



Resource Management Law Association of New Zealand Inc.

RMLA ANNUAL CONFERENCE POLICY

This is policy guidance for the Association's 'flagship' annual conference. This includes the conference theme, budget, expectations, format, content and speakers, as well as principal issues of 'event management'.

The primary purpose of the conference is to promote the following objective of the RMLA:

RMLA is the pre-eminent organization for the promotion of best practice in the implementation of environmental policy and law, including through education, debate and commentary.

The policy is expected to be applied by the Conference Committee and Professional Conference Organisers at all times. The National Committee may, on a case by case basis, decide there are sound reasons to vary them. Prior approval for any material variance from this policy should be obtained by the National Committee.

1. Conference Budget to break even

The Annual Conference budget is to be developed for each conference on a 'break even' basis. This budget requirement should assume conservative attendance numbers, and the other key parameters, currently as set below. These parameters are to be reviewed every two years. The underlying assumption is a realistic budget, balanced with promoting the objective of the RMLA annual conference as set out above.

(a) Conference registration prices as follows:

- 55% early bird member @ \$1015
- 15% early bird non member @ \$1195
- 10% member standard @ \$1115
- 10% non member standard @ \$1295
- 5% other (various day registrations)
- 5% Young RMLA – 20 registrations at 50% registration fee

(b) Sponsorship target of \$70,000+

(c) Other ticket sales of \$6,500

(d) Assumption of 300 paid registrations

Note: The National Committee may approve a negative budget (at their discretion) to provide particular value to members having regard to the objective set out above, and to the Association's (then) current cash (asset) position, the economic circumstances prevailing at the time, and/or the venue.

2. Conference budget is to be reviewed annually to ensure it remains realistic and fiscally prudent.
3. Registration fees should be reviewed every two years by the Professional Conference Organisers as part of the conference debrief report, in order that National Committee can ensure conference fees remain competitive and comparable (within Australasia) to registration fees for events of equivalent duration and quality.
4. National Committee will maintain revenue neutral conference pre-funding budget of up to \$50,000 per annum. Pre-funding is to be returned from conference accounts to national accounts before the end of the financial year that the conference falls within.

5. **Conference theme and content (general)**

The conference theme should be set by National Committee at least 15 months prior to annual conference each year.

The success of a conference with regard to speakers will be assessed relative to the number and stature of keynote speakers, connectivity of the remaining speakers with the keynotes, and conference attendees' feedback.

Workshop and field trips should generally be related to the conference theme, significant resource management issues pertaining to the region, or visits to locations or attractions that are nationally significant.

6. **Conference content to include:**

- (a) 6 keynote speakers approved by National Committee
- (b) 6-8 workshops devised by the Conference Committee
- (c) 4 or more field trips devised by the Conference Committee
- (d) Social functions devised by the Conference Committee

7. **Advertising**

Publicity and promotional material for the conference should be developed 12 months prior to the event.

Each edition of RMJ should include a full page advertisement promoting the following year's Conference (date, venue, theme etc). Advertising in other relevant publications should be considered.

Publicity, marketing and social media opportunities to promote the conference will be reviewed each year.

An email calling for Expressions of Interest for abstracts and speakers for proposed plenary sessions and workshop presentations is to be sent to all members after the theme has been confirmed.

8. **Conference Dinner**

The Conference dinner is set at end of conference. Conference dinner organization should reflect its importance as the premier social function of the conference. Any awards, speeches

and/or entertainment at the dinner need to be appropriately spaced and managed due to time constraints.

Major award recipients (Lifetime and Outstanding Persons) shall be formally invited to attend the conference dinner free of charge to receive the award. All other award recipients will be expected to pay for conference attendance.

9. Conference Committee and Conference Speaker Entitlements

National Committee	This is a voluntary role and there are no entitlements for National Committee members to attend the conference. However, in respect of organisation of the conference, costs and disbursements such as travel will be reimbursed upon receipts being provided.
Local Committee	This is a voluntary role and there are no entitlements for Local Committee members to attend the conference. However, in respect of organisation of the conference, costs and disbursements such as travel will be reimbursed upon receipts being provided.
Keynote/Plenary Speaker	Complimentary flights, accommodation and full conference registration is offered to keynote/plenary speakers. This includes all extras and social functions. Potential additional remuneration such as speaker fees will be negotiated and determined as appropriate by the Conference Committee, within budget.
Workshop Speaker	Conference registration provided for the day of the workshop only. Workshop speakers are expected to pay for any social functions, other conference day attendance, any fieldtrip extra costs and their own accommodation and flights to attend conference.
Fieldtrip Speaker	Conference registration provided for the day of the fieldtrip only. Fieldtrip speakers are expected to pay for any social functions, other conference day attendance, their own accommodation and flights to attend conference.
Young RMLA	RMLA offers 20 places each year at 50% of the registration fee. This offer will be limited to one registration per firm or person and will be on a first-come, first-served basis, to RMLA members with between 0 and 5 years experience.
NGO/Iwi/Student	<p>A limited number of subsidised places of up to 12 places are available for NGO and iwi delegates (total registration cost reduced to \$200) and students (total registration cost reduced to \$100). Subsidies apply to the speaker/workshop sessions of the conference and exclude the welcome reception, taste of [region] and conference dinner and any fieldtrip extra costs. Places will be allocated after consideration of a written application to the conference committee, at the committee's discretion, having regard to the following criteria:</p> <ul style="list-style-type: none">• Ability of the conference venue to accommodate additional delegates• Clear inability to pay the full registration fee• Genuine involvement or interest in resource management issues• Membership of a relevant NGO or iwi organisation, or study in a relevant field

- Geographical representation
- Whether subsidised delegate is likely to represent a view that would not otherwise be represented

AAG Member

A limited number of subsidised places of **up to 12 places** are available for a subsidised registration of \$200 for confirmed members of the RMLA Academic Advisory Group. Subsidies apply to the speaker/workshop sessions of the conference and exclude the welcome reception, taste of [region], conference dinner and any fieldtrip extra costs.

Poster Applicant

Conference registration provided for the day of the presentation of the posters only. Subsidies apply to the speaker/workshop sessions of the conference and exclude the welcome reception, taste of [region], conference dinner and any fieldtrip extra costs. Poster applicants are expected to pay for their own accommodation and flights to attend conference.

Full conference registration includes:

- Attendance at all conference speaker/workshop sessions
- Fieldtrip (surcharges may apply)
- Satchel and contents
- Daily catering
- One ticket to the welcome reception
- One ticket to the conference dinner

Day registration includes:

- Attendance at that day's conference speaker/workshop sessions
- Fieldtrip (surcharges may apply)
- Satchel and contents
- Daily catering on selected day

Young RMLA Member registration includes (Member must have 0-5 years' experience):

- Attendance at conference speaker/workshop sessions
- Young RMLA workshop
- Fieldtrip (surcharges may apply)
- Satchel and contents
- Daily catering
- One ticket to the welcome reception
- One ticket to the conference dinner

10. **Conference Sponsorship**

The following procedures and protocols should be applied in securing sponsors for each conference:

- National Committee/Conference Committee retains discretion to approve/decline any sponsorship offer at all stages of the process.
- Conference Committee is encouraged to promote sponsorship package to local businesses throughout conference organisation period.
- In May of the conference year, a draft of the sponsorship prospectus should be circulated to previous year's sponsors for expressions of interest (with a closing date).

- Once received, a decision is made (by National Committee) as to whether to continue (re-allocate) sponsorship packages to any aspirant sponsor.
- Criteria for deciding 'prior allocations' should include:
 - Benefits of maintaining enduring relationship with previous sponsors
 - Benefits of securing new sponsors for existing and future conferences
 - Particular local conference circumstances and sponsorship opportunities/requests generated by local committee inquiry and liaison with local business community
 - Nature of sponsor entity (relationship with RMLA membership, objects and conference theme).
- Sponsorship prospectus is then formally issued with packages allocated on a "first in/first served" basis (may have some "SOLD" stickers).

11. Conference Papers

- Speaker/paper guidelines distributed by Editorial Committee are to be followed by keynote speakers.
- Expectation for keynote speakers to provide papers (although not mandatory, e.g. where this may preclude valued speaker participation).
- Recording and transcribing some keynote speakers may be offered or undertaken an alternative in those cases where appropriate.
- The Professional Conference Organisers to have primary responsibility for following up keynote speakers' completion of conference papers in the run up to the conference.
- Conference papers are an important part of our service to members as only 25% of members attend the conference.

12. QP Website / MfE

Exhibition stand free of cost at each conference.

13. Promotion of Books and Publications

The promotion of books and publications at the RMLA National Conference, is prohibited unless the promotion is a part of an approved conference sponsorship package, and/or has been approved, in writing, by the National Committee of the RMLA at least two months prior to the conference. The RMLA National Committee acknowledges that there may be occasions where it is appropriate to support the promotion of books and publications including but not limited to opportunities for trade stands, book launches, or similar at the conference. Applications to promote books and publications at the National Conference will be considered by the National Committee on a case-by-case basis.

14. Media Presence at Conference

All delegates must be made aware that media are likely to be present at the conference, and where registered as present, reasonable steps shall be taken to advise delegates and speakers of this as well.