



# APPLY NOW!

## Conference Organising Committees

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Nominations are now open for a places on the conference organising committees for the 2016 Student Research Conference, to be held in the Manning Clarke Centre on the 14th and 15th of July.

Nominations will be reviewed by members of the conference steering committee, which consists of representatives of SECD and PARSA. The selection process aims to create diverse committees of undergraduate and postgraduate course work students (conference organising committee, conference program committee) and a committee of diverse research fields (conference judging panels).

Nominations close: Thursday 21 April 2016.

Completed Forms Should be sent to: [student.experience@anu.edu.au](mailto:student.experience@anu.edu.au)

### EXECUTIVE COMMITTEE

Responsibilities: conference logistics, communications, finances.

### PROGRAM COMMITTEE

Responsibilities: Review abstracts and develop conference programming.

### JUDGING PANELS

Assess conference poster and oral presentations. Award Prizes.

Information about the conference is available on the conference webpage <http://bit.ly/ITDi0x7> Or check out our Facebook page.

# INFORMATION

## 2016 SRC Conference Organising Committees

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### Eligibility

Candidates must be a current student of the ANU .

#### EXECUTIVE COMMITTEE

Who can apply: Undergraduate, honours, coursework masters students.

#### PROGRAM COMMITTEE

Who can apply: Undergraduate, honours, coursework masters students.

#### JUDGING PANELS

Who can apply: PhD Candidates, and research masters students.

MUST BE  
AVAILABLE

14&15  
JULY

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### Responsibilities

- + Will participate in one of three conference committees.
  - + Attend and participate in regular conference meetings, including for training,
  - + maintain a record of decision-making and correspondence,
  - + comply with all legal, risk management, safety, privacy and confidentiality procedures with advice from the conference organising team.
  - + write and submit a handover report and other relevant information for subsequent conference committees,
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### Nomination Process

Nominations must include the following information:

- + Conference EOI form, including name, an email address and phone number.
  - + A cover letter (no more than 1 page) outlining which of the three conference committees you want to join (you may nominate more than one) and your most relevant experience related to the responsibilities of the role as outlined above (such as previous event management experience, experience working in teams, past experience organising conferences, debates, publications and other relevant experience).
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**APPLICATIONS CLOSE: Thursday 21st April**

Send Applications to:  
[student.experience@anu.edu.au](mailto:student.experience@anu.edu.au)

# NOMINATION FORM

## 2016 SRC Conference Organising Committees

### Personal Details:

FIRST NAME

LAST NAME

DEGREE PROGRAM

ACADEMIC COLLEGE

YEAR OF STUDY

### Conference:

EXECUTIVE COMMITTEE

PROGRAM COMMITTEE

JUDGING PANEL

APPLICATIONS CLOSE

**21 APRIL**

Send Completed Applications to:  
[student.experience@anu.edu.au](mailto:student.experience@anu.edu.au)

### Agreement:

I will be available to attend the whole conference on the 14th and 15th of July, 2016.

I understand that in agreeing to volunteer on a conference organising committee, that I will be expected to attend meetings regularly and complete agreed tasks to deadlines set.

SIGNED:

DATE:

### Cover Letter:

Please attach a cover letter (no more than 1 page) outlining which of the three conference committees you want to join (unless HDR you may nominate more than one) and your most relevant experience related to the responsibilities of the role as outlined above (such as previous event management experience, experience working in teams, past experience organising conferences, debates, publications and other relevant experience).

