

Australasian Law Academics Association ANNUAL CONFERENCE GUIDELINES

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Extract from ALAA Constitution:

9. *The Association shall hold an Annual Conference which shall be organised by the President, the Conference Secretary, and the Conference Treasurer acting with the advice of the General Executive.*

PRELIMINARY MATTERS

1. Annual Conference

- 1.1. Each year the Australasian Law Academics Association (ALAA) will collaborate with a University in Australia, New Zealand or the South Pacific (the Host University) to offer an annual conference (the Conference).
- 1.2. The ALAA General Executive will endeavour to ensure the Conference is hosted outside of Australia at least once every five years.

2. Host University

- 2.1. At least 18 months prior to the Conference, the ALAA General Executive will call for expressions of interest in hosting the Conference.
- 2.2. The Host University will be selected by the ALAA General Executive prior to the preceding Conference and formally announced at the conclusion of the preceding Conference.

3. Conference Committee

- 3.1. At least twelve months prior to the Conference, the ALAA General Executive will appoint a Conference Committee to oversee preparation for and delivery of the Conference.
- 3.2. Membership of the Conference Committee will include:
- 3.2.1. the Dean of Law (or equivalent) from the Host University (the Host Dean) or their nominee, who will serve as Chair of the Conference Committee and ALAA President for the year of the Conference;
 - 3.2.2. the ALAA Chairperson;
 - 3.2.3. the NZ Chairperson if the Host University is a NZ university;
 - 3.2.4. the ALAA General Secretary;
 - 3.2.5. the ALAA General Treasurer;
 - 3.2.6. the ALAA Administrator;
 - 3.2.7. a representative from the Event Manager; and
 - 3.2.8. other persons from the Host University appointed by the Host Dean.

- 3.3. As required by the ALAA Constitution, the Conference Committee will select from its members:
 - 3.3.1. a Conference Secretary; and
 - 3.3.2. a Conference Treasurer.
- 3.4. The Conference Committee will settle:
 - 3.4.1. the dates for the Conference;
 - 3.4.2. the overall Program for the Conference, including Interest Group Streams;
 - 3.4.3. the theme of the Conference;
 - 3.4.4. the budget for the Conference, and how the Conference revenue and costs will be shared by the Host University and ALAA; and
 - 3.4.5. the marketing strategy for the Conference.
- 3.5. Each Conference Committee member's contact details should be posted to the ALAA website.
- 3.6. Each Conference Committee member should endeavour to ensure they attend the Conference in person.

4. Event Managers

- 4.1. The Conference Committee should engage Event Managers to administer the Conference.
- 4.2. The responsibilities of the Event Managers should include:
 - 4.2.1. advising the Conference Committee about a Conference logo, imagery and marketing campaign;
 - 4.2.2. assisting with preparation of the Conference budget;
 - 4.2.3. setting up and maintaining a Conference website (which will usually be on the Host University's website);
 - 4.2.4. promoting the Conference;
 - 4.2.5. managing conference registration;
 - 4.2.6. advising prospective attendees about accommodation options;
 - 4.2.7. responding to queries from ALAA members and prospective attendees;
 - 4.2.8. administering the Call for Paper Proposals;
 - 4.2.9. securing and setting up the Conference venue (including spaces for the ALAA AGM and Executive Meeting);
 - 4.2.10. managing presenters' audio-visual requirements;
 - 4.2.11. administering any Conference awards; and
 - 4.2.12. managing the Conference catering and social events.

ADVERTISING AND PROMOTION

5. Call for Paper Proposals

5.1. At least six months prior to the Conference, the Conference Committee should begin advertising the Conference and issue a call for submission of paper proposals.

6. Conference Promotion

6.1. The Conference should be advertised:

- 6.1.1. on the Conference website;
- 6.1.2. on the ALAA website and social media pages;
- 6.1.3. by direct email to ALAA individual members and institutional members;
- 6.1.4. by direct email to all Australasian law deans or equivalent;
- 6.1.5. by direct email to ALAA institutional affiliates in Australia and overseas;
- 6.1.6. on online conference calendars; and
- 6.1.7. in any other manner considered by the Conference Committee to be appropriate.

6.2. Advertisements should include:

- 6.2.1. the Conference theme;
- 6.2.2. the dates and venue for the Conference;
- 6.2.3. the registration fees;
- 6.2.4. a general email address for Conference queries;
- 6.2.5. a link to the Conference website;
- 6.2.6. the procedure for submitting paper proposals, including deadlines; and
- 6.2.7. the procedure for registering for the Conference, including deadlines.

FINANCIAL MATTERS

7. Conference Registration Fee

7.1. The Conference registration fees, including 'early bird' fees, will be settled by the Conference Committee.

7.2. The Conference Committee should ensure the registration fees for the Conference are as low as possible to facilitate attendance by members.

7.3. Conference attendees employed by a law school that is an ALAA Institutional Member will be entitled to a discounted registration fee, but there is no longer an automatic entitlement to a discounted registration fee by individual ALAA members.

7.4. The ALAA Administrator will endeavour to ensure the Conference Committee is provided with an up-to-date list of employees of ALAA Institutional Members.

7.5. The Conference Committee should establish a Conference Equity Fund to provide support for ALAA individual members who are struggling financially to attend the Conference. It is especially important to provide some form of financial support to members from South Pacific universities.

8. Budget

- 8.1. The Conference Committee should prepare a detailed budget for the Conference as early as possible.
- 8.2. The Conference Committee will determine which Conference expenses will be paid by ALAA and which will be paid by the Host University. Where possible, Conference expenses should be paid directly by ALAA.
- 8.3. Any overall profit or loss from the Conference will be shared equally by ALAA and the Host University, unless otherwise agreed by the ALAA General Executive and the Host University.

9. Sponsorship

- 9.1. The Conference Committee should identify appropriate organisations to invite to be Conference sponsors.
- 9.2. Prospective sponsors should be approached at least 6 months prior to the Conference.

CONFERENCE PAPERS AND PRESENTATIONS

10. Paper proposals

- 10.1. The call for paper proposals should include a request for:
 - 10.1.1. an abstract (with an appropriate word limit);
 - 10.1.2. the presenters' names, bio and contact details; and
 - 10.1.3. the presenters' audio-visual requirements.
- 10.2. The Conference Committee should establish a Proposals Sub-Committee to review all paper proposals and (subject to clause 12 below) determine whether they should be included in the Conference Program.
- 10.3. The abstracts should be made available to Conference attendees in hard copy and/or electronic format.

11. Conference Program

- 11.1. The Conference Program will be settled by the Conference Committee.
- 11.2. The Conference should be organised into Plenaries and Sessions.
- 11.3. Plenary presenters should be identified and invited by the Conference Committee. The plenary presenters' travel, accommodation and registration costs will usually be covered from the Conference Budget.
- 11.4. The Sessions should be organised into appropriate Streams.
- 11.5. The Conference Committee should appoint a Chair for each session and provide each Chair with clear advice about keeping to time.

12. Interest Groups

- 12.1. The Conference Committee should invite each ALAA Interest Group Convenor to submit a proposal for inclusion of one or more Sessions in the Conference Program.
- 12.2. The Conference Committee should endeavour to include such Interest Group Sessions in the Conference Program, subject to receipt of an appropriate number of paper proposals.
- 12.3. Paper proposals to be included in the Interest Group Sessions should be reviewed and approved by the relevant Interest Group Convenor.

13. 'Best Conference Presentation' Awards

- 13.1. The Conference Committee should establish a 'best conference presentation' competition and publicise the criteria for selecting the winner or winners. (As the number of full conference papers submitted has in recent years fallen to almost zero, an award for 'best conference paper' is no longer recommended.)
- 13.2. The prize to be awarded to the competition winner or winners will usually be provided by a Conference sponsor.

AT THE CONFERENCE

14. Registration

- 14.1. A registration desk should be set up at the Conference and be open to Conference attendees prior to commencement of the Conference.

15. Conference Pack

- 15.1. Each Conference attendee should upon registration be issued with a conference pack containing:
 - 15.1.1. a name badge;
 - 15.1.2. a copy of the Conference Program;
 - 15.1.3. a map of the Conference venue;
 - 15.1.4. a password for Wi-Fi access; and
 - 15.1.5. materials provided by the Conference Sponsors.

16. Sponsor Tables

- 16.1. The Conference Committee should ensure space is made available at the Conference for the Sponsors to set up their booths / displays.

- 16.2. Sponsors typically prefer that this space be close to where morning and afternoon teas and lunches are served to Conference attendees.

17. Conference Social Events

- 17.1. The Conference Committee should ensure the Conference Program includes:
 - 17.1.1. a Conference Welcome Reception in the evening prior to the first day of the Conference; and
 - 17.1.2. a Conference Dinner.
- 17.2. Depending upon the nature and extent of the sponsorship arrangements, it is common to include in the Conference Program at least one social event that showcases the major sponsors, such as a morning or afternoon tea.

18. ALAA General Executive Meeting and Annual General Meeting

- 18.1. The Conference Program must make provision for:
 - 18.1.1. an ALAA General Executive Meeting; and
 - 18.1.2. the ALAA Annual General Meeting (AGM).
- 18.2. The ALAA General Executive Meeting usually takes place in the afternoon prior to the Conference Welcome Reception and is usually two hours in duration. The venue should accommodate at least 15 people.
- 18.3. The AGM usually takes place on the second day of the Conference, at lunchtime, and is usually one hour in duration. The venue should accommodate at least 50 people and be adjacent to wherever the lunch is being served.

AFTER THE CONFERENCE

19. Post-Conference

- 19.1. Within 2 months of the Conference, the Conference Committee should:
 - 19.1.1. invite the Interest Group Convenors to provide feedback about the Conference;
 - 19.1.2. prepare and submit to the ALAA General Executive a final Financial Statement setting out in detail the overall revenue, expenses and profit or loss;
 - 19.1.3. prepare and submit to the ALAA General Executive a written report summarising the conference and describing any notable highlights and notable challenges in administering the conference;
 - 19.1.4. distribute the profit or allocate the loss to ALAA and the Host University; and

19.1.5. review these Conference Guidelines and suggest amendments as appropriate.

ATTACHMENT A: PREVIOUS CONFERENCE PROGRAMS

1. 2014, Bond University
2. 2015, La Trobe University
3. 2016, Victoria University of Wellington
4. 2017, University of South Australia
5. 2018, Curtin University
6. 2019, Southern Cross University

ATTACHMENT B: PREVIOUS CONFERENCE FINANCIAL STATEMENTS

1. 2014, Bond University
2. 2017, University of South Australia

ATTACHMENT C: PREVIOUS EVENT MANAGERS

1. 2001, University of the South Pacific: Conference Solutions Pty Ltd
2. 2003, Griffith University: Conference Solutions Pty Ltd
3. 2004, Charles Darwin University: Desliens Conference & Event Management
4. 2005, University of Waikato: The Conference Company
5. 2006, Victoria University: VU Conference Management Services
6. 2007, University of Western Australia: Keynote Conferences – only for registration
7. 2008, James Cook University: Absolute Events and Marketing
8. 2009, University of Western Sydney: Absolute Events and Marketing
9. 2010, University of Auckland: Jane Kilgour as a private contractor, and the staff of the Faculty of Law and the Faculty of Business and Economics
10. 2011, Queensland University of Technology: QUT Events
11. 2012, University of Sydney: The Ideas Unit
12. 2013, ANU: ANU College of Law Marketing, Communications & Outreach team
13. 2014, Bond University: Bond University
14. 2015, La Trobe University: The Conference Organiser
15. 2016, Victoria University of Wellington: Victoria University of Wellington
16. 2017, University of South Australia: All Occasions Management
17. 2018, Curtin University: Promaco Conventions
18. 2019, Southern Cross University: Promaco Conventions