



## **ASM NSW-ACT BRANCH SUPPORT FOR MEETINGS**

The NSW branch of ASM is keen to facilitate the bringing together of microbiologists, especially members, and to promote microbiology and ASM. To this end, the *branch* will advertise meetings free of charge in *Syntrophy* and also offers financial support towards the organisational costs in holding the meeting.

### *Applying for branch support*

- Members need to refer requests for support, via email, to the *branch* secretary for consideration by the committee.
- Request need to provide details of meeting, title, venue, date, time, cost to attend, expected number of members attending, outline of budget and support sought from *branch*.
- As support has been made possible through the annual *branch* sponsorship scheme, sponsors should not be contacted for further contributions to SIG meetings.
- Members should also note that the *branch* has a data projector, computer, screen and speaker system available for members meetings, which can be booked through the secretary if required.

Financial support extends to venue hire, speaker, light refreshments and light meal. As a guide support is limited to \$5-\$10 per person attending, with a cap of \$500. The branch is keen to promote microbiologists coming together and will consider a higher contribution ratio for smaller meetings and an increased cap, following documented submission for support. The primary criteria for support is value to the membership.

### *As a condition of support:*

- the convenors of the SIG must be ASM members.
- the organiser or a nominee needs to provide a written report of the meeting for the *branch* newsletter, *Syntrophy*.
- acknowledgment of support from NSW-ACT branch must be given at the meeting
- the *branch* sponsorship PowerPoint slide is to be projected at the meeting – the file will be emailed.
- receipts or invoice to be forwarded to treasurer for auditing purposes.
- the meeting is open to ASM members

This support is open to *branch* members only.