

**2025 SMAANZ CONFERENCE**

**MEMORANDUM OF UNDERSTANDING**

Between

**Sport Management Association of Australia and New Zealand (SMAANZ)**

and

2025 SMAANZ Conference Host **(TBC)**

**1. INTRODUCTION**

1.1. The Sport Management Association of Australia and New Zealand (SMAANZ hereafter) proposes a professional relationship with … XXXX … for hosting the **2025 SMAANZ Conference** (the conference).

1.2. XXXX … formally applied to SMAANZ to host the **2025 SMAANZ Conference**. The SMAANZ board provisionally accepted this application in XXXX 2023.

1.3. The dates and venue for the 2025 SMAANZ Conference are proposed as **Wednesday X November/December to Friday X November/December**, with the majority of activities proposed to take place XXXX.

* 1. This Memorandum of Understanding (MOU) sets out the terms of the relationship between SMAANZ and the conference host and the expectations and roles of each party.
  2. The conference should support the SMAANZ objective: ***to encourage scholarly inquiry into sport management related research and to provide the opportunity to present results from this research.***

1.6 SMAANZ conducts an annual conference to facilitate the presentation of sport management related research. It also established a refereed journal, the *Sport Management Review*, in November 1998. The conference and journal are the vehicles through which sport management related research is communicated. The conference is also an important source of income and promotion for SMAANZ.

**2. ROLE OF SMAANZ**

* 1. Following formal approval to host the conference, SMAANZ undertakes to guide and support the hosting of the conference by:
* Appointing a conference liaison person for regular communication
* Providing examples of relevant previous conference documents
* Providing a recommended timeframe of key steps
* Providing guidance in program design
* Providing guidance in budget preparation
* Providing access to the SMAANZ members database for the purposes of conference promotion
* Providing access to the SMAANZ newsletter and website for the purposes of conference promotion
  1. SMAANZ will undertake to recognise the conference host in its communication with members, global partners (e.g., EASM, NAASM, AASM, WASM), and other stakeholders as appropriate.
  2. Ongoing recognition for hosting the conference will be provided on the SMAANZ website for up to five years after the conference.

**3. ROLE OF CONFERENCE HOST**

* 1. The conference host will undertake all necessary steps required to organise the conference.
  2. The conference host will be held responsible for any monetary deficits should financial loss be incurred.

* 1. The Conference Host will pay a $3,000 licence fee to SMAANZ irrespective of any profit or loss from the Conference.
  2. Any remaining profit will be shared equally between SMAANZ and the conference host.
  3. If collected by the conference host as part of the conference registration fee, the conference host will ensure payment of the membership component of the conference registration fee is paid to SMAANZ within three months of the conference.
  4. The conference host will consult with SMAANZ (via the appointed liaison person) on all major decisions in carrying out the following duties:
* Setting of dates for the conference
* Choosing the venue
* Promoting the conference
* Distributing the call for abstracts at least ten months prior to the conference
* Establishing a rigorous process for refereeing the abstract submissions
* Notification to all successful and unsuccessful submissions four months prior to the conference
* Inviting applications for SMAANZ Awards (on advice from the SMAANZ Board and to be coordinated by the SMAANZ Board)
* Setting the conference registration fees
* Determining what the conference registration fee entails
* Including SMAANZ membership fees within the conference registration fee
* Designing the 2 day program (academic, industry and social where appropriate)
* Budgeting for the conference (based on scenarios between 80-140 delegates).
  1. The conference host will include the following aspects within the program:
* Social/recreation activities (typically, but not restricted to the day prior to the official program commencing)
* A post graduate forum (typically on the afternoon prior to the conference)
* A welcome by SMAANZ at the opening of the conference
* Two keynote presentations as appropriate (in consultation with the SMAANZ Board)
* Academic presentations (standard 20-25 minutes with five minutes question time, plus 75-minute workshop options) on academic days of the conference
  + Alternative delivery options may be considered (in consultation with the SMAANZ Board)
* A 20-minute presentation time for the student research award winner and best conference paper (subject to the awards being offered)
* Social dinners as appropriate, including an official dinner typically on the final evening (where contributors are thanked)
* The SMAANZ AGM (typically after conference sessions have concluded on the final day)
* A conference program and book of abstracts that includes abstracts for all presentations accepted
  1. The conference host will organise a venue for the SMAANZ board meeting and SMAANZ HDR sessions (to take place the day(s) before the official program commencing). SMAANZ will cover any catering or additional costs incurred from the board meeting and HDR sessions.
  2. The conference host will provide formal written reports for the SMAANZ board (covering points relevant to the venue, program, budget and forecasted profit/loss). These will be requested in the lead up to the conference, typically:
* At the early (February 2025) and/or mid-year (July 2025) board meetings during the year of the conference (progress report)
* At the beginning of the annual conference board meeting (November-December 2025; conference update in person)
* At the early (February 2026) and /or mid-year (July 2026) board meetings during the year following the conference (post conference report)

1. **PROTOCOLS**

4.1 The conference remains the property of SMAANZ and the SMAANZ logo should appear alongside the conference host logo at all times in promotion of the conference.

4.2 The parties agree to use their best endeavours to resolve, through good faith negotiations, any dispute that may arise under this MOU.

4.3 Each party shall take all reasonable steps to ensure that in entering this professional relationship they do not infringe upon each other’s intellectual property rights, including without limitation know-how, trademarks, copyright and other rights at law.

4.4 This MOU will expire once all reporting from the conference host has been completed. This is expected to be done by July 2026 (the year immediately following the conference).

**SIGNATURES**

**Signed on behalf of:**

**SMAANZ**

Signed: …………………………………………………….

Name:

Designation: SMAANZ Representative

Date: / / 2023

## AND

**Signed on behalf of:**

**…. XXXX …..**

Signed: …………………………………………………….

Name:

Designation:

Date: / / 2023