

Policy on Conferences, Workshops and Seminars

This policy should be read in conjunction with the detailed procedures which follow it.

1. ANZSI provides opportunities for all its members to meet as a group and discuss professional issues. Such meetings may take the form of a conference, workshop or seminar.
2. Workshops, seminars and local conferences are sponsored and organised by Branches of the Society, and all responsibility for and profits from such activities remain with the Branch.
3. Biennial conferences, which include activities dealing with the business of the Society, are sponsored by the ANZSI Council and organised by nominated Branches on its behalf. Responsibility for and profits from biennial conferences are shared between the ANZSI Council and the organising Branch.
4. The 'business' of the Society undertaken at a biennial conference may include council meetings, committee meetings, special meetings, annual general meetings or other activities which deal with administrative or procedural matters.
5. Branches rotate responsibility for organising the biennial conference. Branches should not organise more than two biennial conferences in succession.
6. In accordance with the International Agreement of Indexing Societies, each society can designate an official representative to the conferences of the other societies. The ANZSI Council will provide a gratis conference registration to each designated representative for its biennial conferences.
7. In accordance with the International Agreement of Indexing Societies, ANZSI may be called upon to host a Triennial International Meeting of Indexing Societies at one of its biennial conferences. In this event, the ANZSI Council contributes funding towards the registration and accommodation expenses of the Triennial Meeting delegates.
8. The organisers of all conferences, workshops and seminars are responsible for keeping adequate records (including administrative and financial records) of the activities, and reporting on the activity to ANZSI.
9. If required, the ANZSI Council can provide seeding money for conferences, seminars or workshops in the form of a non-interest loan to be repaid within a negotiated period.

To accompany these guidelines:

- Procedures for conferences, workshops and seminars
- Sample agreement for the biennial conference