

ACSG FINANCIAL POLICY

1. Purpose of the Financial Policy

This document is intended to serve as a financial guideline to assist the ACSG committee to make financial decisions in a consistent and responsible manner.

2. Soliciting new work from Service Providers

- Obtain three (3) quotes for all new work.
- Evaluation criteria for new work: quality, cost, other criteria to be determined before the quotes are solicited.

3. Travel, accommodation, presenter's fee: invited keynote / opening speakers

- US\$2000 to be paid towards airfare and other expenses for international keynote speakers.
- Local airfare (economy class) to be paid towards flights (if required) for local keynote speakers.
- Hotel accommodation for keynote speakers will be paid by the ACSG at the conference venue from the day before their first speaking engagement to one day after their last speaking engagement (DBB basis, no alcohol).
- The ACSG will arrange and pay for shuttle transfers to and from the airport to the conference venue (return journey).
- Extended stays by keynote speakers prior to or after the conference will be for their own account.
- No presenter fee will be payable by the ACSG to opening / keynote speakers.

4. Travel and accommodation: committee

- Travel and accommodation to be paid for out-of-town committee members by the ACSG.

- Accommodation will be booked from the day before the conference with check out on the last day of the conference (assuming the conference finishes early enough on the last day to allow travel).
- Hotel accommodation is on a DBB basis. Any alcohol purchased with meals will be for committee members own account.
- Committee members must book their own flights to be reimbursed (economy class fare) by the ACSG when providing proof of payment and their airline ticket.
- The ACSG will pay for shuttle transfers/car hire (whichever is cheaper) from airport to and from the conference venue for out-of-town committee members.
- For extraordinary committee meetings that require all committee members to be present in one location, airfare, and accommodation and shuttle fees will be paid for out-of-town committee members.
- Committee members are reminded to consider the ACSG's not-for-profit status and undertake to minimise costs for travel and accommodation by making bookings in advance and doing comparative pricing.

5. Honorary members

- Honorary members can attend the conference free of charge.
- Honorary members should pay when attending AC Academy training and pre-conference workshops.
- Honorary members are responsible for the own travel and accommodation requirements.

6. Pre-conference workshops

- Pre-conference workshops should be presented by a designated committee member.
- Should the committee not have sufficient skills to present a workshop then an external presenter can be sourced.
- The chairman and treasurer will negotiate for no presenter fee as far as possible.
- If no presenter fees is not an option, the presenter can attend the conference free of charge depending on delegate bookings and conference budget.

- Airfare (economy class), shuttle transfer and one (1) night's accommodation will be paid by the ACSG.

7. Conference related expenses

- All conference related expenses should managed within the forecasted budget. Out-of-budget expenses can only be approved if projected sales targets are reached.
- **Delegate gifts:** The committee undertakes to secure sponsorship as far as possible for delegate gifts. Delegate gifts can include sponsor-branded items or any other item sponsored by a delegate / exhibitor / sponsor.
- **Keynote gifts:** are discretionary and should be within budget (amount to be confirmed by chairman and treasurer).
- **Additional tokens of appreciation:** are discretionary and should be within budget (approval to be given by chairman and treasurer).
- **Dinners during the conference (excluding the delegate function):** committee members can enjoy their dinner in the hotel restaurant or use room service.
- **Dinners during the conference with keynote speakers:** this is discretionary and requires pre-approval from the chairman and treasurer.
- **Blind peer review:** there is no financial compensation for members of the blind peer review panel. Tokens of appreciation can be given within the pre-approved budget.
- **Advertisers, Sponsors and Exhibitors** are key partners of the ACSG. The committee undertakes to confirm exhibitors in advance of the conference. Sponsorships are to be secured for 'big ticket' items e.g. event app, delegate function, delegate bags, entertainment, and should be negotiated in a mutually-beneficial way for both parties. Advertisers should be informed in writing of the service they paid. This includes that their company logo is displayed on the ACSG website with a link to their own website, as well as two annual mailshots to the ACSG database.
- **Additional conference support:** should additional resources be required during the conference (e.g. event organisers) this is to be secured in advance (e.g. four months in advance) and will be budget dependent.
- **AC Academy, pre-conference workshops and delegate materials:** printing is to be limited. Presenters should preferably provide slide notes and handouts. Electronic media should be used as far as possible to minimise printing costs.

8. AC Academy

- Designers of modules will not be compensated for the design hours – the ACSG relies on this contribution to form part of the presenter's social responsibility. However, appropriate recognition and acknowledgment will be given to the designers in that the designers retain the intellectual property of the training courses, although the AC Academy uses the material.
- If an AC Academy training course is presented, a break-even point for costs and income should be calculated before deciding to present a training course.

8.1. Presenting training courses during the week of the ACSG conference:

- The presenter will be reimbursed for their travel and accommodation costs when the training course is presented outside of their residential area.
- If the ACSG budget allows, the presenter can attend the two-day conference free of charge.

8.2. Presenting training courses outside the week of the ACSG conference:

- The presenter will be reimbursed for their travel and accommodation costs when the training course is presented outside of their residential area.
- The presenter will be paid a mutually agreed daily fee for presenting the training course.

General

- Committee members must get approval from the chairman and treasurer **before** making flight and accommodation bookings.
- Committee meetings should be hosted remotely/virtually unless it is imperative that committee members meet in a central location e.g. a strategic workshop.
- As part of their duties and responsibilities to managing member money, the chairman and treasurer, in their capacity as directors of the ACSG, have a legal and ethical obligation to scrutinise and investigate any expense submitted by a committee member.



- The ACSG committee can only change the criteria of this policy guideline with the approval of the Honorary Members.

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