

**Asian Association for
Sport Management
Conference
Bidding Guidelines**

**Approved
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Asian Association for Sport Management (AASM) Conference Bidding Guidelines

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Overview

The Asian Association for Sport Management (AASM) conference serves AASM stakeholders and the profession of sport management both academic and practitioners. The conference normally takes place in a location typically determined one and a half years in advance. Bids to host a conference should therefore be received by the Executive Committee of AASM in sufficient time for the bid to be evaluated and a decision made during the AASM conference General Assembly at least one year prior to the proposed date.

AASM Purposes

AASM Purposes

- 1 The purpose of AASM shall be to promote, stimulate and encourage study, research, scholarly writing, professional development and sharing in the theoretical and applied field of sport management and the sport industry.
- 2 In order to achieve the above purpose, AASM shall endeavor to carry out the following functions:
 - 2.1 Encouraging and promoting original research in both theoretical and applied aspects of sport management theory and practice;
 - 2.2 Assisting in the dissemination of information and knowledge-base in sport management;
 - 2.3 Assisting in the development of sport management programs/organizations and professional preparation programs/organizations for Asian countries' mutual benefits and progress;
 - 2.4 Organizing or assisting in various conferences to promote and strengthen the purpose of AASM;
 - 2.5 Publishing proceedings and journals related to sport management;
 - 2.6 Facilitating and developing relationship among academic institutions in Asia through participation in AASM's programs and of activities and;
 - 2.7 Collaborating with other associations having similar purposes.
- 3 AASM shall be a non-profit organization and shall endeavor to conduct its activities solely to promote the above-stated purpose.

AASM Structure

The Executive Committee of the AASM consists of the President, the Vice President, the Treasurer and the Secretary General and Chief Editor of AASM Journal. These office-holders are elected from the nominee representatives of the members at the AGM and shall hold office for two years.

AASM Conference Mission Statement

The conference will:

- Promote sport management education and practice.
- Spotlight innovative and interdisciplinary solutions to sport management challenges.
- Provide a forum for leaders in sport management practice and scholars to exchange ideas, make recommendations and build networks.
- Energize student leadership in sport management on an international level.

Structure and Abbreviations

The Conference

CFP– Call for Papers

COC – Conference Organizing Committee

EOI – Expression of Interest

HOA –Host Organizing Association

AASM EC –AASM Executive Committee

PC- Program Committee

Official Language

The Conference shall be conducted in English and, where possible, provide simultaneous interpretation for the language spoken in the host country or another language at the discretion of the Conference Organizing Committee.

AASM Conference Planning Cycle

An international conference of the Association shall be held at such time and place as approved by the AASM EC. HOA will be responsible for the finances, the physical location and domestic arrangements as approved by the AASM EC. The HOA shall appoint a Program Committee (PC) including a Chairperson who will be responsible for the scientific program. The HOA shall submit a budget for the international conference to the AASM EC.

The steps outlined below should be followed when bidding for and hosting AASM conferences:

- 1) Inquiry
- 2) Bidding

- 3) Selection
- 4) Planning
- 5) Implementation
- 6) Reconciliation, and
- 7) Submission of Final Report.

1) Inquiry

The AASM EC will call for Expressions of Interest through all reasonable avenues and media, including but not limited to its members, website, and email.

Parties interested in hosting an AASM conference may contact the AASM Secretary General or President to discuss their bid.

Prospective AASM Conference bidders should conduct a preliminary analysis to determine the feasibility for hosting the conference.

2) Bidding

Bids for hosting AASM conferences can be submitted by member associations, institutions of higher education (Colleges/Universities) or by an independent entity. Bids must be submitted using the Form attached.

General bid requirements include the following:

- Proposed schedule and dates for the conference
- A letter of support from the host association or host organization.
- A detailed description of the conference site facilities and amenities (i.e. host association, convention center, and convention hotel).
- A detailed description of accommodation for conference attendees including hotel options (i.e. room rates).
- A transportation plan describing the facilities and services (airlines) of the nearest major airport. Also indicate the transfer plan get attendees from the airport to the hotel, from the hotel to the conference location, and from the hotel to any off-site events.
- Proposed theme/Title of Conference (to be finalized after discussion with AASM EC)
- Preliminary budget including but not limited to: proposed Registration fees; catering, **keynote and invited speakers' return travel (economy airfare) accommodation and meals**; opening and closing ceremonies; conference bag; venue rental fee; **four nights' accommodation and meals for AASM Executive Committee (7 persons), Honorary President (1 persons), Advisors (6 persons), Honorary Auditors (2 persons), ASMR Deputy Chief Editor (1 person), and Secretariat Assistants (2 persons)**;; AASM EC Meeting (0.5 days), AASM General Assembly (0.5 days), venue and catering,
- Sponsorship commitments if any
- Typical local weather at the time of the Conference

- Commitment to undertake a Conference evaluation survey in collaboration with AASM
- Commitment to issue certificate of participation, oral and poster presentation award certificates under the supervision of AASM

Subsequently, the completed bid is submitted to the AASM EC for review and evaluation

The following timeline ideally should be followed for bidding to host the AASM Conference (but may be varied at the discretion of Executive Committee):

Call for EOIs: not less 6 month before the 1st EC meeting of year prior to the conference year.

Bid Deadline: 1 month before the 1st EC meeting of year prior to the conference year.

Bid Selection: on the 1st EC meeting of year prior to the conference year.

3) *Selection*

The AASM EC reviews all bids received. Bids will be evaluated on the requirements as outlined above. If necessary, the AASM EC may invite the AASM Conference bidders to EC meeting for presentation or conduct a conference call. The AASM Conference bidders need to bear all cost for attending the EC meeting. Final site selection occurs by a vote of the AASM EC. Notification of the final decision is then sent to all bidders by the President or Secretary General of AASM.

4) *Planning*

Once the bid has been awarded, a Conference Organising Committee should be constituted by the HOA ideally at least one year and a half ahead of the conference date. The head of the Conference Organising Committee shall be referred to as the Conference Chair. The first business of the Chair and Conference Organising Committee is to work with the most recent Conference Organising Committee to more fully understand the responsibilities and scope of hosting the conference. In addition, the Program Committee (PC), as appointed by the AASM EC will be responsible for the scientific program and the PC Chair will be an ex-officio member of any HOA Conference Organising Committee(COC). At least 6 months in advance of the start of the conference, the Conference Organising Committee in coordination with the Program Committee (PC) should develop the conference Call for Papers (CFP). The CFP should be posted as soon as possible, normally 6 months prior the conference. The CFP should specify closing dates for submissions, and the target dates for notification of acceptance.

AASM shall be responsible for additional promotion of the Conference and managing the scientific program. Should AASM engage any sponsors then any sponsorship fee shall be retained by AASM. AASM also retains the right to publish any proceedings (beyond the “Book of Abstracts”) from the Conference and will retain all proceedings therefrom

5) *Implementation*

The AASM EC will assist the Conference Chair and COC with planning the logistics of the conference and successful execution of the plan. The Conference Organising Committee under the direction of the Conference Chair and host organization will conduct the conference according to the guidelines for “Conference Program” (see below). The academic program will be managed by the Program Committee (PC) appointed by the AASM EC.

6) *Financial Reconciliation*

The AASM EC and the Conference Chair (in consort with the HOA) must reconcile bills and manage final payments. A closing budget showing actual expenditure and income must be made and sent in confidence to the AASM EC within 60 days of the close of the conference.

7) *Submission of Final Report*

Submit conference evaluation and report to the AASM President within 90 days of the close of the conference.

Financial Aspects

AASM conferences are expected to be self-funding, with the host institution bearing responsibility for any deficit.

A provisional budget should be included in the bid to host a conference, indicating the expected overall cost, and how this will be recovered from participant registration, sponsorship, host contributions, etc.

Participant registration should be calculated on a cost-recovery basis. Optional extras such as social events, banquets, receptions, etc., should either be separately charged or paid for out of conference sponsorship.

Registration fees should be calculated in such a way as to encourage residence and participation for the whole of the event rather than to facilitate daily or non-residential rates.

Where possible, host organizations should encourage the widest participation in the conference.

In principle, free registration should be offered only to select keynote and invited speakers, AASM Executive Committee, Honorary President, Advisors, Honorary Auditors, ASMR Chief and Deputy Chief Editors, AASM Secretariat Assistants, Conference Scientific Program Chair, and local personnel or prominent industry members as approved by the Conference Chair and the AASM EC.

The host should provide return travel (economy airfare) plus four nights' accommodation, local transportation and meals for keynote and invited speakers. The host must provide four nights' accommodation, local transportation and meals for AASM Executive Committee (7 persons) and Advisors (6 persons), Honorary President (1 person), Honorary Auditors (2 persons), Presidents of Association Members, ASMR Deputy Chief Editor (1 person), and AASM Secretariat Assistants (2 persons).

The Conference Organising Committee should actively seek local sponsorship of the conference from interested commercial and sport industry organizations. Such local sponsorship may be used to defray entertainment at the conference, production of conference publications, or additional expenses. All such sponsorship must be explicitly acknowledged in conference publicity and publications.

Suggested AASM Conference Leadership

AASM Conference Leadership may consist of three committees;

- **Conference Chair** is the executive authority for the AASM Conference. The Chair of the COC shall be appointed by the Host Organizing Committee (HOA) and be the principal contact with the AASM EC on all matters related to the conference.

- The **Conference Organising Committee** should work closely with the AASM EC and the AASM Secretariat. It is responsible for hosting the conference and must work with the AASM EC with regards to industry speakers, panels and sponsors, and with regard to the academic program.
- The **Program Committee (PC)** including its Chair is appointed by the AASM EC and synthesizes the academic portion of the conference program. The PC for a given conference should normally be appointed not less than twelve (12) months before the conference is held and in advance of the Call for Papers for that conference. This committee includes scholars who will manage the review of submissions and abstracts for the conference. The composition of the PC should be balanced in regard to gender and Regional representation.

AASM Conference Program

Defining the Program

The conference program is the joint responsibility of the Host Organizing Association, Conference Chair, Conference Organizing Committee and the Program Chair in consultation with the AASM EC. The conference program has two components: 1) the industry sessions, which focus on providing clearer understanding of current sport management practices, and 2) the academic sessions, which focus on current research in sport management. The Conference Organizing Committee can add the student sessions, which provide students with multiple opportunities to network, present research, and explore industry employment opportunities.

The conference will typically contain a mixture of:

- Industry and Academic speakers
- Panel/symposium sessions
- Oral presentation sessions
- Poster presentation sessions
- Exhibitions
- Social activities
- AASM executive committee meeting
- AASM General Assembly meeting
- AASM Joint executive committee meeting on the election year.

Not all of these components need to be present in each conference. It is the responsibility of the Conference Organising Committee in consort with the Program Committee and the AASM EC to agree on the mixture for a given conference, and to ensure an appropriate balance among them.

The Program Committee will be responsible for the typical academic portions of the conference program through a call for papers and review system. Proposals for posters, papers, and sessions at a conference will be evaluated by the Program Committee under the direction of the AASM

EC. Special sessions or papers may be solicited by members of the Program Committee and Conference Organizing Committee or others.

The Call for Papers shall be prepared by the Chair of the PC and shall be jointly distributed by the COC and AASM. The Call for Papers shall stipulate that all submissions must be of original work that has not been previously presented or published nor under review.

The Program Committee Chair will be responsible for the structure and schedule of the scientific program of the Conference.

Abstract Review Process

The AASM EC appointed Program Chair will assign papers and proposals to individual reviewers (selected by the PC). Reviewers and members of the Conference Organising Committee may submit proposals, but every effort must be made to ensure impartiality and confidentiality. Reviewers should be asked to declare any possible conflict of interest which may affect their judgment of proposals submitted to them.

The Program Chair or Conference Organizing Committee will decide on a *review protocol* (covering such topics as the number of reviewers for each proposal, conduct of the review, default actions, etc.). All academic contributions to the conference should be peer-reviewed.

The review should be carried out according to an agreed *review protocol*, which will address such issues as the following:

- Assessment criteria to be applied (suggestion: these should match the criteria specified in the Call for Papers!)
- How many reviews should each paper receive (suggestion: no less than 2, no more than 4)
- Disposition of papers that arrive after the deadline for submissions or that fail to conform to guidelines announced in the CFP
- Disposition of papers which are not accepted for presentation (suggestion: marginal cases may be accepted for presentation as posters)
- Proportion of papers to be accepted
- How many sessions are desired and how many can be accommodated within the parameters of the schedule and host facility?
- Development of a poster session.

Publications

For each conference, there will be a *Conference Book of Papers* or abstracts produced by the COC in consultation with the PC. The PC Chair shall provide the relevant abstracts and details to the COC.

The COC is responsible for the production in both print and digital form of a Conference Program Guide, including abstracts, to be distributed to all attendees and members of the Conference as part of the conference registration. The COC is responsible for provision of pre-conference information in electronic form on a website linked to the main AASM website (in

cooperation with the AASM Secretariat) at <http://www.asiansportmanagement.com>. This pre-conference information need not include the full text of abstracts, but should include the provisional program and must be regularly updated during the immediate pre-conference period. To optimize preparation of these pre-conference materials, the PC is required to include guidelines about acceptable formats for submissions in the Call for Papers.

The COC in liaison with the PC is responsible for providing content for the conference website which is linked to the AASM website and contains links to abstract submissions.

Poster Sessions

A *poster* is a paper presented in poster format rather than as an oral presentation. Work not selected for oral presentation may be considered for presentation as a poster, or posters may be explicitly requested in the Call for Papers (CFP).

If posters are solicited, the conference program must include at least one timetabled plenary poster session during which all poster presenters are expected to discuss their work with conference attendees. Poster presentations should be included in the official conference proceedings and should be reviewed in the same way as papers intended for oral presentation. Poster presenters should be allocated a specific board and be given clear information about the amount of space available for displaying their posters.

Exhibitions

AASM can be an important showcase for sport industry companies, leagues, organizers and managers, academic programs, and even software developers. A permanent exhibit space is desirable throughout the course of the conference; it is highly desirable that this space be physically close to the main conference events and that all attendees be encouraged to visit exhibitors (perhaps during snack or coffee breaks).

The COC should solicit potential exhibitors with a view to selecting those of maximum relevance to the themes of the conference and mission of the organization. Exhibitors may be charged for exhibition space. At the discretion of the Conference Chair, exhibitors may be entitled to reduced registration for the academic part of the conference.

Recommended Conference Structure

The Conference Organising Committee (COC) and Chair

The COC and Chair have responsibility for determining the logistics of the conference. Planning and running all aspects of the conference is the responsibility of the COC, in consultation with the AASM EC. The AASM Executive Committee has final word on the conference.

The COC should normally include members from the host organization, conference site facility and prominent sport industry professionals from close proximity to the venue.

The Conference Chair will report the progress of conference planning directly to the AASM EC. The AASM EC will assist the Conference Chair with planning the logistics of the conference and successful execution of the plan.

The COC Chair is the final authority on planning the logistics of the conference and managing the COC. The PC Chair is the final authority on the academic portion of the conference. The COC Chair assures that the planning is on schedule and meeting all the objectives of the conference and is charged with the authority and responsibility to ensure that the conference is a success.

Suggested Conference Organising Committee Sub-Committees

- Housing and Transportation Sub-Committee
- Logistics Sub-Committee
- Registration Sub-Committee
- Social Activities Sub-Committee
- Marketing Sub-Committee
- Conference Office Manager

Speaker Confirmation

The Conference Chair is responsible for correspondence with potential industry or invited speakers for the conference. It is important to include information about AASM so the speaker is more aware of the organization and audience. Confirmation of speakers in the academic portion of the conference is the responsibility of the Program Committee. This notification of acceptance should be handled in a timely manner such that speakers will have sufficient time to arrange registration, accommodation, and transportation to the conference

Another responsibility of the COC is to seek sponsorships for the conference. In some instances only the COC has the authority to agree to the terms of sponsorship. For instance, obtaining a sponsorship for one of the Industry Addressees may be accomplished through the Conference Chair's contact with a particular organization. Sponsorships are encouraged as they will defray some of the costs and create revenue for the host institution. All conference sponsorships must be approved by the AASM EC prior to implementation.

**ASIAN ASSOCIATION FOR SPORT MANAGEMENT
CONFERENCE
BID SUBMISSION FORM**

Please email the completed Bid Submission in to the President of AASM and the AASM Secretary General.

BIDDING ORGANIZATION OR ASSOCIATION:

Primary Contact / Position:

Address:

City:

State/Province:

Zip/Postcode:

Country

Telephone number(s):

Fax:

Email address:

PROPOSED DATES:

Year for which the bid is submitted _____

Proposed Commencement Date:

Proposed Closing Date:

CONFERENCE LOCATION & VENUE:

City:

State:

Zip/Postcode:

Country (if different to above)

Primary Venue:

Contact Person:

Contact Phone:

Contact Email:

CONFERENCE HOTEL ACCOMODATIONS:

Hotel:

Address:

City:

State:

Zip:

Phone:

Fax:

VENUE(S) FEATURES:

Please provide any appropriate site maps for conference facilities, accommodations, and additional maps (if necessary) showing proximity of all conference activity sites.

TRANSPORTATIONS:

Please describe the most efficient modes of transportation (nearest airport, airlines, metropolitan area etc.)

What is the approximate distance from the residential accommodation to the conference / lecture facilities?

Outline Ground transportation including costs to and from hotels to the Conference venue.

CITY ATTRACTIONS

Outline any special attributes, landmarks or other features of the city and/or venue that will be of likely interest to the delegates.

LOCAL SPORTS LEADERS:

Please describe the vibrancy and attractiveness of your local sport community. List any and all local sports entities that will contribute to the success of the conference.

- 1.
- 2.
- 3.
- 4.
- 5.

Description of how the entities will be involved:

UNIQUE FEATURES/EVENTS:

Please describe any special attractions or events such as sport events/activities, region specific activities, social gatherings, etc. that will be included in the bid. Please also include a proposed Social Program

FINANCE:

Please attach a financial budget outlining costs and projected revenues (including registration fee) associated with hosting the AASM Conference.

HOST RATIONALE:

Please include a brief (1 page or less) describing why your organization/association should host the AASM Conference.

LETTERS OF SUPPORT

Please attach any Letters of support that you have for the Conference

DECLARATION

This bid to host the ____ (year) AASM Conference is hereby submitted for review this ____ day of ____ on behalf of _____(organization/host association name)

Signed:

Full Name (print):

Position / Capacity:

Contact Information: