

Australasian Conference on Information Systems

An Evolving Charter

Version 3.6 11 December, 2012

Preamble

In 1990 the first Australasian Conference on Information Systems (ACIS) ran as a one-day event in Melbourne in association with the Australian Conference on Computer Science (ACSC). The second conference was in 1991 in Sydney, again in conjunction with ACSC. The third ACIS was held independently of the ACSC at Wollongong in 1992 and it ran over three days. The fourth ACIS ran at Brisbane in 1993 and included a pre-conference doctoral consortium. A public meeting of the delegates at ACIS'93 concluded that it was time that ACIS became formalised in some way to give it a permanent place on the IS calendar. The ACIS community attending the 5th Australasian Conference on Information Systems (ACIS) at Monash University in 1994 in Melbourne agreed to establish a permanent ACIS executive committee to manage ACIS as an affiliated activity of the Australian Computer Society (ACS) based on a modified ICIS model. The executive committee's principal responsibility is to agree the host site, dates, and conference organisers for forthcoming ACIS events after taking advice from the ACIS community, and to assist the conference organisers as required to ensure a successful event. The inaugural meeting of the Australasian Conference on Information Systems (ACIS) Executive Committee took place at Monash University on Thursday September 29, 1994. The executive agreed to publish policy decisions and the like in the form of an "ACIS Evolving Charter". The ACIS Evolving Charter would do two things. First it would serve to capture and hold the ACIS "corporate memory". Second it would be a source of information about ACIS, which would be available to members and potential members of the ACIS community. It will be updated after each formal ACIS meeting to incorporate matters of significance resolved at that meeting. It will be made available to members of the ACIS community electronically.

The ACIS Evolving Charter appeared to lose direction around 2004 and following some issues with ACIS2006, the President of ACPHIS, Graham Pervan, the President of AAIS, David Wilson, and the Director of the IS Board ACS, Steve Elliot, decided to re-invigorate the ACIS Evolving Charter. The revised constitution and membership was agreed at an ACIS Executive Committee Meeting meeting on 9th April 2008, following endorsement by the AAIS and ACPHIS Executive Committees in March 2008.

December 2012

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1. ACIS Executive Committee

1.1 Constitution

The ACIS Executive Committee comprises a permanent membership of the President AAIS, President ACPHIS and Director IS Board ACS together with a rolling membership of the organising chair, the program chair and the doctoral consortium chairs of the immediate past ACIS, the current ACIS and the next ACIS.

In normal circumstances:

- a) The ACIS Executive Committee Chair would be one of the permanent members of the committee, nominated for the following year at ACIS each year;
- b) The change-over from current to immediate past event would be on 31st March each year. Formally recognising the "close of books" of the current event (normally three months after the current event).

1.2 Current membership is provided in Appendix A.

1.3 Function

The ACIS Executive Committee was empowered by the IS community, at meetings held in March 2008, to organise the annual ACIS conference and to undertake other activities related to ACIS that would benefit the IS community.

1.4 ACIS Community Roles

From time to time there may be a need to establish an on-going role to perform a continuing task for the ACIS community. To date only one such role has been identified, that of Web Master

- Web Master: John Lamp

2 IS and ACIS Community

All academics in information systems departments, schools or other organisational units or who deem themselves to be in the information systems discipline, in Australia, New Zealand and the South Pacific (broadly represented as members of AAIS and/or ACPHIS) constitute the "IS Community".

Registered delegates in attendance at the annual ACIS conference constitute the "ACIS Community".

3. AAIS, ACPHIS and ACS Affiliation

There is an affiliation between ACIS and AAIS, ACPHIS and the ACS IS Board who have pastoral care for ACIS as reflected in this document.

The host organisation is expected to accept all financial and other legal liabilities (see Section 7). Local arrangements are the responsibility of the host organisation and local organising committees (see Section 8). The host organisation has the responsibility to insure the event locally, if deemed necessary, and to include any insurance costs in the conference budget. Many universities, research organisations and/or hotels have blanket insurance policies and the host organisation is encouraged to investigate whether such a policy is in place before exploring other arrangements.

There is no incorporated governing body for ACIS.

4. Meetings

4.1 Executive

There would be at least, and normally only, two meetings of the ACIS Executive Committee each year – the principal, face-to-face, meeting being held in association with the current ACIS Conference, and the second, distributed, meeting being held between consecutive ACIS conferences on or around 31st March each year.

4.2 ACIS Committee

There would be one annual meeting of the ACIS Committee, which would take place at the annual ACIS conference.

4.3 Day-to-Day

The permanent members of the committee will be responsible for ACIS activity between meetings.

5. Communications

5.1 Mail group

The IS Heads of Departments (HODs) e-mail list service:

is-hods@postoffice.utas.edu.au and the e-mail lists of AAIS and ACPHIS:

is-aus@postoffice.utas.edu.au will serve as the principal means of communication between the ACIS executive and the IS community between meetings.

5.2 The ACIS home page will have:

- a) links to the current, and any agreed future, conference home page;
- b) links to the ACIS evolving charter;
- c) links to an ACIS calendar of events;
- d) links to a list of previous conferences (see Appendix C);
- e) links to the AAIS and ACPHIS home pages; and
- f) instructions on how to subscribe to or use the “IS-HODS” mailing list.

6. ACIS Conference

6.1 ACIS Purpose and Format

The prime purpose of the ACIS conference is to enable as many Australian, New Zealand and interested international Information Systems teachers, researchers and practitioners as possible to meet in an annual forum that maximises the opportunity for quality information exchange. The conference itself will normally run for three days preceded by a doctoral consortium and any other relevant meetings (see Section 11).

6.2 ACIS Host Organisation

It is the responsibility of the ACIS Executive Committee, as constituted in any one year, to make a decision regarding the host organisation including the organising, program and doctoral consortium chairs, for the ACIS conference two years hence.

(This means the, say, 2008 committee would have needed to decide on the 2010 ACIS location and office bearers at, or before, the 2008 conference so that an announcement can be made during the 2008 conference, the location and office bearers for the 2009 conference having been announced at the 2008 conference).

The aim is to have the conference move around Australasia in an equitable way.

6.3 Expressing Interest in Hosting ACIS

The ACIS executive will seek written expressions of interest from universities willing to host ACIS each year.

Offers to host future ACIS events should be submitted in writing to the ACIS Executive Committee and should include the name of the proposed host organisation and the names and contact details of the proposed organising and program committee chairs.

ACIS is traditionally held in the first week of December.

7. Funding

7.1 ACIS Executive Committee

In normal circumstances the ACIS Executive Committee members' own organisations would need to meet the travel costs associated with their attending ACIS meetings. The cost of the distributed meeting (eg teleconference) would normally be met by the current (ie forthcoming) conference.

7.2 AAIS, ACPHIS and ACS Support

Details of the support currently provided by AAIS, ACPHIS and ACS are provided in Appendix B and Appendix D explains the procedure to obtain the various prizes.

7.3 Conference Risk/Surplus

The host organisation is responsible for funding an ACIS event and is expected to accept all financial and other legal liabilities. The host organisation is entitled to recover all costs and should budget to cover unexpected costs and risks. Normally the aim is to run the conference for the benefit of the IS community and to make only a modest surplus. Any surplus may be retained by the host organisation subject to provisions for the contingency reserve (see Section 7.4 and 7.5).

7.4 Contingency Reserve ('Last Resort')

The host organisation has the responsibility to insure the event locally, if deemed necessary, and to include any insurance costs in the conference budget. However, after discussion at the December 1996 meeting of the ACIS Executive Committee Meeting, it was resolved that:

- (i) the intention is that the reserve be used to contribute to covering any extraordinary loss incurred by an ACIS host organisation that occurs through an event that is completely outside of that organisation's control and is not covered by insurance;
- (ii) (therefore) the intention is to build the reserve to a level sufficient to cover any extraordinary loss for two consecutive ACIS events;
- (iii) (and it was agreed that) if the accumulated reserve exceeds the level required to cover extraordinary contingent losses, a future committee may need to consider using such surplus funds to advance the aims of the IS community.

The contingency reserve is held on behalf of ACIS by ACS. Any two together of the permanent members of the ACIS Executive Committee will be authorised as signatories to that reserve.

7.5 Contingency Reserve Contribution

As of 31st March 2008, the contingency fund was considered to be below that required under 7.4 (ii) and the ACIS host organisation should budget to contribute between \$2,000 and \$5,000 to the contingency reserve.

7.6 Conference Sponsorship

The host organisation is strongly encouraged to seek additional local sponsorship and support if at all possible. A sample prospectus is provided in Appendix E.

8. ACIS Committees

8.1 ACIS Organising Committee

The ACIS Executive Committee has overall responsibility for ACIS events. For each event, the ACIS host organisation must appoint an organising committee that includes at least a Conference Chair, a Program Chair and a Doctoral Consortium Chair. At least one member of the organising committee is strongly encouraged to be a member of an organisation other than the host organisation. The proposed membership of the Organising Committee should be submitted to the ACIS Executive Committee for endorsement.

8.2 Conference Chair

The Conference Chair, who will normally occupy a senior position at the host organisation, takes overall responsibility for the conference and particular responsibility for all logistical matters, most notably the budget. The Conference Chair will select their own organising committee to assist with conference publicity, local arrangements, accommodation, logistics, budgeting and so forth. A prime responsibility is to ensure that there is a clear understanding as to the respective responsibilities of each and all of the conference chairs and sub-committees.

8.3 Program Chair

The Program Chair takes responsibility for the content of the conference and may or may not be a member of the host organisation. The Program Chair will draw up a suggested program committee with nominated track chairs and submit it to the ACIS Executive Committee for endorsement. The Program Chair will invite the suggested people to participate and thereafter coordinate their activities – principally issuing the call for papers, conducting the blind reviewing process, getting feedback to the paper authors from the review process, selecting the final papers, and drawing up the eventual program. The program chair for the current conference (eg 2008) will need to do whatever is necessary to inform the forthcoming program chair (eg 2009) of program committee activities to ensure a transfer of knowledge (eg copy them on all correspondence, invite them to participate in any program committee meetings).

8.4 Doctoral Consortium Chair

The Doctoral Consortium Chair, who will normally be a senior IS researcher, takes responsibility for the consortium program including the selection of faculty and students and may or may not be a member of the host organisation.

8.5 Other Responsibilities and Shared Positions

Responsibility for other events run in conjunction with ACIS will be determined on a case by case basis by the ACIS host organisation, in conjunction with the ACIS Executive Committee Chair.

Where the duties of a conference are shared (eg joint program chair) one of the joint position holders will be nominated as the ACIS Executive Committee member. Both would have the right to attend and participate in ACIS Executive Committee meetings, but only one would be entitled to vote.

9. Publications

9.1 ISBN Number for Publications

AAIS has already reserved a contiguous set of ISBN Numbers for ACIS proceedings. Please contact Maria Watt (ISBN Co-ordinator, ISBN Agency Australia, C3, 85 Turner Street, Port Melbourne VIC 3207 Tel: +61-3-8645-0345 Fax: +61-3-8645-0393) for details. When this block of ISBN numbers has been exhausted then please contact the Treasurer, AAIS to have another block reserved.

9.2 CD-ROM and Paper copies

If a conference committee chooses to use CD-ROM for the distribution of the proceedings, they would need to provide a paper copy of the abstracts and electronic copies of the full papers as a minimum to support the CD-ROM version. The ACIS proceedings must conform to Australian Government research reporting requirements.

9.3 Post Conference Publications

The Program Chair of each conference is strongly encouraged to explore the possibility of journal publication of the best papers in relevant journals (in this respect, either the Australasian Journal of Information Systems or the Journal of Research and Practice in Information Technology should be considered). Relevant authors and the relevant journal editors would need to agree to participate and to agree on the process of selection for publication.

10. Doctoral Consortium

10.1 Timing

- 1 A Doctoral Consortium will be held (usually immediately) prior to each ACIS. The Doctoral Consortium is normally planned for one-and-a-half to two days.

2 10.2 Faculty

The Doctoral Consortium faculty will comprise the Doctoral Consortium Chair and sufficient other qualified faculty as are necessary to ensure a faculty to student ratio of 1:3. The Doctoral Chair elect (ie for the next conference) is strongly encouraged to be included, if possible.

10.3 Students

10.3.1 Australasian Students

Doctoral Consortium students should apply for a consortium place. The criteria for selection would be based on:

- Their being currently enrolled in an Australasian PhD style program or Masters by Research
- They should be at a stage of their research where, in the opinion of the consortium chair, they would benefit from the experience
- The ratio of students to faculty should not exceed 3:1

10.3.2 International Students

International students may apply and would be invited to participate in a consortium provided that all of the above criteria were satisfied and that no eligible Australasian student was disadvantaged.

10.4 Conference Registration

Doctoral Consortium students should register for the conference at whatever registration rate applied in each individual case and that the conference committee should look to cover the consortium costs through sponsorship.

10.5 ACPHIS Sponsorship

ACPHIS provides \$2,500 towards the cost of the Doctoral Consortium Dinner (see Appendix B).

10.6 ACPHIS Medal Recipient

The ACPHIS Medal is awarded annually to the student judged to have completed the best IS PhD thesis for that a year. A condition of the award is that the recipient presents a talk to the Doctoral Consortium students.

10.7 No Observers

There should be no ‘observers’ at a Doctoral Consortium.

11. Prizes

11.1 AAIS, ACPHIS and the ACS IS Board sponsor a number of paper prizes for ACIS (see Appendix B and Appendix D). The Program Chair, Program Committee and track chairs are responsible for deciding which papers meet the conditions of each award.

11.2 The host organisation may award other prizes as it sees fit. Awards that recognise good reviewing are strongly encouraged.

12. Other Activities

12.1 ACIS Cocktails and Dinner

ACIS normally features an opening cocktail party on the evening of the day before the conference itself, normally at the conclusion of the doctoral consortium. The conference dinner is normally organised for the evening of the second day of the conference.

12.2 Awarding of ACIS Prizes and ACPHIS Medal

ACIS Prizes are normally awarded at the ACIS Dinner.

12.3 ACIS Exhibition

ACIS normally features an exhibition to enable sponsors to promote their goods and services to the ACIS community.

12.4 ACPHIS AGM

The Australian Council of Professors and Heads of Information Systems (ACPHIS) AGM is held during ACIS. The AGM is normally scheduled for lunchtime of the second day of the conference.

12.5 NZCPHIS AGM

The New Zealand Council of Professors and Heads of Information Systems (NZCPHIS) AGM is held during ACIS. The AGM is normally scheduled on the evening of the second day of the conference, immediately following the technical sessions on that day.

12.6 AAIS AGM

The Australasian Association for Information Systems (AAIS) AGM is held during ACIS. The AGM is normally scheduled on the evening of the first day of the conference, immediately following the technical sessions on that day.

12.7 ACS Forum

ACS should be offered the opportunity to run an Australian Computer Society forum for IS researchers and practitioners in association with each conference.

12.8 AIS Forum

AIS should be offered the time and space, before any forthcoming ACIS event, to run a meeting if so required.

12.9 Final Report

The host organisation must submit a final report to the ACIS Executive Committee within three months of ACIS. The report should contain information about the outcome of ACIS, such as a summary of the program and the papers submitted, accepted and presented, proceedings, number of participants, the reactions of the participants, experiences and suggestions of relevance to subsequent host organisers of ACIS. This also includes transfer of any amounts due to the Contingency Reserve (see Section 7.4 and 7.5).

12.10 ACIS Committee

The ACIS Conference Committee will meet during the conference as mentioned in 4.2 and normally at lunchtime of the third day of the conference.

13. Insurance

13.1 Conference Risk/Liability

Only one broker in Australia offers insurance for conferences – AON. AON can provide coverage of Professional Indemnity and Professional Liability for organisers, equipment etc taken on site, and the impact of SARS, airline strikes etc. If a conference organiser is used then they would normally take out some of this coverage as part of the engagement but others may incur an additional premium.

13.2 Public Liability

Likely venues such as universities, hotels and conference centres will have insurance cover for public liability, fires etc.

13.3 Insurance Cover

Many universities and research organisations have blanket insurance policies and the host organisation is encouraged to investigate whether such a policy is in place before exploring other arrangements.

14. Key Milestones

Date	Activity
December (-2)	Awarded hosting of ACIS
January – March (-1)	Confirm chairs and committees
March (-1)	Attend ACIS Executive Committee meeting Formally become ‘next ACIS’
March – December (-1)	Arrange venues
December (-1)	Attend ACIS Executive Committee meeting
January – March	Implement conference web site Issue Call for Papers
March	Attend ACIS Executive Committee meeting Formally become ‘current ACIS’
May - June	Paper submission deadline
June	Issue Call for Doctoral Consortium
June - August	Review process
August - September	Notification of outcome of review process
September	Doctoral Consortium proposal deadline
October	Camera-ready copy deadline Early-bird registration closes Notification of acceptance to Doctoral Consortium
October - November	Produce proceedings etc
December	Host conference Attend ACIS Executive Committee meeting
January – March (+1)	Prepare conference accounts Prepare final report
March (+1)	Attend ACIS Executive Committee meeting Formally become ‘immediate past ACIS’
December (+1)	Attend ACIS Executive Committee meeting

2.1 APPENDIX A:

2.2 Current Membership of the ACIS Executive Committee (from 5 December 2012)

Permanent membership

President, AAIS	Don Kerr
President, ACPHIS	Deborah Bunker
Director IS Board ACS	David Arnott

Rolling membership

Conference Chair ACIS2011	Deborah Bunker, Philip Seltsikas
Program Chair ACIS2011	Deborah Bunker, Philip Seltsikas, Linda Dawson, Marta Indulska
Doctoral Consortium Chair, ACIS2011	Peter Hyland, Kai Riemer, Wasana Bandara
Sponsorship Chair ACIS2011	Steve Elliot
Conference Chair ACIS2012	John Lamp
Program Chair ACIS2012	Rens Scheepers, Patrick Finnegan
Doctoral Consortium Chair ACIS2012	Cathy Urquhart, Michael Rosemann, Anne Rouse
Sponsorship Chair ACIS2012	Dineli Mather
General Chair ACIS2013	Caroline Chan
Conference Chairs ACIS 2013	Martin Dick, Vince Bruno
Program Chairs ACIS 2013	Hepu Deng, Craig Standing
Doctoral Consortium Chairs ACIS 2013	Brian Corbitt, Frada Burstein, Deborah Bunker

APPENDIX B:

Support Provided by AAIS, ACPHIS and ACS (as at 31st March 2012)

AAIS

\$2,000 towards the cost of the ACIS Cocktail Party.

\$500 for the AAIS Best Theoretical Paper Prize.

ACPHIS

\$2,500 towards the cost of the Doctoral Consortium Dinner.

\$500 for the ACPHIS Kit Dampney Best Education Paper Prize.

ACPHIS Medal and \$2,000 prize for the Best IS PhD.

ACS

\$5,000 to help initiate the conference of which \$1,000 is to be awarded as Best Paper Prizes: \$500 1st, \$300 2nd and \$200 3rd place.

ACS Environmental Sustainability in ICT - \$250 1st, \$150 2nd and \$100 3rd place (approved for 2009 ACIS only).

ACS is increasingly concerned about promoting community awareness and action on environmental sustainability in ICT. This issue is a current social responsibility strategy for the ACS. To support this strategy, the IS Board of the ACS sponsors three awards for the best three papers on the topic of Environmental Sustainability in ICT at each of the conferences ACIS 2007-2009.

AAIS/ACPHIS/ACS

\$1,500 for the Leoni Warne Prize for Outstanding Publication in the Area of Women and IT

APPENDIX C:

History of ACIS Conferences

ACIS90, Melbourne, in association Australian Conference on Computer Science (ACSC).

ACIS91, Sydney, in association Australian Conference on Computer Science (ACSC).

ACIS92, University of Wollongong, Wollongong, Organising Chair, Graham Winley, Program Chair, Robert McGregor

ACIS93, University of Queensland, Brisbane, Organising Chair, Paul Leddington

ACIS94, Monash University, Melbourne, Organising Chair, David Arnott, Program Chair, Graeme Shanks, Doctoral Consortium Chair, Ross Smith

ACIS95, Curtin University, Perth, Organising Chair, Graham Pervan, Program Chair, Mike Newby, Doctoral Consortium Chair, Peter Marshall

ACIS96, University of Tasmania, Hobart, Organising Chair, Chris Keen, Program Chair, Cathy Urquhart, Doctoral Consortium Chair, Michael Vitale

ACIS97, University of SA, Adelaide, Organising Chair, Terry Robbins-Jones, Program Chair, David Sutton, Doctoral Consortium Chair, Marianne Broadbent

ACIS98, University of NSW, Sydney, Organising Chair, Ross Jeffery, Co-Program Chairs, Bob Edmundson and David Wilson, Doctoral Consortium Chair, Marcus O'Connor

ACIS99, Victoria University, Wellington, New Zealand, Organising Chair, David Keane, Program Chairs, Beverley Hope and Pak Yoong, Doctoral Consortium Chair, Bob McQueen.

ACIS00, Queensland University of Technology, Brisbane, Organising Chair, Alan Underwood, Program Chairs, Guy Gable and Michael Vitale, Doctoral Consortium Chair, Michael Myers.

ACIS01, University of Southern Cross, Coffs Harbour, Organising Chair, Bruce Lo, Program Chairs, Gavin Finnie and Dubravka Cecez-Kecmanovic, Doctoral Consortium Chair, Kit Dampney.

ACIS02, Victoria University, Melbourne, Organising Chair, Arthur Tatnall, Program Chairs, Mike McGrath and Frada Burstein, Doctoral Consortium Chair, Mike Metcalfe.

ACIS03, Edith Cowan University, Perth, Organising Chair, Janice Burn, Program Chairs, Craig Standing and Peter Love, Doctoral Consortium Chair, Graham Pervan.

ACIS04, University of Tasmania, Hobart, Organising Chair, Carol Pollard, Program Chairs, Steve Elliot, Mary-Anne Williams and Sue Williams, Doctoral Consortium Chair, Sid Huff.

ACIS05, University of Technology, Sydney, Manly, Organising Chair, Jim Underwood, Program Chairs, Deborah Bunker and Bruce Campbell, Doctoral Consortium Chair, Igor Hawryszkiewicz.

ACIS06, University of South Australia, Adelaide, Organising Chair, Andy Koronios, Program Chair, Ed Fitzgerald, Doctoral Consortium Chair, Julie Fisher.

ACIS07, University of Southern Queensland, Toowoomba, Conference Chair, Dave Roberts and Aileen Cater-Steel, Program Chair, Mark Toleman, Doctoral Consortium Chair, Guy Gable.

ACIS08, University of Canterbury, Christchurch, New Zealand, Conference Chair, Paul Cragg, Program Chairs, Annette Mills and Sid Huff, Doctoral Consortium Chair, Michael Myers.

ACIS09, Monash University, Melbourne, Conference Chair, David Arnott, Program Chairs, Michael Davern and Helana Scheepers, Doctoral Consortium Chair, Frada Burstein.

ACIS10, Queensland University of Technology and University of Queensland, Brisbane, Conference Chair, Michael Rosemann and Peter Green, Program Chairs, Michael Rosemann, Peter Green and Fiona Rohde, Doctoral Consortium Chair, Guy Gable and Iris Vessey.

ACIS11, University of Sydney, Sydney, Conference Chairs, Deborah Bunker and Philip Seltsikas, Program Chairs, Deborah Bunker, Philip Seltsikas, Linda Dawson, Marta Indulska, Doctoral Consortium Chairs, Peter Hyland, Kai Riemer, Wasana Bandara.

ACIS12, Deakin University, Geelong, Conference Chair, John Lamp, Program Chairs, Rens Scheepers, Pat Finnegan, Doctoral Consortium Chairs, Cathy Urquhart, Michael Rosemann, Anne Rouse, Sponsorship Chair, Dineli Mather.

ACIS13, Royal Melbourne Institute of Technology, Conference Chairs, Martin Dick, Vince Bruno, Program Chair, Hepu Deng, Craig Standing, Doctoral Consortium Chair, Brian Corbitt, Frada Burstein, Deborah Bunker, General Chair, Caroline Chan.

ACIS14, University of Auckland, Conference Chair, Michael Myers, Program Chair, TBA, Doctoral Consortium Chair, TBA.

APPENDIX D:

Prizes and Procedures

ACS sponsored awards

Please allocate these prizes ASAP, getting ACS prepared for this as there may be delays in drawing the cheques and producing the certificates, so organisers need to send them names/paper titles ASAP. David Arnott is the person to contact for the cheques. Certificates produced by organisers.

Best Conference Paper – ACS - 1st Prize \$500

Best Conference Paper – ACS – 2nd Prize \$300

Best Conference Paper – ACS – 3rd Prize \$200

Nominated from all tracks (suggest to ask the track chairs to nominate their best paper and then have the program committee pick the 1st, 2nd and 3rd prizes).

AAIS sponsored awards

Send to AAIS President to produce the certificates and ask AAIS Treasurer for cheques.

Best Theory Paper – AAIS – Prize \$500

ACIS Best Reviewer

Nominated from all tracks (suggest to ask the track chairs to nominate their best reviewer and then have the program committee make final selection).

Emerald Publishing sponsored award

Best Knowledge Management Paper

Frada Burstein organizes everything. Send her finals of all KM papers.

ACPHIS sponsored awards

Please contact ACPHIS President for certificate/medal and cheques.

“Kit Dampney” Best Education Paper – ACPHIS – Prize \$500

ACPHIS Medal for the Best PhD – Prize \$2000

ACPHIS Medal Runner Up

Anne Rouse is Doctoral Medal Conevnor at present.

AAIS/ACPHIS/ACS Leoni Warne Prize – Prize \$1,500.

Nominated for the Best Publication in 2010/11 addressing the theme of “Women in IT”

Need to contact Henry Linger/Helen Hasan to determine if the prize will be awarded this year.

This is a joint prize but ACPHIS writes the cheque and follows up with the others.

APPENDIX E:

Sample Prospectus for Sponsorship

Platinum Sponsor (AU\$11,000 in 2007)

ONE OF THE FOLLOWING:

- Conference dinner
- Name badges/lanyards
- Official host of opening cocktail party

BENEFITS

- Acknowledgement as host of dinner, cocktail party or branding on lanyards.
- Speaking slot of 10 minutes at the opening plenary session or during the dinner or the cocktail party.
- Opportunity to present in the main program, subject to approval by the ACIS Conference program committee.
- Prominent display of logo during opening and closing ceremonies.
- Advertisement/logo in conference proceedings CD/booklet.
- Recognition as sponsor in all printed materials including press releases.
- Recognition of sponsor in opening and closing ceremonies.
- Opportunity for one of your delegates to introduce a keynote speaker and also chair the session.
- Complimentary registration for three delegates (inclusive of conference session attendance, collateral, morning/afternoon teas, luncheons and evening social events).
- Your support acknowledged on the home page of the conference website. Link to your web site from your logo.
- Promotional material included in the delegates' satchels, limit 3 pieces (a folder with multiple pages counts as one item).
- An electronic list of delegates.
- Logo on the Conference PowerPoint slides and in the delegate material.
- Display area in Conference Exhibition.

REQUIREMENTS

- Any promotional material for display at the Conference.
- Material to be put in satchels.
- Logo for image to be put on the conference website and in the delegate handbook; logo preferably provided as Vector EPS.
- Your company web address (as a link from your logo).
- Completed registration forms for three delegates.
- List of requirements for Conference Exhibition.
- Sponsorship to be paid prior to the commencement of the conference.

APPENDIX E (continued):

Sample prospectus for Sponsorship

Gold Sponsor (AU\$5,500 in 2007)

ONE OF FOLLOWING:

- Official host of a conference lunch.
- Official host of WIT Breakfast which will include invitees from the surrounding area.

BENEFITS

- Opportunity to present in the main program subject to approval by the ACIS Conference program committee.
- Naming rights for a lunch or the breakfast.
- Complimentary registration for two delegates (inclusive of conference session attendance, collateral, morning/afternoon teas, luncheons and evening social events).
- Your support acknowledged on the home page of the conference website. Link to your web site from your logo.
- Promotional material included in the delegates' satchels, limit 2 pieces (a folder with multiple pages counts as one item).
- An electronic list of delegates.
- Logo on the Conference PowerPoint slides and in the delegate material.
- Display area in Conference Exhibition

REQUIREMENTS

- Any promotional material to be displayed at the Conference.
- Material to be put in satchels.
- Logo for image to be put on the conference website and in the delegate handbook; logo preferably provided as Vector EPS.
- Your company web address (as a link from your logo).
- Completed registration forms for two delegates.
- List of requirements for Conference Exhibition.
- Sponsorship to be paid prior to the commencement of the conference.

APPENDIX E (continued):

Sample prospectus for Sponsorship

Silver Sponsor (AU\$2,750 in 2007)

ONE OF THE FOLLOWING

- Official host to a morning or afternoon tea

BENEFITS

- Naming rights for the nominated event.
- Complimentary registration for one delegate (inclusive of conference session attendance, collateral, morning/afternoon teas, luncheons and evening social events).
- Your support acknowledged on the home page of the conference website. Link to your web site from your logo.
- Promotional material included in the delegates' satchels, limit 1 piece (a folder with multiple pages counts as one item).
- An electronic list of delegates.
- Logo on the Conference PowerPoint slides and in the delegate material.
- Display area in Conference Exhibition.

REQUIREMENTS

- Any promotional material to be displayed at the Conference.
- Material to be put in satchels.
- Logo for image to be put on the conference website and in the delegate handbook; logo preferably provided as Vector EPS.
- Your company web address (as a link from your logo).
- Completed registration forms for one delegates.
- List of requirements for Conference Exhibition.
- Sponsorship to be paid prior to the commencement of the conference.

APPENDIX E (continued):

Sample prospectus for Sponsorship

Notes

When forecasting the investment to sponsor you should note the following:

Presentations

- Platinum and Gold sponsors are encouraged to present subject to approval by the ACIS Conference program committee.

Delegates and staff

- Your sponsorship includes conference session attendance, collateral, morning/afternoon teas, luncheons and evening social events for the following delegates– Platinum (3), Gold (2), Silver (1), Exhibitors are entitled to send one booth person who is entitled to morning/afternoon teas and luncheons. You must register every attendee even if they are complimentary.
- All other delegates will need to be paid for. If you would like them to attend the presentations then the cost will be equal to the early bird rate.
- If your staff do NOT want to attend the presentations then they need to register as exhibitor staff at AU\$77/day (includes Morning/Afternoon Tea and Lunch; excludes attendance at conference sessions and collateral).

Exhibition

- The exhibition will commence on the morning of Wednesday 5 December and close after lunch Friday 7 December.
- You will be provided with a simple wall panel (Velcro-friendly), reasonable power, ambient lighting, a table with table cloth and two chairs.

Security

- You must lock down or remove all attractive items when you exhibition is un-occupied.
- All sponsors are responsible for obtaining insurance for their equipment in transit to and from the Conference and at the Conference venue.

Legals

- The members of the ACIS organising committee, the University of Southern Queensland and Martin Lack & Associates accept no liability for personal accident nor loss or damage suffered by any participant, accompanying person, invited observer or any other person by whatever means. Neither do we accept liability for any equipment or software or other goods of whatever form brought to the Conference by delegates, speakers, sponsors or any other party.
- When a delegate list is supplied to the sponsor, you are reminded to use it in accordance with the Australian Spam Act, the various Australian Privacy Acts and by following business best practices for information management.