NATIONAL CONFERENCE - POLICY & PROCEDURE

POLICY STATEMENT

The National Conference is a biennial event held to promote Glasser Australia's Vision of *'Building a Better World through Quality Relationships'*. The Conference aims to enrich the knowledge, skills and participation in the area of Choice Theory psychology, Reality Therapy and Lead Management and its diverse applications to mental health and well-being, therapy, education. leadership and management. Glasser Australia (GA) members come together in the spirit of collaboration to encourage new insights, new developments and creativity in our constant attempt to improve the quality of all we do, including facilitating networks of people, families, communities, marginalised groups, schools and organisations.

Glasser Australia (GA) encourages members to engage in study, research and developing presentations. The conference provides an opportunity for a formal meeting of GA members and to create a space for open exchange between the Board and members to achieve these aims, in a need fulfilling environment of belonging, empowerment, freedom, fun and general well-being.

Glasser Australia (GA) believes that the National Conference raises the profile of Choice Theory, Reality Therapy and Lead Management and its diverse applications at local community, state and national environments.

PROCEDURE

The Board will appoint a Conference Convener, who will work collaboratively with the Treasurer and report regularly to the Board on the progress of the Conference Committee (Refer Appendix 1 Section 2).

The Board will determine the location and venue for the National Conference after considering the suitability, accessibility for people living with a disability, transport, additional training facilities, accommodation availability and affordability, as soon as practicable following each conference.

When approving the Conference location and venue, special attention will be given to the availability of space suitable for networking and social activities.

The Conference Convenor will be required, where practicable, to provide three (3) quotes for suitable venues to the Glasser Australia (GA) Board for approval.

The Board will approve the Conference location and venue at least eighteen (18) months before the National Conference date.

This will require the Conference Committee to develop a simple Conference Evaluation Form for each of the aforementioned groups. The Evaluation Forms could include but not be limited to:

- Quality and relevance of Key Note Speakers' Presentation
- Quality and relevance of Workshop Presentations

- Conference Program structure and length of time for presentations
- Suitability of Venue
- Suitability of Accommodation
- Cost - Value for Money
- Suggestions for the Future

REVIEW

This Policy & Procedure will be reviewed on a biannual basis within three (3) months of the Conference date by the Conference Committee with a report provided to the Board for approval. The Review will include, feedback from the:

- Conference Evaluation Forms – Participants/Members, Key Note Speakers and Workshop Conference Presenters
- Glasser Australia (GA) Board Directors
- Conference Committee
- Treasurer re: Financial Statements

APPENDIX 1

1.0 Accommodation

1.1 Conference accommodation will, if possible, be offered to participants at special rates as well as suitable neighbouring venues.

1.2 A variety of types and costs of available accommodation will be offered.

1.3 Conference participants will be invited to arrange their accommodation from the list provided.

2.0 Conference Committee

2.1 The Board will collaborate with the Conference Convenor, Committee Members and/or approved other volunteers. There will be no payment for services provided; however, the GA Board may pay approved expenses.

2.2 The Conference Convener has the responsibility of collaborating with the Treasurer and Committee in order to keep the Board informed and to ensure that all necessary expenses are approved by the Board.

2.3 The Conference Committee may comprise the following positions:

2.3.1 Chairperson/Convenor

2.3.2 Treasurer

2.3.3 Public Relations/Marketing (social media & website)

2.3.4 Sales & Registration Coordinator – registration & conference packs

3.2.5 Family Events Coordinator

2.3.6 Key Note Speaker/Workshop Coordinator

2.3.7 Hospitality Coordinator - welcome & social events

2.3.8 Venue Coordinator - meals and accommodation

2.3.9 Coordinator Abstract Selection Sub-Committee (Faculty Member ideal)

2.4 The Conference Committee will prepare Conference Evaluation Forms for the groups stated in the Procedure above.

2.5 The Conference Committee will provide a report to the Glasser Australia (GA) Board three months after the conference including but not limited to:

2.5.1 Attendance statistics

2.5.2 Financial statements

2.5.3 Overview of the conference program structure

2.5.4 Future recommendations collated from all evaluation forms.

2.6 The Glasser Australia President/Training Officer will provide a report to the Board including the number of new members and/or individuals who took part in training prior to and/or following the conference.

2.7 The Conference Committee will celebrate the Conference success in a suitable manner as presented by the Conference Convener and approved by the Glasser Australia (GA) Board.

3.0 Budget

3.1 The Glasser Australia (GA) Board will approve the National Conference Budget at least six (6) months prior to promotion of the Conference. The budget will include, but not limited to: the predicted conference costs based on quotes, the anticipated number of participants required to break even and other contingency costs.

3.1.1 The Conference Committee will report quarterly on budget predications to the Glasser Australia (GA) Board via the Conference Convenor.

3.1.2 The Conference Committee will report on a monthly basis on the budget to the Glasser Australia (GA) Board via the Conference Convenor during the last six (6) months leading up to the Conference.

3.1.3 If the budget projections predict a loss during the six (6) month period prior to the conference the Conference Convener will convene a meeting with the Conference Committee and Glasser Australia (GA) Board to address options.

3.2 The registration cost for participants will include consideration to the following:

3.2.1 Value of money

3.2.2 All predictable and unpredictable costs

3.2.3 A special discount for Glasser Australia (GA) members (except for late-bookings)

3.2.4 Glasser Australia (GA) Board making a profit (if possible).

3.3 The policy regarding late registrations, deadlines, cancellations and refunds will be made available to all participants.

3.4 Where the Conference Committee is required to make non-refundable booking deposits; this will be reflected in the non-refundable amounts and deadlines for registrations.

3.5 The Conference Committee will ensure that any conference sponsors will have organisational values that are consistent with Glasser Australia (GA) values, sponsorship will not be accepted from pharmaceutical companies that manufacture psychotropic medication.

3.6 All Conference profits will be reinvested in Glasser Australia (GA) and any loses will be borne by Glasser Australia (GA).

4.0 Participation

4.1 The Conference will be open to everyone.

4.2 Where possible, a variety of Conference participation formats will be offered, in order to meet the diverse interests of participants and taking into account different restraints due to time, travel or financial situations.

4.3 Every effort will be made to ensure that people with disabilities have full access to the conference and related events.

4.4 Every effort will be made to address special dietary requirements.

4.5 The Conference Committee, with the Glasser Australia (GA) Board's approval, may invite a limited number of relevant special guest/s e.g. local dignitaries to specific events and/or cultural events.

4.6 Every attempt will be made at the opening of the Conference to include a Welcome to Country from the relevant First Nations People.

4.7 Where possible, the Conference Committee may organise online participation and the recording of events in order to include members who are not able to participation in the conference.

5.0 Conference Content

5.1 Conference Committee

5.1.1 Where the Conference Committee has concerns regarding the content, structure, budget, list of presenters and general approach to the Conference, the Conference Convenor will consult with the Glasser Australia (GA) Board.

5.1.2 The Conference Committee will organise a workshop and attendance system that provides evidence for professional development and other credit schemes for participants.

5.2 **Workshops**

5.2.1 All workshops/presentations will have a Choice Theory psychology, Reality Therapy and/or Lead Management or compatible content, as the central theme.

5.2.2 The selection of workshops should reflect the broad spectrum of Choice Theory psychology, Reality Therapy and Lead Management application areas with a focus on engaging participants in a quality learning experience.

5.2.3 Workshop presenters will be informed that there will be no payment fees or expenses and no guarantee that their workshop abstract will be accepted. If possible, a reduction of the conference fee MAY be offered to presenters.

5.2.4 The Abstract Selection sub-committee will prepare a list of criteria/topics for Abstracts.

5.2.5 Where the number of people interested in a particular topic exceeds the space available, a repeat workshop may be considered.

5.2.6 Presentations must focus on a quality learning experience relevant to Choice Theory psychology, Reality Therapy and/or Lead Management. Presenters may spend a few minutes at the end of their workshop referring to other materials or services they offer and may distribute related information.

5.3 **Presentations**

5.3.1 It is desirable that at least one of the workshop presenters has completed an official William Glasser International Certification course (Choice Theory/Reality Therapy).

5.3.2 The GA Board, Conference Convenor and Committee will consider the input of Faculty when selecting keynote speakers for National Conference.

5.3.3 In the case of invited keynote speakers, it is at the discretion of the Glasser Australia (GA) Board via the Conference Convener and the Conference Committee to offer a fee and/or cover expenses if the budget allows and the amount is approved by the Board.

5.3.4 Keynote presenters may present a topic that does not directly use the language of Choice Theory, Reality Therapy and/or Lead Management, but the topic must be relevant to Glasser Australia (GA) members and other Conference participants. The guest speaker will partner/consult with a Choice Theory/Reality Therapy person to ensure content is aligned with Choice Theory.

5.3.5 The Conference Committee, upon recommendation by the Board, may invite keynote speaker/s who is/are not William Glasser International-Certified, but who have material to offer that is relevant and of special interest to Glasser Australia (GA) members.

5.3.6 Presenters will be invited to deliver 60 – 90-minute workshop/s in order to ensure that participants have the maximum variety possible. (Presenters may choose to offer more than one workshop). A Bio and Abstract will need to be provided by the presenter.

5.3.7 Before accepting a presenter (including guest or keynote speakers) as part of the Conference Program the Conference Committee will arrange a signed agreement with the presenter, detailing the topic, date, time, duration, information about audio-visual equipment required, meals, accommodation, expenses and fee structures where relevant.

5.3.8 Presenter/s will be provided with clear guidelines about their role and Glasser Australia (GA) expectations, especially in the case, where for any reason, the presenter/s is unable to deliver the workshop.

5.3.9 Presenters will be encouraged to make available handouts and other materials in electronic format for distribution to conference participants and Glasser Australia (GA) members who are unable to attend the conference for valid reasons.

AUDIT & REVIEW

Policy Title	National Conference		
Developed by	Maureen Sampson & Cathy O'Toole		
Adopted by	Glasser Australia Board		
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