



**CAASTRO**  
ALL-SKY ASTROPHYSICS

**CAASTRO  
Conferences &  
Workshops**

Last updated: 21 October 2014

Owner: Chief Operating Officer

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## Overview

Each year CAASTRO hosts two major meetings and allocates a further \$8,000 (in total) in sponsorship to workshops that reflect CAASTRO's research strategy and meet other specific criteria. This policy outlines guidelines for conferences and workshops funded by CAASTRO.

## Scope

The CAASTRO Conferences & Workshops Policy applies to all meetings receiving financial and in-kind support from CAASTRO and its affiliated members.

## Related Documents

The **CAASTRO International Conference and Annual Retreat** document outlines guidelines for CAASTRO's two major annual meetings.

The **CAASTRO Supporting Gender Balance Policy** outlines how CAASTRO supports gender equity and a flexible workplace.

## Policy

### 1. Expressions of Interest for funding

<i>Annual targets</i>	CAASTRO will allocate up to <u>a total</u> of \$8,000 annually for workshop sponsorship.  CAASTRO will sponsor two (or more) workshops each year. On average workshops are funded at \$1,000 - \$4,000 each.
<i>Application dates</i>	Subject to funding availability, CAASTRO will call for Expressions of Interest from members regarding Workshops in March and September every year.
<i>Sponsorship options</i>	CAASTRO sponsorship may be financial and/or in-kind contributions.  CAASTRO will normally not fund more than 50% of the cost of a workshop, unless a special case is made to the contrary.
<i>Travel funds</i>	CAASTRO will only fund approved Guest speakers and CAASTRO member travel when sponsoring workshops.

## 2. Workshop focus

<i>Research</i>	All workshops must be part of the CAASTRO research strategy, must be all-sky in nature and must link to our themes and research program.
<i>Breadth of themes</i>	The theme of the sponsored workshops each year should reflect a balance of Dark, Dynamic and Evolving between conferences and other activities during the year.
<i>SOC</i>	There should be appropriate representation of CAASTRO members in the Scientific Organising Committee, in rough proportion to the relative level of funding for the workshop coming from CAASTRO.
<i>Speakers</i>	There should be CAASTRO speakers at the workshop drawn from at least two CAASTRO nodes with an appropriate gender balance.

## 3. Sponsorship Obligations

<i>Naming rights</i>	If appropriate, CAASTRO sponsorship should include "naming rights" to the event. Where this is not practical, CAASTRO should be clearly displayed as a sponsor in all emails, posters, WWW pages, etc.
<i>Acknowledgment</i>	Successful funding recipients must ensure that they acknowledge CAASTRO in any research that comes out of the activities and to report corresponding KPIs to CAASTRO  Successful funding recipients must use the CAASTRO template in any associated presentations.
<i>Post workshop</i>	A brief report on the outcomes of the Workshop, along with any associated photographs, will be required by CAASTRO 30 days after the Workshop. This report should include statistics on the gender balance achieved with SOC, LOC, Speakers and Chairs.

## 4. Gender

<i>Gender targets</i>	Any CAASTRO funded conferences and workshops will only be funded once they have set gender targets for their SOC, LOC, and Speaker lists. The Gender Action Committee is available to assist with this as required.  Appropriate gender balance in Organising committees and speaker lists is a condition of all CAASTRO funding.
<i>Gender balance</i>	Any CAASTRO funded conferences and workshops will have a target for female participation as a condition of funding and there should have a: <ul style="list-style-type: none"><li>• Gender balanced Scientific Organising Committee (SOC);</li><li>• Gender balanced Local Organising Committee (LOC);</li><li>• Gender balanced Invited Speaker list; and</li><li>• Gender balanced Contributed Speaker list.</li></ul>

## **5. CAASTRO in-kind support**

### *Administration*

The following in-kind support is available as required:

- Event website
- Event registration page
- Registration management
- Logistics support (organising catering, name badges)
- Any other assistance as agreed and approved by the Chief Operating Officer [coo@caastro.org](mailto:coo@caastro.org).

## **6. Other Workshops**

The CAASTRO Director has discretionary funds and has historically sponsored the ASA Early Career Research Workshop and the ASA Women in Astronomy Workshop on an annual basis.