

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

**2019/02**

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

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Overview
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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 year 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
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### **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 Presidents, 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

CFP– Call for Papers

COC – Conference Organizing Committee

EOI – Expression of Interest

HOA –Host Organizing Association

AASM EC –AASM Executive 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 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 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, , **keynote and invited speakers' return travel (economy airfare) accommodation and meals**, opening and closing ceremonies; venue rental fee, **four nights' accommodation and meals for AASM Executive Committee (7 persons)**;; AASM EC Meeting (0.5 days), AASM General Assembly (0.5 days), catering,

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:** the 1<sup>st</sup> EC meeting of year prior to the conference year.

**Bid Deadline:** 2 month before the year prior AASM Conference .

**Bid Selection:** on the EC meeting of year prior to the AASM Conference.

**3) Selection**

The AASM EC reviews all bids received. Bids will be evaluated on the requirements as outlined above. The bidders shall make a presentation to AASM EC at year prior to the AASM Conference. 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. The head of the Conference Organizing Committee shall be referred to as the Conference Chair. At least 6 months in advance of the start of the conference, the Conference Organising Committee in coordination 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.

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).

**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, 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).**

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 Organizing 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.

#### AASM Conference Program

##### **Defining the Program**

The conference program is the joint responsibility of the Host Organizing Association, Conference Chair and Conference Organizing Committee 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 Organizing Committee and the AASM EC to agree on the mixture for a given conference, and to ensure an appropriate balance among them.

The Conference Organizing 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.

The Call for Papers shall be prepared by the COC and shall be jointly distributed by 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.

### **Abstract Review Process**

The AASM EC shall assign each AASM member organizations to review papers and proposals. Each AASM member organizations submit reviewed papers and proposals to the Conference Organizing Committee. Each AASM member association should be asked to declare any possible conflict of interest which may affect their judgment of proposals submitted to them.

### **Publications**

For each conference, there will be a *Conference Book of Papers* or abstracts produced by 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.



### **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.