



GUIDELINES ON ORGANISING CONFERENCES, SEMINARS, WORKSHOPS AND SYMPOSIA

Effective Date:
8/4/2011

Amended:
1/5/2012

1. Introduction and Scope

- 1.1. The guidelines are applicable to the organising, and co-organising research related conferences, seminars, workshops, and symposia (hereafter referred as Event).
- 1.2. The scope of the guideline covers events that require financial commitment (seed fund) and event budget management from Sunway University (hereafter referred as Sun-U) and those that don't.

2. Event Proposal

- 2.1. A proposal (in the form of application) for Sun-U's involvement in the organising of the Event should be prepared by an Organising Committee. The proposal should include the information as follows.
 - Applicant/organizer's information. This includes name(s), organising committee members, name of faculties/departments, contact numbers, email-addresses etc.
 - Conference information. This includes:
 - ✓ Event Title;
 - ✓ Proposed Date;
 - ✓ Summary of Conference Theme with aims and objectives;
 - ✓ Proposed Keynote Speaker(s), current appointment and thematic contribution to the Event;
 - ✓ Expected number and target participants i.e. students, academicians, professionals etc.; and
 - ✓ Proposed Programme, plans for each day, keynote presentation(s).
 - Venue information.
 - ✓ This includes: Rationale for hosting the Event at the venue; and
 - ✓ Institutional support, including event facilities, funding, and administrative facilities.
 - Publicity Information. This includes the usage of Sun-U's name and logo in the organising and the way it is used with indications of the sites and venues used to publicise the Event, i.e. websites, mail-lists, conferences, publications etc.
 - Key Dates. This includes registration deadlines, calls for conference papers and respective deadlines, review timeline etc.
 - Budget Information. This includes:
 - ✓ Income, with indications of proposed event fees, including applicable discounts, early and late booking fees, if appropriate;
 - ✓ Funding applications, with indications of any applications to other bodies for financial support of the Event, amount received (or applied), and purpose for which any funding will be used;
 - ✓ Projected expenditures with justifications; and



- ✓ Proposal of an initial plan of the apportionment, allocation and utilization of budget surplus upon the conclusion of the Event. A separate proposal will be prepared at the Event's conclusion using the actual amount of surplus (if any).
 - Co-organizer(s)' Information (if applicable). This includes name(s), contact information, type of involvement, roles and commitment of the co-organizer(s).
- 2.2. The Event proposed must be apolitical and must not be in any way potentially resulting in negative impact on the reputation of Sunway University.

3. Approval Mechanism

- 3.1. The application/proposal is to be submitted for evaluation first to the Faculty Research Committee and then the University Research Committee.
- 3.2. Revisions of proposal, if necessary, must be submitted to the committees for reconsideration for recommendation.
- 3.3. Upon recommendation by University Research Committee, the proposal will be presented to Vice Chancellor for final approval.
- 3.4. Upon the final decision by the Vice Chancellor, official response on the outcome shall be issued by Research Office to Organising Committee, Financial Services (for the preparation of seed fund, if applicable) and outside parties (if any).

4. Organising Committee's Responsibilities

- 4.1. An Organising Committee, which consists of a Chairperson, Co-chairperson, Secretary, Treasurer, and Member(s) should be established for the planning, preparation and the implementation of the Event. The committee should meet regularly.
- 4.2. The Organising Committee is responsible for the following:
 - Choosing and inviting speakers, and subsequently deal with all correspondence with speakers;
 - Selecting and approaching Chairs for sessions where necessary;
 - Completing and returning the application/proposal as soon as possible;
 - Informing the event planner (if one is engaged) of any changes to the conference programme and/or budget without delay;
 - Organising any additional publicity;
 - Actively encouraging registration for the event through personal contacts and departmental/ organizational connections;
 - Ensuring that all speakers, chairs and invited guests register in person;
 - Ensuring all arrangements pertaining to logistics (venues, facilities, catering, registration, payments, transportations, publications etc.) are made;
 - Ensuring all purchases and payments are made according to Sun-U's policy (EPS system);
 - Ensuring all incoming payments are made payable to Sun-U, are in accordance to the Sun U's guideline;
 - Ensuring that spending is carried out according to the proposed budget. If there is a need to change the budget details during the organising



period, the proposed changes must be submitted to Faculty Research Committee and University Research Committee for consideration and approval;

- Reconciling the Event account within one month after the completion of Event. All outstanding incoming payments (fees, sponsorships, etc.) and committed expenditures should be settled within one month after the Event. The committee will also oversee that the seed fund initially sourced (if any) from Sun-U be returned;
- Preparing a detailed concluding report on the event outcome. This report should include achievement, problems and setback; feedback, surplus/deficit reports, a proposal on how to utilize surplus (if any) with full justifications and a report explaining reasons for non-recovery of seed fund to the University Research Committee.

5. Approval on the Utilisation of Surplus

- 5.1. After the reconciliation of Event account, seed fund initially sourced should be returned back to Sun-U (if applicable).
- 5.2. If there is any surplus after the deduction of initial seed fund (if applicable), recommendation on the apportionment percentages to Sun-U and Seed Fund for future Event or other research related activities shall be presented by the Organising Committee to Faculty Research Committee and University Research Committee for review.
- 5.3. The University Research Committee will approve based on the recommendations made by the Faculty Research Committee and present the proposal to Vice Chancellor for final decision.

Document Change Log

Amendment Date	Description of Change	Page
1/5/2012	Removing all references of School and replace them with Faculty	Whole document

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