



Australasian Land & Groundwater Association

GUIDE TO THE ROLE OF
ECOFORUM
ORGANISING COMMITTEE

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This guide is designed as a starting point and ongoing reference material for those who are nominated and therefore become involved as **ECOFORUM Organising Committee** of the **Australasian Land & Groundwater Association Inc (ALGA)**.

The reason EcoForum exists is to get together different interest groups and practitioners to network and broaden the knowledge base of everyone. ALGA is considered a partner of the event and as a “partner” we get the opportunity to “run” our own one/two day stream with no upfront risk but possible profit.

Quitzy Pty Ltd is the organising company for the EcoForum conferences, which incorporates our Annual Conference. We are required to prepare the “land and groundwater remediation” streams (generally 3 parallel sessions) over 2 days.

Topics or themes are to be considered early. These need to be forwarded to EcoForum at least eight months prior to the event. Potential keynote speakers potential or otherwise should be contacted to indicate possible involvement prior to this time. Additional speakers (although not keynote) can be encouraged to submit papers on topics suggested by the committee.

A call for papers is sent out by Quitzy, and canvassing for papers is also done by means of the ALGA newsletter and website. The organising committee members will approve as oral or poster presentations or decline papers submitted and using these and invited speakers a first draft program is to be prepared six months before the event.

As Quitzy is responsible to handle the presenters/papers/chairs etc. the workload for the “partner” is not arduous. The opportunity requires the following steps:

1. 8/9 months out - Suggest the cutting edge topics that need discussion/ workshopping [we need to keep away from “old” projects/topics], suggest keynotes/moderators that could be used and what papers your organisation wishes to present and who would you like to use as chairs, etc. [as long as this takes].
2. 6 months out - Review the one page abstracts received [usually about 80 (be great if there were more) maybe 2 hours], shuffle into the program shell [if we do this together it takes usually 2 hours], help with filling any gaps [sorry this I can not predict, usually not overly long] .
3. 3 months out - Proof read the preliminary/final program to ensure accuracy [1 hour ish each].

Those are the program commitments. In addition we will need to provide Quitzy with promotion material for ALGA as will be requested incl logo's etc.



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Allocating session chairpersons (in order of precedence):

1. ALGA Conference Chair, President and VP to chair opening or early sessions on day 1 and 2 between them (3 sessions)
2. Companies sponsoring a keynote in cash or kind (paying for travel etc) to sponsor their session
3. Any company sponsoring an ALGA streams to chair that stream
4. ALGA GOLD sponsor companies not included above
5. Companies or persons nominated by the conference committee (eg CRC CARE, EPAs)
6. ALGA SILVER sponsor companies not included above, but not guaranteed

EcoForum sponsorship opportunities and benefits:

Session Sponsor

- Recognition as ALGA Sponsor [logo] on header PowerPoint slides for sponsored session.
- Opportunity to provide a chairperson for the session sponsored.
- Recognition as ALGA Sponsor [logo] on all not yet printed conference materials including the registration brochure.

Local and Interstate Keynote Sponsor*

- Recognition as ALGA Sponsor [logo] on header PowerPoint slides for sponsored session.
- Opportunity to provide a chairperson for the session sponsored.
- Recognition as ALGA Sponsor [logo] on all not yet printed conference materials including the registration brochure.

*We would then be able to provide the following support to the Local and/or Interstate Keynote Speaker:

Airfare: Return economy airfares

Hotel: Complimentary double room @ specified hotel for x no. of nights

In-room services: Mini bar, movies, laundry costs are at their own expense.

Sundries (i.e. taxis): Reimbursed on submitting receipts.

Delegate registration fee: 1 x full two-day registration, 2 x ALGA evening dinner tickets

Please note: Unfortunately we are unable to provide financial assistance for any accompanying person.



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International Keynote Sponsor**

- Recognition as ALGA Sponsor [logo] on header PowerPoint slides for sponsored session.
- Opportunity to provide a chairperson for the session sponsored.
- Recognition as ALGA Sponsor [logo] on all not yet printed conference materials including the registration brochure.

**We would then be able to provide the following support to the International Keynote Speaker:

Airfare: Return economy airfares

Hotel: Complimentary double room @ specified hotel for x no. of nights

In-room services: Mini bar, movies, laundry costs are at their own expense.

Sundries (i.e. taxis): Reimbursed on submitting receipts.

Delegate registration fee: 1 x full two-day registration, 2 x ALGA evening dinner tickets

Please note: Unfortunately we are unable to provide financial assistance for any accompanying person.

Un-sponsored invited keynote speaker

An invited speaker, should understand upfront that while we seek sponsorship to the best of our ability, in the unlikely event that we do not receive sponsorship, ALGA can cover cost for conference registration only (Delegate registration fee: 1 x full two-day registration, 2 x ALGA evening dinner tickets). All travel and accommodation costs are to be covered by the keynote themselves.