

After the conference, photographs of the Conference can be uploaded to the website and a brief outline of the following year's conference information, if available.

It is also recommended that the UK Administration team be kept in the loop with regards to the programme and timing of the event. A brief presentation can be given at the conference 12 months prior, to promote your ideas, if a group has nominated by then.

Any requirements outside of the above guidelines need to be presented to the National Committee for approval.

As the Conference is the main opportunity for all groups to come together, it is seen as a celebration of NWR. As such the Conference Committee plays an important role and it is hoped that you have fun and enjoy the experience of bringing it all together.



Australia Incorporated

National Women's Register Australia Incorporated



CONFERENCE GUIDELINES

NWR CONFERENCE GUIDELINES

The Conference Committee is a sub-committee of the National Committee and ideally is formed in the year prior to the scheduled conference.

Minutes of Conference Committee Meetings are to be kept as well as all financial records and receipts. (Request of auditor).

The annual NWR conference can be a one day or a weekend event. Conferences are held in the latter part of October.

Decide on a suitable venue and secure a booking. Obtain written confirmation so that it is clear what is covered in the quote from the venue, e.g. room hire, meals, PA systems etc.

Decide on a theme and plan the conference programme. Approach competent speakers who can help develop the theme. Guest speakers will be those who offer their service “free of charge.” However they can be encouraged to offer for sale any books or items used in the promotion of their business/career or associated voluntary organisation. Unless a potential speaker is known personally, the best approach is by letter, explaining NWR and how their role will contribute to the success of the conference. Be clear in your requirements (especially length of time to talk) and check if the speaker has any particular requirements.

The conference is not a fundraising event therefore no fundraising activities are to be included.

The Annual General Meeting (AGM) is part of the conference and needs to be factored into the timetable.

A separate bank account, NWR Conference Account, is used for all financial transactions relating to the conference. A Conference Treasurer and at least one other signatory are required to be appointed from within the conference committee. Two (2) signatories are required to sign the cheques.

Conference monies must not be transacted through personal bank accounts. The Conference Account is managed through Westpac Banking Corporation.

A refundable amount of \$1000 will be advanced by the National Committee to help cover start-up costs such as deposit to the conference venue. It is intended that conferences be self-funding so a budget needs to be drawn up and the conference costs be covered by the price charged to each delegate. Conference costs should include the refund of \$1000 to the National Committee (St George Bank NWR account) plus other costs such as venue hire, food, any PA / visual requirements, printing of programmes, name badges, postage, thank you gifts for guest speakers, etc.

The Treasurer presents a financial report to committee meetings and oversees the budget. When all conference accounts have been settled the conference bank account should have the balance of the \$1,000 float from the National Committee +/- the profit/loss. The National Committee then makes up the balance to the \$1,000.

Bank statements and receipts are sent to the National Committee Treasurer, along with a financial summary prepared by the conference treasurer when all accounts are settled after the conference. The Conference Account cheque book and deposit book are handed on to the Local Organiser of the host group for the upcoming conference, at the first National Committee meeting of the year, along with the necessary forms from Westpac bank, signed off by the outgoing signatories and to be filled in with the required information of incoming signatories.

Please keep the National Committee and members informed by sending reports to each National Committee Meeting.

It is recommended that the use of the Australian website www.nwraustralia.org.au and the NWR Facebook page be used as a means of directly promoting the conference and reaching members with all Conference information including an introductory Conference Flyer and Registration Form.