

Australasian Fluid Mechanics Society

Guidelines for hosting an Australasian Fluid Mechanics Conference

0. Definitions

The Australasian Fluid Mechanics Conference (AFMC) will be held in December, two years after the previous AFMC.

The AFMC will be organised by an individual (the AFMC **Chair**) who is employed by the **Chair's Organisation**, and is assisted by a **Local Organising Committee** (LOC) and possibly one or more additional **Local Partner Organisations** (LPOs), typically other employers of LOC members.

These non-binding guidelines explain the **expectations** the Australasian Fluid Mechanics Society, Incorporated (AFMS), a non-prescribed association incorporated in the State of Victoria, Australia, has for the Chair, the LOC, the Chair's Organisation and LPOs.

Year 0 is the year during which the previous AFMC is held. **Year 1** is the year immediately following the previous AFMC. **Year 2** is the year during which the proposed AFMC will be held.

1. General Terms and Conditions

1.1 Naming and promotion rights

The AFMS expects that the Chair, the Chair's Organisation and its sub-contractors will use the names “Australasian Fluid Mechanics Conference”, “AFMC”, and “nnAFMC” where nn is the number of the AFMC, for the duration of Years 1 and 2 and for purposes directly connected with the AFMC.

The AFMS expects that the Chair and the Chair's Organisation will hold the AFMC, and may display and distribute material promoting the Chair's Organisation during the AFMC.

1.2 Commitment of Chair's time

The Chair should have appropriate time, energy and resources to manage a major conference with a long-standing reputation for high quality. As detailed in the Schedule, Part A, Item 4, the Chair should submit a statement expressing:

the Chair's commitment to organising the AFMC and to making the time needed available;

that a conference secretary would be provided.

1.3 Expenditure and Revenue

The AFMS expects that the Chair's Organisation and/or LPOs and their sub-contractors will make expenditures directly connected with the AFMC on behalf of AFMS and will receive registration fees and other monies directly connected with the AFMC on behalf of AFMS.

The Chair, the Chair's Organisation and/or LPOs or their sub-contractors will organise its own facilities for the electronic handling of all monies associated with AFMC and provide links to its online registration facilities to the AFMS web master.

1.4 Final financial reconciliation

If there is an excess of revenue over expenditure after the AFMC is completed, this excess will be returned to the AFMS.

AFMC promotional material must make it clear to delegates that payment of the registration fee automatically entitles delegates to two years' membership of AFMS.

If there is a loss after the AFMC is completed, the Chair's Organisation may request financial support from AFMS. The AFMS will underwrite the AFMC to the maximum extent practical given its financial position at the time a request for a financial support is received and consistent with the ongoing operational costs of the AFMS.

If the timeline (Schedule, Part B item 4) is not met at the time a request for financial support from the Chair's Organisation is made, the AFMS may withhold all or part of the financial support requested by the Chair's Organisation.

1.5 Copyright and paper handling

The AFMS will own copyright in the AFMC Proceedings according to the AFMC Copyright Form posted on the AFMS website

The AFMS will provide abstract and paper submission services for the AFMC via its website. At the request of the LOC, the AFMS will also provide a list of reviewers noting their specialisations.

AFMC papers will be peer-reviewed. The AFMS will advise via the Scientific Advisory Committee on the peer review of the papers.

1.6 Liability

The AFMS expects that Chair's Organisation and/or LPOs and any subcontractors it engages will hold appropriate insurance to cover any liabilities that may arise during the AFMC event.

Notwithstanding the AFMS's desire noted in 1.4 to underwrite the AFMC if possible, the AFMS encourages the Chair's Organisation to obtain insurance to cover against unforeseen and exceptional circumstances that may create a serious financial loss.

2. Bidding and Selection Process

2.1 Deadline and number of bids

Unsolicited bids to hold the AMFC may be made by any AFMS member. The AFMS Executive may also solicit bids.

The **bid deadline** is two years and two months prior to the proposed AFMC, or by **31 October, Year 0**, whichever is sooner.

At least **two competing bids** must be received by the bid deadline. If not, the AFMS Executive must vote to either defer the AFMC by a year, or to allow a single bid to progress to the vote of the AFMS Annual General Meeting (AGM) to be held in December of Year 0 detailed in 2.2 below.

The AFMS Executive will to the best of its ability provide parties preparing a bid with any information and financial data on previous AFMCs that bidders request.

The bid will consist of the details in **Part A** of the Schedule.

2.2 Bid Selection

1. The competing bids will be presented by their Chairs at the AFMS AGM in Year 0. Normally this is the AGM held at the AFMC prior to the proposed AFMC.
2. The preferred bid would be selected by a vote of all members attending the AGM.
3. The vote will include the option of not selecting any bid. If no bid is selected, a further vote must be held to either defer the AFMC by one year, or to instruct the AFMS President newly elected at the AGM to solicit a further bid before 30 April in Year 1.

2.3 Bid Confirmation or Rejection

The Chair must present **Part B** of the Schedule to the AFMS Executive **as soon as possible**, and no later than **30 April of Year 1**.

If it considers that the details in Part B are not satisfactory by 30 April of Year 1, the AFMS Executive must call an Extraordinary General Meeting of the AFMS at which a motion to reject the Chair's bid will be put. If this motion is carried, a further vote must be held to either defer the AFMC by one year, or to award the bid to a competing bidder.

3. Final Confirmation

If the AFMS Executive considers the details in Part B to be satisfactory, the AFMC President will notify the successful Chair.

4. Variation

Either the AFMS Executive or the Chair may propose any variation to the details in the Schedule with four weeks' notice.

Variations to the details in the Schedule must be approved by a vote of the AFMS Executive.

SCHEDULE

Part A – To be completed by the bid deadline

1. Dates of the proposed AFMC.
2. A brief summary of the host city, host organisation, and proposed venue.
3. Name of the proposed AFMC Chair. The proposed Chair must not be AFMS President in the two years prior to the proposed AFMC.
4. An estimate of the number of hours the Chair expects to commit to AFMC organisation in each of Years 1 and 2, with each year divided into at least two parts, and confirming that a conference secretary would be available. Names of at least three proposed LOC members in addition to the Chair. The LOC must include at least one AFMS Executive Committee member.
5. A statement of the proposed roles of the Chair and of the LOC members.
6. A list of proposed sponsors.
7. An estimate of the number of invited speakers for which registration and travel would be covered.
8. An estimate of the range within which the budget is expected to fall.
9. An estimate of the range within which the registration fees for regular and for student delegates is expected to fall.

Part B – To be completed before 30 April, Year 1

1. An itemised budget including estimates of major expenses such as proposed functions, travel for invited speakers, conference venue hire, conference organiser fees, etc.; and clearly identifying registration fees for regular and for student delegates.
2. Evidence of initial contact with the sponsors identified in Part A, item 7, or with an equal number of alternative sponsors.
3. A list of proposed invited speakers in consultation with AFMS.
4. A **detailed timeline** including date-ranges within which each of the following will occur: venue booking; contacting of invited speakers; confirmation of invited speakers; completion of a promotional web page (hosted by AFMS); sending of first and second announcements; and confirmation of sponsors. The timeline will include an estimated date-range for paper-handling and registration deadlines.
5. A list of detailed roles of LOC members identified in the bid (expanding on Part A item 6.) including any additional LOC members from the Chair's Organisation that have been co-opted onto the LOC.
6. A statement of the number of hours each LOC member expects to commit to AFMC in each of Years 1 and 2, with each year divided into at least two parts and the hours for each part stated.
7. Details of the website or other electronic processes for taking payments.

Part C – To be submitted by 31st January the year following the conference

1. A detailed report providing data on the conference. Information to be provided:

DELEGATES:

- number of abstracts received
- number of papers accepted
- number of delegates (full or student)
- country distribution
- number of delegates from host city
- delegate's first meeting?
- number of banquet attendees
- number of abstracts received
- delegate contact list

SPONSORS:

- List of sponsors contacted (with contact details)
- List of sponsors confirmed (with contact details)
- Sponsor contributions

FINAL COSTINGS:

- Registration (Full/Student/Early Bird/On Site/Single Day/Guest banquet ticket)
- Banquet
- Morning/Afternoon Teas
- Lunches
- Welcome reception
- Closing reception
- Venue hire
- Audio visual hire
- Conference bags and filling
- Delegate internet access
- Promotional material
- Proceedings
- Conference programme
- Conference management
- Any other items