



14th AUSTRALASIAN CONGRESS ON GENEALOGY AND HERALDRY – 26-30 MARCH 2015

INVITATION TO SUBMIT A REGISTRATION OF SPEAKER INTEREST (ROSI)

The Heraldry & Genealogy Society of Canberra (HAGSOC) will host the 14th Australasian Congress on Genealogy and Heraldry to be held at the Canberra National Convention Centre 26-30 March 2015. HAGSOC invites speakers with specialist expertise in family history and related topics to register their interest in presenting lectures or workshops at the Congress.

This triennial Congress is conducted under the auspices of the Australasian Federation of Family History Organisations (AFFHO) which was established in 1978 to coordinate and assist the work of Australian and New Zealand organisations with an interest in family history, heraldry and related subjects.

Family historians from around the world will come together at the Congress to share their passion and increase their knowledge. In order to ensure that the opportunities for learning are maximised, high calibre speakers with expertise aligned with the theme of the Congress are invited to register their interest in presenting.

CONGRESS THEME

The theme of the Congress, *Generations Meeting Across Time*, acknowledges the first Congress held in Canberra in 1986, *Bridging the Generations*. It also recognises Canberra as a meeting place and links past, present and future. The theme will allow exploration of a very wide range of issues, resources and technologies encompassing the fields of family history, genealogy and heraldry. Within the broad theme topics could cover, but are not limited to:

- Crossing the great divide – be it geographic, social or cultural
- Building the nation – infrastructure, military, social, political etc.
- Finding families in national, state and local institutions or repositories
- Making the digital age work for family historians and genealogists

Further details regarding the Congress can be found on the website: www.congress2015.org.au

SUBMISSION OF ROSI

Those interested in presenting at the Congress are advised that ROSIs must be received no later than 30 June 2013.

ROSIs may be submitted by regular mail or email. All submissions must be in MS Word or PDF format.





The address for email submissions is: convenor@congress2015.org.au Please confirm file sizes prior to submitting copies of video or audio presentations by email.

The postal address for mail submissions is:

Congress 2015 Convenor
GPO Box 585 Canberra ACT 2601
Australia

An indicative timeframe for the ROSI process is:

- ROSI Period Nov 2012 to 30 June 2013
- Evaluation period July to Oct 2013
- Selected speakers advised by 10 Nov 2013
- Unsuccessful speakers advised 15 Nov 2013

Only under exceptional circumstances will an extension of the date by which the ROSI must be submitted be granted. However, the Congress Organisers reserve the right to extend the period allowed for submission of the ROSI, at their sole discretion.

Each ROSI will be evaluated by the Congress Organiser who will determine, at their sole discretion, which speakers they consider most suitable to present at the Congress. The decision of the Congress Organisers shall be final.

CONTRACT WITH SELECTED SPEAKERS

The contract that will be negotiated with speakers will be based on the draft copy of the Speaker's Agreement which is included in this document.

This outlines the obligations of both the Speaker and the Congress Organiser and other arrangements agreed between the parties.

Speakers will receive a package depending upon where they reside. This may include travel compensation, travel insurance, congress registration, accommodation, meals, a copy of the Congress proceedings and a Speaker's Fee based on the number of presentations given as outlined in the Speaker's Agreement.

FURTHER QUESTIONS

For further information or if there are any questions, please contact:

convenor@congress2015.org.au



REGISTRATION OF SPEAKER INTEREST (ROSI)

Speakers seeking to Register their Speaker Interest need to provide the following information:

1. Contact Details

- Name
- Address
- Telephone (both day and evening)
- Email Address

2. Biographical Details

- Resume of lectures given over the last 3 years
- Relevant qualifications and experience
- Brief biography
- Recent photograph (taken in last 2 years)
- Video or audio presentation of recent presentation/s or details of relevant internet based appearances e.g. podcast
- Referees (name and contact details including email address from recent engagement/s)

3. Presentation Topics

Presentation topics listed will need to be relevant to the Congress theme and each topic should include the following details:

- Title – 60 characters or less.
- Subtitle – Conveys the scope of the presentation.
- Summary – Approximately 60 words suitable for inclusion in the Congress programme.
- Abstract – 300 word summary of the presentation, showing the purpose of the presentation.
- Audience – Identification of audience skill level (beginner, intermediate or advanced).
- Medium – MS Power Point (preferred) overhead, lecture (no aids), internet, etc.
- The Congress sessions will be 45 minutes, including time for questions and discussion.
- Speakers from outside Australia will be expected to provide 3-4 presentations during the Congress and may be asked to participate in other Congress activities.
- Australian based speakers are encouraged to offer a number of topics for consideration and may be asked to participate in other Congress activities.

4. Other Information

Please include here any other information that will assist the Conference Organisers consider your proposal or any requirements, not covered elsewhere, that you may have in regard to your presentation/s such as audio/visual requirements.



DRAFT COPY OF THE SPEAKERS' AGREEMENT

This **Agreement** is made the day of 2013.

Between: The Heraldry & Genealogy Society of Canberra Inc (hereinafter called the Congress Organisers)

And:('The Speaker') of

The Congress Organisers engage the Speaker to provide the services described in this Agreement and agree to compensate the Speaker and to undertake its other obligations set out in this Agreement.

The Speaker agrees to perform the Services on the Terms of this Agreement. The Agreement relates to the 14th Australasian Congress on Genealogy and Heraldry to be held at Canberra National Convention Centre, Canberra from 26-30 March 2015.

Once signed the Agreement together with any attachments, will replace all or any written or oral agreements previously reached between the Parties.

OBLIGATIONS OF THE SPEAKER

The Services

The Speaker shall provide the following services:

1. Present ... Lectures/workshops on the following subjects

- ☐ .
- ☐ .
- ☐ .
- ☐ .

2. Provide a completed paper for each presentation in MS Word format together with any accompanying graphics in accordance with the specification provided for inclusion in the Congress Proceedings. The papers shall be received by the Congress Organisers no later than 30 Nov 2014.

3. Unless otherwise agreed, provide final presentations in MS PowerPoint format so that they can be checked for compatibility and loaded by technicians, no later than 15 March 2015.

5. Provide camera ready copy of any handout material in an electronic format (MS Word or pdf). The provision of handouts is only considered appropriate where, because of the time lapse between preparation of the presentation and the delivery of the completed paper for the Congress Proceedings, the completed paper is likely to be out of date or errors or omissions in the completed copy have been noted. Handout material shall be received no later than 15 March 2015.

6. Make themselves available for media opportunities particularly associated with promotion of the Congress or generating public interest in family history.



7. Speakers are expected to engage with Congress delegates and to provide guidance and advice where possible.

Duty of Care

In providing the Services, the Speaker must use reasonable skill, care and diligence. The Speaker shall ensure that material used in presentations or papers including text, illustrations and photographs does not infringe any copyright and that appropriate permissions have been obtained for the use of any copyright material.

Restraint

The Speaker agrees that, because he/she is being sponsored by the Congress Organisers, they will not undertake to make the same or similar presentation in Australia for four weeks prior to or immediately after the Congress, unless negotiated with the Congress Organisers and the Speaker.

OBLIGATIONS OF THE CONGRESS ORGANISERS.

Compensation

The Congress Organisers shall compensate the Speaker for the provision of the Services as follows:

- Lecture Fee - \$100 per lecture to a total value of \$...
- Registration – for each presentation the Speaker will be provided with one day's Congress registration for the Speaker.
- Congress proceedings – each Speaker will be provided with a complimentary copy of the published Congress proceedings.

Assistance to the Speaker

- Equipment: The Congress Organisers will provide audio-visual equipment for the Speaker. This will include a computer/data projector with the Speaker's lecture preloaded. Overhead projectors, whiteboard and other presentation materials will be provided if required and adequate notice given.
- Facilities: The Congress Organisers will be responsible for setting up the lecture rooms. Specific room assignments per lecture will be determined by the Congress organisers based on numbers of delegates expected to attend each presentation.
- Recording: The Congress Organisers are considering the feasibility of producing audio or video copies of lectures for sale. This will be discussed with each Speaker prior to the confirmation of their individual agreement and provision made in the Agreement as appropriate.

Reimbursement of Expenses

International speakers or those travelling long distances may, at the discretion of Congress organisers, receive a package to cover, or contribute to, travel (economy class airfare), travel insurance, accommodation (in a mid-range hotel in close proximity to the Congress from the 26-30 March 2015 and meals (other than those provided at the Congress). Half Payment will be paid to the Speaker X months before anticipated departure and the balance on arrival at Canberra. Package Fee total \$...



GENERAL PROVISIONS

Law and Currency

This Agreement is subject to Australian Capital Territory or Australian law as appropriate. References to dollars are references to Australian dollars, unless otherwise stated.

Cancellation

This Agreement may be cancelled should any event occur, which:

- Is beyond the control of either Party; and
- Is neither directly nor indirectly caused by either Party; and
- Prevents the performance of the Services (in whole or in part) required under this Agreement.

(Note: This clause includes events such as war or other hostilities, natural disasters, incapacitation through serious illness or family bereavement.) In the event of cancellation, the Congress Organisers shall not be responsible for the Speaker's fee. In the event that the Speaker is unable to fulfil their obligations, they should not expect reimbursement from the Congress Organisers for any advance sums already expended.

Signed (for the Heraldry & Genealogy Society of Canberra, Congress 2015 Organiser)

Signed (by the Speaker)

Signature

Signature

Name

Name

In the presence of

In the presence of

Signature of Witness

Signature of Witness

Name of Witness

Name of Witness

