



AUSTRALIAN MILITARY MEDICINE ASSOCIATION

PROCEDURAL INSTRUCTION

PI 6 – ANNUAL SCIENTIFIC CONFERENCE

This **Procedural Instruction** adopted by
the Council of the **Australian Military Medicine Association**
at a meeting held

on the seventeenth day of October 2003



Secretary



President

INTRODUCTION

A key aim of the Australian Military Medicine Association (“the Association”) is to advance the study of the science and practice of military medicine.

One important component of professional development, research and study is offering those who are involved in these activities the opportunity to disseminate their findings to their peers and colleagues.

An additional important component of advancing the study of science and medicine is providing practitioners the opportunity to share and discuss their experiences with others who are involved in the same endeavours.

To achieve these aims, the Association’s Constitution provides that an Annual Scientific Conference will be held.

PRINCIPLES

The Australian Military Medicine Association will conduct, each year, an Annual Scientific Conference (“the Conference”), which will be held over a minimum period of two days.

The Conference will be held on the weekend immediately following the third Friday of October, unless the Association Council otherwise determines. As determined by the Convening Committee, the conference may be opened on the evening of the Friday immediately preceding the weekend.

The Conference may, if the Council determines, be held in conjunction with a conference or meeting held by another professional body provided that:

- a. the Association's involvement in that conference is managed in such a way as to ensure that the Association's Conference is readily identifiable as a component of the whole; and
- b. the Association's independence is not otherwise compromised.

The Association Annual General Meeting will be held in conjunction with the Conference.

IMPLEMENTATION

Council will determine the location of each Conference at least 18 months prior to its proposed date.

The Conference will be arranged and conducted by a Conference Convening Committee and the Association Secretariat.

Conference Convening Committee

Council will appoint a Conference Convening Committee ("the Convening Committee") at least 12 months prior to the Conference date. The Convening Committee is responsible for determining:

- a. the broad outline of the Conference proceedings; and
- b. the scientific programme for the Conference.

Association Secretariat

The Association Secretariat is responsible for:

- a. arranging the venue;
- b. assisting the Convening Committee in compiling the Conference proceedings and scientific programme;
- c. publishing the Conference programme;
- d. arranging sponsorship;
- e. developing a Conference budget; and
- f. supporting the Convening Committee and Council in conducting the Conference.

Submission of Papers

The Convening Committee will publish a call for papers in the Association Journal, Web-Site and other media as determined, at least eight months prior to the Conference date (by 28 February).

The Closing Date for submission of papers will be no later than five months prior to the Conference date (by 31 May).

Conference Programme

The Conference Programme is to be developed as follows:

- a. outline draft, without scientific programme – six months prior to the Conference date;
- b. first draft, without scientific programme – four months prior to the Conference date; and
- c. final draft, including scientific programme – two months prior to Conference date.

Financial Aspects

Council is responsible for ensuring that the Conference operates at a nett surplus.

The Secretariat is to prepare a draft budget for the Conference for consideration by Council at least six months prior to the Conference. The draft budget will be endorsed at the April face-to-face meeting of Council.

The budget will be updated as required and significant variations reported to the President and Treasurer.

Surpluses generated from the Conference are nominally to be used to fund Association Awards, Prizes and Grants.