



AMSI Sponsored Events Organiser Guide

Contents

Introduction	3
AMSI Contacts	3
Planning The Event	3
Sponsor Acknowledgement	3
Web/Digital Media	3
Print Media/Event Collateral	3
Advertising	3
Registrations	4
AMSI Members	4
Discounted Rates	4
Event Photos	5
Event Feedback	5
Finance	5
Reimbursing The Speaker	6
Use of Sponsorship Funds	6
Changes to Agreed Budget Allocation	6
Event Attendees	6
After the Event	7
Upload Your Photos	7
Submit the Final Report	7
Reporting Process	7
Report Form and Inclusions	7

Introduction

Congratulations on receiving an AMSI Workshop Sponsorship for your event.

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

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

AMSI Contacts

For all enquiries please contact

AMSI Funding
funding@amsi.org.au

Planning The Event

SPONSOR ACKNOWLEDGEMENT

The conference or meeting must be clearly advertised as an activity supported by AMSI and the AustMS or by AMSI and ANZIAM.

If AMSI and AustMS/ANZIAM are the major sponsor (50% or more of the event sponsorship), the event is to be entitled and promoted as The AMSI/AustMS or AMSI/ANZIAM Workshop on XYZ.

Web/digital media:

The AMSI logo should be displayed on the event website with a link back to the website (www.amsi.org.au), if applicable the AustMS/ANZIAM logos also need to be displayed on the event website and link back to the relevant webpages.

Print media/event collateral:

AMSI and AustMS/ANZIAM logo must be listed as sponsors (and the AMSI and AustMS logos used) on all printed publicity material, including the program provided to delegates, ANZIAM and speakers.

AMSI and AustMS/ANZIAM materials will be included in delegate bags/or made available to attendees at the event. You will receive an email from us three weeks before your event requesting numbers and confirming your postal address for this collateral.

Event logos can be downloaded here:

AMSI - research.amsi.org.au/wp-content/uploads/sites/3/2015/10/AMSIOrig_RGB.jpg

AustMS and ANZIAM - email the AustMS office for a copy of these logos

ADVERTISING

AMSI will list your event on the:

- AMSI website
- AMSI Workshop Poster – mailed to all AMSI members
- AMSI Update - distributed at AMSI sponsored events

- AMSI Workshop Flyer - distributed at AMSI sponsored events

Please forward us:

- The weblink for your event website so that we can list it on the AMSI website

Quick ways to spread the word:

- Notify AustMS about your event so that it may be listed on the AustMS website (email web@austms.org.au) and the AustMS Gazette (email gazette@austms.org.au)
- Blog posts/interviews with invited speakers published via your event website, or your organisation's website, is a good way to promote your event.
- Don't forget to let us know so we can post the information on AMSI's website/social media channels, the more people aware of your event the higher possible participation.
- Notices of the American Maths Society (<http://www.ams.org/meetings/calendar/submit/mathcal-submit.pl>)
- AustMS can supply contact details of people interested in certain fields by MS codes.
- The World of Statistics events <http://www.worldofstatistics.org/wos/submitactivity.cfm>
- AusSMC Scimex website <https://www.scimex.org/>

REGISTRATIONS

Ensure you collect all the data required for reporting. A template/list of questions can be downloaded here (<http://research.amsi.org.au/workshop-funding/templates/>)

Why? This information contributes to AMSI publications, program marketing and helps us to improve the workshop funding processes.

We will send an email to all delegates after the event asking if they would like to receive the monthly AMSI bulletin.

AMSI MEMBERS

Discounted Rates

If there is a registration fee associated with attending your workshop, a condition of AMSI funding is that you provide discounted rates to participants from AMSI member institutions.

EVENT PHOTOS

Finding a photographer

- AMSI has contacts in ACT, VIC and NSW, please email us if you would like their details
- Alternatively contact your local university student photography club

AMSI uses these photos of funded events for its archive and for promotion of the program on social media, blog posts, flyers, Annual Reports and newsletters. The sort of photos we like to see are images of the opening, important speakers giving talks, group and some audience shots. Please provide the names and institutions of the people in the photos.

The photos should be taken in the highest quality possible on your camera (send us original photos from your camera, not versions condensed for the web) so that we can reproduce them in print. It would be even better if the photos were provided to us in .RAW file format.

Due to the high rate of photos being unusable due to camera shake, people blinking or moving we suggest that you should take up to 3 photos of any single shot.

Advising participants that they will be photographed

Ensure that the AMSI template registration form is used.

(<http://research.amsi.org.au/workshop-funding/templates/>)

EVENT FEEDBACK

We use these feedback forms to gauge the quality of workshops being sponsored; and testimonials are also used in AMSI publications.

Download the feedback form template from the AMSI website

(<http://research.amsi.org.au/workshop-funding/templates/>), use these questions as either a printed form or for use via a free e-survey program ie. Survey Monkey.

FINANCE

AMSI sponsorship is paid after the event on receipt of the final report within a period of 90 days.

We recommend that you speak with your department administration about setting up a workshop account and the flow of money to this account.

- AMSI workshop funding has two components. One is for speaker support and one is for discretionary support.
- AMSI speaker support can be only used for travel and accommodation expenses for approved invited speakers. A clear case must be made for each of the speakers based on their impact on the field. Speaker seniority is not a necessary condition of support.
- AMSI allows up to 20% of the approved funds to be used as discretionary support for Speaker Travel and Accommodation. This means that savings on the funds allocated to the approved speakers can be applied to support for other speakers, including those approved. Only speaker travel and accommodation can be supported in this way and

the reallocation of funding due to speaker cancellation must still be submitted for approval to AMSI in advance.

- If you are redistributing 20% or less of the total approved amounts between speakers whose funding has already been approved, then you do not need to get this redistribution approved.
- If you are redistributing over 20% or redistributing funds to speakers not previously approved funding by AMSI or redistributing funds to new speakers not previously reported to AMSI then the redistribution must be submitted for approval through the amendment form emailed to the organisers.
- Since the sponsorship is based in whole or primarily on estimates of travel and accommodation costs, which include GST except for international flights, the sponsorship sum it is taken to be GST-inclusive.

REIMBURSING THE SPEAKERS

Reimbursement of sponsored presenters and assistance for travel and accommodation is the responsibility of the event organiser, not AMSI.

USE OF SPONSORSHIP FUNDS

- Sponsorship is based on an agreed estimate of costs. This is the maximum amount that AMSI will pay. If the expenditure is less, then that lesser amount will be paid.
- The organising Department invoices AMSI after the event when all expenditure is finalised, listing each item and ensuring that it does not exceed the agreed amount. No extra GST shall be added to the invoice since GST has already been included, where applicable, in the estimation process. Details of expenses should be entered on to the supplied spreadsheet template, and sent to AMSI, events@amsi.org.au for approval before raising the invoice.
- If there is a significant income expected from registration fees, such that the event income (including all sponsorships and subsidies) exceeds expenditure, then AMSI will expect a re-imbusement calculated as *net profit x AMSI sponsorship / total sponsorship*.

CHANGES TO AGREED BUDGET ALLOCATION

- If a speaker that AMSI has agreed to sponsor withdraws, and if you wish to make a substitution, you must negotiate this with the Chair of the AMSI Scientific Advisory Committee. This can be done by submitting a speaker amendment request through the form emailed to you with your confirmation of sponsorship. It is the Scientific Advisory Committee that determines whether each supported speaker is a sufficiently noted mathematician or statistician for AMSI to sponsor.

EVENT ATTENDEES

AMSI's sponsorship cannot be extended to delegates (excluding plenary speakers) from AMSI member institutions since they have access to a travel allowance provided separately by AMSI to their departments.

After the event

UPLOAD YOUR PHOTOS

Transfer a copy of the event photos into Dropbox and please provide the names and institutions of the people in the photos.

SUBMIT THE FINAL REPORT

Please note: for payment of sponsorship AMSI must receive the full final report and the invoice for sponsorship within 90 days of the event.

Reporting process:

1. Submit the final report (structure) and a full, final budget through the online form (emailed to the organiser after the event).
2. AMSI will contact the organisers to confirm the amount to be raised in the invoice for sponsorship.
3. The workshop organisers submit one invoice for the amount agreed on. Please clearly reference the workshop name and date of event.
4. AMSI will process this payment.

Report form and inclusions

Submit the event report through the AMSI Workshop Report Form (emailed to the organiser after the event). Use this to write a report on the workshop, and address the following points (detailed in the form):

- Organising committee
- Topics covered
- Special presenters
- Report (suitable for publication in the Australian Mathematical Society Gazette, the annual AMSI report booklet and AMSI's Research and Higher Education Blog)
- Organisers' opinion of success
- Event feedback
- List of participants including email address, institution and sex. AMSI will not divulge this information to others.
- Program
- Financial breakdown
 - Including:
 - Sponsorships, including in-kind
 - Scholarships offered and taken
 - Fees charged
 - Itemised income and expenditure
- If applicable, a copy of the proceedings must be submitted.

Australian Mathematical Sciences Institute

Research and Higher Education
c/o University of Melbourne VIC 3010



events@amsi.org.au
www.amsi.org.au