

# BUSINESS RULE

## ACCYPN International Conference



### STATEMENT

The ACCYPN will have a Conference committee that will be answerable to and under the direction of the Board of Directors for the planning, implementation and evaluation of the ACCYPN Conference.

ACCYPN Board of Directors will appoint and establish a contract with a Conference organiser.

It is the intention of the Board of Directors to have a consistent Conference organiser to maintain corporate knowledge.

The Chairperson for the committee will be one of the Directors.

### OUTCOME

The Conference will occur on a biennial basis, unless an alternative timeframe is directed by the ACCYPN Board.

### EVALUATION

An evaluation of each Conference will be presented to the Board three (3) months following the completion of each Conference.

**DATE INTRODUCED**  
December 2009

**LAST REVIEW DATE**  
October 2022

**NEXT REVIEW DATE**  
October 2025

**ISSUED BY**  
Board of Directors of ACCYPN

**MEETING DATE BUSINESS RULE  
ENDORSED**  
24 November 2022

### PROCEDURE

1. The ACCYPN Board of Directors (BOD's) will be responsible and have the final authority on all decisions related to Conferences.
2. The Conference Committee will consist of at least two BOD's and at least 4 ordinary members.
3. The BOD will appoint a Conference Chairperson, who will hold the Conference Portfolio.
4. Nominations for the Conference Committee will be called for from the ordinary membership, previous experience is not required. Conference Committee members may nominate to participate in multiple conferences. Ordinary members from the city where the conference is being held maybe approached by the BOD to nominate, to provide the Committee with local insight.
5. The Conference Chairperson will seek a Conference Agreement from the previous Event Organiser, or the BOD may seek to put this role out to tender. The BOD will agree on who the event organiser is for all conferences. The Conference Organiser will provide secretarial services to the Conference Committee.
6. Role that the Conference Committee can have are:
  - a. Treasurer – the Company Secretary– who will support the Committee
  - b. Secretary – to work with the Event Organiser on meeting minutes
  - c. Scientific Panel Coordinator – from the Committee, to assist with allocation of abstracts, keynote presentations and program structure
  - d. Sponsorship Coordinator – from the Committee who will work with the Director that leads the sponsorship portfolio
  - e. Abstract Coordinator – from the Committee who will work with the Event Organiser and Chairperson to oversee the abstract submission, review and allocation process
  - f. Social events for the conference – from the Committee that ideally is resident in the city where the conference is to be held.
7. The Conference Committee in conjunction with the Event Organiser will develop a timeline and preliminary budget when the Conference Committee is confirmed, this will be presented to the BODs for endorsement. This will include dates related to registration and abstracts.
8. Local working groups may be established at the discretion of the Conference Chairperson and Committee.
9. The Conference Committee Chairperson will provide a report on the progress of the conference planning/implementation, budget and evaluation at each BODs Meeting.
10. Conference Committee minutes, budget and updates will be held in the BODs website access area.

11. The BOD's will review any contracts related to the conference prior to being signed by the ACCYPN Chairperson and the Conference Chairperson, on behalf of the College.
12. The ACCYPN Conference will support organisations that support breastfeeding at conferences by offering the Australian Breastfeeding Association a complimentary stand all ACCYPN conferences if available.
13. An evaluation will be sent to all Delegates at the competition of the conference. The data collected will be reported to the BOD's at a Board Meeting and will be used for on-going improvements to future conferences. This feedback will be discussed at the initial Conference Committee meetings to look at suggestion and improvements for the Conference Committee to be aware of.
14. The BOD's will allocate funds from the ACCYPN budget for the initial costs of the conference. The amount will be determined by the BOD's and the Company Secretary at a BOD's meeting. The Company Secretary will work with the Event Organiser to keep records that reflect conference incomings and outgoings with a budget being provided for purposes of the AGM.
15. The BOD will aim to confirm the venue for future conferences at least 2 years prior to the expected date of the conference. The Conference committee can recommend a preferred venue for the Conference. The next conference venue will be announced at the end of the current conference.
16. Conference decisions will be made in accordance with the following ACCYPN documents:
  - I. Industry Sponsorship and Advertising Business Rules
  - II. Management of Media Requests Business Rule
  - III. Marketing Plan
  - IV. Strategic Direction
  - V. Reimbursements Business Rules
17. Other documents that the ACCYPN will use as a reference are:
  - I. Marketing in Australia of Infant Formulas: Manufacturers and Importers Agreement the MAIF Agreement <https://www.accc.gov.au/system/files/public-registers/documents/D15%2B143530.pdf>  
<https://www.health.gov.au/health-topics/pregnancy-birth-and-baby/breastfeeding-infant-nutrition/marketing-infant-formula#about-the-agreement>
  - II. The international code of marketing of breast-milk substitutes  
<https://apps.who.int/iris/bitstream/handle/10665/254911/WHO-NMH-NHD-17.1-eng.pdf>
  - III. <https://www.unicef.org/>
  - IV. <https://www.unicef.org/health/health-and-child-development>
  - V. <https://www.unicef.org.au/the-wellbeing-of-australia-s-children>
  - VI. <https://www.who.int/>
  - VII. <https://www.who.int/publications/i/item/9789240033863>