



Congress Manual

27 September 2015

This manual is to assist and provide guidelines with running a regional APCChE Congress. It is based on the manual for a Chemeca/APCChE Congress run in Australia or New Zealand. It is intended as a guide and to be adapted or altered according to individual regional congresses as required.

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Introduction

The Asian Pacific Confederation of Chemical Engineering (APCChE) holds a bi-annual congress for the Asian Pacific community of chemical and process engineers, industrial chemists and related professions to come together to discuss latest developments in their respective fields, to celebrate outstanding achievement and to share lessons learned. APCChE delegates authority to organise each bi-annual congress to one of its local member organisations from within the Asian Pacific region.

The APCChE Congress is an opportunity for presentations to be made by academia, industry and the regulators, and is the venue for meaningful exchange of ideas amongst those working in the field of chemical and process engineering. It also provides a forum for plenary and other pre-eminent speakers to present the innovation, cutting edge research, technology, government regulation and industrial developments. Industry involvement in presenting and attending is a key aspect of the APCChE congress. Young engineers events and “industry days” as options are valuable aspects of APCChE congresses.

This manual describes the governance and operational issues for the congress. It covers the following subjects:

1. The roles and responsibilities of APCChE and the congress organisers
2. Financial matters
3. Timelines and reporting requirements
4. General guidelines for the congress

This manual will be maintained by the APCChE Secretariat.

1. Roles and responsibilities

1.1. APCChE

APCChE is the responsible "owner" of the congress on behalf of its member organisations. The specific responsibilities of APCChE are:

- Selection of the location of each congress
- Delegation of authority to host and organise the congress to a member organisation in the selected location.
- Maintaining the APCChE website and links.
- On-going monitoring of planning and preparations for each congress and support to the respective host member organisations as required.

After selecting the location, the President of APCChE will write to the local member organisation to confirm that it will be the host of the congress.

1.2. Local (Host) Member Organisation

The local member organisation is appointed by APCChE to organise and host the congress. That host member organisation shall be responsible for:

- Appointing the congress chair or co-chairs (the Chair) and the Treasurer.
- Appointing the Professional Congress Organiser (PCO) for the congress.
- Approving the budget for the congress.
- Delegating authority levels to the Chair and the Treasurer

1.3. The Chair

The chair is responsible for:

- Forming and leading a congress organising committee (the Organising Committee).
- Reporting progress of the organising committee to the host local member organisation association as per Section 4.
- Obtaining appropriate event insurance cover for public liability and indemnity insurance.
- Working with the Treasurer and the PCO to develop the congress budget.
- Ensuring the congress is delivered to the agreed budget.
- Ensuring the events that make up the congress is of appropriate professional standard.

1.4. The Organising Committee

Each congress is organised by a committee of professionals drawn from academia, government and industry, usually from the host city and convened by the Chair.

The Organising Committee has the responsibility to link the congress (program, speakers, events, trade displays, sponsorship, and attracting attendees) to the chemical engineering and industrial chemistry community within the Asian Pacific region. They create the local professional connections, approach

the most appropriate professionals to be involved, use their contacts regarding who to approach for sponsorship etc and use the industry knowledge to deliver the “flavour” of the congress. This knowledge of industrial chemistry, chemical and process engineering sectors does not come from the PCO.

The Organising Committee’s professional networking and knowledge of chemical and process engineering and related industries and the PCO’s professional experience in the planning and presentation of conferences are complementary skills necessary for a successful congress. Section 5.6 outlines typical tasks undertaken by the Organising Committee.

The Organising Committee is responsible for the following range of activities:

- Assisting the Chair (working closely with the PCO) to deliver a congress that runs smoothly and to the agreed budget
- Work with the PCO to identify and thereby gaining sponsorship as proposed in the agreed budget.
- Developing an overall plan for the congress including a theme and general outline.
- Seeking and obtaining keynote speakers.
- Distributing promotional information through APCChE and local networks.
- Assisting the PCO to identify the provision of accommodation for participants.
- Liaising with the PCO and with the venues to provide for needs of congress.
- Ensuring the PCO has appropriate security arrangements organised.

1.5. The Treasurer

The Treasurer will:

- Work with the PCO to prepare the budget and financial reports to the host member organisation and APCChE.
- Manage the budget and finances.
- Obtain approval for the budget.
- Ensure the PCO establishes a (bank) account for the congress.
- Approve expenditures during the course of the congress within delegated limits of authority.
- Arrange for the closing accounts to be audited at the conclusion of congress and reported to APCChE.

1.6. The PCO

The agreement for professional conference services to be delivered by the PCO is the responsibility of the host member organisation.

The PCO will provide the following scope of services:

1. General Requirements - to work with the Organising Committee to develop a Congress Plan and to be directly responsible for all aspects of its implementation.
2. Administration - management and co-ordination of all administration matters relating to the Congress.
3. Venues
 - a. to advise the committee on possible venues and help them make a reasoned decision

- b. to negotiate a cost effective fee and payment structure with the venue
 - c. to establish bookings for the Congress and Social Events and to manage and co-ordinate all aspects.
- 4. Registration - management and co-ordination of the registration process, including reporting and working closely with the Organising Committee. Some Organising Committee envisage using student volunteers to assist with congress logistics during the event, the PCO will be responsible for managing these resources as required.
- 5. Promotion - management and co-ordination of all aspects of the promotion of the Congress, working closely with the Organising Committee.
- 6. Delegate boosting activities from PCO and host committee – providing advice and expertise and infra-structure to attract delegates to the congress.
- 7. Website - management and co-ordination of a dedicated website for the Congress.
- 8. Abstract and paper submission process, including management of the review process and a easy to use electronic service.
- 9. Accommodation - booking and management of all accommodation requirements for the Congress.
- 10. Finance – Development of a Financial Plan for the congress in consultation with the Organising Committee. Provide regular financial reports to the Organising Committee, working closely with the Treasurer.
- 11. Trade Exhibition and Sponsorship
 - a. Procuring exhibitors and sponsors for the congress with assistance of the host organisation and committee
 - b. Management of the Trade Exhibition and Sponsorship Program for the Congress.
- 12. Program - assist the Organising Committee with the Congress Program.
- 13. Social Functions - design, co-ordination and management of an appropriate Social Program for the Congress, in consultation with the Organising Committee.
- 14. Food and Beverage - management and co-ordination of all food and beverage requirements for the Congress, in consultation with the Organising Committee.
- 15. Accompanying Persons Program - design, co-ordination and management of an appropriate Accompanying Persons Program for the Congress, in consultation with the Organising Committee.
- 16. Transport and Travel - Management and coordination of transport requirements for delegates and speakers, working with the Organising Committee and any transport sponsors.
- 17. Programme/speaker management - Speaker requirements to be managed, encompassing venue requirements including all audio visual requirements for their presentations.
- 18. Provide a close off report comparing actual with budgeted performance, explaining major deviations and listing area that were problematic. The PCO should provide advice and assistance to meet the budget requirement.

2. Financial management of the congress

2.1. Seed funding and profit sharing

The local member organisations hosting the congress will provide seed funding as an interest free loan to the Organising Committee. This amount is to be included in the congress accounts as a liability and returned to the local member associations at the conclusion of the congress.

Any profit from the congress will be returned to the local member organisations.

The chair of the congress Organising Committee will request payment of the seed funding once the congress bank account is established (see 1.5).

2.2. Budget and financial reports

The preparation of an appropriate budget and financial reports is essential to the financial success of the congress. The financial management of the congress must be completely separate from the financial affairs of any host member organisation. Separate bank accounts for the financial running of the congress must be set up by the Treasurer in conjunction with the PCO. An independent auditor must audit the accounts of the congress and this report must be attached to the final financial report submitted to the host member organisation and APCChE.

The budget and financial reports presented to APCChE meetings should consist of two parts, the first being a summary of income and expenditure and the second to include the detail of each item of income and expenditure.

The Chair and Treasurer shall work with the PCO to present a financial report to each meeting of APCChE in the two years prior to the running of the congress.

A levy of 2.5% of all congress delegate registration fees (from Full, Day and Student registrants) will be collected by the host member organisation and forwarded to the APCChE Secretariat at the conclusion to the Congress. These funds are used cover the cost of running the Confederation and to support the activities of APCChE in accordance with its Charter. One such fund allocation is a grant of A\$5,000 to the host member organisation to support students attending the APCChE Congress.

2.3. Other matters

2.3.1. Costs to be included in the congress budget

Certain items to be funded from the congress budget and shall be allowed for in the budget.

- **Chair of the Organising Committee:** The Chair of the Organising Committee shall be provided with a complimentary full delegate registration.
- **Plenary Speakers and Keynote Speakers:** Plenary Speakers and Keynote Speakers may be provided with a complimentary or discounted registration at the discretion of the Organising Committee.
- **Trade display space:** The host member organisations of the next and following congresses shall each be offered a booth at the Trade Display at cost, including the attendance of one staff member to the exhibition space only.

- **Congress Photographer:** A photographer shall be appointed to photograph Congress participants during both formal and informal events, including speaker presentations and award ceremonies. APCCChE and its member organisations shall be granted, at no cost, unrestricted licence to copy, distribute and publish any of these photographs.
- **APCCChE Board Meeting: A suitable meeting room will be made available during the congress at no cost.**

The decision to fund travel expenses for Plenary Speakers and Keynote Speakers is a decision for each Organising Committee in preparing the budget.

All other delegates to the Congress, including other speakers and members of the Organising Committee, are expected to register and attend the Congress at their own expense, unless prior written approval has been granted by the host member organisation.

3. Minimum requirements of the congress

3.1. Themes and logos

APCChE will provide the Organising Committee with the artwork of the logo that can be used to brand each congress. The Organising Committee will choose a theme for the congress.

3.2. The congress dinner

A Congress Dinner shall be included in the program, and the cost to attend the dinner shall be included in the delegate Registration Fee. Student delegate registration will exclude the dinner.

Reserved (VIP) tables must be placed at the front, near the stage. The VIP tables are for those who must speak at the dinner and for VIPs identified by the host member organisation. .

3.3. Trade display

The Organising Committee shall make arrangements for a trade display area in which companies or suppliers of chemical engineering and industrial chemist related materials exhibit.

The trade display is to be set up to give maximum exposure to exhibitors. This includes holding morning tea and lunch breaks and happy hour events in the display area and where possible adjacent to any Poster presentations.

4. Timeline and reporting requirements

The timeline is shown in the following table. The details of the various reports follow.

Timeline	Activity
4 years prior to congress	APCChE reviews submissions from member Institutions and selects and appoints the local member organisation to host the next in line APCChE Congress.
3+ years prior to congress	The local host member organisation appoints a Chair with the approval of APCChE. The Chair appoints the Organising Committee. The organising committee establishes subcommittees as required.
2 years prior to congress	Chair presents an outline (Report 1) of the congress to APCChE. At this meeting, APCChE shall approve: • Venue • Congress dates • Congress duration • Preliminary registration fees • Program outline
18 months prior to congress	Congress venue and registration fee confirmed. Draft program developed, keynote speakers confirmed, state/local sponsorship solicited, Web Page developed, advertising fliers. Expressions of interest brochure developed.
1 year prior to congress	Chair or representative circulates Report 2 to APCChE. Call for Papers prepared and distributed. Draft registration brochure developed. Potential sponsors and exhibitors approached. Web page launched. Accommodation organised. Social program organised.
6+ months prior to congress	State/local sponsorship confirmed. Registration alerts in Confederation members newsletters, magazines and on the websites. Advertising occurring widely. Keynote speakers confirmed Program almost complete.

Timeline	Activity
0-6 months prior to congress	Early bird registrations close. Advertising continues. Accommodation and transport arrangements developed. Organisation of trade displays arrangements almost complete. Social program organised. Program complete.
Congress	Report to APCChE.
Congress +6 months	Final report to the APCChE, including audited financial statement.

5. General guidelines for the congress

5.1. Congress format

The typical congress format, enabling a forum for presentation and discussion of recent advances in chemical and process engineering:

Dates:	Dates are selected to encourage broadest participation and to be inclusive of as many university semester breaks as possible
Duration:	Sunday (pm) – Thursday (mid-day)
Estimated attendance:	600+
Trade exhibitors:	10 – 20
Sessions:	3-5 plenary sessions, up to 6 break-out sessions at one time Poster sessions in the exhibition area “Industry days” have been a feature of several congress
Abstract submissions:	600-800
Social Functions:	Welcome reception (Sunday evening) Congress dinner (usually Wednesday evening) Poster sessions with refreshments “young engineer” events often held (Monday evening)
Publications required:	Call for papers (electronic) Preliminary announcement (electronic) Preliminary program including abstracts (electronic) Registration brochure (downloadable and on-line registration) Congress handbook (with abstracts, etc) (print and electronic) Pocket program (print)

5.2. Congress date

The congresses usually are in the form of a three or three and a half day pattern, usually involving a Sunday evening, Monday, Tuesday, Wednesday and Thursday.

The actual date of the congress shall be determined at least two years prior to the Congress.

Dates are selected to encourage broadest participation and to be inclusive of as many university semester breaks as possible.

5.3. Congress venue

The Organising Committee shall determine the venue but as a general principle the venue shall be located in the city of the host member organisation.

A proposal to hold the congress in a centre other than a capital city shall be referred to APCChE for ratification at least two years prior to the Congress.

A venue should be selected where a variety of accommodation is available.

5.4. Copyright

Copyright of the congress is retained by APCChE.

5.5. Congress exhibition

The Organising Committee shall make arrangements for an exhibition area at the congress in which companies and suppliers of chemical engineering and industrial chemistry-related materials and equipment may exhibit.

The presentation of the exhibition should be of a professional standard such that it

- Enhances the image of the profession;
- Is easily accessible to the conferees throughout the daily Congress hours;
- Enables morning tea, lunches and happy hour catering to be served in the area of the exhibition adjacent to poster sessions; and
- Enables a registration fee to be charged to interested individuals, groups and companies.

5.6. Tasks for the Organising Committee

Technical Program

A Technical Committee will be established. The Technical Committee should be separate from but report to the Organising Committee. Only the Chair of the Technical Committee must be part of the Organising Committee. The Technical committee tasks include:

- Seek presenters for a range of workshops, seminars, excursions and presentations which are appropriate to the theme and include academic and industry presenters and sessions.
- Develop outline of types, styles and lengths of papers, workshops, seminars and excursions to be requested.
- Liaise with the Chair to organise keynote speakers.
- Develop a time line for request of proposals, mechanism for acceptance, publication of workshop offering outline, confirmation of sessions running.
- Communicate with presenters to ensure adequate equipment, rooms etc for sessions.
- During The congress, ensure session chairs are appointed to maintain order, open and close sessions on time and make presentation of presenter gift where appropriate.
- Ensure that during the congress, venues are checked daily for appropriate condition and equipment.
- Arrange appropriate gestures of thanks for people involved.
- Develop the program outline and congress program.
- Undertake publication of Congress proceedings.

Sponsorship

- Work with PCO to develop a sponsorship package to obtain sponsors for the congress.

- Actively assist the PCO to seek and sign up sponsors.
- Budgets should be prepared, assuming that no sponsorship will be available. If sponsors come forward then events like the dinner and lunches can be upgraded.
- Liaise with the sponsoring institutions so that no arrangements are made that are in conflict with existing sponsorships.
- Work closely with sponsors and their representatives before, during and after the congress.
- Ensure good treatment of sponsors if they take up a trade display option.
- Arrange appropriate gestures of thanks for sponsorship as necessary.

Exhibition

Assist the PCO to:

- Seek organisations to be involved with the congress trade display.
- Check requirements of sponsoring institutions with respect to Trade Display.
- Liaise with venue to organise display space.
- Cost out and quote provision of displays booths, equipment (especially electricity needs) and signage and communicate information to potential displayers.
- Ensure appropriate security of displays, check vehicle access.
- Liaise with display booth provider and trade displayers regularly.
- Ensure lists of trade displays available to the Chair, website publication and other APCChE members as necessary to provide maximum exposure for trade displayers.
- Arrange booking of space, equipment and other requirements and invoicing of trade displayers for same.
- Liaise regularly with exhibitors during the congress and assist with solving problems. Additional costs are to be billed to displayers as necessary.
- Liaise with functions personnel, convenor and others as necessary to ensure best possible treatment of displayers
- Seek logos of sponsors and sponsoring institutions for website and program.
- Arrange for letters of thanks sent to presenters after congress.
- Liaise with venues personnel to ensure appropriate equipment and rooms available.

Publicity and Advertising

Assist the PCO to:

- Prepare and publish notices and flyers.
- Obtain appropriate sponsor and sponsoring institution logos for promotional material and website.
- Prepare and publish initial program outline.
- Prepare and publish final congress booklet.
- Prepare and publish congress proceedings and abstracts if required.

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