

## PROTOCOLS FOR THE ORGANISATION OF BASA EVENTS

1. BASA aims to support seminars, workshops, lectures, small and occasionally large conferences in Australian Studies held in Britain.
2. There are usually two BASA events per calendar year, with proposals submitted for discussion by the Executive by
  - The first Friday of January (for events to be held after June of the same year)
  - The first Friday of September (for events to be held after January of the following year)
3. Planning days for the discussion of proposals from members and from the Executive will take place in the first and last quarters of each calendar year.
4. Proposals from members will be considered by the BASA Executive Committee. This Committee consists of: the President, Treasurer, Postgraduate Representative, and Secretary of the Association; other BASA members elected or co-opted at the Annual General Meeting; and the Director of the Menzies Centre for Australian Studies, King's College London. Members of BASA who do not have a specific proposal for an event but would like to participate in decisions about other events supported by the Association are welcome to attend the planning days.
5. BASA's support for the event may take a number of forms, but all will gain advertisement to the Association's email list. Other means of support may include:
  - ✓ Publication of outcomes in *Reviews in Australian Studies*
  - ✓ Organizational assistance
  - ✓ Seed funding
  - ✓ Repayable loan
  - ✓ Endorsement of application for funding from the Britain-Australia Society (Lincolnshire Branch); in this case events to be held in regional UK will be preferred
  - ✓ Assistance with funding applications to other bodies (e.g. for larger events, with the British Academy).
6. Proposals for support should consist of:
  - ✓ A proposed title for the event
  - ✓ A short description of the event (maximum 500 words)
  - ✓ Proposed location
  - ✓ A list of proposed speakers/topics
  - ✓ A draft budget (estimates) for the whole event

- ✓ A profit estimate
- ✓ A description of the kind of support sought from BASA (as per point 5)
- ✓ An exact figure for the amount of financial support sought from BASA
- ✓ An indication of what other organisations (if any) have been approached for funding/support.

Initial proposals should be emailed to the Secretary for consideration by the Executive Committee by the following dates:

- ✓ The first Friday of January (for events to be held after June of the same year)
  - ✓ The first Friday of September (for events to be held after January of the following year)
7. In the case of BASA financially supporting a member-proposed event, all speakers will usually be required to become members of the Association at the cost of £10 per annum. Collecting this membership is the responsibility of the event's convenor or organizing committee; it would usually be incorporated in the registration fee for the event.
  8. Event organizers must budget for a profit. The distribution of any profits from the event will be agreed in writing in advance. Where BASA has provided seed funding, it would normally be expected that BASA should receive 75% of any profits. Where BASA has provided a repayable loan, conference organizers must repay BASA in full, with profits calculated from the remaining amount. Where BASA has supported the even in other ways, BASA should receive 50% of the profits. In their initial proposal, organizers will state clearly their expected profit from the event.
  9. Convenors of Organising Committees of BASA-supported events are expected to provide reports on planning every two months and to provide a final report, including a final balance sheet, within six months of the event.
  10. The role of the BASA Executive is to receive the reports and on the basis of BASA's aims and experience, endorse/advise/refer back, as appropriate, bearing in mind constitutional obligations to the BASA membership, and local circumstances.
  11. The Organising Committee of BASA-supported events will ensure the BASA membership receives basic conference information such as time and place to include in *Reviews in Australian Studies*, on the BASA website and to the BASA email list.
  12. The event's programme should be finalised as far as possible and at least a month before the event.

13. All event communications and materials should carry the BASA logo and appear on the BASA website.
14. All information leading up the event must be submitted to the Secretary of BASA in good time to be placed on the BASA website.