

## APPLICATION FOR ASM SPONSORSHIP OF A REGIONAL MICROBIOLOGY CONFERENCE

### **Background**

The purpose of this form is to provide enough information to enable the National Scientific Advisory Committee to properly assess your application.

It is recognised that at the early stages of planning, some aspects may be somewhat uncertain. If so, clearly indicate where estimates or plans are preliminary at the time of application.

ASM is able to provide its Professional Conference Organiser (PCO) service on a fee for service basis. For further PCO information, please contact the ASM National Office.

### **Please Note**

**The person completing this form must be a member of Australian Society for Microbiology.**

*Closing dates for applications are:  
31 January of each year  
and  
31 July of each year*

## **Eligibility criteria**

### **1. Registration**

- a. Registration fees should provide a discount to ASM members, including students. A discount in the order of that offered to ASM members attending the ASM Annual Scientific Meeting i.e. approximately 20%, should be considered. It is understood that budgetary restrictions may mean that a discount is not feasible for your meeting. This will not make the application ineligible for sponsorship.
- b. To allow numbers of ASM members attending to be calculated please ensure that an ASM Member ID is requested on the registration form.

### **2. Prizes**

If sponsorship is in the form of a cash prize, then the prize should only be available to ASM members.

### **3. Budgets**

- a. A detailed budget must be provided.
  - b. The hosting ASM Branch should provide a contribution equal to the amount being requested of the ASM.
  - c. Sponsorship amounts are limited to \$5,000 unless there are exceptional circumstances.
4. NSAC will also take into consideration whether previously supported conferences have provided a post conference report to the ASM in a timely fashion.

## **Ranking criteria**

Applications will be ranked on the following criteria:

- a. Applicant's contribution to ASM or relevance to Divisions, Special Interest Groups or Standing Committees within the Society (20%)
- b. Benefits to current ASM members (40%).
- c. Prospects for improving the profile of ASM to registrants who are non-ASM members (40%).

**If any of the above features are not relevant or if you believe they are inappropriate for the type of meeting you are planning, the reason/s must be clearly stated in the application.**

## **Conditions of award.**

### **1. Reports**

A report on the conference (including the total number of registrants and number of ASM members (identifiable by their ASM membership number) is to be provided to NSAC within 3 months of the meeting end. This report should be of sufficient standard to be publishable in Microbiology Australia.

### **2. Advertising requirements.**

There are two sponsorship levels: Major and PRINCIPLE

#### **MAJOR SPONSORSHIP LEVEL \$5,000**

For an applicant wishing to obtain \$5000, ASM will ask for the following advertising at the conference:

- A satchel insert of the ASM logo.
- A full page advertisement for ASM in the book of abstracts.
- ASM Logo placement on the conference web page.

ASM will provide the following to the applicant if requested:

- Link from ASM homepage to the conference web page.
- Assistance from the ASM Professional conference organiser for conference management and registration

#### **PRINCIPLE SPONSORSHIP \$2,500**

For an applicant wishing to obtain \$2500, ASM will ask for the following advertising at the conference:

- Acknowledgment of ASM at the start of a conference session. This sponsorship is especially suited where ASM funds are sought for a specific international speaker.
- Logo placement at the opening ceremony for the conference.
- Prize naming rights and signage at the poster sessions. Prizes must be awarded during the conference and can be presented by an ASM representative attending the conference.
- Acknowledgment of ASM's support in the book of abstracts.

### **3. Sponsorship to GST-Registered Organisations**

ASM sponsorship money given to organisations registered for Goods and Services Tax (GST) are subject to GST. ASM will gross up agreed sponsorship amount to GST-registered organisations by the amount of GST payable.

IF GST applies to sponsorship monies your organisation receives, it will be the organisation's responsibility to account to the Australian Taxation Office for an amount equal to 1/11<sup>th</sup> of the funds received.

If your organisation is registered for GST, please list on your invoice any GST the organisation will be paying. Include a subtotal less GST (the net sponsorship to be paid), and a total inclusive of GST.

If your organisation is not registered for GST, there is no need to add any GST to the agreed sponsorship monies to be paid.

For further information, please consult your financial adviser or the ATO website at [www.ato.gov.au](http://www.ato.gov.au).

**Part 1    Applicant Details**

Name:

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ASM Member ID

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Organisation:

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ABN

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Postal Address:

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Telephone:

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Email:

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Fax:

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Mobile:

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SIG Affiliation:

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**Part 2 Conference Details**

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

Date(s): \_\_\_\_\_

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

ASM Division(s)  
relevant to  
conference: \_\_\_\_\_

SIGs relevant to  
conference: \_\_\_\_\_

Conference  
Objectives: \_\_\_\_\_

Provisional  
conference budget  
(include details of  
both income and  
expenditure): \_\_\_\_\_

Registration Fees

ASM Member: \_\_\_\_\_  
Non ASM Member: \_\_\_\_\_  
ASM Student: \_\_\_\_\_  
Non ASM Student: \_\_\_\_\_

**Part 3 Delegate Details**

Expected no. of  
ASM Members:

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Expected no. of  
non-ASM  
Members:

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Your targeted  
registrants:

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**PART 4 Sponsorship Details**

Amount  
Requested:

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On what will the  
sponsorship  
amount be spent?

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Describe the  
benefits to the  
ASM or to ASM  
Members:  
(subsidised  
registration fee,  
student award etc)

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Are you seeking  
other sponsorship?

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How much  
sponsorship are  
you seeking from  
other sources?

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How will profits, if  
any, be  
distributed?

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**PART 5 Conference Details**

Expected total  
number of sessions  
in the meeting

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Expected total  
number of talks  
and posters at the  
meeting

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Expected number  
of sponsored  
international  
invited speakers

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Expected number  
of sponsored  
Australian invited  
speakers:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please forward your completed application to:

ASM National Office  
Suite 23, 20 Commercial Road  
MELBOURNE VIC 3004  
Email: michelle@theasm.com.au  
Phone: (03) 9867 9699 Fax: (03) 9867 8722