

# Australasian Conference on Information Systems An Evolving Charter

Version 6.0 Mar 2022



The Evolving Charter for the Australian Conference on Information Systems (ACIS) is organised into three parts:

- I Policies and Responsibilities
- II Procedures and Best Practices
- III Historical Documentation

# Australasian Conference on Information Systems: An Evolving Charter

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Version 6.0 Mar 2022

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# Australasian Conference on Information Systems: An Evolving Charter

## Part I: Policies and Responsibilities

Version 6.0 Mar 2022



### 0. Introduction

**ACIS Charter and ACIS Executive Committee:** The Australasian Conference on Information Systems (ACIS) dates from 1990 (refer to Part III Attachment A for a history of this conference). In 1994, the permanent **ACIS Executive Committee** was established to manage ACIS (“the ACIS process”). This document forms the Policies and Responsibilities of the **ACIS Charter** (“the Charter”). It has been developed and managed by the AAIS and is enacted by the ACIS Executive Committee.

**Organisation of the ACIS Charter:** The ACIS Charter is now organised into three parts, Part I: Policies and Responsibilities, Part II: Procedures and Best Practices, and Part III: Historical Documentation.

**Document Versions and Iterations:** The ACIS Charter is described as an “evolving charter”; changes to it are in response to experiences gained in using it to organise ACIS related activities. The version and iteration numbers of the Charter describes the versioning of Part I only and the ACIS Charter as a whole is identified by that version number. From time to time, there may appear in versions and iterations of this evolving charter, sections that are marked as **currently under review**. These are the sites where the document is currently under evaluation or redevelopment.

**Major and Minor Changes:** Major changes to the ACIS Charter are indicated by changes in the version number. These changes require the endorsement of the ACIS Executive Committee. Minor changes are defined as ones that relate to spelling, clarification of language, grammar, formatting and restructuring that do not constitute a change in the semantics of the relevant clauses. Minor changes do not require ratification by the ACIS Executive Committee and are indicated by iteration numbers. A record of changes major and minor to this Charter are provided in Part III of this Charter.



#### 0.1 Definition of the IS Community

All academics and Higher Degree Research (HDR) students associated with 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 and PHISNZ) constitute the “IS Community”.

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

## 0.2 AAIS, ACPHIS, PHISNZ and ACS Affiliation

An **affiliation** exists between ACIS and AAIS, ACPHIS, PHISNZ and the ACS Technical Council (formerly the role of the ACS IS Board) who constitute the **ACIS Executive Committee**.

The ACIS Executive Committee has pastoral care for ACIS as reflected in this charter. There is no incorporated governing body for ACIS, however AAIS is the entity responsible for **managing the ACIS process**, as described in this Charter. An agreement exists between AIS and AAIS regarding ACIS.

All parties in this affiliation recognise the **existence, role and significance of the other parties** in this affiliation and the leadership role they play for their constituency within the IS Community.

The Permanent members of the ACIS Executive (defined in 1.1) may vote to **invite additional entities into the affiliation** as Permanent members, where their inclusion provides demonstrable and tangible benefits consistent with the purposes of this charter (as described in 1.2).

The parties in this Affiliation (AAIS, ACPHIS, PHISNZ and the ACS Technical Council) are considered as equal parties with respect to the ACIS Charter. For each motion brought before the ACIS Executive Committee for its deliberation, **each party has one vote**. In the case of a tied vote, the AAIS Secretary will cast a **tie-breaking vote**.

## 0.3 Representation of the IS Community

Professional IS bodies are formed in order to represent the interests of the broader IS Community (as defined in 0.1) with the duty to effectively represent their members (their “constituency”).

Under **abnormal circumstances**, where a Professional IS body bound by the affiliation (as defined in 0.2) is unable to represent its constituency or discharge its duties with regard to this Charter, then AAIS is obligated to take whatever steps it can to determine the representative view, or if possible majority view, of the effected constituency.

# 1. ACIS Executive Committee

## 1.1 Membership of the ACIS Executive Committee


The ACIS Executive Committee comprises both permanent and rolling members. The AAIS Secretary will be the **Secretary of the ACIS Executive Committee**.

**Permanent members** include the President AAIS, President ACPHIS, President PHISNZ and IS Technical Council member for the ACS.

**Rolling members** include the conference chairs, organising chairs, the program chairs and the doctoral consortium chairs of the immediate past ACIS, the current ACIS and the next ACIS. Since the ACIS conference in Brisbane in 2010, the rolling committee

has focussed on facilitating the co-ordination of past, present and future committees to share resources and collateral that is developed from one conference year to another.

From time to time, there may be a need to establish an **additional role** to perform a continuing task on behalf of the ACIS community. In this case, the ACIS Executive Committee creates these roles and individuals are appointed to them as required.

The current membership of the ACIS Executive Committee is provided in Appendix A. 

## 1.2 Purpose and Responsibilities of the ACIS Executive Committee

The **purpose** of the ACIS Executive Committee, as mandated by the IS community (defined in 0.1) at meetings held in March 2008, is to organise the annual ACIS conference and to undertake other activities related to ACIS that would benefit the IS community with regard to its conference.

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

(This means, for example, the 2025 committee would have needed to decide on the 2027 ACIS location and office bearers at, or before, the 2025 conference so that an announcement can be made during the 2027 conference, the location and office bearers for the 2026 conference having been announced at the 2024 conference).

## 1.3 Instigation and Operation of the ACIS Executive Committee

Under **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 changeover from current to immediate past event would be on 31<sup>st</sup> March each year. Formally recognising the **close of books** of the current event (normally three months after the current event).
- c) The first meeting of the ACIS Executive Committee should be no later than February following ACIS

Under **abnormal situations** where the ACIS Executive Committee has not been fully constituted, or if for any reason a Chair of the ACIS Executive Committee has not been nominated at the previous AGM, then the AAIS President will automatically become Chair of the ACIS Executive Committee for the following year.

A majority of the Permanent Members determined by vote (as defined in 0.2) of the ACIS Executive Committee may then undertake the following activities on behalf of the IS Community:

- (a) communicate with the IS Community (as defined in 0.1)

- (b) hold an **Extraordinary ACIS Executive Committee** meeting in order to fulfil its purpose and discharge its responsibilities (as defined in 1.2)
- (c) make any other decisions consistent with its purpose (as defined in 1.2)

## **2. Meetings**

### **2.1 Executive Meetings**

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 31<sup>st</sup> March each year.

### **2.2 Extraordinary Executive Meetings**

Under specific **abnormal situations**, an Extraordinary ACIS Executive Meeting may be called in order for the ACIS Executive to discharge its purpose and responsibilities (as defined in 1.2).

### **2.3 Day-to-Day Meetings**

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

### **2.4 Significant Meetings**

Significant meetings of the ACIS Executive Committee are provided as a part of the **Calendar of Events** provided in Part II of the Charter.

## **3. Communications**

### **3.1 Mail Group**

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

[is-hods@postoffice.utas.edu.au](mailto:is-hods@postoffice.utas.edu.au) and the e-mail lists of AAIS and ACPHIS:

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

### **3.2 The ACIS Web Pages** on the AAIS Website will have:

- a) links to the current, and any agreed future, conference home page;
- b) links to the ACIS Evolving Charter, Part I;
- c) a link to the Calendar of Events, generated from the ACIS Evolving Charter, Part II;
- 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.

### **3.3 Web Conferencing**

Online or Web-based Conferencing can be considered an alternative modality to face-to-face meetings where necessary, including during ACIS Executive Meetings.



### 3.4 Social Networking

The AAIS currently operates a **Twitter** account @AU\_AIS and a **LinkedIn** account at <https://www.linkedin.com/company/au-ais/>.

### 3.5 Significant Communications

So that stakeholders in the ACIS Process understand their responsibilities, a Calendar of Events will be made available from the ACIS Webpages on the AAIS site.

The ACIS Conference Proceedings are to be made available to the community via the AISeL, but if delays are experienced or the upload cannot be completed for any reason then a compressed file will be made available to the IS Community from the AAIS website. (See Clause 7.4)

## 4. ACIS Conference

### 4.1 ACIS Purpose and Timing

The prime purpose of the ACIS conference is to enable as many Australian, New Zealand and other interested international Information Systems researchers, teachers, and practitioners as possible to meet in an annual forum that maximises the opportunity for quality information exchange. The meeting may be conducted in a range of modalities, as a physical and/or virtual event. The conference itself will normally run for three days in the first week December preceded by a doctoral consortium, see Section 10, panels, workshops & tutorials and any other relevant meetings (See Appendix H).

### 4.2 ACIS Conference Modalities

ACIS can be conducted in a range of modalities including as physical only, virtual only and hybrid.

**Hybrid Modes** can be one of the following: predominately physical with some virtual elements, or predominately virtual with some physical elements, or dual delivery involving a roughly equal split between physical and virtual delivery.

**Physical delivery** of conference elements may be distributed across multiple sites with in the same host organisation, for example, a satellite or offshore campus along with a main campus or at a number of sites at which groups of scholars and others can engage in conference activities.

### 4.3 ACIS Host Organisation or Host Consortium

The aim is to have the conference organised by institutions within the AIS region that the AAIS represents, in as equitable a way as possible.

**Single Host Organisation:** The conference may be hosted by a single institution. This has been the usual way in which ACIS conferences have been run in the past.

**Host Consortium:** The conference may be hosted by several institutions that form a consortium for that purpose. This may be useful in order to encourage smaller or more remote institutions being involved in the opportunity to run an ACIS while sharing the administrative load and burden of organising and running ACIS in any one year.

#### 4.4 Responsibilities of the Host Organisation or Host Consortium

The host organisation is expected to uphold its responsibilities as stated in Section 1, Clause 1.5 and to accept all financial and other legal liabilities (see Section 7).

Local arrangements are the responsibility of the host organisation or host consortium and their respective local organising committees (see Section 8).

The host organisation or host consortium has the responsibility to insure the event, 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.

#### 4.5 Expressing Interest in Hosting ACIS

Annually the ACIS executive will seek written expressions of interest from universities willing to host ACIS two years out from the conference.

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** (assuming a single host organisation) and the names and contact details of the proposed organising and program committee chairs.


In the case of the conference being run by a **Host Consortium** (comprising multiple institutions), all of the requirements for a single organisation hosting ACIS must be met for each consortium organisation, along with a description of any functional responsibilities to be performed by each organisation in the consortium.

A document template will need to be completed called the **ACIS Expression of Interest Template** available from Part II of this Charter prior to the first ACIS Executive Committee. This document will assist in planning the conference committees, venues, accommodation options and so on.

#### 4.6 Quality Targets and Strategies

Quality targets for the conference should be reviewed by the ACIS Executive Committee permanent members annually at the end of the previous conference and prior to the first ACIS Executive Committee meeting of the following year. The acceptance rate for the conference should be no more than 40%. This acceptance rate is calculated from the full research papers accepted to the conference.

ACIS could normally have 10-12 tracks, including a General Track.

 The ACIS Program committee seeks to establish an industry track, these papers are not included in the quality standard calculation.

Guidelines for session chairs and track chairs appear at Appendix H. These guidelines are to be followed.

The **Conference Checklist** in Part II Attachment A. It is to be completed by the conference chair and presented to the ACIS Executive Committee in its first meeting of the calendar year of the current conference.

#### 4.7 Recommended Conference Structure

The recommended Conference Chair structure is provided in Attachment I and a sample generic ACIS Program Structure is provided in Attachment K.

**Keynote Speeches and Keynote Speakers:** It is recommended to have at least Opening and preferably Closing Keynote speakers. The selection of Keynote Speakers should be based on their relevance to the Information Systems discipline.

**Conference Panels:** It is recommended to have a panel prior to the conference related to the conference theme and should be scheduled prior to the conference.

**Track Panels:** Panels related to a track should be scheduled in that track's program.

**Research in Progress (RiP) papers:** In addition, the best research-in-progress papers could be provided as a poster as they are not presented in the paper sessions.

**Doctoral Consortium:** It is also recommended that each ACIS Conference also runs a Doctoral Consortium (DC). This activity represents an investment of AAIS, ACPHIS, PHISNZ and ACS affiliated members, see Subsection 0.2, in the future of the IS discipline. The DC is described in Section 8.

**Higher Degree Research (HDR) Poster Session:** A recommended component of ACIS is a HDR poster session accessible and on display, either during the cocktail welcome function or the first morning tea session after the key note.

**Industry Representation and Engagement:** It is recommended to engage with local IT industry and develop activities attracting IT professionals to attend parts of the conference. There may be a separate IT Professional fee charged for attending this activity stream.

**It is** recommended that workshops, doctoral consortium, conference panels, track panels and tutorials should be scheduled prior to the first day of the full research paper presentation commencement and the theme panel.

#### 4.8 Recommended Web Site and Communication Platforms

In the past conference organisers have set up their, own websites to support ACIS. The problem is that those sites cannot be archived in a consistent fashion and so major parts of this community's activities are lost. To prevent this, an **acis.aaisnet.org** subdomain has been implemented so that contents of one year can be archived and a new site developed for the next year.

The **acis.aaisnet.org** is the overall ACIS landing page and the first link (upcoming ACIS) would then be the link to the current conference. It is recommended that Conference Organising Committees secure a more advertising friendly and accessible domain name, for example, **acisnnnn.org** that points to the **acis.aaisnet.org** subdomain. While that domain will expire after one year, the content will remain on the main **acis.aaisnet.org** page.

The webmaster for the Conference will be given editor access to the [acis.aaisnet.org](http://acis.aaisnet.org) subdomain and documentation is available for this purpose in Part II of the ACIS Charter.

Increasingly, there is a need to support non-physical modalities for ACIS Conferences. This requires that conference organisers utilise the ACIS website and other digital mechanisms to distribute information about the conference as well as increasingly supporting the virtual activities of the conference.

A recommended website structure is provided in Attachment N. Advice on running ACIS virtually is provided in Attachment O. Conference Website Resources will be made available to the nominated Conference Webmaster as required.

## 5. Funding UNDER REVIEW

### 5.1 Funding ACIS Executive Committee Members

Under 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 (e.g. teleconference) would normally be met by the current (i.e. forthcoming) conference.

### 5.2 AAIS, ACPHIS and ACS Financial 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.

Sections related to conference Risk, Surplus and Budgeting, Conference Contingency, and Seed Funding are not available online. Contact the AAIS Executive for more information if needed.



## **6. ACIS Committees**

### **6.1 Relationship of ACIS Executive Committee to the Host Organisation/Consortium**

The ACIS Executive Committee has overall responsibility for ACIS events.

### **6.2 ACIS Organising Committee**

Each ACIS host organisation or host consortium 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. The members of this current ACIS Organising Committee become members of the ACIS Rolling Committee, part of the ACIS Executive Committee (see Section 1.1).

### **6.3 Conference Chair/s**

The Conference Chair/s, 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.

### **6.4 Program Chair/s**

The Program Chair/s take responsibility for the content of the conference and may or may not be a member of the host organisation. The Program Chair/s will draw up a suggested program committee with nominated track chairs and submit it to the ACIS Executive Committee for endorsement.

The Program Chair/s 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/s for the current conference (e.g. 2008) will need to do whatever is necessary to inform the forthcoming program chair (e.g. 2009) of program committee activities to ensure a transfer of knowledge (e.g. copy them on all correspondence, invite them to participate in any program committee meetings).

### **6.5 Doctoral Consortium Chair/s**

The Doctoral Consortium Chair/s, who will normally be one or more senior IS researchers, may or may not be a member of the host organisation. They take the responsibility for the consortium program including the selection of faculty as mentors as well as the selection of HDR students DC attendees. The Doctoral consortium is described in detail in Section 8.

### **6.5 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 (e.g. Co-chair or 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.*

## **7. Dissemination and Publications**

### **7.1 Publication Specifications**

The ACIS proceedings must conform to Australian Government research reporting requirements, and may be published as hard copy, on-line repository or other format generally accepted in the international research community.

### **7.2 Post Conference Publications**

The Program Chair of each conference is strongly encouraged to explore the possibility of journal publication of the best papers in any relevant Information Systems related Field of Research (FOR) coded journals. As Information Systems is by definition cross-disciplinary, this specifically includes- but is not limited to- engineering and informatics FOR codes as well as Business and Operations related FOR codes. Relevant authors and the relevant journal editors would need to agree to participate and to agree on the process of selection for publication.

Recommended journals include IS relevant journals listed in ERA and ABDC lists as well as those provided by online-services like SCIMAGO.

### **7.3 ACIS Conference Proceedings**

The ACIS Conference Proceedings are to be made available to the community via AISeL. Relevant communications with AIS are required in order to facilitate the open access and availability of the conference publications to the IS Community. If there are any delays in the upload or availability of the proceedings on the AISeL, then the Web Systems Officer may make a compressed file of the Proceedings available from the AAIS website for download.

## 8. Doctoral Consortium

### 8.1 Timing

A Doctoral Consortium (DC) will be held (usually immediately) prior to each ACIS. The Doctoral Consortium is normally planned for one-and-a-half to two days. When the DC is run physically, all HDR students (including those from local institutions) are expected to stay at the consortium location and accommodation for the entire length of the DC, that is, no student should stay off site or miss any activities on the consortium agenda.

Following the COVID pandemic, institutions will likely be offering alternative participation options. It is expected that the host institution(s) will indicate in principle the participation options available in the call for applications.

HDR students accepted for the consortium will be expected to attend every event at the time indicated by the DC chairs and using the channel(s) available. The detailed program, and participation options and expectations, will be included when the offers are made to accepted applicants.

### 8.2 Doctoral Consortium Committee, DC Chair/s and DC Mentors

The DC Committee consists of the Doctoral Consortium Chair(s) together with Doctoral Consortium Mentors. Guest Speakers may also be invited to give keynotes or otherwise provide talks during the event (see in particular 8.3). DC Mentors are qualified faculty who provide assistance to groups of HDR students at the Doctoral Consortium. The ratio of DC mentors to HDR students is 1:3.

The Doctoral Chair elect (that is, for the next conference) is strongly encouraged to be included, if possible.

Mentors and guest speakers, by mutual agreement with the DC chairs, may arrange for their presentations to be recorded and used by AAIS for future educational or promotional purposes.

### 8.3 AJIS EiC Invitation to Speak at the Doctoral Consortium

It is expected that organisers of the Doctoral Consortium allocate a timeslot for the **Editor in Chief (EiC) of the Australasian Journal of Information Systems (AJIS)** to speak to the student cohort on matters pertaining to journal article publication and the role of AJIS in the Region's research.

### 8.4 Students

#### 8.4.1 *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

Institutions making more than one nomination should rank their nominees. The first-ranked nominees from nominating institutions will be accepted before consideration is given to second or subsequent ranked applicants.

#### 8.4.2 *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. For example, international applicants could be considered if places remained once all first-ranked Australasian applicants had been accepted. The DC chairs should be able to exercise discretion in this respect.

#### 8.4.3 *Applications to Attend Doctoral Consortium*

Hosting institutions should issue a call for nominations in the first half of September with nominations closing by the end of October. The call for nominations should be as wide and inclusive as possible and should include any or all of: AIS member lists, AAIS member lists, IS Heads of School and mailing lists for IS professorial staff in New Zealand and Australia.

Some discretion exists for the DC chairs to determine the structure and format of applications, but in general, it is expected that the application form will include the sections indicated in the template in the appendices (or similar information). This should include information about the applicant and the stage they are at in their HDR project, an overview of the project, some specific expectations for the consortium, and a statement of support from the nominating institution.

HDR students who apply to join the consortium will be considered for acceptance using the criteria described in Section 8. On rare occasions, these criteria may be departed from if the ACIS committee considers this is in the best interests of the students, the conference, and the community.

### 8.5 **Costs**

#### 8.5.1 *Students*

Consortium registration fees, travel to and from the consortium as well as consortium accommodation is to be paid for by the student (or their host institution). Consortium meals and events should be paid for by the consortium organisers.

#### 8.5.2 *Faculty*

Travel to and from the consortium is to be paid for by the faculty member (or their host institution). Consortium accommodation should be paid for by the consortium organisers (if possible, up to an agreed level) and consortium registration (including meals) should be paid for by the consortium organisers.

#### 8.5.3 *Keynotes*

At the discretion of the DC chairs, in consultation with the rest of the ACIS committee, a senior scholar may be invited as a keynote speaker. This may be offered in conjunction with some other role in the main conference. The travel, accommodation, and registration costs for the keynote speaker should be paid for by the consortium organisers and/or the main conference organizers, up to an agreed level.

#### 8.5.4 *Travel Scholarships*

When in-person DC events are held, in principle, at least one travel scholarship should be available for students attending the DC. This is intended for cases of genuine need, and should not be seen as an alternative to institutional support. Students from Australia, New



Zealand, or Oceania who would otherwise be unable to attend may be considered for a travel scholarship. The application for a travel scholarship should be made by the institution, including a statement explaining why institutional support is not available.

## **8.6 Conference Registration**

Doctoral Consortium attendees (students and faculty) should be strongly encouraged to register for the conference at whatever registration rate applies in each individual case. Doctoral Consortium and/or Conference organisers are not expected to cover conference registration costs for either consortium students or consortium faculty members.

## **8.7 No Observers Policy**

The ACIS DC must enforce a strict no observers policy,

## **9. Prizes**

- 9.1 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.
- 9.2 The host organisation may award other prizes as it sees fit. Awards that recognise good reviewing and services to the Australasian IS Community are strongly encouraged.
- 9.3 The ACIS Conference website holds a persistent web page of information about, and links to the organisation responsible for awarding of, any particular prize recognised by the IS Community, as well as links to any procedural information concerning applying for the prizes should these be separate. This page serves as a single point of truth for the IS Community prizes.

## **10. Other Activities**

### **10.1 Events**

#### *10.1.1 ACIS Opening Function*

ACIS normally features an opening event on the evening of the day before the conference itself, normally at the conclusion of the doctoral consortium.

#### *10.1.2 Women in IT Event*

ACIS normally features a “Women in IT” event on the first evening of the conference. This event may take various formats and is arranged at the discretion of the conference committee. It is expected that conference attendees of all genders will be made welcome.

#### *10.1.3 Conference Dinner*

ACIS normally features a conference dinner or break-up event on the evening of the last full day of the conference. This event may take various formats and is arranged at the discretion of the conference committee. It is expected that 1) the event will be optional for conference attendees with a corresponding reduction in registration fees, and 2) Tickets for guests should be available. The event format should allow for announcement

of prize winners and announcement of the location and theme of the next ACIS conference.

## **10.2 Awarding of Prizes**

### *10.2.1 ACIS Prizes*

ACIS Prizes and some other prizes are normally awarded at the ACIS Dinner or other formal functions. Details are supplied on the ACIS web-page.

### *10.2.2 ACPHIS Prizes*

The ACPHIS Prizes are described on the relevant section of the ACPHIS website at <https://www.acphis.org/awards>.

## **10.3 ACIS Exhibition**

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

## **10.4 Annual General Meetings**

### *10.4.1 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.

### *10.4.2 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.

## **10.5 Fora**

### *10.5.1 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.

### *10.5.2 AIS Forum*

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

## **10.6 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 5.4 and 5.5).


A sample final report is provided in Attachment P.

## **10.7 ACIS Conference Committee Meeting**

Under normal circumstances, as defined in 1.3, in the ACIS Conference Committee will meet during the conference and normally at lunchtime of the third day of the conference.

## **11. Insurance**

### **11.1 Conference Risk/Liability**

At the  of writing only a few companies are prepared to provide Professional Indemnity and Professional Liability coverage for organisers, equipment etc. taken on site, and the impact of pandemics (e.g. SARS, COVID), 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.

### **11.2 Public Liability**

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

### **11.3 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.

