaco Conventions Pty Ltd.

d) Registration:
A registration service will be provided every day of the event. Experienced staff will cater for registration of delegates, special service to speakers, tours, accompanying persons and all other delegate requirements.

e) Programme:
All arrangements required each day for the programme to take place will be organised and supervised by Promaco Conventions Pty Ltd staff. Starting times of sessions will be monitored and delegates ushered into meeting rooms. All catering arrangements will be supervised and crowds controlled. Speakers will be checked to ensure that they are ready to start on time and all speaker support facilities will be supervised for correct placement and operation.
f) **Social Programmes:**
   All social programme events will be supervised. At least one Promaco Conventions Pty Ltd staff member will attend each social function to ensure efficient operation. All tours will be supervised by Promaco Conventions Pty Ltd staff including accompanying persons events.

3. **POST CONFERENCE**
   
a) At the conclusion of the event all necessary arrangements required to exit the venue will be carried out by Promaco Conventions Pty Ltd staff.

b) **Finance:** all necessary settlement of accounts will be made and a financial report prepared as soon as possible for the Executive Committee.

c) **Report:** a report on all aspects of the event will be made to the committee. All event related information will be available to the Executive Committee on request for future use.

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**SCHEDULE "B"**

**Detailed outline of EXHIBITION SERVICES provided by Promaco Conventions Pty Ltd**

for

Australian & New Zealand Academy of Management

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**PREAMBLE**

Promaco Conventions Pty Ltd, as Exhibition Organisers, offer the same detailed services as for Conventions. Following directives from the Conference Committee or Conference Chairman we will take the responsibility for all aspects of the administrative and secretarial workloads throughout the organisational period and during the Exhibition.

On appointment, Promaco Conventions Pty Ltd will provide the following services to the Sponsorship and Exhibition Committee as part of the Management Fee.

1. **PRE-EVENT SERVICES**
   
a) **Secretariat:**
      A complete secretarial/administrative service to the Sponsorship and Exhibition Committee will be provided. This will include preparing agendas and attending meetings, taking minutes and following up action items. This service is included in the Exhibition Management Fee and is not an extra charge.
      The office of Promaco Conventions Pty Ltd is available for meetings of the committee.

b) **Exhibition Office:**
      The office of Promaco Conventions Pty Ltd will be established as the Exhibition office to be the sole mailing and telephone address to ensure that correspondence, calls, faxes and emails are promptly processed and that all activities are co-ordinated.

c) **Filing System:**
      A filing system will be established to maintain an efficient and complete system of exhibition records.

d) **Venues:**
      Once the profile of the exhibition has been established, Promaco Conventions Pty Ltd will investigate all necessary venues and advise suitability to the Committee.

e) **Transport:**

---

ANZAM Conference Organising Guidelines  57
All transport requirements including the appointment of national and international air carriers will be organised and bookings made in advance.

f) Database:
A comprehensive computerised database will be compiled from all available sources to provide a mailing list to potential exhibitors.

g) Exhibitors:
Promaco Conventions Pty Ltd will contact all potential exhibitors with promotional material about the exhibition. Follow up will continue and all negotiations made to secure exhibitors.

h) Exhibitors Programme:
Promaco Conventions Pty Ltd will assist with the exhibition format and will design a floor plan to suit. All arrangements will be made with suitable shell scheme contractors and any construction supervised. All contact with exhibitors will be made by Promaco Conventions Pty Ltd to co-ordinate the exhibitor requirements.

i) Exhibitor Catalogue:
An exhibitor catalogue will be prepared by Promaco Conventions Pty Ltd and all content including exhibitor advertisements will be arranged.

j) Travel and Accommodation:
Promaco Conventions Pty Ltd are licensed Travel Agents and will organise all the travel arrangements where necessary for exhibitors. Accommodation at special rates will be negotiated with the main hotel and other budget type hotels nearby. A computerised system will record all details of exhibitors accommodation.

k) Promotion:
Promaco Conventions Pty Ltd will organise a promotion campaign to ensure that the estimated number of exhibitors attend. This will involve writing copy for all published material, designing brochures, advertisements and carrying out distribution to all potential exhibitors. Promaco Conventions Pty Ltd has trained staff who can prepare all artwork required for published material and with desktop publishing facilities, can save up to 20% on costs for an exhibition. Samples can be made available.

l) Printing:
Promaco Conventions Pty Ltd has many years experience with printing of high class publications, books and maps. The company is registered as a publisher and has its own ISBN number. Therefore all printing requirements can be handled with skill and first class results achieved with economy.

m) Finance:
(i) Budget: Promaco Conventions Pty Ltd will prepare a detailed budget with costs for Committee approval. The budget will be monitored and reviewed as necessary. All financial dealings, payment of accounts, banking of monies, etc. will be carried out by Promaco Conventions Pty Ltd Accounts Manager.

n) Registration:
Promaco Conventions Pty Ltd has a sophisticated computerised registration system. All exhibitor details are recorded following registration. Confirmation letters are sent immediately to exhibitors and detailed reports can be generated about all aspects.

2. EVENT SERVICES
a) Secretariat:
The Secretariat at the office of Promaco Conventions Pty Ltd will remain open during the event itself to take calls, faxes or emails on behalf of visiting exhibitors.

b) Venue:
All services and equipment required at the venue for the running of the event will be organised by Promaco Conventions Pty Ltd. Promaco Conventions Pty Ltd staff will be in attendance at the venue for the duration of the event. Promaco Conventions Pty Ltd Exhibition Manager will be in attendance at all times to service exhibitor needs.

c) **Transport:**
All transport required will be organised by Promaco Conventions Pty Ltd.

d) **Exhibition:**
All arrangements required each day for the exhibition to be properly managed will be organised and supervised by Promaco Conventions Pty Ltd staff. All catering arrangements will be supervised and crowds controlled.

3. **POST EXHIBITION**

a) At the conclusion of the event all necessary arrangements required to exit the venue will be carried out by Promaco Conventions Pty Ltd staff.

b) **Finance:** all necessary settlement of accounts will be made and a financial report prepared as soon as possible for the Executive Committee.

c) **Report:** a report on all aspects of the event will be made to the committee. All event related information will be available to the Executive Committee on request for future use.
conference management fee

The management fees of Promaco Conventions are based on a unit cost per delegate with a sliding scale for larger numbers of delegates. (See sample costing next page)

<table>
<thead>
<tr>
<th>Delegate No.</th>
<th>1 - 250</th>
<th>251 - 400</th>
<th>400 plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full delegate</td>
<td>$115</td>
<td>$110</td>
<td>$99</td>
</tr>
<tr>
<td>Day delegate</td>
<td>$66</td>
<td>$66</td>
<td>$66</td>
</tr>
<tr>
<td>Student delegate</td>
<td>$33</td>
<td>$33</td>
<td>$33</td>
</tr>
<tr>
<td>Workshop delegate</td>
<td>$16.50</td>
<td>$16.50</td>
<td>$16.50</td>
</tr>
<tr>
<td>Accompanying person</td>
<td>$33</td>
<td>$33</td>
<td>$33</td>
</tr>
</tbody>
</table>

All fees quoted include the GST component.

Promaco Conventions manages processing and payment of GST.

The management fee includes:

- All management services
- Attendance at Executive Committee meetings, including use of our Boardroom if required
- Preparation and distribution of minutes and agendas for Committee Meetings
- Preparation of detailed “timelines” to ensure all projects are completed on schedule
- Financial management of all aspects of the conference, including budget preparation and regular reports to Committee Treasurer
- Mailing list management and maintenance
- Handling and management of all mail, phone, fax, and email correspondence including delegate travel papers, receipt and action acknowledgement
- Venue management, including location negotiation and coordination of all services, catering and conference requirements
- Advice and feedback on structure and format of the conference
- Advice and development of creative ideas to give your conference “the edge”
- Liaison with and securing of keynote speakers, including travel and accommodation and special needs
- Design and promotion of the social program for the conference
- Coordination of the design, production and distribution of all marketing materials, including brochures, letterheads, envelopes, programs, flyers (artwork, preparation costs, printing, postage etc are additional costs and will be clearly identified within the conference budget)
- Management and supervision of the audiovisual requirements
- Ensuring speakers are prepared to present – from publishing their paper to audiovisual rehearsal
- Arranging panels, posters and signage for the conference ( artwork preparation costs, printing etc are additional costs and will be clearly identified within the conference budget)
- Arranging pre and post conference tours
- Preparing publicity and marketing plans
- Liaison and securing of sponsors
- Provision of professional staff at scenic venue and onsite throughout the conference
- Conference registration facilities, both before and during the conference
- Daily coordination of all conference activities
- Before the conference – facilitating the receipt and storage of all materials for the delegate kits, signage for sponsors, to locate senior volunteers and for decorating the main stage/pre-sessional checks to ensure venue is ready
- After the conference – all clean up tasks at the venue, follow-up for outstanding monies and payment of all bills, small letters to all contributors, follow-up survey to all delegates
- Final report (including financial summary) to Committee

Other items at cost (and identified within the budget):

- Development of the website
- Collation of academic papers and liaison with speakers and reviewers
- Organizing plaques and certificates for prizes
Method of Payment
$1,100* deposit is required upon signing the contract.
This will be followed by regular payments of the Management fee based on a time frame to be agreed with the committee.

As an Example of our sliding scale:
Based on 400 total delegates this could be as follows:
- 250 full delegates @ $715* = $179,750*
- 110 full delegates @ $110* = $12,100*
- 30 day delegates @ $66* = $1,980*
- 10 students @ $33* = $330*

Estimate for budgeting purposes $43,160*

Other Costs
The following costs and other non-management related costs, such as catering, theming, etc will be charged as they occur and will be clearly identified in the budget prepared for the conference including items such as:
- artwork design and procurement, including pre-press
- website design
- printing
- stationery, postage, including bulk mail
- photocopying
- credit card fees imposed by the banking institution
- specialist travel, accommodation and meal costs for staff as appropriate
- academic papers - collation of abstracts and liaison with speakers and reviewers ($2,000)
- plaques and certificates

Exhibition management fee
The exhibition management fee is $198* per booth, which covers the full management of the exhibition and is built into the total cost of the booth to the exhibitor. The fee is negotiable.

The average cost of building a standard exhibition booth in Perth is about $750 including our management fee. This enables your Committee to allow up to $1000 per booth towards the budget and the option to sell the booth for less than $2200.

Static: Table Displays are usually sold at $350* including a management fee of $55*.

* includes GST
## Appendix 3 ANZAM Conference Keynote Speakers, from 2003

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Keynote Speakers</th>
<th>Title of Keynote Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>Professor Anne Tsui (Arizona State University &amp; Peking University)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professor Kulwant Singh (National University of Singapore)</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>Professor John Bessant (Imperial College, London)</td>
<td>Meeting the Innovation Challenge</td>
</tr>
<tr>
<td></td>
<td>Professor Dorothy Leonard (Harvard Business School)</td>
<td>Deep Smarts Within Organisations</td>
</tr>
<tr>
<td>2006</td>
<td>Professor Gerald Greenberg (Ohio State University)</td>
<td>Whatever became of REAL Theories of Organisational Behaviour?</td>
</tr>
<tr>
<td></td>
<td>Professor Bruce Avolio (University of Nebraska Lincoln)</td>
<td>Optimising the Return on Authentic Leadership Development</td>
</tr>
<tr>
<td>2005</td>
<td>Professor Barry Gerhart (University of Wisconsin-Madison)</td>
<td>Managing People in Multiple Contexts: Discretion and Constraints</td>
</tr>
<tr>
<td></td>
<td>Professor Anne Tsui (Arizona State University &amp; Peking University)</td>
<td>The New &quot;Chinese Organisational Men and Women&quot; - The Control and Motivation of Middle Managers in Chinese Firms</td>
</tr>
<tr>
<td>2004</td>
<td>Professor Denise Rousseau (Carnegie Mellon University)</td>
<td>Surprises in Psychological Contract Research: Ideals Revealed</td>
</tr>
<tr>
<td></td>
<td>Professor Paul Goodman (Carnegie Mellon University)</td>
<td>Words Don't Work</td>
</tr>
<tr>
<td></td>
<td>Professor Neal Ashkanasy (University of Queensland)</td>
<td>Emotions in Organisations: A Multilevel Perspective</td>
</tr>
<tr>
<td>2003</td>
<td>Professor Andrew Pettigrew (University of Bath)</td>
<td>Organising for Innovation</td>
</tr>
<tr>
<td></td>
<td>Professor Keith Grint (University of Oxford)</td>
<td>Leadership and Change – Wading Through the Waves</td>
</tr>
<tr>
<td></td>
<td>Professor Jone Pearce (University of California)</td>
<td>The Effectiveness of Personal Relationships as Substitutes for the Rule of Law</td>
</tr>
</tbody>
</table>
Appendix 4  Author Guidelines for ANZAM Conference Papers

All papers submitted for presentation at the ANZAM Conference must contain original research that has not been previously presented or scheduled for presentation, published or accepted for publication, and if under review, must not appear in print before the Conference.

A paper can only be presented in one stream of the Conference. Authors are asked to signal their preferred stream(s) from the ANZAM Conference Stream list (1-16), as well as a series of up to 6 keywords describing the content of their research.

At least one author for each paper that is accepted for presentation in the Conference Programme is expected to register and pay to attend the Conference to present their research. All of the costs to attend the Conference, including the registration fee, must be paid by presenters. ANZAM does not pay honoraria for any presentations.

An individual can appear in up to three sessions of the refereed scholarly Conference programme (as presenter, co-author, session chair or facilitator). This is to encourage greater participation and to avoid individuals appearing to dominate a stream or segment of the Conference programme.

Note, authors are expected to ensure that their presentation at the conference matches the content of the paper that has been refereed and accepted for inclusion in the conference programme.

CONFERENCE PAPER SUBMISSION

Papers should be prepared as a Microsoft Word document and submitted electronically as an email attachment to the ANZAM 2007 Conference Secretariat promaco@promaco.com.au by 29 June 2007.

The maximum length of the paper is 12 pages including all tables and figures, but excluding the author details page and references. Use Times New Roman 11 pitch font, double spaced, and 2.5cm margins on all sides.

NOTE: Your file will be renamed for anonymity – to assist us with tracking, please name your file anz followed by the first five letters of the presenting author’s surname, followed by the author’s first initial. For example, John Smith’s paper would be saved as anzsmithj.doc. For more than one submission – anzsmithj1.doc, anzsmithj2.doc.

All refereed conference papers will be subject to a double blind peer review process. To ensure anonymity during the review process, please observe the following steps:

- Check that there is no information in the document that could identify authors or institutions, such as coding with initials etc., except where appropriate as a citation.
- In the email message with your conference paper attached, please:
  - List the full title of your paper and the author name(s), affiliation(s) (in the order they are to appear), including all co-author postal & email address details for our records;
  - Indicate corresponding Author for multiple author submissions
  - Under ‘Properties’ on ‘Tools’ pull-down menu, please select ‘Options’, ‘Security’ and then tick ‘Remove personal information from file properties on save’ before sending.

CONFERENCE PAPER FORMAT

ANZAM conference papers are to be presented using the same format as outlined in the editorial guidelines for the Journal of Management & Organization (JMO). The key format and style guide details will be summarised in this document. For further details please refer to the JMO website: http://jmo.e-contentmanagement.com/authorguidelines/.

ANZAM Conference Organising Guidelines 63
Title for ANZAM Paper
(Times New Roman 12 pt Bold/Centred)

Dr Wise One
(Times New Roman 11 pt Regular)
School of Management OZE University, Fremantle, Australia
(Times New Roman 11pt italics)
Email: w.one@oze.edu.au
(Times New Roman 11pt regular)

(Same information from other authors, if any, follow here. Presenter to be underlined)

(GO TO NEW PAGE)

Repeat Title of Paper Only

ABSTRACT  (maximum 120 words)
(Times New Roman 11pt italics, single line spacing)

Keywords: (max. 6 keywords from lists supplied for conference streams)
(Times New Roman 11pt regular)

PAPER TEXT - (Times New Roman 11pt regular)

Length

Maximum of 12 double-spaced A4 pages of text, excluding the author details page and references, but including tables and figures.

Margins

2.5cm (1”) on every side

Citations and References

Citations and references should be accurate, timely and consistent throughout. ANZAM uses an adaptation of Harvard Referencing Style as outlined below. Please ensure that in-text citations appear in References, and vice-versa as appropriate. The accuracy and format of reference citations is the authors’ responsibility.

Headings and Sections

ANZAM conference papers should use only three levels of headings (see examples below). Use boldface for Level 1 and 2 headings; italics for Level 3 headings.

Main headings (all capital letters; centred; bold) are first and should be used to identify the (normal) three or four major sections of the manuscript. It is unnecessary to have a heading such as ‘Introduction’.

Second-level headings (title-style; bold; flush left; nothing else on the line) are next. Third-level headings (first letter of first word capitalized; indented and italicized) are next.

Examples:

LEVEL-1: METHODS
Level-2: Data and Sample Measures

Level-3: Independent variable

Artwork Presentation

Tables and Figure Graphics: Each table or figure should have a sentence in your text that introduces it. Useful tables and figures do not duplicate the text or each other. Carefully consider what each table or figure adds to your work. Look at tables and figures in published, hard-copy issues of JMO to get ideas for preferred formats.

Figures and Tables should be placed at the END of your text file (following references). They should be centred and numbered consecutively (one sequence for Tables, one for Figures) using Arabic numerals (e.g. Table 1, Figure 2, etc.) and have self-explanatory captions, in bold, title-style, left-aligned, above the figure or table, e.g.

Figure 2: Distribution of the Online Learning Literature

Use more than one page if needed for Tables to achieve a neat, readable presentation. Do not use code names and abbreviations, e.g. Use ‘Profitability’ not ‘PRFT’.

Each table should report one type of analysis (identified by its title), and each column and row should contain only one type of data. Place labels across the top or down the side. The body of your table should contain only data. Report only two decimal places for statistics. Place correlation co-efficients in the lower-left corner. For general footnotes to tables, use superscript small letters. For ‘p’ footnotes, use asterisks. These go under the general table footnotes. Always use a single asterisk for the .05 level. Example: \(*p < .05; **p < .01\)

Language: ‘English’ or ‘American’ spellings are acceptable, provided they are used consistently. Translation of articles from other languages into English is encouraged and must be provided by professional translators.

Technical terms: Help your work to be accessible to ANZAM members. Define key technical terms. A technical term is a word or phrase not in a general-use dictionary with a meaning that you (or even you and other published scholars) ascribe to it. Put the first appearance of a technical term in single quotation marks.

Abbreviations: Avoid using abbreviations for the names of concepts. Use ordinary words for variable names – not code names or other abbreviations. Use the same name for a variable throughout your text, tables, figures and appendices. Names of organisations and research instruments may be abbreviated, but give the full name (with abbreviation in brackets) the first time you mention one of these.

Sexist or biased language: Avoid language that might be interpreted as denigrating to ethnic or other groups. Do not use ‘he’ as a generic pronoun to avoid implying gender-based discrimination. Using plural pronouns – changing ‘the manager . . . he’ to ‘managers . . . they’ – usually helps.

Footnotes should be used sparingly, and not used to cite references. Place at the bottom of the page to which it pertains. Use sparingly. Place each at the bottom of the page it pertains to.

Hypotheses should be fully and separately stated, with a distinct number (Hypothesis 1) or number-letter (Hypothesis 1a) label. Display hypotheses in indented blocks, in italic type, as follows: Hypothesis 1a. Concise writing has a positive relationship to publication Hypothesis 1b. Following JMO’s ‘Style Guide for Authors’ has a positive relationship to publication.
Journal Referencing Style

CITATIONS

These are your in-text, in parentheses, identifications of publications. Every work that has a citation needs to have a corresponding reference at the end of your paper (see ‘References’ below).

Examples

Single author:
Name-year citation – Several studies (Adams 1994; Bernstein 1988, 1992; Celia 2000a, 2000b) support this conclusion. Group names in alphabetical order. Note: 2 or more works published in the same year by one author (or by an identical group of authors) are designated by ‘a,’ ‘b,’ and so forth, after the year.
Year-only citation – But Van Dorn and Xavier (2001) presented conflicting evidence.

Multiple authors: If a work has two authors, give both names every time you cite it. For three through six identical authors, give all names the first time, then use ‘et al.’ Examples:
First citation - Few field studies use random assignment (Foster, Whittington, Tucker, Horner, Hubbard & Grimm 2000)
Subsequent citations - … even when random assignment is not possible (Foster et al. 2000). For seven or more authors, use ‘et al.’ even for the first citation. (NOTE: the corresponding reference at the end of the paper should list all authors.)

Quotations: Cite page numbers for direct quotations. Example:
Short quotation - Lee has said that writing a book is ‘a long and arduous task’ (1998: 3). Note single quotes.
Put long quotations (five lines or more) in indented blocks, in Italics, without quotation marks.
No author? Cite the periodical or organization.
Periodical as author – Analysts predicted an increase in service jobs (Australian Financial Review 1999).
Corporate author – Analysts predict an increase in service jobs in the N.Z. Industrial Outlook (Statistics New Zealand 2004).
Such sources can also be identified informally. No corresponding reference will then be needed. Example:
Informal citation - According to the 2004 N.Z. Industrial Outlook, published by Statistics New Zealand, service jobs will increase.

Electronic sources: Use a regular citation (author, year) if you can identify a human, periodical, or corporate author. If not, give the Web address that was your source in parentheses. In the latter case only, no corresponding reference need be provided.

REFERENCES

A list headed ‘References’ and comprising full details of all sources should be provided at the end of your paper. The list should contain only work you have cited in-text and should be in alphabetical order by first author’s surname. For corporate authors and periodicals, alphabetize by the first substantive word (not by ‘the’). List the earliest work by the first author first. Differentiate works by the same author(s) from the same year by adding ‘a,’ ‘b,’ etc., after the years. Repeat the author’s name for each entry.

Journal Articles and Periodicals:

ANZAM Conference Organising Guidelines 66
Each Journal reference must include author surname(s) and initials, year of publication, full title of article, full name of journal, volume and (optional) issue numbers, and page range (in full) of the article.


If an article has no author, the periodical is the author:

Books:

Each reference must include author(s) last names and initials (commas only where indicated), year of publication (in brackets), book title (in Italics), publisher, city of publication, and if appropriate, page numbers.


Chapters in Edited Books and Journals:


Other Forms of Publication:

Please refer to the author guidelines for JMO (http://jmo.e-contentmanagement.com/authorguidelines/) for other types of references.

CONFERENCE PROCEEDINGS

All refereed conference papers accepted for the ANZAM conference programme are made available to delegates in the Conference Proceedings which is presented in a CD format. The Conference Proceedings has an ISBN number and indicates clearly that all refereed papers were double blind peer reviewed. Abstracts of any non-refereed papers, panels or posters accepted for the programme are also included in the Conference Proceedings and clearly identified as non-refereed.
introduction
It is with pleasure that I invite your participation in the 21st ANZAM Conference by submitting a paper, poster, workshop proposal or simply attending.
It is increasingly clear that current and future organisational success relies to a large extent upon the capability of the managers involved to identify, develop and extend their knowledge resources and social networks within and beyond their relevant organisational boundaries. Irrespective of the sector, the industry or the form of the organisation, the ability to create and foster network connections and inter-organisational relationships, coupled with the related capabilities of knowledge sourcing, integration and extension, will underwrite the organisation’s competitive success.
These issues create an excellent thematic background for the scientific program which will be supported by a social program in a city that has everything to make a delegate’s stay enjoyable.
I look forward to seeing you in Sydney.

Professor Ross Chapman
Conference Convenor
Professor of Business Systems and Acting Director,
Centre for Industry and Innovation Studies College of Business,
University of Western Sydney

important dates
29 June 2007: Submission of Papers and Proposals
17 August 2007: Notification of Acceptance
5 October 2007: Final Papers for Proceedings

conference papers
Closing date: 29 June 2007
Papers are invited for the ANZAM Conference:
PAPERS: Theoretical, empirical, literature reviews, management education issues, case studies. Maximum 12 pages in length. All papers submitted will be refereed using a double blind peer review process and published in the conference proceedings CD. Papers should show the author(s) name and address on a separate page to facilitate the blind refereeing process. Presenters will have 15 minute timeslots, plus 5 minutes for discussion. Note, papers must not have been previously published or presented
WORKSHOPS - Workshops and research symposia are expected to be interactive and will have 90 minute timeslots. Presenters of workshops should submit a 300 word proposal outlining the topic and relevant issues.

submissions
For all submissions, the presenting author(s) should be underlined. This author (or the first of these if more than one) will be considered the key person for all contact. Include the names of all co-authors plus affiliations and addresses for correspondence (include email address).
Each submission should be saved as a single Microsoft Word.doc attachment and submitted online via the conference website following the author guidelines.
Name the file anz followed by the first five letters of the surname of presenting author, followed by the author’s first initial. For example anzcitizj.doc for an abstract with the presenting author Jane Citizen.
For multiple submissions from the same author, files are to be named anzcitizj1.doc, anzcitizj2.doc and so on.

program enquiries
Technical program enquiries should be directed to:
Professor Ross Chapman, Professor of Business Systems and Acting Director,
Centre for Industry and Innovation Studies College of Business,
University of Western Sydney
Phone: +61 2 46203245 Fax: +61 2 4620 3791
Email: r.chapman@uws.edu.au

Papers are invited for the 21st Australian and New Zealand Academy of Management Conference across the following Streams, to be submitted by Friday June 29 2007.

Streams:

ANZAM Conference Organising Guidelines
1. Knowledge Management and Intellectual Capital
2. Networks, Clusters, Collaboration and Social Capital
3. Critical Management Studies
4. Entrepreneurship and Small Business
5. Gender and Diversity in Organisations
6. Human Resource Management and Development
7. International Management
8. Management Education and Development
9. Organisational Behaviour
10. Organisational Change
11. Public Sector and Not-for-Profit
12. Research Methods
13. Strategic Management
14. Sustainability and Social Issues in Management
15. Technology, Quality and Operations Management

**conference location and venue**
ANZAM 2007 will be held at the Sofitel Wentworth Sydney, located in the heart of the financial district, close to the Sydney Opera House, Botanic Gardens, Circular Quay, galleries and restaurants. Feel the old-world elegance and have a great time exploring nearby major shopping areas and Sydney’s tourist attractions.
Sydney, Australia’s largest city, is one of the world’s most exciting destinations with a combination of beauty, world-class facilities and exceptional reputation. Take part in a multitude of action-packed activities or just relax and take in the dazzling scenery.
All conference and accommodation enquiries should be directed to Promaco Conventions:

**social program**
A conference is not complete without the opportunity to socialise and network, providing a break from the intensity of the educational program.
A welcome reception and conference dinner will be the main social functions. There will also be an optional harbour cruise function available to delegates and guests at the conclusion of the conference. You may like to take advantage of the many facilities in and around Sydney.

**partners**
A program of activities and tours will offer the best of Sydney and surrounds.

**trade exhibition and sponsorship opportunities**
A trade exhibition featuring new and innovative products will be a key feature of the conference, and numerous other opportunities will be provided to organisations that wish to take advantage of the exposure to conference participants.

**further information**
Technical program enquiries should be directed to Professor Ross Chapman, University of Western Sydney, as shown on the inside page.
All other enquiries should be directed to the conference organisers:
Promaco Conventions Pty Ltd ABN 68 008 784 585
PO Box 890, Canning Bridge, WESTERN AUSTRALIA 6153
Tel: +61 8 9332 2900  Fax: +61 8 9332 2911
Email: promaco@promaco.com.au
Appendix 7  ANZAM Conference Call for Papers Email

21st Annual Conference, 2007  
AUSTRALIAN and NEW ZEALAND ACADEMY of MANAGEMENT (ANZAM)  
Sydney, Australia 4-7 December, 2007  
Hosted by University of Western Sydney  

THEME: "Managing our Intellectual and Social Capital"

PAPERS are invited on research related to the conference theme and key management areas in the following streams:

- Knowledge Management and Intellectual Capital  
- Networks, Clusters, Collaboration and Social Capital  
- Critical Management Studies  
- Entrepreneurship and Small Business  
- Gender and Diversity in Organisations  
- Human Resource Management and Development  
- International Management  
- Management Education and Development  
- Marketing and Communication  
- Organisational Behaviour  
- Organisational Change  
- Public Sector and Not-for-Profit  
- Research Methods  
- Strategic Management  
- Sustainability and Social Issues in Management  
- Technology, Quality and Operations Management  

TIMELINE  
- Full papers for refereed and non-refereed submissions - 29 June 2007.  
- 300 word abstracts for workshop submissions - 29 June 2007.  
- 300 word abstracts for poster submissions - 29 June 2007.  
- Notification of acceptance/rejection - 17 August 2007.  
- Final refereed papers for proceedings - 5 October 2007.  
- Early bird registration closes - 5 October 2007.  


KEYNOTE SPEAKERS include: Professor John Bessant (Tanaka Business School, Imperial College, London), Professor Dorothy Leonard (Harvard Business School, Boston) and an Industry-Academia Plenary Panel.

VENUE: Sofitel Wentworth, Sydney, Australia.

QUESTIONS: If you have any queries, please send them to: promaco@promaco.com.au

Please forward this email to any of your colleagues who may be interested!

We look forward to welcoming you to Sydney and sharing ideas on these key topics.

Professor Ross Chapman  
University of Western Sydney  
ANZAM 2007 Conference Convenor

and

Professor Delwyn Clark  
ANZAM President, 2007  
www.anzam.uts.edu.au
ANZAM Conference Paper Review Template

ANZAM Conference, 200X: Conference Paper Review Form

Introductory Notes for Reviewers

The objectives of the review process are to ensure that papers presented at the conference are theoretically and methodologically sound and to provide author(s) submitting papers with sufficient feedback to develop their papers further in future.

As one of only two reviewers for each paper, your ratings and comments will determine whether the paper is accepted or rejected. Please assess the attached submission, keeping in mind that the paper length has been restricted by the guidelines and that most papers would need further development prior to journal publication.

This paper review form is in two parts. In Part A you are required to indicate your recommendation and provide some explanation of the reasons for your ratings; this is a confidential section that will not be forwarded to the author(s). In Part B you are required to provide comments for the author(s) which are constructive and developmental, irrespective of whether your recommendation is to accept or reject the paper. Helpful comments focus on specific elements of the paper, use a positive tone, and demonstrate how to improve the paper. Please do not indicate your recommendation to accept or reject the paper in Part B.

Please return your completed review of this paper to me by 5pm Friday {Date}.

Thank YOU!

Part A: CONFIDENTIAL [Not for author(s)]

Paper Title: ____________________________
Paper Number: ____________ Conference Stream: ________________
Reviewer Code: ____________

1. Please select one of the following as your recommendation for this submission and insert X:
   - [ ] Accept as refereed paper
   - [ ] Accept as refereed paper subject to revisions
   - [ ] Accept only if room on programme
   - [ ] Do not accept

2. If required, provide additional comments that may help the stream chair in making the decision to accept or reject the paper for presentation and publication.

3. Would you recommend this paper for a Best Paper Award?
   - [ ] YES [ ] NO

Stream Chair to complete

Stream chair decision:
- [ ] Accepted as refereed paper
- [ ] Accepted as refereed paper subject to revisions
- [ ] Declined
ANZAM Conference, 200X: Conference Paper Review Form

Part B: EVALUATION and FEEDBACK for AUTHOR(S)

Paper Title: __________________________
Paper Number: _______________ Conference Stream: _______________
Reviewer Code: _______________

{Reviewers: Please evaluate this paper on the following criteria and place an X in the appropriate space for your rating.}

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Poor</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
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</thead>
<tbody>
<tr>
<td>Significance/ Importance of the Topic</td>
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<tr>
<td>Conceptual Foundation/Building on Relevant Literature</td>
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<td>Development of Research</td>
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<td>Questions/Aims and Objectives</td>
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<td>Methodology*</td>
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<td>Relevance of Findings for Theory/ Policy/Practice</td>
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<tr>
<td>Clarity/Readability</td>
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</table>

Overall Evaluation**

Poor | Marginal | Acceptable | Good | Excellent

Notes  
* May not be relevant for a conceptual paper – use N/A
** Overall view of the paper in terms of its contribution to the field of study, the quality of the research undertaken, and the paper’s general preparation & presentation.

Comments
These comments are intended to explain the strengths/suggestions for improvements that led to this paper’s acceptance or rejection and to provide guidance for further development of the paper.

Strengths of this Paper:

Suggestions for Improving this Paper:
Appendix 9  ANZAM Conference Professional Development Workshop and Research Symposia Proposal Template

The following information is requested on the proposed workshop or research symposia. This will enable the Conference Organiser to select and schedule workshops and research symposia which will be of value to conference attendees. Workshops and symposia are of 90 minutes’ duration (including set-up and transfer times).

Proposer Workshop/Symposia
Please provide the name and contact details of the workshop/symposia leader.

Title of Workshop/Symposia
Provide a brief and catchy title to capture the intended content of the workshop/symposia.

Description of Workshop/Symposia
Please provide a description of the workshop/symposia topics to be covered, the anticipated learning outcomes and the target audience. Who will benefit from the workshop/symposia? Note, for research symposia, this section includes an abstract of the research to be presented.

Presenters of Workshop/Symposia
Please provide details of workshop/symposia presenters, i.e, name, affiliations and contact details. Also include relevant expertise for workshop presenters.

Preferred Set-up
Please indicate what equipment and seating configuration you would prefer, i.e, classroom, groups, horseshoe.

Handouts
Please note that the preparation and supply of any handouts and materials used in the workshop/symposia will be the responsibility of the presenter(s).

Costs
All costs to attend the conference, including the conference registration fee, must be met by the presenter(s).
# 21st ANZAM Conference 2007

## Provisional Program

### MONDAY 3 DECEMBER 2007

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>0900</td>
<td>Doctoral Student Workshop commences (registration at 8.45am)</td>
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### TUESDAY 4 DECEMBER 2007

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<tbody>
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<td>0900</td>
<td>Doctoral Student Workshop continues to 1300</td>
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<tr>
<td>1230</td>
<td>ANZAM Outgoing Executive Meeting continues until 1700</td>
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<tr>
<td>1300</td>
<td>ANZAM Conference Registration Desk Opens</td>
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<tr>
<td>1300</td>
<td>Pre-conference Workshops continue until 1700</td>
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<tr>
<td>1800</td>
<td>Official Opening and Welcome Reception</td>
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### WEDNESDAY 5 DECEMBER 2007

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<td>ANZAM Stream Awards</td>
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<td>0900</td>
<td>Keynote Speaker</td>
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<td>Morning tea</td>
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**CONCURRENT SESSIONS ONE**

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**CONCURRENT SESSIONS TWO**
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<td>0900</td>
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<td>0845</td>
<td>ANZAM Stream Awards</td>
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<td>Close of Conference</td>
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<tr>
<td>1830</td>
<td>Harbour Cruise and Dinner (Optional)</td>
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Appendix 11 Guidelines for Session Chairs

Australian and New Zealand Academy of Management Conference

A-B December 20XY; City, Country

Instructions for Session Chairs

Many thanks for your assistance with this Conference by acting as a Session Chair. Your role is to introduce the presenters, facilitate a brief discussion following each presentation, and keep to the timetable scheduled in the Conference Programme.

- Please meet your presenters before the session is due to start if possible and make sure that their power point slides are loaded onto the computer. Also make sure that they know the timing allowed (up to 15 minutes (maximum) to present and up to 5 minutes for Q&A) and how you will signal warnings;
- Introduce the presenter and the paper very briefly;
- After 12 minutes, hold up the 3-minute warning sign, so that the presenter knows the time is almost up;
- Stand up and move into view (as needed) to transition to the questions/discussion time;
- Help to co-ordinate the discussion by signalling who speaks next (if needed);
- Thank the presenter;
- Introduce the next presenter etc.
- At the end of the session, thank all of the presenters again and the audience!

You can help to keep the conference programme on track by starting your session on time. Have the presenters sit down the front and advise them to be ready to start straight away. You may need to help them to load power point files before they begin.

You are required to keep to the sequence and timing of papers scheduled in the Conference Programme as this enables people to move between sessions in different rooms for specific papers of interest to them. This means that if any of the presenters in your session does not appear, you need to announce this unexpected situation and take a break or facilitate an informal discussion etc. until the scheduled start time of the next presenter.

Also, please do not change the sequence or timing of presenters from the advertised Conference Programme.

Thanks very much for your help with this key role!

{Insert Name}
ANZAM 20XY Conference Convenor

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Appendix 12 ANZAM Award Presentation Notes

Stream Awards are usually presented during keynote sessions. The following awards are normally presented at the ANZAM Conference Dinner.

1 Distinguished Membership

a) Introductory comments from the ANZAM President

Distinguished membership is conferred on those members who have demonstrated an advanced standing in any or all of the avenues of management research, scholarship, education and leadership. Distinguished membership is available to members with at least five consecutive years of membership.

b) Presentation of the award the ANZAM President.

Sample of text for ANZAM Distinguished Membership 2006 is produced below:

Professor Richard Dunford and Professor Liz Fulop are the recipients of the Distinguished Member Awards for 2006. Distinguished membership is conferred on those members who have demonstrated an advanced standing in any or all of the avenues of management research, scholarship, education and leadership. There is no doubt that both Richard and Liz have made significant contributions to management research and scholarship and demonstrated leadership in management education, making them worthy recipients of the awarding of the title of Fellow of ANZAM.

Professor Richard Dunford (BA (Hons), BCA, PhD (ANU))

Richard is currently Deputy Dean and Professor of Management at the Macquarie Graduate School of Management, and has held senior academic appointments in both New Zealand and Australia, including Professor of Management at the University of Western Sydney, Professor of Management at Victoria University of Wellington, and Associate Professor of Management at the University of Technology, Sydney. He has also held full-time positions outside universities, both in the private sector (oil industry) and in the public sector (technology policy). His international standing is evident in his recent appointment to the EQUIS Accreditation Panel for two universities.

Richard is an active researcher having authored/co-authored over sixty publications (books, monographs, chapters, refereed articles, refereed conference proceedings) including papers in the leading international journals Administrative Science Quarterly, Academy of Management Review, and the Journal of Organisational Behaviour and Organisation Studies. Richard has been awarded a number of best paper awards in journals and conference proceedings for his research. As well, he has been successful in attaining many ARC and other nationally competitive research grants. His outstanding scholarship and strong communication skills have meant that Richard’s research is not confined to academic journals alone; rather his work is cited in the business press too, making it more widely accessible to managers.

Professor Liz Fulop (Cert.Teach, BA (Hons), PhD (UNSW))
Liz is currently Dean of Research and Professor of Management at the Griffith Business School. She has co-authored a number of textbooks on critical management that have achieved international success and have significantly impacted on management education. Liz has led the way in curriculum development in many of the universities with which she’s been involved – the University of Western Sydney, the University of Wollongong as well as at Griffith University. For instance, she pioneered the first web-based delivery of an undergraduate common-core management subject at the University of Wollongong for which the University received a teaching excellence award. When she was appointed as Foundation Head of Department of Management and Administration at University of Western Sydney, Nepean (1987 – 1990), Liz was one of the first women to hold a headship position in management in Australia.

Liz’s research interests include gender, interorganizational relations and R&D management, health leadership, critical management, management learning and regional organisations, with her work being published in a diverse range of international and national journals. In both 2004 and 2005, Liz was the recipient of ANZAM best paper awards. Liz’s high standing in the research community was recently recognised in her invitation to be a member of the RQF Technical Working Group on Research Impact in 2006.

Both Richard and Liz have also been elected members of the ANZAM Executive at different times – Richard from 2002-2003 and again for 2007, and Liz from 2001-2004 (including Treasurer from 2002-2004).

We are very pleased to welcome Richard Dunford and Liz Fulop as Fellows of the Australian and New Zealand Academy of Management.

### 2. Life Membership

a) Introductory comments from the ANZAM President.

Life membership recognises those members who have rendered meritorious service in advancing the objectives of ANZAM.

b) Presentation of the award by the ANZAM President.

### 3. ANZAM Research Fellows

a) Introductory comments from the ANZAM President.

ANZAM Research Fellows are ANZAM members with a distinguished record in research. They are appointed by the ANZAM Executive for three years and are eligible for re-appointment for another three years. The primary role of the ANZAM Research Fellows is to mentor current ANZAM members who are early career researchers, especially PhD and DBA students, in developing their career and research profile. ANZAM Research Fellows are not meant to replace, but rather to complement, the role of the formal supervisor within the student researcher’s own
institution. A plaque is usually presented to a Research Fellow upon finishing his/her three year term.

b) Presentation of plaque(s) by the ANZAM President/President Elect.

4 Service Recognition Certificate to the Conference Chair

a) Introductory comments from the ANZAM President thanking the Conference hosting institution and the Conference Chair.

b) Presentation of the Certificate to the Conference Chair by the ANZAM President.

5. Pearson Education ANZAM Management Educator of the Year Award

a) Introductory comments from Pearson Education spokesperson on the Award and its importance.

b) Presentation of the award by the Pearson Education spokesperson.

Note, recipient is to be advised that Oscar style acceptance speech is not allowed.

Sample comments from Chair of the selection panel 2006: Professor Alan Brown, President of ANZAM are produced below:

This year the recipient is Dr Neil Paulson of the University of Queensland Business School

Dr Paulson became an academic following a 25 year career in psychology and counselling, drug rehabilitation and youth work, human resource development, consultancy and as a senior manager. He completed his PhD at the University of Queensland in 2002.

He has taught and is teaching subjects which include: organisational behaviour, leadership, change management, research methods and organisational studies.

His student evaluations indicate that his strengths are; encouraging deep learning/understanding in students, improving student learning skills. Giving adequate feedback and treating students with respect.

Apart from the high student evaluation scores, his colleagues indicate that he shows thorough preparation, confident presentation and a personable approach to his students. He is flexible in his approach to using various learning approaches including; cases, experiential exercises, slides and class discussions.

Whilst not only an excellent teacher, Dr Paulson highlights the important links between research and teaching and that you can be both a good teacher and good researcher. Furthermore, the research helps inform the teaching in his principal areas of research; team processes, culture change and communication.

As a researcher he is a team member on several ARC grants, has refereed journal publications, an edited book, book chapters and conference papers. He also supervises a number of doctoral students.
6  Tilde University Press ANZAM Early Career Researcher Award (new in 2007)
   a) Introductory comments from Tilde University Press spokesperson on the Award and its importance.
   b) Presentation of the award by the Tilde University Press spokesperson.

7  ANZAM Award for Best Doctoral Dissertation (new in 2007)
   a) Introductory comments from the ANZAM President/ President Elect OR the sponsor if there is one.
   b) Presentation of the award by the ANZAM President/ President Elect OR the sponsor if there is one.

8  ANZAM Award for Research Supervision Excellence (a sponsor to be lined up in 2008)
   a) Introductory comments from the sponsor’s spokesperson on the Award and its importance.
   b) Presentation of the award by the sponsor’s spokesperson.

9.  ANZAM Best Paper Award
   a) Introductory comments from the ANZAM Conference Convenor.
   b) Presentation of the award by the ANZAM Conference Convenor
## Conference Evaluation Form

Completing this questionnaire will help in the future planning of the Annual Conference. Your input is appreciated.

Tick a box 1 = Poor 2 = Fair 3 = Adequate 4 = Good 5 = Excellent

<table>
<thead>
<tr>
<th>ITEM</th>
<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td><strong>Academic Programme</strong></td>
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<td>- Quality of Programme Content</td>
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<td>- Relevance of Programme to You</td>
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<td>- Workshop/Symposia Sessions</td>
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<td>- Dorothy Leonard (Harvard)</td>
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<td>- John Bessant (Imperial College)</td>
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<td><strong>Social Programme</strong></td>
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<td>- Welcome Reception</td>
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<td>- Conference Dinner</td>
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<td><strong>Networking Opportunities</strong></td>
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<td><strong>Conference Organisation</strong></td>
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<td>- Review Process</td>
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<td>- Accommodation</td>
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<td><strong>Communication</strong></td>
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<td>- Conference Documentation</td>
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<td>- Pre-conference Communications</td>
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<td>- During the Conference</td>
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List three main highlights of this conference for you? Suggest potential improvements for next year?

Which of the Conference Streams did you attend the most?

1. Knowledge Management and Intellectual Capital (KMIC)
2. Networks, Clusters, Collaboration and Social Capital (NCC)
3. Critical Management Studies (CMS)
4. Entrepreneurship and Small Business (ESB)
5. Gender and Diversity in Organisations (GDO)
7. International Management (IM)
8. Management Education and Development (MED)
9. Marketing and Communication (M&C)
10. Organisational Behaviour (OB)
11. Organisational Change (OC)
12. Public Sector and Not-for-Profit (PSN)
13. Research Methods (RM)
14. Strategic Management (SM)
Thank YOU very much for your feedback on the 21st ANZAM Conference!
Appendix 14 ANZAM Doctoral Workshop: Call for Participants (December 2006)

ANZAM Doctoral Workshop - 2006

The ANZAM Doctoral Workshop will take place on Tuesday 5 (Full Day) and Wednesday 6 (half day) December 2006 at the Rydges Cappricorn Resort, Yeppoon, preceding the Annual ANZAM Conference.

The aim of the Doctoral Workshop is to provide the opportunity for doctoral students in Management to discuss their doctoral work in progress and interact with leading scholars and peers in a supportive environment. The overall objective is to promote excellence in doctoral research throughout the region.

The programme includes presentations and discussion on topics directly relevant for PhD students covering all stages of the research process (from literature reviews, theory development, research methodology and methods, through to writing up and examination processes).

Who should attend?

Students at all levels of PhD study are invited to attend the Workshop.

There will be opportunities for students to participate in roundtable discussions on their research.

It is hoped that students will benefit from the Doctoral Workshop by gaining a better understanding of what constitutes high quality doctoral research and by being exposed to a range of research questions and methodologies that relate to their work. In addition, students will benefit from interacting with their peers and members of the ANZAM academic community.

Note, doctoral students do not have to be presenting their thesis research to attend this Workshop.

Registration for the Doctoral Workshop

Attendance at the Doctoral Workshop is free but limited to current ANZAM members in 2007 (1 December 2006 – 30 November 2007).

If you are attending the ANZAM 2006 Conference, your registration will include 2007 ANZAM membership. All you have to do to attend this Workshop is to complete the Doctoral Workshop registration form and return it to Warren Staples (email: warren.staples@rmit.edu.au).

If you are attending only the Doctoral Workshop and not the ANZAM 2006 Conference, you will have to have your ANZAM membership registered/renewed for 2007 before attending the Doctoral Workshop. You should return your completed Doctoral Workshop registration form to Warren Staples (email: warren.staples@rmit.edu.au). Peggy Hui from the ANZAM Secretariat will contact you regarding your ANZAM membership registration/renewal.

ANZAM membership fees for 2007 will be free for Full Time students attending the Doctoral Workshop (upon production of documentary evidence) and $115 (plus GST) for others.

Any queries regarding the Doctoral Workshop can be directed to:

Warren Staples
Phone: +61 3 9925 5964
Email: warren.staples@rmit.edu.au

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Questions regarding ANZAM membership can be directed to:

Peggy Hui  
Phone: +61 2 9514 5582  
Email: anzam@uts.edu.au
Appendix 15 ANZAM Doctoral Workshop: Reminder Call for Participants (Dec. 2006)

Dear Research Students

The ANZAM Doctoral Workshop (December 5-6) will again be an important part of this year’s ANZAM 2006 conference (December 7-9) being hosted by the University of Central Queensland http://www.anzam.cqu.edu.au/

The workshop will start on Tuesday December 5th at 9.00am and run for one and a half days. It will feature a mix of presentations from keynote speakers, students, ANZAM Research Fellow Faculty and esteemed scholars including:

Prof Neal Ashkanasy - University of Queensland
Prof John Brocklesby - Victoria University of Wellington
Prof Alan Brown - Edith Cowan University
Prof Susan Cartwright - University of Manchester
Prof Ray Cooksey - University of New England
Prof Delwyn Clark - Waikato University
Prof Peter Dowling - Victoria University of Wellington
Prof Gael MacDonald - UNITEC, New Zealand
Prof Amrik Sohal - Monash University
Prof Tricia Vilkinas - University of South Australia

The workshop aims to provide opportunities for professional development and networking plus the opportunity for students to receive valuable feedback on their work from experienced peers in a supportive environment.

This workshop is specifically for Higher Degree by Research students and is free for ANZAM members and attendance is limited to ANZAM members.

Further details about the workshop including the Draft Program and Registration Form can be found at http://www.anzam.uts.edu.au/DocWorkshop/Dec06DocWorkshop.htm

If you are interested in attending the Doctoral Workshop please fill in the Registration Form and send it to Warren Staples warren.staples@rmit.edu.au.

What: ANZAM Doctoral Workshop
When: December 5 & 6
Where: Rydges Capricorn Resort Yeppoon
Contact: warren.staples@rmit.edu.au

Please forward this email to any of your colleagues or friends who may be interested in this Doctoral Workshop.

---------------------------------------------------------------
Warren Staples
ANZAM Doctoral Student Representative
RMIT University
ph: +61 3 9925 5964
fax: +61 3 9925 1406
Email: warren.staples@rmit.edu.au
---------------------------------------------------------------

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Dear Research Students

The Australian and New Zealand Academy of Management (ANZAM) will be running a Mid-year Doctoral Workshop (June 5-6) in addition to the Doctoral Workshop being held as part of this years ANZAM 2007 conference (December 3 & 4). This workshop is sponsored and hosted by the Department of Management, Faculty of Business and Economics, at Monash University.

The midyear workshop will start on Tuesday June 5th at 9.00am and run for one and a half days. It will feature presentations from ANZAM Research Fellow Faculty on methodology and candidature related issues.

The workshop aims to provide opportunities for professional development and networking plus the opportunity for students to talk about their research with experienced peers in a supportive environment.

This workshop is specifically for Higher Degree by Research students. No registration/ attendance fee is charged but you have to be a current member of ANZAM to be able to attend. ANZAM Membership fees are $75 (plus GST) for full time students (subject to production of documentary proof) and $115 (plus GST) for others. Pro-rata membership fees (half of the full rates) are available to first time members.

A program for the Workshop is attached. Further details about the workshop including the Registration Form can be found at http://www.anzam.uts.edu.au/

If you are interested in attending the Doctoral Workshop please:

1. (If you are not a member) register for ANZAM membership by filling in the online membership form at: http://www.anzam.uts.edu.au/membership/index.php; OR

2. (If you are a lapsed member or not sure) contact Peggy Hui in the ANZAM Secretariat (Phone: +61 2 9514 5582, Email: anzam@uts.edu.au) to renew/confirm your ANZAM membership. You'll need your ANZAM member number to register for the Doctoral Workshop; AND

3. Fill in the registration form and send it to Warren Staples warren.staples@rmit.edu.au by 25 May 2007.

What: ANZAM Midyear Doctoral Workshop
When: June 5 & 6
Where: Rooms N1.03 and N1.05 - Building N, Caulfield Campus, Monash University

Contact: warren.staples@rmit.edu.au, or phone +61 3 9925 5964

Please forward this email to any of your colleagues or friends who may be interested in this Workshop. Enquires about ANZAM membership should be directed to Peggy Hui and those on the Workshop to Warren Staples.

Regards
Peggy Hui
ANZAM Secretariat

C/- School of Management
University of Technology, Sydney

ANZAM Conference Organising Guidelines
The ANZAM 2007 Conference, hosted by University of Western Sydney, will be held in Sydney, Australia on 4-7 December. More details are at the conference website http://www.promaco.com.au/2007/anzam/.
Appendix 17  ANZAM Doctoral Workshop: Email for Academic Contributors

Email Sent to: ANZAM Research Fellows and ANZAM Executive

Hello All,

As you are all aware the Mid-year Doctoral Workshop is coming up in June 5 & 6, to be hosted by Monash University at their Caufield campus.

As a reminder, the programme for the doctoral workshop includes presentations and discussions on topics directly relevant for PhD students on the stages of the research process (from literature reviews, theory development, research methodology and methods, through to writing up and examination processes). Faculty presenters are expected to attend the whole workshop to interact with students and engage in the discussion sessions, as well as doing their own presentation.

For planning purposes, I was wanting to get an indication who of you will be able to attend and the topics you would like to present this time.

I hope you are all well

Cheers

Warren

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Warren Staples
PhD candidate - Centre for Management Quality Research
RMIT University
ph: +61 3 9925 5964
fax: +61 3 9925 1406

Doctoral Student Representative - ANZAM Executive
21st ANZAM 2007 Conference,
Sydney Australia,
4-7 December 2007
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### ANZAM Mid-Year Doctoral Workshop Programmes, 2006-2007

#### ANZAM MIDYEAR DOCTORAL WORKSHOP – 5 JUNE 2007 DAY 1

**Day 1- Morning Session – Tuesday 5th June 2007**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker(s) and Affiliation</th>
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<tbody>
<tr>
<td>9:00am</td>
<td>Registration</td>
<td>Amrik Sohal, ANZAM Executive</td>
</tr>
<tr>
<td>9:00am</td>
<td>“Getting acquainted with the major qualitative traditions”</td>
<td>Bernadine Van Gramberg, Victoria University</td>
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<td>“Flavouring Your Research with Numbers: The Road from Measurement to</td>
<td>Brian Cooper, Monash University</td>
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<td></td>
<td>Analysis”</td>
<td>Ray Cooksey, University of New England</td>
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<tr>
<td>10:25am</td>
<td>Morning Tea</td>
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<tr>
<td>10:50am</td>
<td>Research Colloquium: Student Introductions</td>
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<tr>
<td>11:50am</td>
<td>“Questionnaire scale construction and validation”</td>
<td>Brian Cooper, Monash University</td>
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<td>Ross Donohue, Monash University</td>
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<tr>
<td>12:50pm</td>
<td>Lunch</td>
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#### Day 1- Afternoon Session – Tuesday 5th June 2007

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker(s) and Affiliation</th>
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<tbody>
<tr>
<td>1.30pm</td>
<td>“Survival in the Methodological Jungle”</td>
<td>Ray Zammuto, University of Melbourne</td>
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<td>Terry Connolly, University of Arizona</td>
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<td>2.30pm</td>
<td>“Writing your theoretical model development chapter”</td>
<td>Charmine Hartel, Monash University</td>
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<td>3.30pm</td>
<td>Afternoon Tea</td>
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<tr>
<td>4.00pm</td>
<td>“How to Publish Outputs from your Doctorate”</td>
<td>Gael McDonald, UNITEC</td>
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Welcome Reception (as part of the ANZAM Operations Management Conference)

#### ANZAM MIDYEAR DOCTORAL WORKSHOP – 6 JUNE 2007 DAY 2

**Day 2- Morning Session – Wednesday 6th June 2007**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>9:00am</td>
<td>“Combining Qualitative &amp; Quantitative Methods”</td>
<td>Ray Cooksey, University of New England</td>
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<tr>
<td>10:00am</td>
<td>“Casing the joint - the use of case study method in business research”</td>
<td>Andy Smith, Charles Sturt University</td>
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<tr>
<td>11:00am</td>
<td>Morning Tea</td>
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<tr>
<td>11:30am</td>
<td>“An examiner’s perspective on what makes a good PhD”</td>
<td>Alan Brown, Edith Cowan University</td>
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<td>Cause Mapping as a Research Methodology for Understanding</td>
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<td></td>
<td>Contextualised Thinking &amp; Observation</td>
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<td></td>
<td>Ray Cooksey, University of New England</td>
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<td>12:30pm</td>
<td>Close</td>
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- Please note that all sessions will take place in N1.03 and N1.05 (Caulfield Campus Monash University: Building N, Map reference B2)
### ANZAM MIDYEAR DOCTORAL WORKSHOP – 20 JUNE 2006 DAY 1

**Day 1- Morning Session – Tuesday 20th June 2006**

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<tr>
<td>9:00am</td>
<td>Registration</td>
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<tr>
<td>9:15am</td>
<td>Welcome Alan Brown, President ANZAM</td>
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<td>9:30am</td>
<td>“Navigating the Complexities of Management PhD Research” Ray Cooksey, University of New England</td>
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<td>10:30am</td>
<td>Morning Tea</td>
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<td>10:45am</td>
<td>Research Colloquium: Student Introductions</td>
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<td>11:50am</td>
<td>“From Methodological to Statistical Considerations in Research” Kosmas Smyrnios, RMIT University</td>
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<td>12:50pm</td>
<td>Lunch</td>
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**Day 1- Afternoon Session – Tuesday 20th June 2006**

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<th>Time</th>
<th>Session</th>
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<tr>
<td>1.50pm</td>
<td>“Getting acquainted with the major qualitative traditions” Bernadine Van Gramberg, Victoria University Brian Cooper, Monash University</td>
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<tr>
<td>3.40pm</td>
<td>Afternoon Tea</td>
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<tr>
<td>4.00pm</td>
<td>“Writing for Publication” Allison Sheridan University of New England</td>
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Please note that all sessions will take place in the Multifunction Room in the School of Graduate Studies (University of Melbourne: Building 198 - Level 2 Map reference).

### ANZAM MIDYEAR DOCTORAL WORKSHOP – 21 JUNE 2006 DAY 2

**Day 2- Morning Session – Wednesday 21st June 2006**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am</td>
<td>“Presenting and publishing your research through the Academy of Management” Neal Ashkanasy, University of Queensland</td>
</tr>
<tr>
<td>10:30am</td>
<td>Morning Tea</td>
</tr>
<tr>
<td>10:45am</td>
<td>“How to build networks and publish in management” Anne-Wil Harzing, University of Melbourne</td>
</tr>
<tr>
<td>12:30pm</td>
<td>Lunch</td>
</tr>
</tbody>
</table>

**Day 2- Afternoon Session – Wednesday 21st June 2006**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.30pm</td>
<td>“How to negotiate an academic job” Sebastian Reiche &amp; Hugh Bainbridge, University of Melbourne</td>
</tr>
<tr>
<td>2.30pm</td>
<td>“The Job Application Process: CVs &amp; Cover letters” Adam Barsky, University of Melbourne</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Afternoon Tea</td>
</tr>
<tr>
<td>3.15pm</td>
<td>“Applying for jobs in North America” Christina Scott-Young, University of Melbourne</td>
</tr>
<tr>
<td>3.45pm</td>
<td>“Hiring in North America” Ray Zammuto, University of Melbourne</td>
</tr>
<tr>
<td>4.15pm</td>
<td>Panel Session: “Searching for a job” Ray Zammuto, Anne-Wil Harzing &amp; Adam Barsky University of Melbourne Julian Teicher, Monash University Alan Brown, Edith Cowan University Neal Ashkanasy, University of Queensland Ray Cooksey, University of New England</td>
</tr>
<tr>
<td>4.15pm</td>
<td>5:30pm</td>
</tr>
</tbody>
</table>
Appendix 19  ANZAM Mid-Year Doctoral Workshop: Responsibilities of Host Institutions

1. Introduction

1.1 The purpose of this document is to provide basic information about mid-year Doctoral Workshops and to clarify the expectations and responsibilities for host institutions.

1.2 The over-riding aim of ANZAM’s Doctoral Workshops is to develop research capabilities in new and emerging researchers in the region.

2. Background

2.1 ANZAM mid-year Doctoral Workshops are one and a half day events that are normally held in advance of the June meeting of the Executive Committee. The reason for this timing is to take advantage of the availability of the ANZAM Executive Committee members for participation in the workshop.

2.2 Since the Executive Committee meeting are normally held in Sydney, Melbourne, Auckland or Wellington, it is expected that the Doctoral Workshop will be held at a higher education institution in one of these cities.

2.3 The purpose of mid-year Doctoral Workshops is to provide management research students (usually but not exclusively doctoral students) with an opportunity for networking among their colleagues, to make a presentation on their research, to receive feedback from their colleagues and established researchers, and to develop relationships with ANZAM Research Fellows that can complement the relationships that they have with their academic supervisors.

2.4 Typically, Doctoral Workshops will involve presentations from esteemed researchers and ANZAM Research Fellows on topics of interest to research students.

3. Costs of Attendance

3.1 Students attending mid-year Doctoral Workshops are not expected to pay a fee for the Workshop. Instead they are required to take out membership of ANZAM. New members joining at mid-year, pay a pro-rata 50% membership fee. A registration form is provided on the ANZAM website for this purpose.

3.2 Full-time students have Associate Membership and all others have Professional Membership of ANZAM.

3.3 Participants should finalise their membership status with the ANZAM Secretariat before they register for the Workshop.

3.4 Current members will be required to provide a member number on the registration form.

3.5 Participants are required to make their own accommodation arrangements.

4. Expectations of the Host Institution

4.1 The host institution will provide adequate physical facilities for the event. Typically this will include one lecture theatre (or equivalent) that can accommodate up to 50 participants, as well as one additional smaller room that can accommodate 25 participants for parallel sessions.

4.2 Each room will have adequate overhead and data projection facilities.
The Host Institution will provide appropriate refreshments and lunch on both days, as well as a low cost informal dinner at the end of the first day.

4.4 By the end of March in the year of the event, and in association with the ANZAM Doctoral Students Representative, and the Chair of the Research & Research Training sub-committee, the Host Institution will nominate an individual – normally an ANZAM member and senior academic – to act with the Doctoral Students representative as joint Workshop Convenor.

4.5 In association with the ANZAM Doctoral Students Representative, with the ANZAM Secretariat, with the Chair of the Research & Research Training sub-committee, and with the ANZAM Research Fellows, the Workshop Convenor will put together a provisional programme and advertise the event through the normal channels including the ANZAM newsletter and electronic bulletins, at least by 31st March in the year of the event.

4.6 Upon receipt of registrations, the Workshop Convenor and the ANZAM Doctoral Students representative will finalise the programme.

5.0 Registration Process

5.1 Add some notes here...

Prepared by John Brocklesby for Research & Research Training sub-committee
Approved, subject to minor revisions, ANZAM Executive March 2007
## ANZAM DOCTORAL WORKSHOP – 6 DECEMBER 2005 DAY 1

### Day 1- Morning Session – Tuesday 6th December 2005

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am</td>
<td>Registration and Pre Conference Tea &amp; Coffee</td>
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<tr>
<td>9:30am</td>
<td>Welcome</td>
<td>Peter Dowling, President ANZAM</td>
</tr>
<tr>
<td>9:35am</td>
<td>Navigating the Complexities of Management PhD Research</td>
<td>Ray Cooksey, University of New England</td>
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<tr>
<td>10:00am</td>
<td>Student Presentations 1 – Michigan Room</td>
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</tr>
<tr>
<td>10:05am</td>
<td>The examination of executive coaching for effective transfer or leadership and management development</td>
<td>Jawad Syed, Macquarie University</td>
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<td>10:30am</td>
<td>Beverley McNally, Victoria University Wellington</td>
<td>Faiza Ali, Macquarie University</td>
</tr>
<tr>
<td>9:35am</td>
<td>Welcome</td>
<td>Peter Dowling, President ANZAM</td>
</tr>
<tr>
<td>10:30am</td>
<td>Prospects for equal employment opportunity for women in Islamic society</td>
<td></td>
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<tr>
<td>10:35am</td>
<td>Beverly McNally, Victoria University Wellington</td>
<td></td>
</tr>
<tr>
<td>11:00am</td>
<td>Morning Tea</td>
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<tr>
<td>11:30am</td>
<td>Student Presentations 3 – Michigan Room</td>
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<tr>
<td>11:35am</td>
<td>Sanjay Bhowmick, University of Auckland Internationalisation of technology SMEs</td>
<td>Ruby Ma, Deakin University</td>
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<tr>
<td>11:30am</td>
<td>Understanding the impact of culture and interpersonal skills in Sino-Australian business relationships.</td>
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</tr>
<tr>
<td>11:40am</td>
<td>Jo Kelly, University of Western Sydney</td>
<td>Kelly Fisher, Monash University</td>
</tr>
<tr>
<td>12:15am</td>
<td>A case study analysis of the dynamics of the management and control process of successful business networks: A multi party perspective in a SME environment</td>
<td>Cross cultural military leadership within a coalition context</td>
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<tr>
<td>12:45am</td>
<td>Peter Bryant, University of Sydney</td>
<td>Christina Scott-Young, University of Melbourne</td>
</tr>
<tr>
<td>1:00am</td>
<td>Lunch</td>
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</tr>
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<td>1:30pm</td>
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### Day 1- Afternoon Session – Tuesday 6th December 2005

<table>
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<tr>
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<tbody>
<tr>
<td>1:30pm</td>
<td>Contextualization in international management research</td>
<td>Anne Tsui, Arizona State University</td>
</tr>
<tr>
<td>2:15pm</td>
<td>Student Presentations 4 – Michigan Room</td>
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<tr>
<td>2:40pm</td>
<td>Marilyn Wells, University of Western Sydney</td>
<td>Hassan Kharoubi, Macquarie University</td>
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<tr>
<td>2:45pm</td>
<td>Marian Wells, University of Western Sydney</td>
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ANZAM Conference Organising Guidelines 98
<table>
<thead>
<tr>
<th>Time</th>
<th>Session Title</th>
<th>Speaker(s)</th>
</tr>
</thead>
</table>
| 2:40pm | Perceptions of Knowledge Gatekeepers                                        | Silvia Nelson, Griffith University  
Making fun: work and organisational practices on Australian theme parks | Correlation between Firm’s Strategic Factors, Export Activity and Firm’s Economic performance | Robyn Morris, QUT  
Employee Work Motivation and Discretionary Work Effort |
| 3:05pm | “There were times when I could not stop crying”: The role of strategic HRM in knowledge transfer from MNE headquarters to subsidiary employees | Marissa Edwards, University of Queensland  
"There were times when I could not stop crying": Understanding the Emotional Antecedents and Consequences of Silence and Whistleblowing in the Context of Affective Events Theory |  
Chair: Brian Delahaye                                                                 | Sachiko Yamao, Monash University  
The role of strategic HRM in knowledge transfer from MNE headquarters to subsidiary employees | Chair: Ray Cooksey |
| 3:30pm | Afternoon Tea                                                                 |                                                                                                                                           |                                                                                                    |                                                                                                           |
| 3:50pm | Getting Published                                                            | Neal Ashkanasy, University of Queensland  
Anne Tsui, Arizona State University                                                                                                          |                                                                                                    |                                                                                                           |
| 4:35pm | Getting a Job – Planning a Career                                            | Peter Dowling, University of Canberra  
Barry Gerhart, University of Wisconsin  
Gael McDonald, UNITEC  
Amrik Sohal, Monash University  
Anne Tsui, Arizona State University                                                                                                      |                                                                                                    |                                                                                                           |
<p>| 5:15pm | Reception ANZAM                                                                |                                                                                                                                           |                                                                                                    |                                                                                                           |</p>
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<tr>
<th>Time</th>
<th>Session</th>
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<tr>
<td>9:00am</td>
<td>Modelling Human Resource Management and Business Performance Linkages</td>
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<td>Student Presentations 6 – Michigan Room</td>
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<tr>
<td>9:40am</td>
<td>Student Presentations 7 – Geneva Room</td>
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<tr>
<td>9:45am</td>
<td>Knowledge Management in the Australian and Thai Logistics Industry</td>
</tr>
<tr>
<td>9:45am</td>
<td>Experiences of personal spiritual growth of employees in the context of organisational transformation/change programs</td>
</tr>
<tr>
<td>9:45am</td>
<td>Kate Hughes, Macquarie University</td>
</tr>
<tr>
<td>9:45am</td>
<td>Ekaterina Zhuravleva, Macquarie University</td>
</tr>
<tr>
<td>10:00am</td>
<td>The role of individuals in driving organisational response to environmental issues</td>
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<tr>
<td>10:00am</td>
<td>Huong Ha, Monash University</td>
</tr>
<tr>
<td>10:00am</td>
<td>“Three-sector governance system” model to address</td>
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<tr>
<td>10:00am</td>
<td>consumer protection in business-to-business e-commerce in</td>
</tr>
<tr>
<td>10:00am</td>
<td>Victoria, Australia</td>
</tr>
<tr>
<td>10:00am</td>
<td>Chair: Anne Tsui</td>
</tr>
<tr>
<td>10:35am</td>
<td>Morning Tea</td>
</tr>
<tr>
<td>10:35am</td>
<td>Doing Processual Research in Organizations</td>
</tr>
<tr>
<td>10:35am</td>
<td>Patrick Dawson, University of Aberdeen</td>
</tr>
<tr>
<td>11:00am</td>
<td>Interviews and analysis of qualitative data</td>
</tr>
<tr>
<td>11:00am</td>
<td>Brian Delahaye, QUT</td>
</tr>
<tr>
<td>11:00am</td>
<td>Doing Discourse Analysis</td>
</tr>
<tr>
<td>11:00am</td>
<td>Deborah Jones, Victoria University of Wellington</td>
</tr>
<tr>
<td>1:00pm</td>
<td>Close &amp; Lunch</td>
</tr>
</tbody>
</table>
Appendix 21 ANZAM Doctoral Workshop Evaluation Form

Thank you for your participation in the ANZAM Doctoral Workshop. In order to ensure that we are providing the best possible support for our emerging scholars, we would appreciate your assistance to complete the following evaluation form.

Please return your completed evaluation to the Doctoral Workshop organiser at the end of the Workshop.

1. Of the sessions of this Doctoral Workshop that you attended, which TWO did you find most valuable, and please explain why?

2. What specific topics would you like to see covered in the next Doctoral Workshop?

3. Any comments on the organisation of this Doctoral Workshop?

4. Any other comments?

Thanks very much indeed for your participation in this Doctoral Workshop and for taking time to provide us with this feedback!

ANZAM Executive
REGISTRATION FORM

21st ANZAM Conference
Softtel Wentworth Sydney 4-7 December 2007

DELEGATE INFORMATION

Mr/Mrs/Ms/Dr/Prof  First name: ........................................................................

Family name: .........................................................................................

Position: .................................................................................................

Organisation: ...........................................................................................

Postal address: ........................................................................................

............................................................................................................. City/Town: ............................................................


Tel (Bus): .......................... (Hm): ........................................................

Fax (Bus): .......................... Mobile: ..................................................

Email: ....................................................................................................

Special needs (dietary / disabled etc) ......................................................

.................................................................

REGISTRATION FEES

(Fees include GST) ................................................................................

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<tr>
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<tr>
<td>Full Registration</td>
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<td>@ A$1089 ($99 GST)</td>
</tr>
<tr>
<td>Student Registration</td>
<td>@ A$616 ($56 GST)</td>
<td>@ A$715 ($65 GST)</td>
</tr>
</tbody>
</table>

FULLTIME STUDENTS to have completed by their Head of Department

I hereby certify that ................................................................. is a fulltime student.

Head of Department: .................................................................

Department: ....................................................................................

Institution: ......................................................................................

Signed: ............................................................................................ Date: ..........................

MEMBERSHIP: The full delegate registration fee includes: Welcome Reception, Gala Dinner* (not included for student registration), all lunches, morning and afternoon teas, conference proceedings and program plus satchel, plus access to all Plenaries, the Industry Panel, all Parallel streams and Workshop Sessions. The full delegate registration also includes 12 months ANZAM membership from 1 December 2007 to 30 November 2008.

ANZAM Membership is A$75 for fulltime students attending this conference (upon production of satisfactory documentary evidence) and A$115 for others.

All conference registrants are invited to attend the ANZAM Annual General Meeting held during this conference.

ANZAM Conference Organising Guidelines
SOCIAL PROGRAM

To assist with planning, please indicate (tick) the functions you will attend.

Tuesday 4 December 2007

WELCOME RECEPTION - 6.00pm
Sofitel Wentworth Hotel, Sydney
- Full and Student Registration (included)
- Tickets @ A$55 ($5 GST) each x ___

Thursday 6 December 2007

CONFERENCE GALA DINNER
Sofitel Wentworth Hotel, Sydney - 7.00pm
- Full Registration (included) / *(Not included for Student Registration)
- Tickets @ A$110 ($10 GST) each x ___

Friday 7 December 2007

SYDNEY HARBOUR CRUISE (optional)
7.00pm
- Tickets @ A$99 ($9 GST) each x ___

ACCOMMODATION

(Please book by Friday 2 November)

All bookings require a deposit of one night’s tariff and a credit card number for guarantee. The deposit is non-refundable and may be forfeited at the hotel’s discretion, if you cancel within 35 days of the date required or, if you do not arrive on the date you have nominated.

It is recommended that delegates stay at the conference venue. A limited amount of other accommodation is available the properties listed below.

Please reserve my accommodation at:

1st preference ........................................ 2nd preference ........................................
- Sofitel Wentworth Sydney @ A$240 sgle/dble/twin standard
- The Menzies Sydney @ A$209 sgle/dble/twin standard
- Travelodge Wynyard Sydney @ A$153 sgle/dble/twin standard
- Napoleon on Kent Apartments @ A$135 Studio/A$152 1 Bedroom (based on two persons for 4-7 nts) (Recommended for students)

Room type:  ◐ SINGLE ◐ DOUBLE ◐ TWIN
- STUDIO ◐ 1 BEDROOM ◐ SMOKING ◐ NON-SMOKING

Check-in date: ........................................ Check-out date: ........................................

I will be sharing with: ..............................................................

No. of nights: ........................................ One night deposit: ........................................

NOTE: Delegates are to settle their own accounts. The above rates include GST. Please ask your hotel at check-out for a Tax Invoice for your accommodation.

DOMESTIC TRAVEL

Corporate Travel Management (CTM) offer their services to the ANZAM 2007 Conference. CTM offers the ‘best internet & special fares’ available on Qantas, Jetstar and Virgin Blue. Bookings may also be made directly with CTM consultants via Toll Free number for callers within Australia. A service fee applies.

Contact us and quote your conference code: ANZAM07 Monday to Friday: 9am - 5pm (QLD time) Phone: 1800 630 866 Email: groups@travelctm.com. An on-line booking form is also available from www.promaco.com.au/2007/anzam/CTM will advise you of the the best fare availability and conditions of purchase at the time of making your booking. Insurance is recommended for those travelling with discounted fares.
CONFERENCE STREAMS

For conference planning and membership information, please indicate your top four areas of interest from the streams below (1-4). More information about each steam is available at: www.promaco.com.au/2007/anzam

- Knowledge Management and Intellectual Capital (KMIC)
- Networks, Clusters, Collaboration and Social Capital (NCC)
- Critical Management Studies (CMS)
- Entrepreneurship and Small Business (ESB)
- Gender and Diversity in Organisations (GDO)
- Human Resource Management and Development (HRMD)
- International Management (IM)
- Management Education and Development (MED)
- Marketing and Communication (MC)
- Organisational Change (OC)
- Organisational Behaviour (OB)
- Public Sector and Not-for-Profit (PSN)
- Research Methods (RM)
- Strategic Management (SM)
- Sustainability and Social Issues in Management (SSM)
- Technology, Quality and Operations Management (TQOM)

My key area of interest is: .................................................................

..........................................................................................

At future ANZAM Conferences, I would be willing to be a:

© PAPER REVIEWER for Stream(s): .............................................

© STREAM CHAIRPERSON for Stream(s): ....................................

IMPORTANT TO NOTE

- Registration places will be allocated on a strictly 'first come' payment basis. In the event that space is unavailable you will be notified immediately.

- Cancellation policy: An administration fee of $132 per delegate will apply for cancellations before 2 November 2007. Cancellations made between 2 November and 23 November 2007 will forfeit 50% of the total registration payable (GST included). Cancellations made after 23 November 2007 will not be refunded.

- Accommodation Cancellation Policy: Accommodation cancellations are at the discretion of the hotel selected. All cancellations must be provided in writing to the conference secretariat.

- Insurance disclaimer: Registration fees do not include insurance of any kind. It is strongly recommended that at the time you register for the conference and book your travel, you take out an insurance policy of your choice. The policy should include (1) loss of fees/deposit through cancellation of your participation in the conference; (2) loss through cancellation of the conference; (3) loss of international/domestic air fares through cancellation for any reason including force majeure, medical expenses, loss or damage to person or property, additional expenses; and (4) repatriation should travel arrangements have to be altered. The conference secretariat cannot take any responsibility for any participant failing to arrange his or her own insurance.

Privacy Statement: In registering for this event your relevant details (name, address, telephone, facsimile, email) will be incorporated into a delegate list for the benefit of all delegates and may also be made available to parties directly related to the event such as exhibitors and sponsors and organisers of future conferences. If you do not wish your details to be included on the delegates list, please indicate below.

© NO - Please DO NOT INCLUDE my details on the Delegate List.

This document will be a tax invoice for GST when you make full payment (in accordance with the ATO) - Please retain a copy.
## ANZAM Conference Budget – 2007

**ANZAM CONFERENCE 2007**

**PRELIMINARY BUDGET version 5**

as of October 24 2006

NOTE: all amounts of income and expenditure include GST.

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ANZAM Conference Organising Guidelines
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ANZAM Conference Organising Guidelines 108
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ANZAM Conference Organising Guidelines
### Name Badges/ Tickets (2.50 each)
- 500.00
- 625.00
- 687.50
- 750.00
- 875.00
- 1,000.00
- 1,125.00

### Artwork/ prep’n/ typeset
- 4500.00
- 4500.00
- 4500.00
- 4500.00
- 4500.00
- 4500.00
- 4500.00

### Sponsor Packages
- 300.00
- 300.00
- 300.00
- 300.00
- 300.00
- 300.00
- 300.00

### Papers on CD ($8 each)
- 1600.00
- 2000.00
- 2200.00
- 2400.00
- 2800.00
- 3200.00
- 3600.00

### Artwork/ prep’n/ typeset
- 4500.00
- 4500.00
- 4500.00
- 4500.00
- 4500.00
- 4500.00
- 4500.00

### Sponsor Packages
- 300.00
- 300.00
- 300.00
- 300.00
- 300.00
- 300.00
- 300.00

### Papers on CD ($8 each)
- 1600.00
- 2000.00
- 2200.00
- 2400.00
- 2800.00
- 3200.00
- 3600.00

### Speakers’ Costs
#### Accommodation/ meals
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

#### Air fares/ travel
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- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

#### Allowances
- 0.00
- 0.00
- 0.00
- 0.00
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- 0.00
- 0.00

#### Other
- 0.00
- 0.00
- 0.00
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- 0.00
- 0.00
- 0.00

### Transport
#### Offsite functions
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- 0.00
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- 0.00
- 0.00
- 0.00
- 0.00

#### Other venues
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- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

#### Technical tours
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- 0.00
- 0.00
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- 0.00
- 0.00
- 0.00

#### Airport transfers
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- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

#### Hotel Pickup
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- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

### Venue
#### Conference room hire
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- 35145.00
- 35145.00
- 35145.00
- 35145.00
- 35145.00
- 35145.00

#### Workshops room hire
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- 0.00
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- 0.00
- 0.00

#### Exhibitions space
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- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

#### Technical
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00
- 0.00

#### Other
- 0.00
- 0.00
- 0.00
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- 0.00
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- 0.00

### Exhibition
#### Brochure/ catalogue
- 250.00
- 250.00
- 250.00
- 250.00
- 250.00
- 250.00
- 250.00

#### Booth structure
- 4000.00
- 4000.00
- 4000.00
- 4000.00
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- 4000.00
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ANZAM Conference Organising Guidelines
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<td></td>
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<td>Functions</td>
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<td>0.00</td>
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<tr>
<td></td>
<td>Gifts</td>
<td>0.00</td>
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</tr>
<tr>
<td></td>
<td>Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
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<tr>
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<td>Total Expenditure</td>
<td>272,770.00</td>
<td>305,858.50</td>
<td>322,868.80</td>
<td>338,724.00</td>
<td>372,847.50</td>
<td>404,048.00</td>
<td>436,421.50</td>
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<tr>
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<td>Excess of Income Over Expenditure</td>
<td>-24,344.00</td>
<td>-9,125.50</td>
<td>-2,233.05</td>
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<td>37,354.00</td>
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</tr>
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</table>

ANZAM Conference Organising Guidelines
# Appendix 25 ANZAM Conference Budget Template

**ANZAM CONFERENCE 200X**

*Final Result as of 1st February 200X*

**NOTE:** all amounts of income and expenditure include GST and are reported on a cash basis.

<table>
<thead>
<tr>
<th>Attendance:</th>
<th>Actuals</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Registration (number)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Registration (number)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students - early (number)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students - late (number)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANZAM full members included above (number)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANZAM assoc. members included above (number)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Income ($)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>200  SEED FUNDING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>201  Seed Funding</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>210  Accompanying Persons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>211  Fees</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>220  Bank Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td>221  Cash Management Account</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>222  Control Account</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Bank Interest</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>230  Functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>231  Receipts (eg dinner for non registrants)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>240  Exhibitions (x booths)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>241  Income</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>250  Registrations</td>
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<td></td>
</tr>
<tr>
<td>251  Early Bird Fee</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>252  General Fee</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>253  Day Fee</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>254  Student Early Fee</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>255  Student General</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>256  Refunds</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>257  (Gratis)</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Total Registrations</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>260  Sales Proceedings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>261  Sales</td>
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<td>$0.00</td>
</tr>
<tr>
<td>270  Satchels Inserts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>271  Satchels inserts</td>
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<td>$0.00</td>
</tr>
<tr>
<td>280  Sponsorship</td>
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<tr>
<td>281  Sponsorship</td>
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<td>$0.00</td>
</tr>
<tr>
<td>290  Workshops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>291  Workshops income (Doctoral)</td>
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<tr>
<td>Total Income</td>
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</table>

<table>
<thead>
<tr>
<th>Expenditure ($)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1  Administration Costs</td>
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<td></td>
</tr>
<tr>
<td>10  Email Support</td>
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</tr>
<tr>
<td>11  Insurance</td>
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<td>$0.00</td>
</tr>
<tr>
<td>12  Photocopying</td>
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<td>$0.00</td>
</tr>
<tr>
<td>13  Postage/courier</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>14  Telephone/ facsimile</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>15  Credit card fees</td>
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<td>$0.00</td>
</tr>
<tr>
<td>16  Committee expenses</td>
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</tr>
<tr>
<td>17  Stationery</td>
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</tr>
</tbody>
</table>

ANZAM Conference Organising Guidelines
<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Advertising/promotions</td>
<td>$0.00</td>
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</tr>
<tr>
<td>20 Other Conferences</td>
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<td>$0.00</td>
</tr>
<tr>
<td>21 Media/Journals</td>
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<td>$0.00</td>
</tr>
<tr>
<td>22 Internet - conference website</td>
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<td>$0.00</td>
</tr>
<tr>
<td>3 Catering (conference)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>30 Morning/afternoon teas</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>31 Luncheons</td>
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<td>$0.00</td>
</tr>
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<td>32 Opening reception</td>
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</tr>
<tr>
<td>33 Closing Function</td>
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<td>4 Dinner</td>
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<td>40 Catering</td>
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<td>$0.00</td>
</tr>
<tr>
<td>41 Entertainment</td>
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<td>$0.00</td>
</tr>
<tr>
<td>42 Flowers/decorations</td>
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<td>$0.00</td>
</tr>
<tr>
<td>43 Theming</td>
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<td>$0.00</td>
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</tr>
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<td>5 Equipment Hire</td>
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<td>$0.00</td>
</tr>
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<td>$0.00</td>
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<td>52 Photocopiers</td>
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<td>54 Extra greenery</td>
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<tr>
<td>55 Other</td>
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<tr>
<td>Conference-student rate</td>
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<tr>
<td>61 Exhibitions</td>
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<td>$0.00</td>
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<tr>
<td>62 Workshops</td>
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<td>$0.00</td>
</tr>
<tr>
<td>63 Collation of papers</td>
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</tr>
<tr>
<td>64 Travel and Accommodation</td>
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</tr>
<tr>
<td>Expenditure</td>
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</tr>
<tr>
<td>7 Miscellaneous</td>
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<tr>
<td>70 Satchels (pack, deliver, registration)</td>
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<td>71 Signage/_partitions/ regist. desk</td>
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</tr>
<tr>
<td>72 Contingencies</td>
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<td>$0.00</td>
</tr>
<tr>
<td>73 Gifts/presentations</td>
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<td>$0.00</td>
</tr>
<tr>
<td>74 Refund Seed Funding</td>
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<td>76 Assoc Membership Fees</td>
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</tr>
<tr>
<td>77 Welcome Reception Entertainment</td>
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</tr>
<tr>
<td>78 Workshop costs (Doctoral)</td>
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<tr>
<td>79 Free Registrations</td>
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</tr>
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<td>$0.00</td>
</tr>
<tr>
<td>86 Name Badges/tickets</td>
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</tr>
<tr>
<td>87 Artwork/ prep'n/ typeset</td>
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<td>$0.00</td>
</tr>
<tr>
<td>88 Sponsor Packages</td>
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</table>

ANZAM Conference Organising Guidelines
<table>
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<th>Category</th>
<th>Subcategory</th>
<th>Expenditure</th>
</tr>
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<tbody>
<tr>
<td><strong>8 Papers on CD</strong></td>
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</tr>
<tr>
<td><strong>9 Speakers' Costs</strong></td>
<td>Accommodation/meals</td>
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</tr>
<tr>
<td></td>
<td>Air fares/travel</td>
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</tr>
<tr>
<td></td>
<td>Allowances</td>
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<tr>
<td></td>
<td>Other</td>
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<td><strong>10 Transport</strong></td>
<td>Offsite functions</td>
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<td>Other venues</td>
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<td></td>
<td>Technical tours</td>
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</tr>
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<td>Airport transfers</td>
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<tr>
<td></td>
<td>Hotel Pickup</td>
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<td><strong>11 Venue</strong></td>
<td>Conference room hire</td>
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<tr>
<td></td>
<td>Workshops room hire</td>
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</tr>
<tr>
<td></td>
<td>Exhibitions space</td>
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</tr>
<tr>
<td></td>
<td>Technical</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>12 Exhibition</strong></td>
<td>Brochure/catalogue</td>
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<td>Booth structure</td>
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<tr>
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<td>Name Badges</td>
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<tr>
<td></td>
<td>Satchels</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Morning/afternoon teas - Wed only</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Lunches</td>
<td>$0.00</td>
</tr>
<tr>
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<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>13 Accompanying Persons</strong></td>
<td>Functions</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Tours</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Gifts</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
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</tr>
<tr>
<td><strong>Excess of Income Over Expenditure</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>GST included in Income</strong></td>
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</tr>
<tr>
<td><strong>GST included in Expenditure</strong></td>
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</tr>
<tr>
<td><strong>GST Payable</strong></td>
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<tr>
<td><strong>Excess of Income Over Expenditure after GST</strong></td>
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<td>$0.00</td>
</tr>
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</table>
Appendix 27  ANZAM Conference Sponsorship Opportunities for Academia - 2007
Appendix 28 2007 Conference Stream Chair Invitation Letter

DRAFT LETTER

[Date]

[ ] [ ] [ ] [ ] [ ] [ ]

Dear [ ]


Following a review by the ANZAM Executive of previous Conference Streams and numbers of papers submitted for each Stream, a reduced list of Streams has been determined for this year’s conference. In conjunction with the Executive, I have also reviewed the Stream Chairs identified for previous conferences and considered the listed areas of expertise for active, experienced researchers within the Academy, and identified who I believe should be the best people to undertake the important role of Stream Chair for this year’s conference.

I would like to invite you to be a Stream Chair for the Paper Review and Selection Process for this year’s annual ANZAM conference, to be held at [insert location and dates]. I have identified the [insert Stream name] as being appropriate to your recent research activities and interests.

I am planning for Stream Chairs to play a larger role in this year’s paper selection, review and acceptance activities, but also to have a more efficient and streamlined system for the overall paper submission, review and response process. Our newly appointed Professional Conference Organiser (PCO) – Promaco – will play a key role in managing and facilitating the process, including chasing up authors and reviewers as required. The attached table outlines the planned Paper Submission and Review process and identifies the role and responsibilities of the Stream Chairs.

Could you please respond to [insert name and contact details] as soon as possible indicating your willingness to assist in this important role for the ANZAM [insert year] conference. Should you be unable to assist, or believe that the identified Stream is inappropriate for you, I would be grateful if you could suggest other senior researchers who may be able to undertake the role.

Yours sincerely

ANZAM Conference Organising Guidelines 121
<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
<th>Planned Date for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Stream Chairs to be notified and agree to undertake the role</td>
<td>February 23</td>
</tr>
<tr>
<td>2</td>
<td>Each Stream Chair to identify a list of relevant keywords (25-40) for their Stream (using appropriate databases and their experience)</td>
<td>March 16</td>
</tr>
<tr>
<td>3</td>
<td>The identified keywords are listed on the website and authors asked to select at least three of their 5 keywords from the lists provided for the relevant Stream</td>
<td>March 23</td>
</tr>
<tr>
<td>4</td>
<td>Stream Chairs identify between 10 and 20 experienced academics to act as Reviewers in their Stream and get their agreement to undertake the reviewing. Selected keywords from Step 3 above are assigned to each nominated Reviewer.</td>
<td>April 27</td>
</tr>
<tr>
<td>5</td>
<td>Papers are received by Promaco (the ANZAM Professional Conference Organiser)</td>
<td>June 29</td>
</tr>
<tr>
<td></td>
<td>Promaco staff then assign potential Reviewers to papers using a keyword matching algorithm</td>
<td>July 7</td>
</tr>
<tr>
<td>6</td>
<td>Using paper titles and abstracts, a list of matches is provided to the Stream Chair for final checking and approval</td>
<td>July 7</td>
</tr>
<tr>
<td>7</td>
<td>Papers are edited to remove identifiers and sent directly to the identified Reviewers by Promaco</td>
<td>July 14</td>
</tr>
<tr>
<td>8</td>
<td>Promaco collects all reviews (electronically) and sends them to the Stream Chair for checking and review</td>
<td>August 10</td>
</tr>
<tr>
<td>9</td>
<td>Stream Chairs examine Reviewers’ comments for consistency and quality, add overview comments as required (electronically) and return to Promaco for distribution to lead authors</td>
<td>August 17</td>
</tr>
<tr>
<td>10</td>
<td>Revised papers with tables listing responses to Reviewers’ comments are returned to Promaco who distributes them to relevant Stream Chairs</td>
<td>September 28</td>
</tr>
<tr>
<td>11</td>
<td>Stream Chairs approve paper revisions (or otherwise) and notify Promaco</td>
<td>October 12</td>
</tr>
<tr>
<td>12</td>
<td>Promaco notifies lead authors and begins Program building</td>
<td>October 19</td>
</tr>
</tbody>
</table>