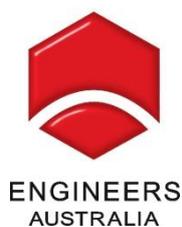




Chemeca Manual



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Introduction

Chemeca is the name given to the annual Australian and New Zealand conference of industrial chemists, chemical and process engineers. The Chemeca conference is run by the Australian and New Zealand Federation of Chemical Engineers¹ (the Federation). The Federation delegates authority to organise the annual conference to the local branches of the Federation (in Australia this delegation is the state based committees and in New Zealand this is to committee convened by the Board of IChemE in NZ and IPENZ).

Chemeca is an opportunity for presentations to be made by from academia, industry and the regulators, and is the venue for meaningful exchange of ideas amongst the professional chemical and process engineering community. 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 Chemeca. Young engineers events and “industry days” have featured as valuable aspects of Chemeca conferences.

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

1. The roles and responsibilities of Chemeca
2. Financial matters
3. The Chemeca Awards of Excellence
4. Timelines and reporting requirements
5. General guidelines for Chemeca

Appendix A lists the national chemical engineering conferences (including Chemeca) dates and locations.

This Chemeca Manual will be maintained by the Federation.

¹ For further information on the role, representation and structure of the Federation refer to the Federation Handbook. Copy available from Federation parent bodies (RACI, IChemE in Australia, EA, IChemE in NZ or IPENZ)

1. Roles and responsibilities

1.1. The Federation

The Federation is responsible for the running of Chemeca on behalf of the member Institutions of the Federation. The specific responsibilities are:

- Selecting the location of Chemeca, according to the following basic algorithm:
 - The conference rotates between Australian states in the sequence NSW (Sydney), Queensland (Brisbane), Victoria (Melbourne), Western Australia (Perth) and South Australia (Adelaide).
 - Every second cycle, a Chemeca is offered to Newcastle generally after Queensland.
 - Every four years, Chemeca is offered to IChemE in New Zealand and IPENZ.
- The algorithm may be altered to cater for significant milestones of the member institutions
- Selection of the location will occur three years in advance of the conference at the location.
- Delegating the authority to organise Chemeca to a local New Zealand Chemeca committee (convened by IChemE in NZ and IPENZ) or to the joint chemical engineering and industrial chemistry Group (JCEC) in Australia in the selected location.
- Approving the choice of the conference chair or co-chairs (the Chair).
- Approving the Profession Conference Organiser (PCO) of each conference².
- Signing the contract with the PCO³.
- Approving the selection of the Treasurer and the budget for each Chemeca.
- Establish an ongoing Chemeca website that each subsequent Chemeca can be linked to.
- Copyright of Chemeca is retained by the Federation. Engineers Australia agrees to be the contact point regarding copyright and record any permissions re copyright.

On-going monitoring of each Chemeca is also the responsibility of the Federation. The Federation undertakes to provide additional assistance and support to the relevant Chemeca committee should such be required, such as providing additional nominations from their institutions to fill places on Organising Committees, analysis of financial records of Chemeca, provide interpretation of any aspect of Chemeca manual, negotiate on behalf of the Organising Committee with the PCO to seek quality service delivery etc.

On-going monitoring of the role and deliverables of the contracted PCO is the responsibility of the Federation in consultation with the organising committee.

After selecting the location, the chair of the Federation will write to IChemE in NZ and IPENZ jointly (for a NZ conference) or to the JCEC (for an Australian conference) asking if they are willing to host the Chemeca conference.

² A PCO will be appointed for each Chemeca to manage the conference. The Federation may from time to time enter into a multi-year contract with a PCO, and therefore require each organising committee to use the contracted PCO.

³ The contract with a PCO company needs to be signed by a legal entity; this will be undertaken, upon agreement of and on behalf of the Federation, by one of the Federation host institutions.

1.2. The Chair

The host committee in New Zealand or the JCEC when Chemeca is in Australia appoints a Chair or co-Chairs, under delegated authority from the Federation. The chair/convenor is responsible for:

- Forming and leading a conference organising committee (the Organising Committee).
- Reporting progress of the organisation of Chemeca to the Federation as per Section 4.
- Obtaining appropriate event insurance cover for public liability and indemnity insurance.
- Appointing a Treasurer to work with the PCO to develop budget and manage finances.
- Ensuring the Chemeca program runs smoothly and to the agreed budget.
- Ensuring the events that make up Chemeca of appropriate professional standard.

1.3. The Organising Committee

Each Chemeca 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 should include members of each of the Institutions that form the Federation (the Federation can be called to assist with nominations of potential committee members if each institution is not represented).

The Organising Committee as practicing industrial chemists, chemical and process engineers and academics and students has the role to link the conference (program, speakers, events, trade displays, sponsorship, and attracting attendees) to the chemical engineering and industrial chemistry community. 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 Chemeca. This knowledge of industrial chemistry, chemical and process engineering sectors does not come from the PCO staff.

The Organising Committee work closely with the appointed PCO to ensure Chemeca is a successful conference. The two roles (the Organising Committee’s professional networking and knowledge of chemical and process engineering and the PCO’s professional approach and management of conferences) are intertwined but different. See Appendix E for detailed scope of the PCO role and services. Section 6.6 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 conference 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 conference including a theme and general outline.
- Seeking and obtaining keynote speakers in association with the Program Committee.
- Distributing promotional information through the Federation networks.
- Assisting the PCO to identify the provision of accommodation for participants or devolving responsibility to an outside agency.
- Liaising with the PCO and with the venues to provide for needs of conference.
- Ensuring the PCO has appropriate security arrangements organised.

1.4. The Treasurer

A Treasurer for each Chemeca conference must be selected by the Chair and the selection approved by the Federation. The Chemeca treasurer shall, working closely with the PCO. The Treasurer will:

- Work with PCO to prepare budget and financial reports to the Federation in collaboration with the Chair.
- Manage the budget and finances in conjunction with chair.
- Obtain the Federation approval for the budget.
- Ensure the PCO establishes a (bank) account to be opened for each Chemeca.
- Approve expenditures during the course of the conference. The Federation has delegated limits up to \$10,000 requiring both the Treasurer and the Chair approval. Approvals above \$10,000 required Federation approval e.g. venue contracts.
- Arrange for the closing accounts to be audited at conclusion of conference and reported to the Federation.

1.5. The PCO

The agreement for professional conference services delivered by the PCO is signed by the Federation's legal entity designate. The working relationship with the PCO, to develop and manage the conference is with the local Organising Committee. Any reporting about budget, contracts and deliverables is both to the Organising Committee and to the Federation secretariat.

The PCO is to be contracted to provide the following scope of services:

1. General Requirements - to work with the Organising Committee to develop a Conference 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 Conference.
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 Conference 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 conference logistics during the event, but 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 Conference, working closely with the Organising Committee.
6. Delegate boosting activities – providing advice and expertise and infra-structure to attract delegates to the conference.
7. Website - management and co-ordination of a dedicated website for the Conference.

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 Conference.
10. Finance – Development of conference Financial Plan in consultation with the Organising Committee, and management of the Conference itself. Provide regular financial reports and regularly dialogue with the Organising Committee, working closely with the Committee Treasurer. These reports are also made to the Federation secretariat. Clear indication of financial management such as bank account within the PCO services, submission of GST and BAS returns.
11. Trade Exhibition and Sponsorship
 - a. Procuring exhibitors and sponsors for the conference
 - b. Management of the Trade Exhibition and Sponsorship Program for the Conference.
12. Program - assist the Organising Committee with the Conference Program.
13. Social Functions - design, co-ordination and management of an appropriate Social Program for the Conference, in consultation with the Organising Committee.
14. Food and Beverage - management and co-ordination of all food and beverage requirements for the Conference, in consultation with the Organising Committee.
15. Accompanying Persons Program - design, co-ordination and management of an appropriate Accompanying Persons Program for the Conference, 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.

2. Financial management of Chemeca

2.1. Seed funding and profit sharing

The member Institutions of the Federation will provide seed funding is an interest free loan to the Chemeca Organising Committee. This amount is to be included in the Chemeca accounts as a liability and returned to the members of the Federation at the conclusion of the conference. The amount of the seed funding is \$30,000 and is split amongst the member Institutions of the Federation as follows:

- Where the conference is held in New Zealand, a figure of NZ\$15,000 will be provided by both IChemE in New Zealand and IPENZ.
- Where the conference is held in Australia, a figure of AUD\$10,000 will be provided by each of Engineers Australia, IChemE in Australia and RACI.

Any profit from Chemeca will be returned to the member Institutions in the Federation in proportion to the amount of seed funding provided by the respective member Institutions of the Federation.

The seed funding and financial outcome for the New Zealand based Chemeca conferences is the domain of IChemE in New Zealand and IPENZ only.

The seed funding and financial outcome for the Australian Chemeca conferences is the domain of Engineers Australia, IChemE in Australia and RACI only.

The Federation will review the level of seed funding from time to time.

The chair of the Chemeca committee is able to request payment of the seed funding from the Federation upon the first report to the Federation being made and approved and once the Chemeca bank account is established (see 4.1).

2.2. Budget and financial reports

The preparation of an appropriate budget and financial reports is essential to the financial success of Chemeca. The financial management of Chemeca must be completely separate from the financial affairs of any host institution, regional committee or JCEC. Separate bank accounts for the financial running of Chemeca must be set up by the Treasurer in conjunction with the PCO. An independent auditor must audit the accounts of Chemeca and this report must be attached to the final financial report submitted to the Federation.

The budget and financial reports presented to the Federation meetings should consist of two parts, the first being a summary of income and expenditure and the second to include the detail each item of income and expenditure. A sample of the first part of the budget and financial report is in Appendix B[1] & B[2]. The Treasurer or Chair and the PCO should be available to speak to these reports.

The Chair/ Treasurer shall work with the PCO to present a financial report to every meeting of the Federation in the two years prior to the running of a Chemeca. This is typically March/ June/ September each year.

Chemeca aims to return a financial surplus to support other activities of the member Institutions for the benefit of the chemical engineering and industrial chemistry profession. This is brief given to the Conference Committee and the PCO.

2.3. Other matters

2.3.1. Registration fees

Chemeca registration fees shall to be set to provide a 33% difference in member and non member rates. For the purpose of this requirement a member is current financial member of one the member Institutions of the Federation (ie Engineers Australia, IChemE in Australia, RACI, IChemE in NZ and IPENZ).

The PCO will include this membership field in on-line registration. The data pertaining to a host institution eg the number and names of RACI members registered for Chemeca is to be made available to that institution only (in compliance with privacy legislation).

2.3.2. GST compliance

Due to the financial turnover of Chemeca, the conference will be required to register for GST (this will apply to the conference being held in Australia and also when in New Zealand). Therefore the Treasurer in conjunction with the PCO will arrange for Chemeca to be registered for GST as required by Australian or New Zealand law, and meet all other taxation requirements.

2.3.3. Federation costs to be included in Chemeca budget

The Federation requires certain items to be funded from the Chemeca budget and shall be allowed for in the budget.

- **Chair of the Awards of Excellence committee:** The Chair of the Awards of Excellence Committee shall be provided with a complimentary full delegate registration.⁴
- **AV and other facilities at the Chemeca dinner to support the awards distribution ceremony**
- **Chair of the Organising Committee:** The Chair of the Organising Committee shall be provided with a complimentary full delegate registration.
- **Recipients of the Awards of Excellence and Institution Awards:** The recipients of the Awards of Excellence and Institution Awards (excluding awards for papers presented at the Chemeca conference) shall be given a complimentary ticket to the Conference Dinner in the event that they have not registered as a delegate to the conference and the registration fee includes the Conference Dinner⁵.
- **Awards of Excellence Sponsors:** One representative of each of the organisations that sponsor the Awards of Excellence shall be given a complimentary ticket to the Conference Dinner^{6,7}.

⁴As per the Federation handbook, other travel costs for the Chair to attend Chemeca are not included in the Chemeca budget but are funded by the Federation.

⁵ The partners of recipients of the Awards of Excellence and Institution Awards are expected to purchase a ticket to the Conference Dinner should they wish to attend.

⁶ In the event that the representatives of the sponsors of the Awards of Excellence wish to attend the conference, they are expected to register at their own expense.

⁷ The partners of the representatives of the sponsors of the Awards of Excellence are expected to purchase a ticket to the Conference Dinner should they wish to attend.

- **Plenary Speakers and Keynote Speakers:** Plenary Speakers and Keynote Speakers may be provided with a complementary or discounted registration at the discretion of the committee.
- **Trade display space:** The organising member Institutions of the Federation shall each be offered a booth at the Trade Display at cost price. This cost enables attendance of one staff member to the exhibition space (morning tea and lunches included), but does not enable them to attend the conference nor the dinner (this will require purchasing a separate dinner ticket). Additional staff attending the exhibition booth will be required to buy an exhibition day rate registration. The host institution staff seeking to attend Chemeca sessions needs to register for the conference separately.

The Organising Committee of the next Chemeca shall each be offered a booth at the Trade Display at no cost.

- **Conference Photographer:** A photographer shall be appointed to photograph Conference participants during both formal and informal events, including speaker presentations and award ceremonies. The Federation and its member Institutions shall be granted, at no cost, unrestricted licence to copy, distribute and publish any of these photographs.
- **CEA Editor or writer:** Day registration(s) for the CEA editor to be funded by the conference.
- **Room for a Federation meeting to take place during the conference**

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 participants in the Chemeca Conference, including other speakers and other members of the Organising Committee, are expected to register and attend the Conference at their own expense, unless prior written approval has been granted by the Federation.

3. Minimum requirements of Chemeca

3.1. Themes and logos

The Federation will provide the Organising Committee with the artwork of the logo that will be used to brand each Chemeca conference. The Organising Committee may choose the colour scheme and the theme for the Chemeca conference. Both the colour scheme and the conference theme must be approved by the Federation.

3.2. The Awards of Excellence and the Institution Awards

The presentation of the Awards of Excellence (the Chemeca Awards) and Institution Awards is a central part of the Chemeca conference. Most of the Chemeca Awards are presented during the Chemeca Dinner. The Chemeca Medal may be presented immediately prior to the Chemeca Medallist Lecture. Unless otherwise agreed by the Federation, the Chemeca Medallist Lecture will be one of the plenary presentations on the morning of the Chemeca Dinner. Subject to the approval of the Federation, some or all of the Institution Awards may be presented during the final plenary session.

The Federation has delegated to the Chair of the Awards of Excellence Committee (the Awards Chair) the responsibility of managing the Awards of Excellence. Further, the Awards Chair is responsible for the presentation of the Institution Awards. The Organising Committee shall liaise with the Awards Chair in respect to the Chemeca Awards. In particular:

- The Awards Chair must approve the program for the Chemeca Dinner. A model runsheet for the Chemeca Dinner is in Appendix C.
- Appendix C also includes an example of a detailed runsheet covering just the awards ceremony. Note that the awards ceremony will generally be split into the presentation of the Institution Awards and then the presentation of the Awards of Excellence.
- It is the responsibility of the Awards Chair to prepare the detailed runsheet for the awards ceremony, in liaison with the Organising Committee and PCO, and also prepare the slides that will accompany the awards ceremony.
- The Awards Chair will delegate to the Chair of the final plenary session the responsibility of presenting the Awards not presented at the Chemeca Dinner. This presentation will take place during the final plenary session and prior to the closing ceremony.
- The Organising Committee cannot add other awards to Chemeca or the dinner event without prior approval of the Federation.
- The citations of the Awards of Excellence winners and the details of the sponsors including their logos are to be included in the Chemeca program.

A separate manual has been prepared for the Chemeca Awards, and is included in Appendix D. The Organising Committee must be aware of the requirements associated with the Chemeca Awards.

3.3. Chemeca Dinner

A Conference Dinner shall be included in the program, and the cost to attend the dinner shall be included in the delegate Registration Fee. Student registration to be offered at a price without the dinner and at a cost including the full dinner cost.

Several reserved (VIP) tables must be placed at the front, near the stage. The VIP tables are for those who must speak at the dinner, the award winners, the sponsors/presenters and VIPs identified by each of the Federation host institutions e.g. President, CEO. The award winners and the sponsors/presenters are to be distributed over several of the VIP tables. The award winner and the sponsor are seated next to each other or close to each other, and certainly on the same table. The Awards of Excellence Chair must approve the allocation of delegates to the VIP tables.

Each hosting institution has the right to present one institution award at the dinner, e.g. Brodie Award / IChemE Jubilee Award / RK Murphy Award.

Section 3.2 above outlines the requirements for the Chemeca and Institution Awards, and these requirements must be accommodated in the planning of the Chemeca Dinner.

3.4. 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
3 years prior to conference	The Federation agrees to approach the local NZ committee or Australian JCEC, seeking their agreement to host a Chemeca.
2+ years prior to conference	The local host committee appoints a Chair with approval of the Federation. The Chair appoints the Organising Committee. The organising committee establishes subcommittees as required.
2 years prior to conference	<p>Chair presents an outline (Report 1) of the conference to the Federation. This should occur at the Federation meeting that occurs in during Chemeca. Subject to approval of the Preliminary Report, the Federation will approve the provision of seed funding.</p> <p>At this meeting, the Federation shall approve:</p> <ul style="list-style-type: none"> • Preliminary budget • Venue • Conference dates • Conference duration • Preliminary registration fee • PCO and fee • Program outline
18 months prior to conference	<p>Conference venue and registration fee confirmed.</p> <p>Draft program developed, keynote speakers confirmed, state/local sponsorship solicited, Web Page developed, advertising fliers.</p> <p>Expressions of interest brochure developed.</p> <p>Report 2 to Federation.</p>
1 year prior to conference	<p>Chair or representative attends Chemeca and presents Report 3 to the Federation.</p> <p>Call for Papers prepared and distributed.</p> <p>Booth at Chemeca trade display.</p> <p>Draft registration brochure developed.</p> <p>Potential sponsors and exhibitors approached.</p> <p>Web page launched.</p> <p>Accommodation organised.</p> <p>Social program organised.</p>

Timeline	Activity
6+ months prior to conference	<p>Report 4 to the Federation, to include information on how the Chemeca committee is undertaking to attract industry to the Chemeca.</p> <p>State/local sponsorship confirmed.</p> <p>Expression of interest due.</p> <p>Registration alerts in federation members newsletters, magazines and on the websites (including CEA).</p> <p>Advertising occurring widely.</p> <p>Program almost complete.</p>
0-6 months prior to conference	<p>Early bird registrations close.</p> <p>Advertising continues.</p> <p>Keynote speakers confirmed.</p> <p>Accommodation and transport arrangements developed.</p> <p>Organisation of trade displays arrangements almost complete.</p> <p>Social program organised.</p> <p>Program complete.</p>
Conference	Report 5 to the Federation.
Conference +6 months	Report 6 to the Federation, including audited financial statement.

Content of reports to the Federation

4.1.1. Report 1

The first report is to be presented to the Federation two years prior to the conference during the Federation meeting held during Chemeca. Report 1 should be organised under the following headings and contain information with respect to each of these:

1. Name, Theme, Colour scheme
2. Name of Chair and the members of the Organising Committee
3. Dates for conference and duration of conference
4. Proposed conference venue
5. Preliminary program outline
6. Plan for advertising including web page
7. Draft budget including proposed registration fees
8. PCO and fees

4.1.2. Reports 2 to 5

Reports 2 to 5 should contain updated information and be organised according to the following headings:

1. Theme
2. Venue
3. General progress
4. Program
5. Social program
6. Sponsorship
7. Accommodation
8. Advertising/publicity/promotion
9. Abstract position
10. Registration position
11. Budget
12. Other issues

Report 2 should be prepared 18 months prior to conference. Report 3 should be prepared one year before the conference during The Chemeca Federation meeting. Report 4 should be prepared six months prior to conference. Report 5 should be presented to the Federation at the meeting immediately before the conference and should also contain information about attendance.

4.1.3. Report 6

The final report following conclusion of conference should be presented to the Federation within six months of conclusion and be organised under the following headings:

1. Organisation (General summary)
2. Venue
3. Program
4. Social Program
5. Evaluation of delegates' feedback (from conference evaluation questionnaire)
6. Sponsorship
7. Advertising and promotion
8. Conclusion, problems encountered, solutions found, including recommendations
9. Audited financial Statement

5. General guidelines for Chemeca

Chemeca is held in order to assist achievement of the following objectives of the Federation:

- To provide professional development relevant to the needs of chemical engineers and industrial chemists, academics as well as researchers in the field of chemical engineering and industrial chemistry, this will be achieved by providing opportunities for the sharing of opinions and ideas as well as the latest research.
- To provide an opportunity for face-to-face contact between chemical engineers and industrial chemists from around Australia, New Zealand and the rest of the world and hence to facilitate networking both nationally and internationally.
- Chemeca is an activity which aims to return a financial surplus in order to support other activities of the sponsoring institutions, and to the state and regional committees and the chemical engineering and industrial chemistry profession.

5.1. Conference format

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

Dates:	Annual, usually begins on last Sunday in September Dates are selected to encourage broadest participation and to be inclusive of as many university semester breaks as possible
Duration:	Sunday (pm) – Wednesday (mid-day)
Estimated attendance:	300 – 400
Typical registration fee:	\$1000 - \$1200 non student member rate, ~\$500 or cost plus 10% for students A 33% differential in the member to non-member registration fee
Sponsorship required:	AUD\$60,000 to \$80,000
Trade exhibitors:	6 – 20 (approx AUD\$2500 - \$5000 per booth)
Seed funding:	On application is available from the partnering/ host Associations
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 Chemeca conferences
Abstract submissions:	300-400
Committee meetings:	Up to 8 committee meetings over 12 months
Awards:	Award of Excellence presentations as part of the Conference Dinner
Social Functions:	Welcome reception (Sunday evening) Conference dinner (Tuesday 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)
Conference handbook (with abstracts, etc) (print and electronic)
Pocket program (print)

5.2. Conference date

Chemeca conferences usually are in the form of a three or three and a half day pattern, usually involving a Sunday evening, Monday, Tuesday (with a Chemeca Dinner at night) and Wednesday.

The actual date of Chemeca shall be determined at least two years prior to the Conference.

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

5.3. Conference venue

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

A proposal to hold Chemeca in a centre other than a capital city shall be referred to the Federation for ratification at least two years prior to the Conference.

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

5.4. Program structure

Details of the program organisation, general organisation and registration details shall be disseminated to the Federation at least twelve months prior to the Conference.

All presenters of sessions shall be informed that the session is not to be used for commercial purposes unless the session description specifically states that this is the objective.

ISBN number and NCP number will be allocated by the EA Publications Department Manager on request. The National Conference Proceedings (NCP) number facilitates post conference sales by EA books to libraries around the world. EA books has a standing order to about 20 libraries for the NCP series but this does not extend to non-NCP series.

Suggested program inclusions:

- Rolf Prince lecture on opening day as one of the plenary
- Chemeca medalist winner lecture on morning of the Chemeca dinner or as otherwise agreed with the Federation
- Awards of Excellence winners and the award sponsors

An electronic conference draft program template is available on request.

5.5. Copyright

Copyright of Chemeca is retained by the Federation. Engineers Australia agrees to be the contact point regarding copyright and record any permissions re copyright.

6.6 Conference exhibition

The Organising Committee shall make arrangements for an exhibition area at Chemeca 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 Conference 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

The Organising Committee work closely with the appointed PCO company to ensure Chemeca is a successful conference. The two roles (the Committee's professional networking and knowledge of chemical and process engineering and the PCO's professional approach and management of conferences) are intertwined but different.

Technical Program

A Technical Committee to 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 key note 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 Chemeca, 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 conference, venues are checked daily for appropriate condition and equipment.
- Arrange appropriate gestures of thanks for people involved.
- Develop the program outline and conference program.
- Seek logos of sponsors and sponsoring institutions for website and program.
- Arrange for letters of thanks sent to presenters after conference.

- Liaise with venues personnel to ensure appropriate equipment and rooms available.
- Undertake publication of Conference proceedings.

Sponsorship

- Work with PCO to develop a sponsorship package to obtain sponsors for Chemeca.
- 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 conference.
- 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 conference 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, CEA, website publication and other Federation institutions 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 Chemeca 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

Publicity and Advertising

Assist the PCO to:

- Liaise with the Federation and the editor of CEA as well as editors of state newsletters and Federation member publications.

- 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 conference booklet.
- Prepare and publish conference proceedings and abstracts if required.

Appendix A. The history of Chemeca

The first Chemeca was held in both Melbourne and Sydney with the conference being split between both capital cities. It began as an Australian conference and has since expanded to include New Zealand to make it an Australasian conference. This table lists the history of Chemeca and the earlier Australian chemical engineering conferences:

	City	Year	Comments
1.	Sydney	1965	Held in May
2.	Adelaide	1968	Held in August. First to be sponsored by the three Australian Institutions.
3.	Melbourne/Sydney	1970	First to use Chemeca.
4.	Newcastle	1972	
5.	Surfers Paradise	1974	Labelled "2nd National Conference", and so responsible for the misnumbering of all subsequent conferences.
6.	Mildura	1975	
7.	Adelaide	1976	
8.	Canberra	1977	Second only use of Chemeca [i.e., first since 1970]
9.	Surfers Paradise	1978	
10.	Newcastle	1979	
11.	Melbourne	1980	
12.	Christchurch	1981	
13.	Sydney	1982	
14.	Brisbane	1983	
15.	Melbourne	1984	
16.	Perth	1985	
17.	Adelaide	1986	
18.	Melbourne	1987	
19.	Sydney	1988	
20.	Surfers Paradise	1989	May have been in a neighbouring locality.
21.	Auckland	1990	
22.	Newcastle	1991	
23.	Canberra	1992	

	City	Year	Comments
24.	Melbourne	1993	Combined with APCChE Congress
25.	Perth	1994	
26.	Adelaide	1995	
27.	Sydney	1996	
28.	Rotorua	1997	
29.	Port Douglas	1998	
30.	Newcastle	1999	
31.	Perth	2000	
32.	Melbourne	2001	Combined with World Congress
33.	Christchurch	2002	Combined with APCChE Congress
34.	Adelaide	2003	
35.	Sydney	2004	
36.	Brisbane	2005	
37.	Auckland	2006	
38.	Melbourne	2007	
39.	Newcastle	2008	
40.	Perth	2009	
41.	Adelaide	2010	
42.	Sydney	2011	
43.	Wellington	2012	
44.	Brisbane	2012	
45.	Perth	2013	
46.	Melbourne	2015	Combined with APCChE Congress
47.	Adelaide	2016	
48.	Melbourne	2017	Combined with RACI 100 year anniversary
49.	Christchurch	2018	Delayed from 2016
50.		2019	

Appendix B. Sample Financial Report

Delegate summary									
Total Delegates	240								
	% of total	Split of delegates			Fees			Total	
		Early	Late	OnSite	Early	Late	OnSite		
Members	31%	86%	14%	0%	1,100.00	1,250.00	0	83402.4	
Non-Members	19%	78%	22%	0%	1,300.00	1,450.00	0	60784.8	
Students	27%	83%	17%	0%	650	720	0	42891.12	
Plenary Speakers	1%	100%	0%	0%	0	0	0	0	
Keynote Speakers	4%	100%	0%	0%	0	0	0	0	
Organisations	3%	33%	67%	0%	1,500.00	1,650.00	0	11523.6	
Inclusive Exhibitor	8%	100%	0%	0%	0	0	0	0	
Additional Exhibitor	0%	0%	0%	0%	0	0	0	0	
Sponsors - Full Cost	0%	0%	0%	0%	0	0	0	0	
Exhibitors - Full Cost	0%	0%	0%	0%	0	0	0	0	
Day Registrations	6%	33%	67%	0%	650	720	0	10035.36	
Total delegate fees								208637.3	
INCOME									
	Budget	Actual							
Seed funding received	15000	15000							
Registration Fees	208637.28	956.52							
Other Income	19130.43	0							
Grants	0	0							
Sponsorship	75478.26	59046.96							
Exhibition	2608.7	0							
Catering	0	0							
Other Items	0	0							
Hotel Deposits	0	0							
Tours	0	0							
Money Market	830.9	830.9							
Administration - Finance	0	-124							
TOTAL INCOME	321685.57	75710.38							
EXPENSES									
Venues	29869.57	5478.9							
Technical Services	47826.09	0							
Staging	4086.96	0							
Delegate Catering	63387.83	0							
Program	20869.57	0							
Printing	24181.74	3939.97							
Administration - General	13388.98	0							
Administration - Finance	4998.15	54.25							
Marketing & Promotion	9717.39	3921.68							
Delegate Services	7934.96	0							
International Organisation	0	0							
Local Organising Committee	4347.83	0							
Management Fees	29485.63	0							
Exhibition Costs	3913.04	0							
Sponsorship Procurement	0	0							
Spare Expenses	0	0							
GST	30585.467								
Refund of seed funding	15000	0							
TOTAL EXPENSES	309593.207	13394.8							
Surplus of Income	12092.363	62315.58							
BALANCE SHEET									
Chemeca 2012 Capital:									
Seed Funds Received	15000								
Surplus Income	47315.58								
TOTAL	62315.58								
CURRENT ASSETS									
Cash at Bank	62315.58								
CURRENT LIABILITIES									
GST Payable	6000.348								
Seed funding	15000								
NET ASSETS	41315.232								

Appendix C. Sample run sheet for Chemeca Dinner and awards presentations

This appendix contains:

- A typical runsheet for the Chemeca dinner
- A more detailed sample runsheet for the awards ceremonies themselves. Note that the sponsors who present the awards are not required to read out the citations of the awards winners as these are displayed while the winner is approaching the stage.

Time	Details	Responsibility
1500	Set-up of Production, Theming and Catering to commence Sound and AV Menus to be placed on tables Lectern Sign	Venue/AV
1830	Set-up and venue to be finalised and ready for delegate arrival Cloak Room available in the foyer for guests	Venue/PCO
1900	Pre function drinks to be held in Main Foyer Guest arrival – Pre function drinks and canapés served Reserved Table Seating Plan	Venue PCO EA/Venue
1930	Guests take their seats. VIP tables reserved other delegate seating free seating. Welcome by MC –including thank you to the major sponsor of the conference and the conference dinner sponsor Representative of major sponsor addresses audience MC invites guests to enjoy entrée.	Venue/AV/PCO
1945	Entree served and cleared (VIP tables to be served first)	Venue
2015	MC introduces Awards Chair to present the first of the Institution Awards Awards Chair presents the Institution Awards Awards Chair congratulates all the winners and advises main course will now be served	MC/Awards Chair/AV/PCO
2035	Main Course to be served and cleared (VIP tables to be served first)	Venue
2105	(Optional) MC introduces dinner entertainment	MC//AV/PCO
2130	MC introduces Awards Chair to present the first of the Chemeca Awards Awards Chair presents the Awards for Excellence Awards Chair congratulates all award winners and invites guests to enjoy dessert	MC/Awards Chair/AV/PCO
2200	Dessert to be served and cleared (VIP tables to be served first) Tea and Coffee served	Venue

Time	Details	Responsibility
2330	Function concludes and guests depart	

20:15 – Institution Awards Segment – MC – Gordon Weiss – Chair Awards of Excellence

Introduce the **The RK Murphy Medal (RACI)** and invite Gary Bowman to stage

The R.K. Murphy Medal is the most prestigious award presented by the Royal Australian Chemical Institute, Industrial Chemistry Division for outstanding achievement in process chemistry, chemical engineering or related areas in the chemical industry including commercial, promotional or marketing functions.

Gary Bowman to announce the winner– Professor Robert Burford

MC to introduce the **IChemE Honorary Fellow Award** and invite Geoff Maitland - President IChemE to present to announce winner– Dr Marlene Kanga

Geoff Maitland - President IChemE to present to announce winner– Dr Marlene Kanga

MC to introduce **The John A Brodie Medal** and invite Professor Robert Burford, Engineers Australia

The John A Brodie Medal is awarded by Engineers Australia for the best paper in the discipline of chemical engineering presented at the Chemeca Conference, at any other conference sponsored by Engineers Australia, at a Branch meeting of EA or published in the journal of Chemical Engineering in Australia during the past year.

Robert Burford, Engineers Australia to announce the winner: James E Dickinson, Kaiqi Jiang Kevin P Galvin, From the University of Newcastle, paper "Fast Flotation of Fine Coal"

Christopher Fell Prize and invite Peter Slane, IChemE to stage

Peter Slane to announce winner – Insert Name

Fell Consulting Pty Ltd provide funds for the "Chemeca 2014 Prize for the best paper by a student". The gaining of this prize is an important first step in a graduate's career and we are pleased for the profession to recognise this achievement.

Unfortunately Emeritus Professor Chris Fell is not able to be with us this evening. Peter Slane, Director for IChemE Australasia will present this award

BOC Design Prize and invite Peter Rae, BOC Limite to stage

The BOC Design Prize recognises the outstanding Final Year Design Project from Australia and New Zealand Chemical Engineering Departments.

Peter Rae to announce the winner – Curtin University: Drennan Goodall, Michael Massen-Hane, Eeshwar Rajagopalan, Scott Taylor and Dean Underwood. Their academic advisor was A/Prof Ahmed Barifcani.

Gordon Weiss congratulates all the winners and advises that the main course will be served shortly

Please welcome Chris McCrea from Crea Laboratory Technology our Conference Dinner Sponsor to

the stage.

Chris McCrea speaks on behalf of Company

Gordon Weiss to thank Chris and invite guests to enjoy their meals.

21:00: MC introduces Gordon Weiss to conduct the Awards for Excellence

Caltex Teaching Award:

The MC will invite Peter House, Caltex to stage

This award recognises outstanding achievements in the teaching of chemical engineers.

Peter House to announce the winner - Professor Brent Young

Peter House to present to Professor Brent Young

Gordon Weiss to introduce the **The ExxonMobil Award**

This award recognises significant ongoing contributions to Chemical Engineering through innovations or a series of related publications over a number of years.

Gordon Weiss to announce the winner– Mr Henry Kister

Henry is not able to attend Chemeca, so Henry will be presented with his award at another event in the future

The Fluor Award:

The MC will invite Ruairi O'Sullivan , Fluor Australia to stage

This award recognises exceptional management and leadership talent that has directly resulted in a sustained corporate success over a significant period. It can include both line management and project management and can apply to either private or public sectors

Ruairi O'Sullivan to announce the winner read citation – Dr Grant Wellwood

Ruairi O'Sullivan to present award to Dr Grant Wellwood

The Rio Tinto Award :

The MC will invite Grant Wellwood, Rio Tinto

This award recognises outstanding applied Chemical Engineering in the field of mineral processing in a candidate below the age of 35.

Grant Wellwood to announce the winner and read citation– Dr Pretesh Patel

Grant Wellwood to present award to Professor Brent Young on behalf of Pretesh who could not be present.

The ThyssenKrupp Industrial Solutions Medal & Prize (formerly Uhde Shedden) :

The MC will invite Russell Scott, ThyssenKrupp Industrial Solutions

This award recognises practical services to the profession and to the practice of chemical engineering in Australia or New Zealand. Achievements may be in technical, marketing or management fields. Nominations can be made either by individuals themselves or by nomination from others

Russell Scott to announce the winner – Dr Nicky Eshtiaghi

Russell Scott to present award to Dr Nicky Eshtiaghi

The Chemeca Medal:

This is the most prestigious award in the chemical engineering profession in Australia and New Zealand. It is awarded to a prominent Australian or New Zealand Chemical Engineer who has made an outstanding contribution, through achievement or service, to the practice of Chemical Engineering in its widest sense and who continues to serve the profession.

The MC will state that the Chemeca Medal was awarded prior to the Chemeca Medallist Presentation and will state the name of the Chemeca Medallist.

The MC will congratulate all award winners, thank the sponsors and invite guests to enjoy dessert

Appendix D. Chemeca Awards Manual

The Chemeca Awards Manual is an attachment, and will be provided to the conference Chair.

Appendix E. Chemeca 2014 – 2015 Requirements of the PCO

The conferences are to be known as **Chemeca 2014**, **APCChE Chemeca 2015** and **Chemeca 2016**

To be held in:

- Perth from the 28th September - 1st October, 2014
Venue to be confirmed
- Melbourne from 27th September - October 1st 2015
Melbourne Convention and Exhibition Centre
- Adelaide from 25th September - 28th 2016

Contracting Organisation

The contracting organisation is Engineers Australia [a partner in the Federation] of Engineer House, 11 National Circuit, Barton Canberra ACT 2600.

Contracted Organisation

As above

Scope of services of the PCO

The Organising Committee requires a copy of the final contract signed with the PCO company.

The PCO is contracted to provide the following scope of services:

1. General Requirements - to work with the Organising Committee to develop a Conference 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 Conference.
3. Venues - to establish bookings for the Conference 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. It is noted that the Organising Committee envisages using student volunteers to assist with conference logistics during the event, but 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 Conference, working closely with the Organising Committee.
6. Delegate boosting activities – providing advice and expertise and infra-structure to attract delegates to the conference
7. Website - management and co-ordination of a dedicated website for the Conference.
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 Conference.

10. Finance – Development of conference Financial Plan in consultation with the Organising Committee, and management of the Conference itself. Provide regular financial reports and regularly dialogue with the Organising Committee, working closely with the Committee Treasurer. Clear indication of financial management such as bank account within the PCO services, submission of GST and BAS returns.
11. Trade Exhibition and Sponsorship
 - a. Procuring exhibitors and sponsors for the conference
 - b. Management of the Trade Exhibition and Sponsorship Program for the Conference.
12. Program - assist the Organising Committee with the Conference Program.
13. Social Functions - design, co-ordination and management of an appropriate Social Program for the Conference, in consultation with the Organising Committee.
14. Food and Beverage - management and co-ordination of all food and beverage requirements for the Conference, in consultation with the Organising Committee.
15. Accompanying Persons Program - design, co-ordination and management of an appropriate Accompanying Persons Program for the Conference, 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 the principal transport sponsors Qantas and Skybus.
17. Programme/speaker management - Speaker requirements to be managed, encompassing venue requirements including all audio visual

Contact Details

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