



IEEE Australia & New Zealand Student & Young Professionals Congress

- ▶ GENERAL INFORMATION
- ▶ RULES & GUIDELINES
FOR BID PROPOSALS

Approved 13 July 2016

ANZSCON





Young Professionals enjoy a break at ANZSCON 2014 in Brisbane.

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IEEE Australia & New Zealand Student & Young Professionals Congress:
general information; rules & guidelines for bid proposals.

I. General Information

HISTORY

The first ANZSCON was held in Melbourne, Australia in November 2010. This inaugural event arose from a chance meeting during the previous year between Australian and New Zealand young professionals. The Congress was seen as a means of enhancing the A-NZ contribution to activities in IEEE Region 10 and has since become a regular biennial event.

Usually, these congresses address particular themes of relevance to countries in the Asia-Pacific region, with particular reference to the needs and aspirations of students, recent graduates, and those at an early stage of their professional career. A tabular listing of past ANZSCONs is attached as Appendix A.

OBJECTIVES

The major objectives of congresses in the ANZSCON series are:-

- a)* To provide a prestigious international forum offering presentations, workshops, discussion groups and other activities of interest and value to younger IEEE members.
- b)* To promote the benefits of IEEE membership generally, particularly the Student and Graduate Student Member grades.
- c)* To contribute to the development, progress and welfare of countries in the Asia-Pacific region by disseminating technological knowledge and experience in the relevant IEEE fields.
- d)* To encourage the study of technology and technological applications in a broad social and human-centric context.
- e)* To enable Australian and New Zealand Sections to develop as mature self-managing IEEE entities by accepting the responsibilities of major event organisation.

In **Business** terms, the major objective is to provide attendees with a well-organised high quality forum representing 'good value for money'. ANZSCONs are expected to be financially self-sufficient and may return a small surplus. But profit-taking alone is not a valid objective and registration fees should be kept at moderate levels to minimise the barriers to participation. Congress organisers should bear in mind that many attendees will have strictly limited financial resources (and perhaps the sponsoring Sections will be similarly constrained).

In **Professional** terms, the key consideration is quality. Organisers are strongly encouraged to benchmark their plans and operations against other recent events in the ANZSCON series, to set demanding (but realistic) objectives, and to strive at all times towards the goal of *continual improvement* in the standards achieved. Some simple guidelines for pursuing such quality objectives are given in a later section of this document.

CONGRESS ASSIGNMENT

Each ANZSCON is assigned to a particular IEEE Section in Australia or New Zealand, based on a detailed proposal submitted to the ANZSCON Selection Panel. The selected Section then takes full responsibility for the organisation and conduct of the congress in accordance with the plans previously submitted.

It is emphasised that only **IEEE Sections** are eligible for selection as the responsible entity, regardless of the part played in planning and organisation by Chapters, Affinity Groups, Student Branches, and other subunits and associates of the Section.

The terms and conditions for bid proposals and the associated bases of evaluation are outlined in Part II of this document.

SELECTION PANEL

The ANZSCON Selection Panel shall have equal representation from IEEE Australia and New Zealand Sections. Unless otherwise determined by the A-NZ Councils, there shall be three (3) members from each country and thus a six (6) person panel. The panel chair shall be appointed by one of the two Councils acting in alternation for successive events. The Selection Panel shall determine its own order of business and manner of reporting, subject only to the general criteria contained herein.

TIMELINES

The A-NZ Councils shall establish and maintain a suitable time schedule relating to the strategic planning, call for bid proposals and operation of ANZSCON. Unless otherwise resolved by the said Councils, the Congress shall be convened in alternate years (2N) and the general order of business shall be as follows:

- I. Announcement and call for expressions of interest – June/July (year 2N-1)
- II. Invitations to submit bids – August (year 2N-1)
- III. Close of bid proposals – October (year 2N-1)
- IV. Successful bidder advised and announced - December (year 2N-1)
- V. Congress held

In regard to the final item (V), the date of the Congress shall be determined by the host Section to suit the local climate and other relevant factors. The proposed starting and closing dates shall be clearly stated on all bid proposals.

MARKETING AND PUBLICITY

Responsibility for the marketing, publicity and general promotion of ANZSCON shall be shared by the A-NZ Councils in accordance with the facilities and resources available to each. Without loss of generality, the media employed for this purpose may include flyers, Section websites, Section and Region 10 newsletters, social media, and other appropriate means. Photographic selections and capsule reports on previous congresses are a valuable form of promotion. Particular attention shall be paid to local universities, industries government organisations, non-IEEE professional bodies and other likely sources of interest in the “coming event”, and/or the ANZSCON series in general.

II. Preparation of Bid Proposals

CONDITIONS

Bid proposals are accepted in good faith under the following express conditions:-

- All proposed activities shall be in complete accordance with IEEE Bylaws, Code of Ethics and Operating Policies.
- All statements made shall give a true and correct picture of the capabilities, relevant experience and available resources of the Section concerned. Ambit claims of all types shall be avoided.
- All sponsorships and other outside sources of funding shall be fully disclosed.
- The bidding Section shall, if successful, accept full responsibility for all aspects of the Congress, including complete financial control and the submission of timely financial reports, as detailed herein.
- All loans and advances, including loans from the host Section and IEEE Region 10, shall be repaid to the lending authority by the due date specified in the loan agreement, and in any case not later than sixty (60) days after the close of the Congress.
- The proposed starting and closing dates shall be clearly stated on the bid proposal.
- The Selection Panel is not bound to accept any submission and may call for further information or suspend ANZSCON to a future date if it is not satisfied with the quality of the bids received.
- The decisions of the Selection Panel shall be final and irrevocable. There shall be no right of appeal against such decisions

CRITERIA FOR ASSESSMENT

Bid proposals shall be assessed with in accordance with criteria determined from time-to-time by the ANZSCON Steering Committee. Particular attention will be paid to the following aspects:-

- The appropriateness and timeliness of the proposed congress theme.

- The financial viability of the main event and all associated activities (seminars, workshops, tours, exhibitions, etc.)
- The demonstrated previous experience of the bidding Section
- The travel accessibility of the proposed venue
- The availability and affordability of suitable accommodation for registrants and visitors.

Subject to the above criteria and the general professional and ethical requirements outlined earlier, submissions based on *creative new themes* are encouraged. Also, as far as practicable, successive ANZSCON assignments will be moved in an equitable manner between A-NZ Sections.

FINANCIAL RESPONSIBILITIES

A basic condition of each ANZSCON assignment is that the responsible Section shall accept full responsibility for all financial aspects of the congress, embracing all stages of planning, management, operation and wind-up. It is highly desirable that the Congress Treasurer is familiar with general accounting practices and preferably should have had past experience in a similar position.

Since ANZSCON is organised as a Section activity, it will need to be included in the Section financial reports for the year of operation. Financial recording and reporting requirements are outlined in the applicable MGA references [1], [2]. Certain additional requirements pertaining to ANZSCON finances are detailed in the following notes.

Budgets. In addition to the preliminary budget submitted with the bid proposal, the successful Section shall submit an updated budget not later than six (6) months prior to the event. This budget must show all major categories of income and expenditure, as the precursor to the operating statement to be later submitted in the Event Financial Report (see Appendix C). Wherever practicable, budgets shall be based on three-level estimates (i.e. “worst-expected-best” outcomes).

Loans. Subject to IEEE Bylaws and financial policies, loan capital sufficient to set up and run the congress may be sought from any appropriate source, both within IEEE Region 10 and elsewhere. All loan amounts shall be disclosed in the interim and final

financial reports. Desirably, a cash flow statement should accompany each budget submission. The terms of all loans shall be strictly observed, including the timely repayment of periodic and final amounts owing.

Surpluses. Where ANZSCON returns a surplus after the payment of all debts, seed money provided by A-NZ Councils and expenses, the surplus shall be shared between the host Section and the IEEE A-NZ Councils. The amount of the surplus distribution between the host section and the A-NZ Council shall be determined from time to time with regard to all relevant factors and shall not exceed 30% of the Surplus amount. The division of surplus between the Australia and NZ Councils should be in accordance with the proportion to the seed money provided by the said Councils. The intention of such a distribution is to maintain equity between Sections of differing sizes and financial strengths, while providing adequate funds for future development, support and promotion of such congresses.

Losses. In the event of the congress returning a net loss, the relevant details must be reported to the A-NZ Councils as soon as practicable. The fate of any outstanding seed monies owing to the A-NZ councils shall then be determined by negotiation between the parties concerned. In all such situations, the financial liability of the IEEE Australia and New Zealand Councils and IEEE Region 10 shall not exceed the aggregate amount of the seed money provided.

Financial Report. A detailed financial report giving statements of actual income and expenditure and an accompanying balance sheet shall be submitted to the A-NZ Councils not later than three (3) months after the close of the congress. The non-availability of final income and expenditure data shall NOT be an acceptable excuse for failing to report by the due date. Accounts must be closed within the prescribed period using conservative accounting practices. For example, outstanding receivables should be offset by corresponding "doubtful debt" liabilities on the balance sheet. Whether financial statements bearing such annotations are accepted as interim or final shall be at the sole discretion of the ANZSCON Steering Committee.

INSURANCE

It shall be the sole responsibility of the host Section to determine the extent of the public liability insurance requirements for the congress in accordance with IEEE

Policy, and to take all appropriate measures in this regard. The event shall be registered for insurance with IEEE Meetings Conferences and Events Department not less than ninety (90) days prior to the starting date, or as otherwise required by current IEEE policy. All relevant details shall be disclosed at this stage. Additional or extended insurance cover shall be sought from a qualified provider wherever so recommended by IEEE-MCE. Particular note shall be taken of the Exclusions from Insurance Cover listed in the IEEE Conference Manual [2] or as otherwise advised by IEEE-MCE.

THE ANZSCON NAME AND LOGO

The ANZSCON name and logo remain the property of the IEEE Australia and New Zealand Councils and shall be used strictly in accordance with the conditions set out in Appendix B of this document. These conditions shall be binding on the host Section and its subunits and student branches, and likewise on contractors and all other parties involved in the Congress planning, management and operation.

FORMAL AGREEMENT

As soon as practicable following each ANZSCON assignment, a Memorandum of Understanding (MOU) shall be drawn up between the Australia and New Zealand Councils and the host Section. Other IEEE or non-IEEE entities involved in the planning and operation of the congress may also be parties to the MOU. The MOU shall formalise the relevant responsibilities and relationships of the parties, either by general reference to the present document, or by extending or varying the conditions stated herein, as deemed appropriate for the particular case at hand. The MOU shall receive formal approval from IEEE MCE-Contracts prior to promulgation.

RECOMMENDED PROCEDURES

Every ANZSCON event has its own particular features and requirements. The following general procedures are recommended for the preparation of the bid proposal and subsequent activities. However, this outline is representative only and should be adapted or developed as required to suit the particular situation of the bidding entity.

- a) Appoint a suitably qualified and experienced IEEE volunteer as convener of an interim congress committee and assign responsibilities for all key functions.
- b) Explore various concepts and themes that might usefully be applied. Assess the level of support in the Section and elsewhere (Region 10, universities, etc.). Decide on the scope of activities, for example: whether displays, exhibitions, workshops, student contests, visits and other peripheral activities are to be included.
- c) Draw up an outline plan and program and associated budget. List likely sponsors and collaborating organisations and note possible venues. Estimate the amount of seed money required. Consider banking arrangements, prospective speakers, technical and non-technical themes, ground transportation requirements, social events, promotional strategies, catering and accommodation for registrants, event management arrangements, etc.
- d) Prepare the formal bid proposal with the emphasis on simple, factual information. Avoid loose, unqualified or ambit claims of any type. Make the presentation as attractive as reasonably possible, but without ostentation.
- e) If the bid is successful, recruit additional volunteers, open the congress bank account and implement the plan & program as previously devised. Pay particular attention to the desired quality outcome emphasised in Part I of this document. Undertake frequent project reviews to identify problems and apply timely solutions.
- f) On conclusion of the congress, settle all outstanding accounts, send thank you correspondence to invited speakers and session leaders, and prepare reports as detailed herein and/or as required by the host Section. Close congress bank account(s) when so authorised by the Section. Perform such other wind-up tasks as are appropriate in the particular circumstances.

The host Section Executive Committee should be kept fully informed at each and every stage of the project, as above.

DEADLINES

Bids for ANZSCON, including a completed proposal form and supporting documentation, must be received by the Secretary, ANZSCON Selection Panel, not later than the advertised deadline. Late submissions may be rejected without further consideration.

ASSISTANCE AVAILABLE

Units intending to submit an ANZSCON bid proposal are urged to first seek advice and assistance from one or more of the sources noted below.

- Sections that have previously hosted ANZSCONs
- IEEE Region 10 (possible grants, loans, Student Activities; Young Professional Activities)
- IEEE Australia Council
- IEEE New Zealand Council

Enquiries: Please address all general enquiries concerning ANZSCON to the Secretary, IEEE Australia Council, secretary@ac.org.au. For information about contracts, insurance and MOUs, please contact IEEE Meetings, Conferences & Events, mce@ieee.org

REFERENCES

- [1] *IEEE Conference Organizers' Manual*. IEEE Meetings, Conferences & Events Department
- [2] *IEEE Member & Geographic Activities Operations Manual*. IEEE MGA Board
- [3] *IEEE Visual Identity Guidelines*. IEEE Corporate Communications, corporate.communications@ieee.org

APPENDIX A - PAST ANZSCON EVENTS

YEAR	DATE	LOCATION	CONGRESS THEME
2010	24-26 November	Melbourne	No stated theme
2012		Auckland	No stated theme
2014	3-5 July	Brisbane	No stated theme
2017
2019
2021

APPENDIX B - THE ANZSCON NAME & LOGO

B1. General

The ANZSCON logo is available in two versions, with and without the descriptive tagline, "IEEE Australia & New Zealand Student & Young Professional Congress" (see Fig. B1). Both versions are the property of IEEE A-NZ Councils on behalf of IEEE Inc. and shall be used and applied in strict accordance with the Rules and Conditions appearing hereunder. Master images shall be made available to each host Sections on selection.

B2. Minimum Sizes

The ANZSCON plain (untagged) version shall be applied in printed media with Dimension L not less than 45 mm.

The ANZSCON tagged version shall be applied in printed media with Dimension L not less than 85 mm.

B3. Colours

The standard colour array shall be as specified below. Variations on this colour scheme shall comply with all applicable requirements of *IEEE Visual Identity Guidelines* [3].

ANZSCON:	Black 100%
Embedded map:	Magenta (Pantone 2612C)
Divider bar:	Black 60%
Year:	Magenta (Pantone 2612C)
Tagline:	Black 60%

B4. Relationship with IEEE Master Brand

The IEEE Master Brand (no tagline) shall appear on the front cover or first page of all ANZSCON print material, and on the home page of all associated websites. The physical and graphical relationships between the two logos shall comply with all applicable requirements of *IEEE Visual Identity Guidelines* [3].

B5. Variations

Other than the colour scheme referred to above, no variations to the graphical design of the ANZSCON logo in either version shall be permitted without the prior written permission of IEEE Australia Council.



Fig. B1 - ANZSCON logos, with and without tagline

APPENDIX C - FINANCIAL STATEMENTS^{1,2}**C1. Profit & Loss Statement, ANZSCON 20XX****Income**

Sponsorship & Grants	
-Industry/Govt.	7850
-Universities	2000
-IEEE entities	3033
-Other	100
Registration Receipts	
- by cash received	607
- by bank transfer	4864
Bank Interest & miscellaneous	120
Total Income:	18,574

Expenditure

Bluey's Hotel	
- deposits paid	1782
- conference day package & charges	12,329
- guest accommodation	1705
Photography	355
Awards & Prizes	950
Gifts for presenters	99
Printing, souvenirs & miscellaneous	607
Total Expenditure:	17,827

Surplus (Deficit) for Event: 747

C2. Balance Sheet as at 31 December, 20XX**Assets**

Cash at bank	1000
Receivables	
- late registrations receivable	640
- sponsor payments receivable	1500
-GST tax credits	100
Total Assets:	3240

Liabilities

Payables	
- Accounts payable	397
- ATO Creditors	158
Provisions - doubtful debts	340
Total Liabilities:	895

Net Assets: 2345

Owners' Equity

IEEE Coober Pedy Section - 100% **2245**

NOTES

1. All GST-taxable amounts are shown ex-GST
2. These statements are representative only