

TASA Conference Hosting Application Guidelines

The following guidelines have been developed by the TASA Executive Committee to assist potential hosts in preparing their application to host an annual TASA conference.

1. **Institutional support:** The Executive Committee needs to be reassured that there is sufficient institutional support for the successful conduct and management of the annual TASA conference. The application should have the support of the Head of Department, School or Program.
2. **Proposed LOC:** The Chair and members of the Local Organising Committee (LOC) should all be financial members of TASA.
3. **Conditions:** The hosts agree to abide by the conditions for running TASA conferences as set out in the Conference Memorandum of Understanding, which can be obtained from the TASA Office.
4. **Proforma:** for application to host a TASA conference.
 - Name of Chair of the LOC (Conference Convener) and (preliminary) LOC members (minimum of 3 people in addition to the Chair).
 - One page cvs of LOC members.
 - Previous conference experience (if any)
 - Letter of institutional support from HOD/School/Program/Faculty
 - Statement of agreement with conditions outlined in the Conference Memorandum of Understanding
 - An outline of the benefits of hosting the conference at the suggested venue.
 - Suggested innovations to the conference program.

Applications addressing the guidelines listed above should be forwarded to:

TASA Executive Officer
 TASA Office
 Institute of Social Research
 Swinburne University of Technology
 PO BOX 218 Mail H28
 Hawthorn Victoria 3122
 Email: <admin@tasa.org.au>