

## **THE AUSTRALIAN MATHEMATICAL SOCIETY (INC) CONFERENCE AND MEETING GRANT RULES**

The Society supports Special Interest Meetings and Large International Conferences held in Australia.

The following rules apply to all grants.

- (a) The conference or meeting must be clearly advertised as an activity supported by the Australian Mathematical Society.
- (b) The organizer must be a member of the Society.
- (c) The conference or meeting must be open to all members of the Society;
- (d) Registration fees should be charged, with at least a 20% reduction for members of the Society. A further reduction should be made for members of the Society who pay the reduced rate subscription (i.e. student members, those not in full time employment and retired members).
- (e) A financial statement must be submitted on completion of the conference or meeting.
- (f) Unless an alternative prior arrangement is made with the conference or meeting organizers, any profits up to the value of the grant are to be returned to the Australian Mathematical Society.
- (g) On completion, a Conference Report or Meeting Report should be prepared, in a form suitable for publication in the Australian Mathematical Society Gazette, and sent to the Secretary.
- (h) A list of those attending, their AustMS membership status, and a copy of the proceedings (if applicable) must be submitted to the Society.
- (i) Only in exceptional circumstances will support be provided near the time of the Annual Conference of the Australian Mathematical Society being held in another city.
- (j) A grant application must include a detailed budget.
- (k) A grant application should be lodged no later than six months before the meeting or conference.
- (l) The meeting or conference should be advertised on the Society's web pages and also in the Gazette.

## **SPECIAL INTEREST MEETINGS**

The Australian Mathematical Society sponsors Special Interest Meetings on specialist topics at diverse geographical locations around Australia. This activity is seen as a means of generating a stronger professional profile for the Society within the Australian mathematical community, and of stimulating better communication between mathematicians with similar interests who are scattered throughout the country.

These grants are intended for once-off meetings and not for regular meetings. Such meetings with a large student involvement are encouraged. If it is intended to hold regular meetings on a specific subject area, the organisers should consider forming a Special Interest Group of the Society. If there is widespread interest in a subject area, there is also the mechanism for forming a Division within the Society.

In its consideration of applications, Council will take into account locations around Australia of the various mathematical meetings during the period in question. Preference will be given to Meetings of at least two days duration. Council has the discretion to specify the part of the budget being supported by the AustMS, and against which any repayments should be calculated.

The allocation for any one Meeting will be up to  $\$(2000+300n)$ , where  $n$  is the expected number of AustMS members registered for and attending the meeting, with an upper limit of about \$6000.

## **LARGE INTERNATIONAL CONFERENCES**

- (a) The conference should be of significant international importance and should be of interest to a significant number of Australian Mathematical Society members.
- (b) The conference should be confidently expected to have 300 + participants.
- (c) The grant is limited to twice the limit of the maximum grant to Special Interest Meetings.

## **APPLICATION PROCESS**

An application for a grant should be made on the attached form which should then be sent to the Secretary, Assoc. Prof. Peter Stacey, Department of Mathematics and Statistics, La Trobe University, Victoria 3086 (email: [Secretary@ austms.org.au](mailto:Secretary@ austms.org.au)).

**Applications for Special Interest Meetings are considered at the start of June and the start of December each year.**

[Approved by Council, 2011.]

**THE AUSTRALIAN MATHEMATICAL SOCIETY (Inc)**  
**APPLICATION FOR CONFERENCE OR MEETING GRANT**

**Please read the Society's conference and meeting grant rules before completing this form.**

MEETING OR CONFERENCE DETAILS

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: \_\_\_\_\_

Organiser(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons for holding the meeting

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Keynote Speakers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will proceedings be published? \_\_\_\_\_

Estimated Number of Participants:

AustMS Members \_\_\_\_\_

Non-members \_\_\_\_\_

[NOTE: Gross over-estimation of numbers of members attending could result in the Society requiring repayment of some grant monies.]

Will this meeting be end-on to any AustMS sponsored Conference? Yes/No

If Yes, give details

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Have you received or do you propose to request funding from ANZIAM? Yes/No

NOTE THAT only in very exceptional circumstances will both the Society and ANZIAM support a proposal.

BUDGET Please attach a full budget and complete the following summary

INCOME

Total from Registration Fees

..... members of AustMS at \$.... per person \$ \_\_\_\_\_

..... non-members of AustMS at \$.... per person \$ \_\_\_\_\_

..... students/retired members etc. at \$.... per person \$ \_\_\_\_\_

Funds Requested from the Society \$ \_\_\_\_\_

Please note that if you grossly overestimate the number of AustMS Members attending the conference, some funds may need to be returned to the Society.

Grant payment may be made in two parts, with the the second payment being made close to or at the time of the meeting, when exact numbers of AustMS members registered are known.

Other Sources of Funds, with amounts

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Total \$ \_\_\_\_\_

EXPENDITURE

Funding of Invited Speakers     \$\_\_\_\_\_

Hiring of Lecture Rooms and other Facilities     \$\_\_\_\_\_

Preparation of Proceedings     \$\_\_\_\_\_

Other Expenses

_____	_____
_____	_____
_____	_____

Total \$\_\_\_\_\_

Expenses to which the AustMS contribution would be allocated

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature of Organiser(s)

\_\_\_\_\_  
Date

Peter Stacey  
Honorary Secretary  
AustMS  
October 2010