

Technical and Organisation Issues Relating to the Running of an ACSW

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This document discusses the technical and organisation requirements for running an ACSW. While running ACSW is largely independent of CORE (Computing Research and Education - the association of Australasian Computing Academics), its finances are not, so there will be references to CORE (www.core.edu.au) throughout this document. It is formatted into a number of sections marked O, C, G for Organising Committee (OC), Conference/Workshop Program Chairs (PC) and General (both OC and PC).

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Conference Name	Acronym	Years with ACSW	Running in 2009	Papers Presented	Comments
Australasian Computer Science Conference	ACSC	Continuously	32nd	25-40	
Australasian Database Conference	ADC	Since 1990	20th	15-25	The conference spent the first two years as the Database and Information Systems Conference (DBIS) but these two conferences separated. The Austral(as)ian Information Systems Conference has never re-joined ACSW.
Computing, The Australasian Theory Symposium	CATS	Since 1994	15th	~20	CATS is currently publishing its proceedings with the other conferences at ACSW.
Australasian Computing Education Conference	ACE	Originally independent but joined in 2003	11th	30-40	Previously organised separately.
Australasian User Interface Conference	AUIC	Since 2000	10th	20-25	
Asia-Pacific Conference on Conceptual Modelling	APCCM	Since 2004	~6th	12 but growing	
Australasian Information Security Conference	AISC			Was part of Frontiers but from 2008 a conference in its own right	
ACSW Frontiers (ACSW Workshops)	various			Two or three workshops of approx. 8-12 papers each	Was in various forms in a number of years but formally accommodated following a call for workshops in 2003.
Australasian Symposium on Parallel and Distributed Computing	AusPDC			part of Frontiers since 2005	Changed name in 2010 from Australasian Symposium on Grid Computing and Research (AUSGRID)
Australasian Workshop on Health Data and Knowledge Management	HDKM			Part of Frontiers in 2007, 2008	

Table 1: Current ACSW Constituent Conferences

1 G - Introduction

The Australian Computer Science Conference was first run in the mid-1970s. In 1990 it was joined by the Australian Database Conference. Since then further satellite conferences and workshops have joined and left (see Table 1), and New Zealand is fully involved. Indeed, the term *Australian* was changed to *Australasian* or even *Asia-Pacific* some time ago.

The event is now known as the Australasian Computer Science Week¹. It has a well-established structure and has many traditions to which regular attendees have become accustomed. In what follows, conferences and workshops are not differentiated. The generic term *conference* will be used throughout to refer to both.

Here we review these structures and some of the specific arrangements. This document is available at www.csse.unimelb.edu.au/~jz/conferences. A companion document, discussing conference organisation in general, is available at the same location.

¹For brevity, we refer to previous runnings of ACSC and other conferences as ACSW despite the fact that the formal term was not introduced until the late 1990s.

Date	Location	Host Institutions
1991	Sydney	
1992	Hobart	U. Tasmania
1993	Brisbane	Griffith and QUT
1994	Christchurch	U. Canterbury
1995	Adelaide	Flinders U., U. Adelaide and UniSA
1996	Melbourne	Melbourne and RMIT U.
1997	Sydney	Macquarie U.
1998	Perth	UWA
1999	Auckland	U. Auckland
2000	Canberra	ANU and Canberra
2001	Gold Coast	Bond
2002	Melbourne	Monash
2003	Adelaide	Flinders U., U. Adelaide and U. SA
2004	Dunedin	U. Otago
2005	Newcastle	U. Newcastle
2006	Hobart	U. Tasmania
2007	Ballarat	U. Ballarat
2008	Wollongong	U. Wollongong
2009	Wellington	Victoria U. Wellington
2010	Brisbane	QUT
2011	Perth	Curtin

Table 2: Location and Hosts of ACSW

2 G - Calendar

ACSW is almost always run over a 4-day calendar, between mid-January and early February. It has never been held on a weekend or over public holidays and we try to avoid public holidays in other states as well. In practice this means that we try to avoid Australia Day (on or about the 26th January). Experience has also shown that for some conference locations, (particularly those where family holidays can be considered in parallel) an earlier date is often desirable, for others a later date is better. Whatever the date, the choice of date is important for submission and attendance numbers.

Early scheduling of the date(s) of workshops which run for just one or one and a half days is desirable so that relevant plenary speakers can be invited with definite dates given. Usually ACSC, ADC, ACE, AUIC run pretty much every day and CATS runs over two days.

Each day is filled with technical sessions and other events. There is a social event most evenings, commonly a reception on the first night (or sometimes on the night before), a banquet/conference dinner, and sometimes dinners for each of the constituent conferences or other general get-togethers – often with a local theme. The reception provides a chance for attendees to catch up with colleagues. It is not usually an elaborate affair, and should be informal, unstructured, and friendly.

3 O - Venue

ACSW is usually held in a major city, not at a resort. In some years it is held in a large hotel or convention centre, but in most at a university campus. Attendees expect reasonable facilities and plenty of break-out opportunities: a lot of business, some of it only tangentially related to the conference, is conducted while ACSW is in session.

The location is determined by the CORE up to three years ahead of time. There is an ad-hoc rule that the conference goes to New Zealand once every five years (if there is a taker) and to the mainland Eastern seaboard of Australia approximately one year in two. For sites of recent conferences see Table 2.

Current planning is 2011 in Perth, 2012 in Melbourne (RMIT), 2013 in South Australia.

4 O - Organising Committee

Forming a reliable committee to organise the conference early on is essential. In the past some events have been run by groups of two or three but the load on these people (and therefore the ability for them to put on a good event) has been unreasonable. In addition, we found that having people both involved from all the local universities and from local industry was helpful. A friendly member of your state government can also smooth the way.

A larger committee certainly helps to share the load and organising a conference lends itself to some extent to parallel processing. Industry members can be helpful in chasing up some sponsorship opportunities that may not be so easily accessible to academics.

4.1 O - Conference Organisers

A mistake that has been made at several past ACSW is to engage professional conference organisers and to rely on them to ensure that things run smoothly. Our unfortunate experience is that these very expensive services do little more than provide a registration service that is less usable than that a competent web programmer could develop in a few hours, and often frustrate organisers by failing to provide timely information about registrations. If there is one key piece of advice for a successful ACSW, it is - run it yourself! A part-time administrator under academic supervision is 10% of the cost and many times more effective.

Previous organisers can help with systems. Previous websites (of varying quality) are available at www.core.edu.au.

4.2 G - ACSW Steering Committee

There is an ACSW Steering Committee providing continuity from year to year, as distinct from the OC which changes annually. The membership of the Steering Committee is the CORE President, a CRPIT Editor, one or two former OC Chairs, ensuring that at least one has had ACSW Budget experience and the CORE PA. The membership changes as these positions change with at least one retiree and one new member a year.

5 C - Programme Chairs, Steering Committees and Programme Committees

The OC should ensure that all conference chairs are aware of and have a current version of this document so that they are aware of their responsibilities.

All constituent conferences have an international programme committee which is re-formed each year (although members may continue from year to year) and normally a steering committee to provide longer-term oversight and to arrange the succession of the PC Chairs. Many conferences have found it useful to have Co-Chairs with overlapping terms to enable continuity. The PC-Chair position could be for 3 years, the first one as deputy, the second alone, and the third as mentor of a deputy.

To assist the OC, please ensure that just one Chair from each Conference is the designated *correspondent* with the OC, and that the OC are informed asap as to who that is. It also helps the OC if the designated correspondent replies promptly to communications, especially at busy times such as scheduling the conferences and sessions for ACSW. A mailing list acsw-chairs@core.edu.au is maintained by the CORE PA and should reach all relevant members of ACSW committees.

5.1 C - Programme Committees

When asking people to be on a programme committee, geography and academic interests should be taken into account but also the person's willingness at some stage down the track to do a stint as PC-Chair. Similarly, if a committee doesn't appear to have anyone willing to do it say a year

before a deputy is needed, the committee should try to find someone who might be prepared to do so.

The PC-Chair manages the constituency of the PC, independently of the OC. Solid international members enhance the profile of the conference.

ACSC is the most senior conference in ACSW. There has been a policy that any future ACSW chairs (as soon as known) become a member of the ACSC PC Committee so that they are aware of all discussions about any relevant issues.

6 G - Technical Programme

Almost all aspects of the technical programme are beyond the scope of the Organising Committee. However, it is exceedingly unlikely that they will not impinge on the organisation and thus the OC should be aware (and be kept informed by PC Chairs) of the plans for each conference asap.

The overall timetabling of sessions is the responsibility of the OC in liaison with the PC Chairs. Only the OC has the overarching view of all constraints. As soon as possible, the list of presenters should be made available to the OC so as to make sure there are no clashes. Where possible the OC needs to ensure that regardless of whether or not someone is presenting a paper, no two papers on which a person is an author should be at the same time.

Individual conferences are welcome to put their detailed programs on their individual websites but the full overall program should also go up as early as possible.

Once the sessions have been determined, it is difficult to meet late requests for scheduling changes of sessions and even changing papers within a session is difficult, once the programme has been printed.

On the first day of the technical program, the program begins with *brief* introductory speeches and sometimes (not to everyone's pleasure) a non-technical speaker such as a local mayor or politician. This will be followed by the presentation of best paper and best student paper prizes (see Section 20) and where, deemed appropriate, CORE Awards.

Because of scheduling it has become too difficult to give a keynote speaker for each conference an individual slot. It was decided to revert to the pattern of a few conferences ago:

There will be three/four plenary speakers. They will be the only session scheduled each day after morning tea (90 minutes). This will ensure better attendance, (and save money). Also many ACSW attendees like to go to keynotes/plenaries and are annoyed if there are clashes. Each conference/workshop will be asked by the ACSW Chair for suggestions around February/March. An online discussion can whittle the list down to the three/four most appropriate interesting quality speakers, etc

The annual meeting of the Heads and Professors of Computer Science is held usually on the first or second day during lunch and the afternoon. This is a subgroup of CORE. See Section 24.4 for the current CORE Chair. It may be followed by an informal Heads and Profs Dinner (not organised as part of the conference.)

A lunchtime meeting is often held on the second or third day of the Chairs (not the same day as Heads and Profs) of the constituent conferences together with some representatives of the current and next OC just to air any issues which may have arisen with the organisation of ACSW.

The norm for papers is 30 minutes for submitted papers (20 minutes plus questions), 60 minutes for invited papers (45 minutes plus questions) and 90 minutes for plenaries (75 minutes plus questions).

6.1 Guidelines for Constituent Conferences

Constituent Conferences are expected to adhere to the following:

- Have in place suitable quality control mechanisms that ensure that the quality of the papers included in the volume is acceptable. A much lower than 50% acceptance rate, preferably not much more than 30% is required. This is important for abstracting, possibly DEEWR and certainly the replacement for RQF. Note that DBLP and the ACM DL do look closely at

acceptance rates before including a set of proceedings - look at <http://www.informatik.uni-trier.de/~ley/db/series/crpit/index.html> and you will see that certain of the CRPIT volumes have been omitted for this reason. CRPIT is moving to make it possible for ACSW to have even wider inclusion in online collections and citations.

- For a conference/workshop to be acceptable for publication in the CRPIT series, it will normally:
 - Have a programme committee with international membership, comprised of recognised active researchers in the field,
 - Referee all submitted papers in full (although additional abstracts and posters can be included - they will be listed as such - not commonly the case for any conference in ACSW).
 - Be advertised and open to researchers internationally.
- Programme Chairs are not allowed to submit papers to their own conferences. However, the PC Chairs can submit to the other ACSW conferences - ACSC being more generalist, is often appropriate.
- As a federation of conferences, ACSW manages all finances and all profits should be directed to CORE but may be left with the host university(s). Similarly CORE underwrites any conference which makes a loss. That is, all conferences are treated equally regardless of size, history or political clout. The one exception to this is that specific sponsorship generated by a conference can be used by that conference.
- All Conferences in ACSW are strongly advised to adhere to the same timetable of dates. As an example, for the last few years the dates have been approximately:

Submission of Papers - End of first week (often a Sunday to allow for the US) in September.

PC Meeting - First week in October.

Notification - mid October.

Submission of Camera ready Copy - Last day of October.

Author Registration - 2 weeks later.

Withdrawal of papers where Author has not registered - 1 week later.

Conference - Mid January - First week of February.

Note that these have to move as the conference dates move to allow 'printing' lead times. In 2010 some of these dates were brought forward in an attempt to give international authors sufficient time to apply for a Visa.

7 G - Proceedings

Each Conference chair is responsible for ensuring that the proceedings are in good order: complete, free of glitches, and delivered on time. In the past this has been done through contracting a publisher – most recently the ACS CRPIT series (see Section 24.4 and <http://crpit.com/index.html>). The proceedings are available online and are available in the ACM Digital Library. CORE does not wish to keep copyright so it is available for publishers to negotiate. In the case of the CRPIT, the ACS receives copyright (except for Federal government work) but makes reprinting free.

From ACSW2008 onwards, each delegate will receive a CD of all conferences in ACSW. Abstracts will be published in the conference booklet. There will be no printed proceedings, other

Conference	Volume	Issue Number
ACSC	Vol 31	Number 1
ADC	Vol 31	Number 2
AUIC	Vol 31	Number 3
CATS	Vol 31	Number 4
ACE	Vol 31	Number 5
APCCM	Vol 31	Number 6
Frontiers now AISC	Vol 31	Number 7
AusPDC	Vol 31	Number 8
HKDM	Vol 31	Number 9

Table 3: Issue Numbers of ACSW Conferences

than those we are required to produce for publications of record. This means that each individual conference and workshop will receive its own volume number in the CRPIT digital series.

Proceedings for the ACSW conferences, used also to be designated as Australian Computer Science Communications. This tradition was started with the second ACSC as the number of the ACSC each year precedes the volume of the Communications by 1. For example, 2008 is the 31st ACSC and the 30th volume of the Communications. The numbers in Table 3 are used, the exception being those that used to be published with the rest but now are not. All the Workshops used to be in issue 7, Frontiers. Now that we have moved to electronic only publication, each workshop will have its own issue number.

The publication doesn't include just the CD to delegates - of as much importance is the CRPIT website which is now receiving many hits per hour and downloads per day. That is, the issue is the promulgation of Australasian CS research as much as supplying delegates with something to put on their shelves and show their research offices for the data collection.

CORE sends copies of the proceedings to all CORE member departments (and pays for this to happen outside the conference budget). These tend to be passed on to their Dept or Uni libraries or held in the tea rooms.

We have to print on paper at least 60 copies of the proceedings (which will now be in one large volume) - the number needed for each CORE member department, 20 for the statutory collections (National Library, etc) and some available for sale from ACS. The latter are required for DEEWR rules.

CDs are made using the identical PDFs used for printing (ie, including header pages, etc.). These can be supplied by CRPIT. CDs require separate ISBNs which will be supplied by CRPIT.

All papers are on the CRPIT website so that CiteSeer and the rest can pick them up. CRPIT also deal with the ACMDL and the rest. See below.

All conference no-shows will be written to re their absence. If there is no satisfactory explanation, then the papers will be pulled from CRPIT, though it will be too late to pull the paper from the CDs.

In summary, CRPIT uses an identical set of PDFs for the website, the CD-ROM and the printed proceedings and manages legal matters such as statutory collections, ISBNs and inclusion in various online linking systems.

In terms of organization: the individual program chairs are responsible for collecting camera ready PDF files for all papers in their conference as well as providing the intro blurb pages for their respective conference proceedings. The OC and CORE president also provide a general welcome to ACSW, list of sponsors, etc. All of this is forwarded to the CRPIT editors as soon as possible. The CRPIT editors compile these pieces and produce an ISO CD image which is then sent to the OC. The OC is responsible for producing cover artwork and burning this image to sufficient CDs to distribute to delegates. As early as possible a time line of agreed deadlines for these activities should be negotiated between the conference chairs, CRPIT and the OC to ensure that the CDs

are available in time for the conference - this final deadline has tended to be only narrowly met in recent years.

8 G - ACM “in cooperation” agreement

In order for the proceedings to be published in the ACM digital library, an “in cooperation” agreement must be entered into each year. Start the process early so that you can advertise the fact that the papers will appear in the digital library. After the conference, make sure that digital copies of the papers are provided to ACM either through the publisher or directly. Note that the ACM might specify some acceptance rate criteria. This is the responsibility of CRPIT and individual Conference Chairs see Sections 6 and 7 and <http://crpit.com/index.html>.

9 C - Submission System

There is no common submission system as PC Chairs in the past feel it would slow down sorting out papers, etc. Also many chairs have a system they were familiar with, etc. If any Chair does not have a submission system, s/he could ask one of the others about using theirs.

Co-authors should talk directly to each other not via the PC (this may sound blatantly obvious but often there is a distinct lack of communication between supposed co-authors!).

9.1 Plagiarism

Each conference call for papers should include a brief statement on plagiarism, perhaps pointing to the ACM plagiarism policy: http://www.acm.org/publications/policies/plagiarism_policy.

10 O - Conference Booklet

The Conference booklet should contain (in no particular order)

- a list of the conferences in that ACSW
- outline programme, preferably colour coded
- speaker instructions
- session chair instructions
- any relevant information re AV equipment
- prize winners and their sessions, if possible
- abstracts
- details of plenaries and their abstracts, if possible
- timetable
- social programme
- map of conference venue
- local maps/transport maps, as appropriate
- transport details, e.g. conference bus schedule, if appropriate
- details of local banks, ATMs, chemist, doctor, shops, taxis

- details of local restaurants, particularly if lunch is not provided
- Doctoral Consortium timetable and details, if known
- details of next ACSW, including a contact email

11 O - Doctoral Consortium

Starting 2006 at Ballarat, ACSW now includes ACDC, (Australian Computing Doctoral Consortium). ACDC is managed similar to other conferences at ACSW, with the ACDC chair being treated and with largely the same responsibilities as other conference chairs. ACDC is funded out of the general ACSW budget, so the ACDC chair and OC need to agree very early in the process exactly what will be offered to ACDC participants (see below).

Applications for doctoral students to participate are called for no later than October. Any doctoral student from any CORE member department is eligible to apply. However, doctoral consortia are usually most beneficial to students in their second year.

Each student will be asked to submit a four page paper on their work. The ACDC chairs will organise the reviewing of these submissions and invite the best 10 to 15 students to present their papers at the Doctoral Consortium. Each student will receive feedback from a panel of three senior academics. Each student should be allowed about 30 minutes for presentation and at least as much time for feedback. Depending on the number of consortium students and available time frame, this may mean running simultaneous sessions and having more than one panel.

11.1 Doctoral Consortium Guidelines

ACDC will provide an opportunity for doctoral students to describe their research topic, methodology and early results and receive advice from research experts. Submissions are invited from current Computing PhD students who would benefit from feedback on their doctoral research by a panel of established researchers. The consortium will operate in a workshop format in order to provide guidance for each student's future progress. Students and experts will be invited to attend to discuss each student's work. The doctoral consortium should be advertised widely so that as many people as possible attend and can help the student with feedback.

A record of the discussion should be kept for any supervisors who are unable to be present.

There will be no prizes at the Doctoral Consortium as this is not thought appropriate.

11.2 Eligibility

Students wishing to participate in the Doctoral Consortium must have been enrolled in a PhD program in any area of computer science in any CORE member department in Australia and New Zealand for between 1 and 2.5 years.

11.3 Application Process

Details of the application process are:

- Each Core University may nominate a maximum of two students.
- University Nomination letter - A letter of nomination from the Head of Department or School or Faculty in each university, detailing the students they are nominating must be included with the student's submission.
- Submission: Each university should also send the submission prepared by the nominated students. Selection will be made on the basis of this submission. Each submission should be no longer than four pages including the text, references, figures and tables. The submission should specify clearly:

- Student’s full name, address, email address and phone number
 - Title of thesis
 - Keywords
 - Key references
 - Research problem
 - Methodology
 - Preliminary results
 - Area in which expert advice is sought
- The submission will be sent to an expert in the field for online discussion with the student in addition to the live discussion at the ACDC. This should make running the ACDC easier, as the need for an expert to be present for each student will be removed.
 - Please note that applications from candidates without a letter of support from their university will not be accepted.
 - Please note that the Consortium will not pay travel costs. This may be re-considered for applicants selected from NZ (except when the conference is in NZ).

11.4 Financial Assistance

The Consortium will provide assistance for students who are selected to present their work at the Consortium, as follows:

- accommodation for at least the night before and after the consortium (if cheap on campus accommodation is available then accommodation should ideally be provided for the entire conference period and include meals in the student residences).
- ACSW student registration fee

The maximum number of students invited to attend the consortium (and exactly what they will receive) needs to be negotiated between ACDC chairs and the OC, but will normally be between 10 and 15.

12 O - Financial arrangements

The finances of the conference are an OC responsibility but the general budget must be signed off by the CORE Executive no later than the end of July. As conference costs can vary widely, the OC should aim to make a \$5,000 profit OR have a \$5,000 contingency line in the budget. CORE provides a \$5000 float to the OC, as needed, before the conference.

The big ticket items are as follows:

- Venue. Certainly for off-campus conferences but can also be non-zero for University based events.
- Plenaries. Plenaries can be expensive. Strict and open rules are needed to ensure neither a blowout nor disgruntled plenaries (see Section 14).
- Lunches. Whether lunch is provided varies from year to year, but coffee and biscuits (or better, cakes and/or fruit) are always provided at morning and afternoon breaks. If possible, continuous coffee is greatly appreciated.

The decision to provide lunch should be influenced by the nearby availability (or otherwise) of appropriate eateries. Experience has indicated that while lunch is well attended on the first day, by the last day delegates often form their own groups and do not attend lunch,

Type	Description	Discount
Normal Early Bird	Registration and Payment received 6 weeks ahead of start of conference	Base Figure
Late	Anytime after 6 weeks before conference unless otherwise arranged	10% loading
CORE Member	Part of a Department that is current with its CORE dues as listed on the CORE website	10% discount
ACS Member	Current Australian Computer Society Member. (only if ACS provides financial sponsorship to ACSW that year)	10% discount
CORE and ACS Member	Both the above	20% discount
Student	Current Postgraduate Student. (Different conferences have insisted on different evidence, some that they be with Australian/NZ Universities, etc.). They do not in general get conference dinner tickets.	40-50% discount
Sponsor	As negotiated - see Section 17.	Varies
Retired	As for students but with dinner.	

Table 4: Registration Types

if there are convenient local restaurants. Since lunch is a major expense item, this should be taken into account. Lunch does help networking. Cold lunch is fine but there should be some variety from day to day.

- AV. Depends on location.
- Freebies

As part of the conference budget, a range of people are given support such as travel funding or free conference registration as follows (this is a guide only and has been varied from year to year):

- The 3 or 4 nominated ACSW keynote speakers each receive economy class return airfare from their normal place of residence, accommodation at the conference hotel for the duration of the conference, complementary registration and an extra amount to cover their miscellaneous other food and travel expenses.
- One Program Chair per conference (including ACDC) gets free conference registration. Where there are co-Chairs, it is up to them to sort this issue out between themselves.
- Active organising committee members get free registration.
- Students attending the Doctoral Consortium.
- Student paper prizewinners
- Student volunteers get free registration, in exchange for, say, 10 hours work, and may receive free conference dinner tickets. (It is our experience that a good number of full registrants will opt out of the dinner, thus leaving places for students.)

13 O - Attendance and Registration

There are typically 200–350 attendees, although, as stated earlier, the timing is crucial. In addition, don't underestimate the number of extra registrations that a good topical workshop can bring. One day registration should be made available and as a rule the registration types are as in Table 4.

Conference registration facilities should be available all day for at least the first two days. In 2002 (for 2003), an online registration system was developed which will be available for all subsequent conferences. Contact the webmaster for the CORE site for details (see Section 24.4).

13.1 O and C - International Registrants

All international visitors (except New Zealand citizens) require a Visa to enter Australia to attend ACSW. The OC is responsible for providing letters to delegates to assist them in obtaining Visas. Any requests for such letters should be forwarded to the OC. The Australian Department of Immigration operates a program called the International Event Coordinator Network (IECN) Service which is intended to assist organisers of international events such as ACSW.

<http://www.immi.gov.au/visitors/event-organisers-participants/>

The OC should register their event and obtain detailed advice from this service as soon as possible (email: iecn.nsw@immi.gov.au). There are basically two types of letters that the OC needs to provide. One is an invitation letter for authors of accepted papers and other invited speakers. The other is for international delegates not presenting papers. Such delegates need to register and pay in full, otherwise such confirmation of registration letters should not be issued (immigration scams are unfortunately common). The IECN will provide templates for both of these kinds of letters. The IECN should also be CC'd when issuing such letters so that the letters go directly into their system. As soon as accepted papers are known, the OC should proactively invite all international authors to request such a letter. The issued letters should ideally contain the person's full name (as it appears on their passport), their passport number, nationality and date of birth; so this information will need to be provided by delegates before a letter can be issued. The Immigration department can take considerable time to issue Visas for some countries, so invitation letters need to be issued and Visas applied for as soon as possible or authors will miss out on attending ACSW (as has occurred too often in the past).

14 G - Plenaries

From ACSC09, we'll revert to a previous approach for plenaries. PCs are asked to suggest plenary speakers to the Chair of the SC by the end of March, earlier even if they have someone good in mind. The SC will choose the three or four most likely to be good speakers of *general* interest. It helps all concerned if it is made clear to plenaries what expenses will be covered and the maximum available. Australia/NZ is often an attractive destination. NICTA is willing to help with plenary speakers but their visitors are often known only a few months in advance.

Most international plenaries will need a visa. Remind anyone for whom it will be relevant in good time. Some plenaries leave ticket booking to the last minute and then get very expensive ones. It is often good to get cheap tickets early.

14.1 Plenary Publicity

As soon as the OC has an acceptance from a plenary speaker, elicit details, preferably including an outline of the talk. These can be useful for sponsorship, for pre-publicity and for publicity during the conference itself.

14.2 Plenary Arrangements

The OC, or possibly individual PC Chairs, where relevant, should look after plenary speakers at social occasions and possibly organise special events for them. The OC should make sure that they are picked up from airports etc. The OC should look after booking plenary speakers' accommodation.

15 O - Dinners and other events involving food

Check out the possibilities early and have a contingency plan in case the venue collapses financially (it happens!). There are normally the following events (at least) which involve food:

- Conference Dinner - normally on the evening of the second or third day for all full registrations. Students do not usually get a ticket to this. Unwanted dinner tickets are collected to be given as needed in the following order, to the committee, to student volunteers, to student prize winners and on a fefs basis to other student attendees. This need not be a formal dinner. Delegates often like to see something local so a river/harbour cruise with food, museum/aquarium trip with food, etc are all appropriate. As a general rule, there is not normally a dinner speaker. If there is one, it must be early in the evening.
- Reception - all registrants. Either used to allow pre-registration on the evening of the day before or more recently on the evening of the first day. If this is on the evening before the first day of the main technical program you can generally cater based on half of the total number of delegates for the week attending the reception.
- Heads and Professors Meeting lunch. Normally on first or second day. A room is needed and lunch either supplied there or participants can collect lunch and move to the room.
- It has been decided that from 2009, if they wish, Heads and Profs can organise an informal dinner for themselves after their meeting and pay for it themselves.
- PC/OC Lunch. All current and future PC and OC members at the conference. Normally on second or third day. (Not the same day as Heads and Profs lunch.) A room is needed. If lunches are provided then the easiest way is for those involved to collect their food and move. If not then some food needs to be provided.
- CORE Executive Lunch. All CORE Executive members at the conference. Again, if lunches are provided then the easiest way is for those involved to collect their food and move to some convenient location. This might just be a separate table at the Heads and Profs lunch.

16 O and C - Advertising

On the CORE web page is core.edu.au/ACSW2xxx. As soon as the Conference website is provided by the ACSW OC, the link will be set from the CORE web page.

Advertising for the the conferences is important and this should be done widely and regularly. Get each PC to indicate that their conference is *PART OF ACSW* and have a link to the ACSW web page. That way, each conference gets exposure from each PC's efforts.

This page will be the definitive page in terms of lists of conferences, registration, speakers' guide, session chairs' guide, etc. It will point to the websites of individual conferences. These will be set up by individual conferences. Each year, individual conferences should send the ACSW Organiser the relevant URL asap.

Each individual conference web page should just have its own info and point to the ACSW page for the rest.

As much as possible, all conferences (and certainly the big ones) will have a common set of deadlines for papers and registration, etc (see suggestion in Section 6.)

The CORE website (www.core.edu.au) under Conferences will also point just to the main ACSW page.

16.1 Mailing list

From 2010 delegates will be asked when registering if they wish to be added to an email list which will be used to advertise future ACSWs. This email list should be passed from one OC to the next and its use should be strictly restricted to official advertisements for ACSWs (call for papers and call for participation) and certainly not for advertising any other unrelated conferences or for any other purposes. It is hoped that additional delegates will be added to this list each year. It is important that delegates opt into being included on this list - they should not be automatically

added just because they have registered for some past ACSW. Ideally, some mechanism should be set up for delegates to unsubscribe from this list if they get tired of receiving such notices.

Other than this list, advertisement for ACSW is typically done through the CORE Heads and Profs email list, but it is important to realise that this list does not reach all Computer Science departments (even within Australia).

17 O - Sponsorship

This has varied wildly in the past and the trick is to get in early and be realistic. Companies are unlikely to fund much over \$4,000 and often are happier to fund an event such as the introductory drinks or one day's lunches. In the end sponsorship has varied from the ACS only through to \$25,000+. Typical sponsor arrangements come in two types:

1. Donation. This is GST free (in Australia) but they cannot receive any overt benefit. A logo on the proceedings and mentions in speeches seem to be acceptable here.
2. Sponsor. This is NOT GST free but they can receive benefit such as n free registrations per \$ k ,000. The ACS normally receives two free registrations in return for sponsorship.

Try all the obvious local businesses as well as the national bodies such as ACS and any others that might be relevant. There are also some international organisations such as the US Air Force which will sponsor conferences, but you really need to ask early as there is often a lot of paperwork to get through, and sometimes there are issues with the beginning and end of the financial year. Sponsors will often donate towards the conference bag. While we have had many very elegant bags in the past, they are expensive and most delegates probably have cupboards full. Plain calico shoulder bags printed with relevant logos (or the ubiquitous "green bag"), are cheap, environmentally friendly, and often receive considerable reuse as shopping bags.

17.1 Attracting Other Attendees

The OC should consider where relevant, the possibility of an industry day to attract sponsors, or a day with some talks aimed at local teachers as part of a general push to improve Computing teaching in schools. In Ballarat for the first time, there were Invited Seminars - papers of general interest rather than research papers. These were well attended and might be appropriate for industry/teachers.

A competition for local schoolchildren with the prize including attendance at such an *open day* may also be worthwhile.

18 O and C - Decision-making

Responsibility for all aspects of the technical program rests with the program chairs – *this includes nominating plenary speakers*.

A number of other people contribute to these decisions. The paper presentations are chosen by the program chairs and they group them into (named) sessions (normally 3 or 4 papers per session). The organising committee then take these sessions and (with help from the various PC Chairs) arrange them so they do not clash across the event. This is a big job and a draft should be circulated well in advance. A clash tends to be defined as (in order of avoidance):

1. Speaker needing to be in two places at once. Remember not only the obvious but also Heads and Professors Meeting.
2. Nobody should be an author on two papers being presented at the same time in different streams.

3. Discipline overlap of content (an ACSC session on databases should not be scheduled against ADC for example).
4. Individual requests from speakers. (Do not solicit for these or you will get no sessions able to be accommodated on the last day!)
5. Cohesiveness of individual conferences. Try to keep the smaller conferences / workshops to considerably less than the full four days. See the examples on the CORE website for previous conferences.

19 O - Liaison

19.1 O - PC Chairs

The OC should ensure that all conference chairs are aware of and have a current version of this document so that they are aware of their responsibilities. Keep the PC Chairs informed and tell them what you expect from them. Don't assume that they know more than you do. Remind them to organise session chairs, group papers into related topics, etc. Also make sure that the PC Chairs know about the conference web site and that they link their conference web site to it. Make sure you email all the PC Chairs about decisions or changes that may affect them - better to bombard them with too much information rather than not enough. The mailing list acsw-chairs@core.edu.au should be used. Any changes or updates to this should be conveyed to both the SC and to alison@core.edu.au.

In turn PC Chairs should make sure that as soon as possible the SC is given just one contact person (or email) for communicating with each PC.

Both sides are asked to respond to queries as quickly as possible.

19.2 C - Session Chairs

Each conference is responsible for deciding its own session chairs. The ACSW OC would appreciate knowing these asap. This creates a Catch 22 as the individual PC chairs don't know who is attending to be a possible session chair and as the ACSW OC wants the names. The organiser could supply the attending names to the individual chairs but most conferences these days actually have this info on the web. If there is some sort of login for the conference system, this would enable display of attendees with some degree of privacy.

The definitive guides for session chairs and speakers should be placed on the ACSW website by the ACSW organiser. Individual conference chairs just point their session chairs and speakers to them and ensure that all are aware. Perhaps, they could be put up on the conference noticeboard and the registration desk could remind people when they are registering. Sticking to time and schedule is important at a multiconference where people hop between streams.

20 G - Prizes

At the opening session (or some other suitable time, preferably not the dinner), a number of prizes are presented, mostly funded by CORE. They include the Chris Wallace Research Award, the CORE Teaching Award, the Distinguished Doctoral Dissertation and (every second year) the John Hughes Distinguished Service Award. These are selected by various CORE committees. They are not the responsibility of the OC.

However, if possible, the prize winning papers should be in the conference booklet so that delegates who wish can attend them. At the very least, they should be announced at the opening session and their times displayed on the conference notice board. Certificates for best papers (and prizes as well for student papers) are awarded at the opening session.

At the time of selecting papers for the conference, the PC for each conference decides whether there will be a best paper, and if, so, who it is. Similarly, a decision is made on a best student

paper (see rules below). Please communicate asap for any prizewinning papers, the names of the authors, their universities, the title of the paper to the OC, the President of CORE and the CORE PA (see Section 24.4). This will save last minute emails, printing of certificates on the run, etc.

Please also see Section 22 re notification of prize winning papers.

21 C - Student Paper Prizes

CORE currently awards \$500 to the best student paper at each conferences, as appropriate (e.g. ACE, though eligible, gets few student papers). It was felt that it would be cumbersome to compare the best student papers across all the different conferences as they would have been judged under different criteria and by different referees. Instead, each conference will publicise the guidelines for a student paper (see Section 21.1). At the time of submission, the authors should nominate for a possible student paper prize, any paper where the principal author is a student and there is a letter of confirmation from the student's supervisor or Head of Department. Provided at least five such student papers are accepted by a particular conference, then the program committee for that conference should nominate the best one for a best student paper prize. Up to six of these prizes may be awarded at each ACSW.

21.1 G - Rules for Student Papers

Papers are counted as student papers, if the major contribution is due to a student author, who must be the first author of the paper (unless that particular conference has a tradition of alphabetical authorship, which should be made clear, if appropriate). Authors have to indicate to the PC at the time of submission that their paper is to be classified as a student paper. It is OK to have the supervisor(s) as (a) co-author(s). The supervisor or the Head of Department must sign a statement to verify that the principal author is a student at the time of submission.

It is also appropriate to have a statement pointing supervisors at the national guidelines, which are highly specific on the topic of authorship, http://www.nhmrc.gov.au/news/media/re107/research_code_0807.htm or www.csse.unimelb.edu.au/~jz/conduct.html.

The rules for student papers should be on the ACSW website and pointed to by each individual site. That way it is easy to keep them consistent across the conferences.

22 C - Notification of Prize Winning Papers

The student prize winning papers will be marked as such on the timetable(s) on both the general ACSW and individual conference websites and in the conference booklet. This may help them obtain funding, etc. It was decided to maintain some mystery re the best papers for each conference. They will be marked in the conference booklet and announced at the opening ceremony.

23 O - Accommodation

The OC will normally negotiate with local hotels to obtain reserved room blocks and discounted accommodation for ACSW delegates. Be careful when negotiating such deals that you don't agree to ACSW having to pay for any rooms if sufficient delegates don't book with that hotel. Having 2 or 3 preferred accommodation options is preferred - ideally providing a range of price and style of accommodation (hotel, apartment, student accommodation). As a rule of thumb, the number of room blocks needs is about 1 room for every 2 delegates expected at the conference (for example 125 rooms if you're expecting about 250 delegates). With respect to the booking of these hotel rooms there are basically three options:

1. Have delegates book directly with the individual hotels (using a special ACSW discount code).

2. OC manages the bookings through the ACSW web site and pass these bookings onto the hotels.
3. Enlist a company (such as OzAccom Group) to manage all conference accommodation (at no cost to the OC).

24 G - Summary

24.1 CheckList

This is a list of those things that might be forgotten ... or not remembered until the last minute. These items can be usefully distributed across the OC. Obviously, some are optional.

- Delegate list for Satchels
- Stationery supplies for satchels - pen, paper etc.
- Name Badges including identification for OC Members (commonly red dots) and PC Chairs (commonly blue dots).
- If lanyards are used, print names in as large a clear font (eg Helvetica) as possible AND on both sides of the name card.
- Outline of Amenities and Functions on web and in satchel. Sometimes done as a booklet. This can make a great difference to how smoothly the event goes.
- Conference programme and abstracts for satchel and on web in draft form at least 3 weeks before the event.
- Agree running order for opening session. Invite dignitaries early.
- Getting PC Chairs, Keynotes and Doctoral Consortium students to Register (even though they are free, they still need name tags, etc.)
- Reminding PC Chairs, as relevant, about prizes for best paper, and for student papers.
- Informing caterers of special dietary needs and numbers. You can also assume that numbers will decrease a little as the conference progresses - this can save a few dollars.
- Internet Access. Wireless access is becoming increasingly popular, though wired should also be provided.
- Gifts for plenary speakers. Normally about \$100 each. Packable! Normally these have a local flavour and are useable items. Local woodwork, glassware, etc. are often appreciated more than token items.
- Accommodation options on web nice and early. The OC also tends to facilitate accommodation for plenary speakers.
- Meetings –
 - PC and OC discussion meeting,
 - Heads and Professors Meeting and Heads and Professors lunch.
- Invites for host VCs and other people who need to be kept sweet.

24.2 Previous Budgets

Previous Budgets may be obtained from Alison Handley (alison@core.edu.au) or the ACSW Steering Committee.

24.3 Note re this document

This is intended to be a living document that is amended and extended by other people associated with ACSW. If you extend or substantially alter this document, add your name and the date to the author list, and return the \LaTeX source to `jz@csse.unimelb.edu.au`.

24.4 Contact List

Role	Contact	Email Address
CORE Chair	Justin Zobel	jz@csse.unimelb.edu.au
SC Chair	Alex Potanin	Alex.Potanin@ecs.vuw.ac.nz
Current Proceedings Published by Publishing font of wisdom	CRPIT Series John Roddick	crpit.acs.org.au roddick@infoeng.finders.edu.au
CRPIT Editors	John Roddick Simeon Simoff Vlad Estivill-Castro	roddick@infoeng.finders.edu.au s.simoff@uws.edu.au V.Estivill-Castro@griffith.edu.au
Web Master for CORE Website	Alison Handley	alison@cs.mu.oz.au
Holder of this document	Justin Zobel	jz@csse.unimelb.edu.au

A Sample Timeline

This timeline was added here by ACSW2009 organising committee. It worked well for us in a sense that 18 months before the conference, we sat down and wrote up a timeline, which we simply followed until the actual conference. Without it, it would have been a failure.

- **June 2007**

- Initial meeting of the chairs and initial organisers.
- Figure out who is going to be doing what in OC (we had: 2 co-chairs, 1 venues person, 1 finance person, 1 operations person, 1 communications person, 1 events chair (done by one of the co-chairs). This group of 6-8 people stayed close and committed all the way until the actual conference.

- **July 2007**

- (*venue person and co-chair*) Go through and visit all the venues that fit the requirement of 6 concurrent streams and the main room fitting up to 350 or so people (plenary keynotes).

- **August 2007**

- Pick a venue and confirm it with CORE Executive. We went with Te Papa that would mean a \$100 extra per attendee than holding it on campus (which also would be worse location than Te Papa), but worked well for us. CORE had a final say.

- **September 2007**

- Create a timeline in greater detail and produce a marketing plan for the advertisement of the ACSW2009.

- **October 2007**

- (*communications person*) Talk to WCC about marketing opportunities. (DONE);/li

- **November 2007**

- (*communications person*) Get one page placeholder website up. (DONE)

- **December 2007**

- (*venue person*) Sign contract with Te Papa. (DONE)
- (*finance person*) Finish budget draft. (DONE)
- (*communications person*) Finish the fancy PPT and Video to show off ACSW2009. (DONE)

- **January 2008**

- (*communications person*) Talk to ACSW 08 organiser and get our flyer into conference pack. (DONE)
- (*communications person*) Get website up with logos and banner (core.edu.au/ACSW2009). (DONE)
- (*communications person*) ACSW2009 presentation (3 minutes) showing off Wellington to its best. (DONE)
- (*co-chair*) Attend Wollongong, make sure flyer is distributed. (DONE)
- (*venue person*) Find out total number of attendees at ACSW2008 and make sure that Te Papa is going to be feasible. (DONE: 210)

- **February 2008**

- (*venue person*) DEPOSIT FOR TE PAPA DUE 1ST FEB! (DONE)
- (*venue person*) Heads and Profs lunch and meeting venue is the walled off area in Oceania in Te Papa - arrange with Te Papa. (DONE)

- **March 2008**

- (*communications person*) Launch of website with key dates, list of workshops etc. (DONE)
- (*communications person*) Establish contact with PC chairs of each of the conferences to be run at ACSW2009. Make sure we have a `|b|single|b|` contact person for each conference who is prompt and useful. (DONE)
- (*communications person*) Talk to conference bag suppliers (we want calico bag with logos/NZ theme). (DONE: \$6)

- **April 2008**

- (*events person*) Finalise Te Papa as reception venue (DONE).
- (*venue person*) Finalise Hotel Choices (DONE: Ibis and Copthorne Oriental Bay - with suites).
- (*communications person*) Get links to sub-conferences of ACSW2009 a.s.a.p. to link to/from. (DONE: Communicated, slowly coming online, contact established)
- (*communications person*) One page flyer to give to people to take away to other conferences (Single page, Colour, Dates for submissions, Description of conferences, Things to do in Wellington, Information about the venue, Website link). (DONE)
- (*operations person*) Organise the four keynotes (after they are picked) and get them to buy the tickets early to save money. (DONE)

- **May 2008**

- (*communications person*) Finalise registration system including credit card processing. (DONE)
- (*finance person*) Chase down sponsors for our conference. (DONE)
- (*communications person*) Publicise and advertise our upcoming keynotes to get more sponsors and attendees. (DONE)
- (*finance person*) Citylink or Telstra Clear Wireless. (DONE)
- (*communications person*) Create a page that links to restaurant listings, things to do etc. (DONE)
- (*events person*) Finalise boat sheds as dinner venue. (DONE)
- (*communications person*) Advertise by personally approaching key contacts at each university and asking them to distribute posters and encourage people to submit. (DONE)
- (*communications person*) Accommodation options on the web nice and early! Arrange for keynote speakers hotels. (DONE)

- **June 2008**

- Reevaluate people's roles, task remaining, and update the timeline. (DONE)
- (*communications person*) Remind SMSCS staff to advertise ACSW. (DONE)
- (*communications person*) Email flyer to CORE list. (DONE)
- (*communications person*) Create a new flyer (A3) and send to all (DONE).

- **July 2008**

- (*finance person*) Approach publishers for sponsorship. (DONE, but to no avail)
- (*finance person*) Final Budget signed off by CORE! (DONE)
- (*finance person*) Finalise and confirm our list of sponsors. (DONE)
- (*communications person*) Compile a list of mailing lists (mailing-list.txt in Communications) and email them with call for papers. (DONE)
- (*communications person*) Identify Australasian places not on CORE list and email them. (DONE)
- (*communications person*) Consider "open day" or something for schools and teachers - maybe track of not-just-research papers to attract other attendees? (NOT GOING TO BE DONE)
- (*communications person*) Remind SMSCS staff to advertise ACSW. (DONE)

- **August 2008**

- (*communications person*) Remind SMSCS staff to advertise ACSW. (DONE)
- (*communications person*) Registration system's prototype is running. (DONE)
- (*venue person*) Accommodation options on the web clearly and ready to be used with direct links. (DONE)
- (*finance person*) Email acceptance of financial support to anyone whom we decide to support (if any!). (DONE)
- (*communications person*) Email updates about web site to mailing list. (DONE)

- **September 2008**

- Submission of papers (7th of September, 2008) (DONE)
- (*operations person*)Registration Web Site is Up and Running. (DONE)
- (*operations person*)Book travel for keynotes. (DONE)
- (*operations person*)Invite dignitary for our conference (Minister of Research). (DONE)
- (*venue person*) Book an NZ CS Heads room for Tuesday. (DONE)

- **October 2008**

- Doctoral Consortium Call for Papers comes out. (DONE)
- (*venue person*) Arrange for big screens with schedules (one in Tea Room in Telstra Clear and one in the Lunch Room). (DONE)
- (*venue person*) Fixed computers at Te Papa for people. (DONE)
- (*venue person*) Book a room for 20 people for ACE for Sunday and Monday using VicVenues (possibly with catering), also book ACDC room and NZ CS Heads room - both for Monday. (DONE)
- (*finance person*) Donate towards "conference bag", ask someone like "VUW" or someone big overseas to sponsor. (DONE, did not work out)
- (*venue person*) Pick a "conference bar" (Mac Brewery?) (DONE, did not work out)
- (*venue person*) AV organisation (Roger, DONE)

- **November 2008**

- Notification (3rd of November).
- Submission of camera ready copy (24th of November).

- Author registration (24th of November)
- (*co-chair*) Schedule entire ACSW program live online to make sure everyone is happy and no clashes!!!
- (*communications person*) Email updates about web site to mailing list. (DONE)
- (*communications person*) Send reminder with web site updates to mailing lists and remind them about conference taking place in NZ. (DONE)
- (*communications person*) Conference programme on web in draft form at least 3 weeks before the event! (DONE)
- (*venue person*) Finalise list of who speaks at Powhiri (need someone in Maori from VUW) (DONE).
- (*operations person*) Decide on bags and organise a logo (Tradecraft or Safepak) (DONE - VUW Logo).

• **December 2008**

- Withdrawal of papers if author has not registered (8th of December)
- Early Bird Rego Deadline (8th of December)
- *Co-Chair*:
 - * Arrange the order of welcoming session (practice the write up with John on Wednesday). (DONE)
 - * Get 12-15 USB keys with proceedings on them to be available to borrow from registration desk (wait for size of proceedings to be known first). (DONE)
 - * Make sure appropriate people are informed of student paper prizes. (DONE)
 - * Withdrawal of papers if author has not registered. Give authors the deadline of Sunday, 14th of December. (DONE)
 - * Write a short blurb welcoming people for the program. (DONE)
 - * Write an extended program for the web site that includes individual papers and authors. (DONE)
 - * Will we hold ACSW2010 during banquet (or Thursday lunch)? Banquet suggested. (DONE)
 - * AV Requirements for dinner (asked CORE). (DONE)
 - * Manually register the freebies to make sure they get badges and bags. (DONE)
 - * Need to find NZCS person to introduce Andy on Friday. (DONE)
 - * Plan who is meeting and introducing each keynote speaker and confirm with them what they are expected to do. (DONE)
 - * Arrange for a printer to be available on site - from SMSCS. (DONE)
 - * Arrange the order of prizes and talks at the opening session (Justin will do this 12-12:30 Tuesday). (DONE)
 - * Organise drinks for Monday workers. (DONE)
 - * Policy for projectors and PC's and AV (sheet with information for login etc and installed software - powerpoint, openoffice, acrobat reader, etc?). User: auto and password auto like TS? (DONE)
 - * Get printer and test laptops before Friday. (DONE)
- *Other Co-Chair*:
 - * Chase the invited minister and have a plan B (e.g. Dean?). Here is the welcome speech plan: 10 - 10:30 (Alex + John (including what is happening where), then CORE, then Minister or Dean). (DONE)
 - * Finalise AV req's for the dinner. (DONE)

- * Book van/truck using Roger. (DONE)
- *Operations Person:*
 - * Prepare sample badges once Alex writes extended program online. (DONE)
 - * Gift for four plenary keynote speakers - buy for under \$50 (NZ themed). (DONE)
 - * With Ally's help, prepare Powerpoint presentations to run on the 30" LCD screens that MSCS will provide with the program for a particular day. (DONE)
 - * Organise what goes into the satchels and make a list of things (e.g. maps are coming from WCC and Te Papa may provide some flyers). (DONE)
 - * Order pens and bags. (DONE)
 - * Organise stationary and pens for the satchel. (Alex notes that Te Papa can provide these for free.)
 - * Put in order for printing on bags.
 - * Get PC chairs, ACDC attendees etc to register even though they are getting it for free - to make sure they get name badges etc.
 - * Talk to local businesses about potential for discounts etc. to put into our bag. (OPTIONAL)
 - * Remind all that 1 week deadline for printing the program and no changes are allowed after it.
 - * Make sure appropriate people are informed of student paper prizes etc.
- *Venues Person:*
 - * Get beer, juices, water, etc a week before conference. Also water for SV's and usb keys if required. (DONE)
 - * Sort out food etc for reception and drinks requirements (e.g. soft drinks). (DONE)
 - * Organise multi-plugs and PET test them (Roger, David, and Alex are visiting Te Papa on 16/12/2008). (DONE)
 - * Distribute do's and don't's for Powhiri by email to delegates a week before. Confirm first with Te Papa if this is needed at all - possibly not! (DONE)
 - * Order notepads from Te Papa (around 300, we want these for free). (DONE)
 - * Organise Powhiri practice sessions. (DONE)
 - * Inform caterers of any dietary requirements and numbers. At least 2 weeks before (David can take care of this). 200 for dinner (to do). 120 for reception (done). (DONE)
- *Finance Person (But Also Becoming Proceedings Person Now):*
 - * Check budget to see if we can provide all students with free dinner. (DONE)
 - * Request daily updates on registration numbers from Erin starting Friday, 9th of January. (DONE)
 - * Print out 300 colour copies of ACSW2010 flyer to include in the bag.
 - * Make sure all the sponsors have been invoiced. (DONE)
 - * Add to program who is chairing which sessions and prepare a page in program to guide them. (DONE)
 - * Prepare a complete conference program (in PDF) for the printers. Includes figuring out how to get abstracts for each submitted paper. Includes dietary requirements discussion. (DONE)
 - * Arrange and book the printers for the conference program. Note that the program should go in print 1 week before the conference due to last minute changes (no changes after Friday, 9th of January, 2009). (DONE)
 - * Stuart will send PNG image with sponsor logos to use as backgrounds and power point backdrops in sessions. (DONE)

– *Communications Person:*

- * Finalise the list of 10 confirmed student volunteers for the conference. (DONE)
- * Plan the schedule of tasks that need to be done around the venue by student volunteers (ask David with respect to computer room and multi plugs, ask Peter with respect to the organisation desk, ask Roger with respect to the screens and AV in rooms). (DONE)
- * Look up prioritised list of extra spending from minutes. (DONE)
- * Organise helpers: initial meeting to review the timetable of tasks (at least a week before conference). (DONE)
- * We ensure that PC chairs deliver us their proceedings to put together a CD to give to the delegates.
- * Prepare a Conference Booklet:
 - a list of the conferences in ACSW2009
 - outline programme, preferably colour coded
 - speaker instructions
 - session chair instructions
 - any relevant information re AV equipment
 - prize winners and their sessions, if possible
 - abstracts
 - details of keynotes and their abstracts, if possible
 - timetable
 - social programme
 - map of conference venue
 - local maps/transport maps, as appropriate
 - transport details, e.g. conference bus schedule, if appropriate
 - details of local banks, ATMs, chemist, doctor, shops, taxis
 - details of local restaurants, particularly if lunch is not provided
 - Doctoral Consortium timetable and details, if known
 - details of next ACSW, including a contact email
- * Produce guide for speakers and guide for session chairs online.
- * Publicise the prizes and which papers won awards in the conference booklet.
- * Arrange with PC chairs and based on those who actually registered - who is chairing which session of papers.

● **January 2009**

– ACSW2009 is on the 20th, 21st, 22nd, and 23rd of January!

– *Co-Chair:*

- * Create a check list of stuff to take down and take back from Te Papa:
 - 5x projectors from TS + 1x projector from School
 - 5x laptops from TS + 6-7 other laptops (alex, stu, dave, john, roger, school 1, school 2)
 - Printer
 - 5x screens from TS
 - 2x mics from TS
 - Satchel contents stuff
 - 1x box of white paper
 - 2x scizzors, 10x pens

- Duck tapes and multi plugs and cords (9x RCDs, 8x 6plugs, 8x 4plugs, 1x 10m, 5x 7m)
 - Powhiri protocol sheet
 - Locks for laptops and screens
 - Speakers
 - * Organise Subway lunch for Monday workers.
 - * Ensure video conference is going to work in ICON for ACE (2nd Life, test on Monday) and try Skype in Angus for CATS.
 - * Actually *test* the Wireless LAN set up.
 - * Organise Friday lunch for SV's (separate?) and OC at Mac Brewery paid for by ACSW. (Do this on Monday of the conference!)
 - * On Thursday, at 4:30pm, need to carry projector, speakers, laptop to Boatshed to help Wayne announce ACSW2010 at dinner.
 - * Agree running orders for opening sessions, invite dignitaries early!
- *Operations Person:*
- * Print badges, press and day passes, and pack conference bags (contents on the Timeline). Different colour for students vs full, identify OC or PC people by dots OC members (red dots) and PC members (blue dots)). If lanyard then print on BOTH sides.
 - * Organise SV's on Monday when Craig is away.
 - * Suzan will be responsible for the running of the "registration desk".
 - * Suzan needs to get a key to Boatshed on Thursday morning and go there with John on Wednesday morning.
- *Finance Person:*
- * Arrange and book the CD burning and making the CD cover look nice. Simeon from CRPIT will supply us with an ISO image (or similar) to burn. Simeon may or may not pay for this, we will need 250+ copies (to be safe).
 - * Compile delegate list for the registration desk (Friday before and Tuesday).
 - * Plan to install multi-plugs on Monday afternoon and set up the "computer room". Stuart (David is away) is responsible for the computer room and multi-plugs set up.
 - * Plan to clear out multi-plugs on Friday morning and Thursday night (depending on which rooms are used).
- *Venue Person:*
- * Inform caterers of any dietary requirements and numbers.
- *Communications Person:*
- * (*communications person*) Compile delegate list.
 - * (*communications person*) Pack satchels, satchels will contain (Peter and Craig):
 - tOne printed proceedings.
 - Delegate list.
 - Stationery supplies for satchels - pen, paper etc
 - Name badges including identification for OC members (red dots) and PC Chairs (blue dots)
 - Outline of Amenities and Functions on web and in satchel.
 - Conference programme for satchel