

Conference Policy

1. Purpose

The purpose of this policy is to outline the operational requirements, roles and responsibilities in relation to the RACMA (**College**) Annual Conference (**Conference**).

2. Scope

This policy applies to the Board, members of the Jurisdictional Committees and the Conference Committee, staff involved in the organisation of the Conference and the appointed Professional Conference Organiser.

3. Policy Statement

3.1 Intent

3.1.1 The Conference is the College's flagship event, and aims to:

- a) Attract world-renowned speakers to talk to issues and developments impacting medical leadership in Australasia and across the globe.
- b) Facilitate reflections and discussions to positively influence the healthcare sector.
- c) Share contemporary research relevant to medical administration.
- d) Provide an opportunity to develop and nurture relationships and partnerships with government and organisations that play a role in the healthcare sector.
- e) Provide professional development for College Members and Non-Members.
- f) Provide an opportunity for delegates to network, share insights and experiences and learn from each other.

3.1.2 All proceeds from the Conference will go to the College.

3.2 Roles and responsibilities

Board

3.2.1 The Board will allocate host responsibility to a jurisdiction at least 18 months in advance.

3.2.2 The Board will convene a new Conference Committee each year, a minimum of 12 months prior to the scheduled Conference date. Membership of the Conference Committee will be in accordance with the Terms of Reference of the Committee and will be for the period up to and including the delivery of the Conference.

3.2.3 The Board retains approval for all major decisions, including hosting jurisdiction, theme and subthemes, initial appointment of the Professional Conference Organiser (renewal of existing contract delegated to Chief Executive), date and venue and budget including conference fees.

3.2.4 The Board may require the Conference Committee to include specific sessions/workshops.

Host Jurisdiction

- 3.2.5 The host jurisdiction, through its Jurisdictional Committee or its Jurisdictional Committee members' participation in the Conference Committee, will:
- a) Recommend the location, venue and dates of the Conference to the Board. This will be done prior to the Conference Committee being convened.
 - b) Recommend the draft Conference theme and subthemes to the Board (for announcement at the end of the prior year's Conference).
 - c) Provide recommendations to the Conference Committee on the academic program including speakers, workshops.
 - d) Provide suggestions for the Langford Orator to the Conference Committee.
 - e) Assist with the program of Conference-related social activities.
 - f) Assist the Conference Committee in sourcing session chairs.

Conference Committee

- 3.2.6 The Conference Committee will work in collaboration with the Professional Conference Organiser and College staff to:
- a) Recommend any amendment to the theme and subthemes to the Board for approval.
 - b) Recommend the Conference budget including registration fees to the Board for approval.
 - c) Determine the academic program, workshops and appointment of speakers, and social program content of the Conference, within established budget.
 - d) Organise the ceremonial components of the Conference including Welcome to Country, official opening and closing and government reception, within established budget.
 - e) Approve and manage abstracts and posters.
 - f) Approve sponsorship and exhibitors.
 - g) Determine and implement the communications strategy.
- 3.2.7 Each jurisdictional member and the Candidate Advisory Committee member of the Conference Committee will both seek input from their respective committee and keep their committee informed about the conference and planning.

Professional Conference Organiser

- 3.2.8 The Professional Conference Organiser should provide the following conference management services:
- a) Develop a business plan for the Conference including promotion, marketing, timetable for key planning dates, sponsorship strategy, and registration and financial management.
 - b) Plan and monitor all financial aspects including management of registration revenue and related accommodation, travel and sponsorship monies.
 - c) Recommend appropriate venue and contract with venue proprietors and all ancillary service providers.

- d) Participate in meetings of the Conference Committee as required and report regularly on progress and financial management to the Committee.
- e) Coordinate speakers and related abstracts, papers and audio-visual needs.
- f) Prepare registration procedure, conference proceedings, sponsorship prospectus and other relevant materials.
- g) Develop and coordinate sponsorships and trade exhibition displays.
- h) Coordinate social program, accompanying person's program and conference requirements relating to catering, room requirements and specific venue needs.
- i) Coordinate accommodation requirements for delegates.
- j) Coordinate national office requirements including arrangements for special meetings and ceremonies.
- k) On-site management including coordination of conference arrangements for the conference period, registration of delegates and liaison with speakers, College and venue staff.
- l) Prepare a post-Conference report, including statistics for attendance, delegate information and a final financial report.
- m) Enable post-Conference access to authorised sessions and posters for a period of time nominated by the College.
- n) Any other duties as directed by the Conference Committee, or the College, necessary for the efficient and proper organisation of the Conference.

3.3 Conference location

- 3.3.1 Each Jurisdictional Committee will be responsible in turn to host the Conference.
- 3.3.2 The larger Committees of NSW, Queensland and Victoria may host a stand-alone conference.
- 3.3.3 In each alternate year, one of the smaller jurisdictional committees will host the Conference with the possibility of collaboration with another college or external organisation if it is deemed to be in the best interests of the College. Such a decision will be approved by the Board.

3.4 Collaborative Conferences

- 3.4.1 In addition, there may be organisations overseas with whom the College may decide to conduct an international conference, e.g. Hong Kong College of Community Medicine (HKCCM). Where there is to be such collaboration, the College will form a Conference Committee with members from both organisations (not jurisdiction specific) and the Board will appoint the Chair of the Conference Committee.

3.5 Appointment of the Professional Conference Organiser

- 3.5.1 The contracting of the Professional Conference Organiser will comply with the Purchasing of Goods and Services Policy.
- 3.5.2 The Professional Conference Organiser selected should meet the following criteria:

- a) Be an accredited conference management company with the Meetings Industry Association of Australia.
- b) Provide a submission to the College, outlining detailed planning for the marketing, business and financial management of the Conference.
- c) Provide referees to the College which testify to their proven record in management of past conferences that met requirements comparable to those of the College.

3.6 Conference Registration Fees

- 3.6.1 Conference registration fees will be set as part of the conference budget process.
- 3.6.2 The College will provide differential rates for Members and non-Members; for attendance in person and on-line; and preferential rates for certain categories of delegates.
- 3.6.3 The Conference terms and conditions should cover criteria for refunds relating to cancellation and non-attendance.

3.7 Adjunct Events

The following events are traditionally held in conjunction with the Conference:

- a) Board Meeting
- b) Annual General Meeting
- c) Conferment Ceremony including Langford Oration and Awards Ceremony.
- d) Any other event as approved by the Board.

4. Related documents

- Conference Committee Terms of Reference
- Delegation of Authority Policy
- Purchasing of Goods and Services Policy
- CPD Handbook for Members
- CPD Home Participants Handbook

Document information			
Document Type:	Policy - Governance	Approval Date:	April 2024
Policy Custodian:	Chief Executive	Approved by:	Board
Version:	v1.0	Endorsed by:	
Next Review: 3 years from approval date or earlier if required			
Uncontrolled when printed			
Revision history			
Version	Date	Description	
v1	April 2024	New Policy replacing the National Annual Conference Regulation (rescinded)	