ASERA

AUSTRALASIAN SCIENCE EDUCATION RESEARCH ASSOCIATION LTD

Conference Guidelines

Australasian Science Education Research Association Ltd (ASERA)

ACN: 092 482 329 | ABN: 85 092 482 329

Registered Charity | Not-for-Profit Public Company Limited by Guarantee

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1. Introduction

The Australasian Science Education Research Association Ltd (ASERA) is a not-for-profit public company limited by guarantee, established to advance charitable purposes as defined by the Australian Charities and Not-for-profits Commission Act 2012 (Cth).

The ASERA Annual Conference is a key activity supporting ASERA's charitable mission to:

- Promote science education research in all contexts and at all levels of education;
- Advocate for the role of science education research in shaping policy and practice;
- Foster collaboration, dialogue, and knowledge sharing among researchers and educators.
- Support early-career researchers through mentorship and professional engagement; and
- Cultivate diversity, inclusion, access, and equity in science education research.

The annual conference is the primary expression of ASERA's fellowship purpose and must operate in full compliance with ASERA's Constitution, By-laws, and ACNC governance standards.

2. Governance and Legal Context

2.1 Legal Status

ASERA is a charitable company limited by guarantee.

- Members' liability is limited to $10, as per clause 3 of the Constitution.
- All assets and income must be applied solely to further ASERA's charitable purposes (Clause 8).
- The Corporations Act 2001 (Cth) and the ACNC Act 2012 (Cth) override any inconsistent provisions.

2.2 Oversight

- The **ASERA Board of Directors** (hereinafter, the Board) is legally responsible for the management and direction of all activities (Clause 29). The Board delegates certain operational powers to the **Conference Convenors** (hereinafter, the Convenors) and the **Executive Officer (EO)**, in accordance with Clause 30 of the Constitution.

2.3 Governance and Compliance Requirements

1. All conference activities **must** comply with the **ASERA Constitution, the ACNC Act 2012, and the Corporations Act 2001.**
2. The ASERA Board retains **oversight** of all financial, procedural, and ethical aspects.
3. The Convenors are **accountable** to the Board and must provide regular progress reports in writing and at the board meetings preceding the conference.
4. The EO ensures **alignment** between recordkeeping and compliance.
5. All decisions that may affect members' participation, finances, or data privacy **must be reviewed** by the President/Managing Director (herein after President), Vice President (herein after VP), Secretary, Treasurer and EO.
6. All communications and data must be stored within **ASERA-managed systems.**

2.4. Financial and Data Management

- All finances must be recorded in ASERA's systems under the Treasurer's oversight.
- Independent accounts or off-platform payments are not permitted.
- The President, VP, Secretary, and Treasurer must approve expenditure over $2,500.
- Records must be retained on ASERA systems for 7 years (Clause 44).
- Financial reports must be included in the Treasurer and Secretary's annual submission to the Board and the ACNC.

2.5 ASERA's Mission and Values in Action

The conference must uphold **ASERA's charitable objectives** (Clause 6):

Objective	**Conference Application**
Promote Research Excellence	Ensure academic integrity in abstract review.
Advocate for Science Education Research	Showcase high-quality, original research that advances understanding and policy.
Facilitate Collaboration and Knowledge Sharing	Create inclusive spaces for dialogue among researchers at all levels.
Support Higher Degree by Research Students and Early Career Researchers	Provide presentation opportunities, mentoring by way of a biennial HDR/ECR workshop, and reduced fees.
Foster Diversity and Inclusion	Encourage equitable participation across gender, cultural, and geographic lines.
Promote Access and Equity	Ensure fair access for members through transparent processes.

2.6 Remuneration for Convenors

ASERA is a registered charity, and its Board members **volunteer** their time as part of their **academic service.** Conference Convenors are appointed as temporary ASERA Board members for a one-year term, typically from September/October of the year before the conference until September/October of the conference year. Consequently, **they are not financially compensated by the Board for their service.** This policy also applies to conference registration; **all Convenors are responsible for paying their own registration fees.**

2.7 Role of the ASERA Executive Officer

The EO is a staff member of ASERA on a 0.1 time fraction, appointed under Clause 45, responsible for:

- Maintaining official records and overseeing the functionality of the website;
- Managing correspondence via info@asera.org.au; and
- Ensuring that all conference communications and systems are consistent with ASERA's governance framework.

The EO **must have access** to all conference-related communications, data, and financial transactions.

The EO is **not** responsible for providing administrative support for the conference beyond the specified points listed above.

- To align conference communications and systems with ASERA's governance framework, **the conference team must effectively manage its administrative support needs.**
- If **additional administrative assistance** is needed for a conference, the Convenors must include this in the conference **budget**.
- As planning for the conference progresses and the Convenors realise they need additional support beyond what was approved in the budget, they must **submit a request for extra administrative assistance to the Board via email C/O info@asera.org.au.** The proposal should include specific details about the amount of support needed and its intended purpose to ensure prompt approval and timely assistance.

As a staff member of ASERA, the EO is entitled to **complimentary registration** at all ASERA conferences, and the Convenors must account for this in the conference budget.

2.8 Communications

All official communications must be conducted through ASERA's designated channels to ensure compliance and transparency, with **management handled by the EO.** The approved communication channels include the ASERA **email address** (info@asera.org.au), the ASERA **website** (www.asera.org.au), and the ASERA **LinkedIn** page.

2.9 Inclusivity, Access, and Member Priority

Consistent with Clauses 6 and 19 of the Constitution:

- All **ASERA members** must have **equitable access** to participation, including opportunities to present at an ASERA conference.
- Decisions that **exclude** ASERA members or their HDR students without just cause **breach** ASERA's charitable purpose.
- **Discrimination, exclusion, or bias** in reviewing or programming will be recorded as a **compliance** issue.
- All ASERA conferences aim to facilitate the exchange of ideas, questions, and findings among peers who are treated as **equals**. Consequently, **academic titles must be omitted** from name tags, and **neither keynote nor featured speakers are permitted.**

2.10 Dispute Resolution and Discipline

Disputes arising from conference processes follow the ASERA Constitution, Clause 17–19:

- Initial resolution should occur through direct communication and mediation.
- If unresolved, the matter is referred in writing to the ASERA Board.
- The Board may issue a warning, suspend, or restrict member participation for governance breaches.

All disciplinary procedures must respect natural justice, as defined in Clause 17.

3. Planning and Milestones

Convenors **must** adhere to these timelines to fulfil ASERA's compliance requirements regarding timely communication with members and reporting obligations to the ACNC (table continues on the next page):

Timeline	Milestone	Responsibility
12 months prior	Host institution secured; Convenors appointed; Develop a venue comparison report; conduct site inspections; secure venue contract.	Convenors & Treasurer
12 months prior	Draft budget and plan submitted for Board approval	Convenors & Treasurer
10 months prior	Build the conference website and develop promotional materials	EO & Convenors
10 months prior	Develop sponsorship prospectus	Convenors
Ongoing	Budget updates/monitoring, Venue liaison and updates, Progress deposits to venue/s and vendor/s	Convenors & Treasurer
Ongoing	Conference announcements	EO

Timeline	Milestone	Responsibility
8 months prior	Progress report to ASERA Board	Convenors
8 months prior	Reviewer recruitment begins	Convenors
7 months prior	Call for Abstracts open	EO
7 months prior	Organise facilitators for HDR & ECR events	Convenors
6 months	Arrange Welcome to Country	Convenors
6 months prior	Source and contract non-financial accommodation blocks	Convenors
6 months prior	Options for Accommodation information for the website	EO
5 months	Abstract submissions close	EO & Convenors
4 months prior	Compile the initial draft program	Convenors
4 months prior	Registration opens	EO & Convenors
4 months prior	Select/confirm food & beverage menus	Convenors
2 months prior	Draft program finalised	Convenors
1 month prior	Final program released	Convenors
2 weeks prior	Final delegate numbers and dietary requirements to the venue/s	Convenors
2 weeks prior	Create event signage Print name tags	Convenors
Week of the event	Volunteer briefing meeting	Convenors, HDR/ECR Representatives
Week of the event	Room and exhibition set up	Convenors, Volunteers, Venue Staff
4 weeks Post-event	Letters and certificates	President, HDR/ECR Representatives, EO
8 weeks Post-event	Conference report to the board	Convenors
8 weeks Post-event	Financial and compliance report to the Board	EO, Secretary and Treasurer

4. Abstract Submission and Review Process

4.1 Principles

- The abstract process must reflect **transparency, fairness, and ASERA member inclusion,** consistent with ASERA's charitable purpose of promoting ASERA member research.

4.2 Key Requirements

- Abstract submissions are open to **all**, but **ASERA members and their HDR students, alongside any other arrangements in our MoUs (see Section 9.4), must be given priority.**
- **Two independent reviewers must review each abstract:** typically, one experienced academic and one HDR or ECR volunteer (see Section 15).
- The **EO must oversee** reviewer allocation, feedback templates, and final decisions.
- All abstracts and reviews **must be stored on ASERA's systems** to comply with data protection and privacy regulations.
- Reviewers **must declare** any **conflicts of interest**. If a conflict is found, the reviewer will be assigned a different abstract or group of abstracts.
- The **Convenors and EO must approve the final acceptance lis**t before notifications are issued.
- The **EO issues all notifications** in the final acceptance and rejection list.
- The final list must be **fair and equitable**, allowing each author a **maximum of two presentations as first author or collaborator.** A person can appear on more than two abstracts if they are a **supervisor or non-presenting author in a large research team**.

4.3 Review Outcomes

- **Possible outcomes:** Accept, Accept with Revisions, Poster, or Reject. Paper abstracts may also be allocated to a poster slot if the reviewers recommend it.
- Reviewer feedback must be **constructive, specific, and collegial,** using the comments in Appendix B as a guide.
- See Appendix B for the full ASERA abstract review protocols.

4.4 Breach of Abstract Review Process

Failure to provide **EO oversight or to prioritise ASERA members' participation** is considered a breach of governance and non-compliance with ASERA's mission and charitable purpose under Clause 6.

5. Conference Volunteers and Reviewers

5.1 Purpose

Conference volunteers and abstract reviewers play a vital role in ensuring the ASERA Conference operates professionally, inclusively, and efficiently. Their participation advances ASERA's charitable objectives by:

- Supporting **equitable access and engagement** in science education research (Clause 6 of the Constitution);
- Providing **mentorship and professional experience** for HDR students and early career researchers;
- Fostering **collegiality and inclusion** consistent with **ASERA's values** of fellowship, advocacy, and scholarship.

5.2 Volunteer Roles

Volunteers may serve in one or both of the following roles:

1. **Abstract Reviewer:** Reviews up to 20 abstracts during the designated review period (typically March).
2. **Conference Volunteer:** Assists with on-site and online operations during the conference week.

5.3 Eligibility and Selection

Role	Eligibility	Selection Process	Benefits
Conference Volunteer	Full-time HDR students who are active ASERA members and not in full-time paid work.	Application via ASERA's online volunteer form. Convenors review applications. Preference is given to volunteers from the host institution. Convenors communicate final decisions to the EO, who informs each applicant of their status.	Waived conference registration fee and breakfast from Wednesday to Friday (travel and accommodation not included).
Abstract Reviewer	Members of ASERA who are at the early stages of their careers, including Higher Degree Researchers (HDRs) and Early Career Researchers (ECRs).	Application via ASERA's online volunteer form. Convenors review applications. Convenors coordinate the final reviewer list, with the EO informing each applicant of their status.	Professional learning in reviewing abstracts for an international conference, acknowledgement in the program and a certificate of contribution.

Refer to Appendix D for the exact phrasing to be used when soliciting volunteers.

5.4 Process and Timeline

- **Calls for volunteers** must be circulated via ASERA's website, newsletter, and mailing list by **mid-February** each year.
- The **EO** manages applications and maintains a register of volunteers and reviewers.
- The **Convenors** must **endorse** selection decisions to ensure fairness and priority for members.
- All volunteers must receive an **orientation**, including ASERA's Code of Conduct, privacy obligations, and health and safety information, on the Tuesday before the conference, organised by the **Convenors**.

5.5 Volunteer Code of Conduct

All volunteers **must**:

- Uphold ASERA's mission and charitable purpose;
- Maintain confidentiality and professionalism;
- Respect the rights and contributions of all delegates; and
- Act as ambassadors for ASERA and the host institution.

Volunteers who breach this Code may be removed from duty in accordance with Clause 19 of the Constitution (disciplinary action). Details on ASERA's Code of Conduct can be found in Appendix C.

6. Registration and Refund Policy

6.1 Registration

- Managed through **ASERA's official website** and **payment gateway.**
- The **Treasurer and Board** must approve proposed registration fees.
- Registration **data** is accessible only to the **President, VP, Secretary, Treasurer, and EO.**

6.2 Registration Categories

- In the spirit of fostering collegiality, collaboration and networking, all ASERA conferences are held exclusively in face-to-face formats. As a result, online registration options are not offered. The registration categories on offer are as follows:

Member Registration Categories	**Non-Member Registration Categories** (each category includes a 1-year ASERA membership)	**One-day registrations** (includes entry to one day of the parallel presentations on Wednesday to Friday ONLY)
• Student/Teacher/Retired Academic Member • Academic Member	• Student/Teacher/Retired Academic Non-Member • Academic Non-Member	• Wednesday registration • Thursday registration • Friday registration

Each registration category (except for one-day registrations) has an **early bird and standard rate:**

Early Bird Registration Rates	**Standard Registration Rates**	**One-Day Registration Rates**
• Open in Early March of the conference year • Close in Late April of the conference year	• Open in Late April of the conference year • Close in Early June of the conference year	• Open in Early March of the conference year • Close in Early June of the conference year.

6.3 Refunds

Refunds must be consistent with ASERA's Not-for-Profit principles and the Corporations Act.

Timeframe	**Refund Eligibility**	**Conditions**
≥30 days before the event	85% refund	15% admin fee applies
<30 days before the event	No refund	Discretionary for hardship
Program change/cancellation	Full refund	Approved by Treasurer

Refunds are processed via the original payment method within 14 business days, with non-refundable credit card fees. Requests for refunds should be made to the ASERA Board, C/O info@asera.org.au. See Appendix A for ASERA's Refund Policy.

7. HDR and ECR Events

7.1 Purpose

ASERA's HDR and ECR events reflect the Association's charitable purpose: "*support early career science education researchers through mentorship, professional development, and networking opportunities*" and *"facilitate collaboration and knowledge sharing among science education researchers."* These events foster inclusivity, professional growth, and sustained engagement with ASERA's scholarly community.

They are also a practical expression of ASERA's mission to promote advocacy, fellowship, and scholarship, providing structured opportunities for emerging researchers to engage meaningfully with senior academics and peers.

7.2 Overview of HDR and ECR Events

ASERA hosts two key events designed to support and develop emerging researchers:

Event	Frequency	Typical Timing	Focus
HDR/ECR Workshop	Every second year (even years)	Tuesday, before the main conference opening (workshop hours are determined by the Convenors)	Professional development and skill-building (e.g., publishing, research track record development, collaboration, and academic career pathways).
HDR/ECR Fireside Chat	Annually	Wednesday evening (5:00–7:00 pm)	Informal discussion with experienced academics on launching and sustaining a career in science education research.

7.3 Eligibility

To be eligible for participation in HDR/ECR events, applicants must:

1. Be a **current HDR student** or **Early Career Researcher** (within five years of PhD conferral);
2. Be fully registered to attend the ASERA Conference;
3. Submit an Expression of Interest (EOI) via the ASERA website or call circulated by the EO; and
4. Have their EOI approved by the ASERA Executive Board or its delegated subcommittee.

Participant numbers are limited to maintain quality interaction:

- **HDR/ECR Workshop:** capped at approximately 30 participants.
- **Fireside Chat:** capped at approximately 40 participants.

Selection is based on the quality and completeness of EOI submissions and is managed by the EO and HDR/ECR Representatives.

7.4 Organisation and Governance

Event Design & Facilitator Selection

- It is the responsibility of the Convenors to invite facilitators for these events.
- These events are co-designed by the Facilitators, ASERA HDR/ECR Representatives, and the Convenors.
- Workshop facilitators should ideally be locally based, experienced science education researchers.
- Topics and format must align with ASERA's mentoring and research capacity-building objectives.

Venue and Catering

- Any room bookings and catering costs are to be budgeted by the Convenors.

Budget

- The facilitators of the HDR/ECR workshop are entitled to free conference registration. This must also be budgeted for by the conference Convenors.

Participant EOI Management

- Completed EOIs for participation in these events are collected by the EO and passed on to the HDR/ECR representatives for evaluation.

Reporting

- Provides a post-event report to the ASERA Board (attendance, feedback, key outcomes).

7.5 Event Logistics

Welcome Reception

The welcome reception must be held in an open venue on **Tuesday evening** to encourage free movement and social interaction among delegates. Finger food and refreshments must be provided. The Convenors and designated ASERA Board members (e.g., President, HDR/ECR Representatives) must deliver a brief welcome address, covering:

- ASERA's core mission and values
- Conference behavioural expectations, including the code of conduct
- Key statistics (delegate numbers, countries represented)
- Key information on events (Gala dinner, HDR/ECR events, AGM time and venue)
- Identification of designated 'safe people' at the conference (ASERA board members, Convenors, and the EO)
- Other practical notices

Board Meeting

As a registered charity, ASERA is required to hold board meetings throughout the calendar year. While most of these are conducted online via Zoom, an in-person meeting takes place during the ASERA conference in June/July. This meeting is typically scheduled on a Tuesday afternoon (before the Welcome Reception) or a Wednesday evening (before the Fireside Chat and Board Dinner).

The primary purpose of this meeting is to provide essential oversight and strategic direction for the association. Key functions include:

- **Strategic Direction:** Setting the overall vision and goals in collaboration with the President to secure necessary resources.
- **Financial Oversight:** Ensuring the association's financial soundness and viability.
- **Compliance:** Guaranteeing legal and ethical adherence.
- **Performance Monitoring:** Tracking progress towards community impact and ensuring accountability to stakeholders and funders.
- **Governance:** Appointing management, approving significant actions, and fostering mission fulfilment.

Conference conveners are responsible for **securing a suitable room and AV support** for this board meeting and must include this information in the **conference program**. As temporary board members, the **Convenors are also required to attend this meeting** to provide an update on their conference planning. The **EO** is responsible for **preparing the meeting documentation.**

HDR/ECR Biennial Workshop

- Held on **Tuesday**, before the official conference opening **(typically 9:30 am – 3:00 pm)**.
- Morning tea and lunch are provided, included in the conference budget.
- Maximum approximately **30 participants**.
- Facilitators' conference registration fees are **waived**; included in the conference budget.
- Typical topics include:
    - Building a research track record and publication strategy;
    - Networking and collaboration opportunities;
    - Career planning and grant writing;
    - Mentorship and navigating academic career transitions.
- The HDR/ECR representatives select participants via an EOI process.

Funding Note:

- All workshop expenses (venue, catering, materials, facilitator registration waivers) are included in the conference budget.

HDR/ECR Annual Fireside Chat

- Held annually on the **Wednesday evening** of the conference (5:00–7:00 pm).
- Informal, collegial discussion between HDR/ECR delegates and two senior science education academics.
- Maximum approximately **40 participants** to ensure effective interaction.
- Light catering provided.
- The event must be costed within the **conference budget** (food, drinks, venue).

Funding Note:

- The Fireside Chat is **funded through the host conference budget**, but the **ASERA HDR and ECR Representatives** must approve the content, facilitators, and timing before Convenors finalise the program.

HDR & ECR Safety:

All HDR and ECR events must have at least two designated "**Safe People**" present for the safety and well-being of participants (See Section 10.3).

- "Safe People" typically include one or more **Convenors and the ASERA Board Members, and EO**.
- Convenors are responsible for ensuring that venues for these events are located close to events where ASERA Board members are participating (e.g., the HDR/ECR workshop should be near the ASERA Board Meeting).

Board Dinner

The ASERA Board holds an annual dinner in conjunction with the ASERA conference, typically on **Wednesday evening**. This event aims to build community, strengthen Board relationships, facilitate informal discussions about ASERA's mission, foster networking, stimulate insightful conversations, and acknowledge the dedicated service of the Board, Convenors, and the EO. This reinforces trust, improves group dynamics, facilitates candid conversations, collaborative brainstorming, and develops a unified approach to strategic planning. The dinner demonstrates ASERA's commitment to its objectives.

- Convenors are responsible for sourcing a suitable venue for the dinner and must secure Board approval before making any bookings.
- Once confirmed, Convenors must add the dinner details to the Conference Program.
- ASERA funds this dinner, and therefore, it does not need to be included in the conference budget.

Conference Gala Dinner

The conference dinner is an important social event, traditionally a semi-formal occasion structured to foster networking and ensure a memorable evening for all participants.

- This event must be held on **Thursday**, a deliberate choice intended to optimise delegate attendance before the conference concludes.
- The dinner must offer a high-quality, multi-course menu and live entertainment from a professional DJ, singer, band, and/or cultural performers, to ensure an enjoyable experience for all.
- Although attendance is optional, the cost of the dinner must be included in the overall registration fee to simplify financial procedures for delegates and encourage participation.
- The dinner venue should be iconic, showcase the conference location to its fullest potential, and be cost-effective.
- Convenors must seek Board approval before confirming the venue for the dinner.

AGM

To comply with ASIC and ACNC requirements, it is important that the Board meeting precedes the AGM. For this reason, the ASERA AGM can take place on **Tuesday afternoon** (before the Welcome Reception), **or Wednesday evening** (before the Board Dinner).

The typical agenda includes:

- Report from the Managing Director
- Report from the Secretary on ASERA's compliance with ASIC, ACNC, and the Constitution
- Report on RISE from its Co-Editors in Chief
- Report from the Treasurer on ASERA's financial status
- Elections for the Executive Board (if any)
- Presentation from the conveners of the upcoming conference and proposals for future conferences
- Announcement of new emeritus members (if any)
- Other matters suggested by the membership

Important Notes for AGM:

- Nominations for the Board will not be accepted from the floor; they must be submitted in advance.
- The **Convenors** are responsible for **providing the room and AV support for the AGM**.
- The **EO** is responsible for **producing all AGM documentation and the Zoom link** for members attending online.
- The **AGM must finish at least two hours before the Gala Dinner** to give delegates enough time to prepare.

7.6 Program Inclusion and Coordination

All events must appear as **official ASERA conference activities** in the published program.

For the HDR and EDR events, each listing should also include:

- Event title, date, time, and venue;
- Facilitator names and affiliations;
- Brief description (max. 150 words);
- Eligibility and registration details (EOI required).

Scheduling notes:

- The **HDR/ECR Workshop** should precede the main conference opening (before the Welcome Reception).
- The **Fireside Chat** must not overlap with major plenary sessions or the conference dinner.

7.7 Evaluation and Reporting

Following the conference, the **HDR/ECR Representatives** must prepare a concise written report including:

- Attendance statistics,
- Key discussion themes,
- Participant feedback or evaluation data, and
- Recommendations for improvement.

This report is submitted to the **ASERA EO** and tabled at the subsequent ASERA Board meeting.

7.8 Compliance and Alignment

All HDR and ECR events must be conducted in accordance with:

- ASERA's **charitable objectives** (Clause 6 of the Constitution),
- ASERA's **Code of Conduct**, and
- The **ACNC Governance Standards** relating to fairness, transparency, and inclusivity.

Failure to adhere to these guidelines or funding rules may result in the **withdrawal** of ASERA support for future HDR/ECR activities.

8. Conference Program Development

8.1 Guiding Principles

The ASERA Annual Conference program must:

- Reflect ASERA's charitable purposes, as outlined in Clause 6 of the Constitution;
- Prioritise the inclusion of members' research;
- Provide equitable representation across career stages, regions, and research foci;
- Facilitate dialogue, reflection, and professional growth.

8.2 Program Structure – Required Components

The Convenors must include the following core elements in their conference program:

Session/Activity	Purpose	Responsibility
Welcome Reception, including a Welcome to Country (or equivalent)	Foster collegiality and fellowship. Recognise and honour the local Indigenous and First Nations custodians, with commensurate adaptation should the conference be held online. Outline the conference's mission and strategic priorities. Giving thanks to conference hosts and sponsors.	Convenors
Parallel Paper Sessions & Symposia	Present research papers.	Convenors & EO
Poster Sessions	Present research posters.	Convenors & Volunteer Coordinator
HDR / ECR Events	Provide networking and mentoring opportunities.	HDR/ECR Representatives Event facilitators
ASERA AGM	Outline ASERA's mission and strategic priorities. Conduct statutory annual reporting and elections. Reflect on outcomes and confirm the host for next year. Recognise first-time HDR and ECR presenters.	President, VP, Secretary, Treasurer, HDR/ECR representatives, and EO
Common Social Events (e.g. Welcome Reception, Conference Dinner)	Foster collegiality and fellowship.	Convenors & Treasurer
Board dinner	Foster trust and rapport with the Board and Convenors, thanking them for their service.	Convenors & Treasurer

8.3 Program Development Process

Stage & Timeline	Description	Responsibility
Initial Drafting (Early May)	Convenors develop the draft program framework in consultation with the EO. Must include all mandatory components and proposed events.	Convenors
Board Consultation and Endorsement (Mid May)	The draft program must be reviewed by: ● **President and VP** (for alignment with ASERA's mission and charitable purposes); ● **Treasurer** (for financial viability); and ● **Secretary and EO** (for compliance and communications).	President, VP, Treasurer, Secretary, EO
Final Program Approval (End May)	The final program must be submitted to the ASERA Board for endorsement no later than two weeks before release to delegates.	Convenors, ASERA Board
Final Program Sent to Delegates (Early June)	The final program must be sent to delegates no later than four weeks before the conference date.	EO
Revisions and Updates (Mid-Late June)	Any substantive program changes after approval (e.g., adding, cancelling, or altering events) require consultation with the EO and notification to the Board.	Convenors, EO, ASERA Board

8.4 Program Integrity and Transparency

- Each presenter may appear in **no more than two presentation slots**, except in supervisory or non-presenting roles.
- **Session chairs** must be selected from among experienced ASERA members or emeritus members (See Appendix F for instructions to provide to session chairs). Generally, a session chair is selected for a particular session because they are already scheduled to present in that room at that time. They are typically scheduled to present first and can then introduce the other presenters in their session after their presentation concludes.
- **Reviewer comments and self-identified keywords** on the abstract submission form should guide the allocation of papers to sessions.
- **Member and HDR student abstracts** must be given fair consideration before non-member submissions.

8.5 Accessibility and Inclusion

- Program scheduling must ensure **reasonable access** for HDRs, ECRs, and international participants.
- **Clashes between presentations must be avoided.** Supervisors of HDR students must be allowed to attend their students' presentations, and non-presenting members of large research groups must be offered the chance to attend their group's presentation.
- Venues must meet **accessibility standards** and provide spaces for quiet reflection and networking.

8.6 Post-Conference Reporting

After the conference:

- The **Convenor** must submit a report summarising attendance, feedback, and outcomes.
- The **EO, Secretary and Treasurer** must compile a compliance statement noting any issues or deviations.
- These documents must be submitted to the ASERA Board **within eight weeks of the event.**

8.7 Consultation Summary

The Conference Convenors **must** consult with the following ASERA officers at key stages:

Stage	Consultation Required With	Purpose
Initial Planning	President, VP, Secretary, Treasurer, EO	Governance, budget, and compliance alignment
Abstract Review Planning	EO	Oversight, reviewer selection, and member priority
Program Drafting	President, VP, Secretary, Treasurer, EO	Academic and logistical consistency Balance and reputation alignment
Final Program Approval	Full Board	Endorsement and publication approval
Post-Conference Report	Secretary, Treasurer, and EO	Compliance and financial reporting

8.8 Program Publication

- The final, Board-approved program must be published on the ASERA website at least **two weeks before the conference**.
- The EO must **archive a digital copy** for recordkeeping and future reference.

9. Sponsorship and Partnerships

9.1 Sponsorships

- The ASERA Board permits Conveners to seek sponsorship, but any **potential sponsors must be approved by the Board.** While sponsors are allowed to enhance their branding at the event, they **are not permitted to** influence the conference proceedings or present a paper, poster, or symposium at the conference as sponsors.

9.2 Typical Sponsorship Categories

Sponsorship prices and inclusions are subject to adjustment by the Convenors.

Category	Typical Inclusions
PLATINUM SPONSOR E.g., AUD $6000	• Sponsor logo on: Conference website (includes a link to the Sponsor website), official program, session title slides, and delegate name badges • Full-page advertisement in the official program (Supplied by Sponsor) • Sponsor pull-up banner displayed at the venue (Supplied by Sponsor) • Two full conference registrations (includes Welcome Reception and conference dinner)
GOLD SPONSOR E.g., AUD $4000	• Sponsor logo on: Conference website (Includes a link to the Sponsor website), official program, session title slides • Half-page advertisement in the official program (Supplied by Sponsor) • Sponsor pull-up banner displayed at the venue (Supplied by Sponsor) • One full conference registration (Includes Welcome Reception)
SILVER SPONSOR E.g., AUD $2000	• Sponsor logo on: Conference website (includes a link to Sponsor Website), official program, session title slides • Sponsor pull-up banner displayed at the venue (Supplied by Sponsor)
CONFERENCE DINNER SPONSOR E.g., AUD $5000	• Sponsor logo on: Conference website (Includes link to the Sponsor website), official program, session title slides, printed dinner menus at each table • Half-page advertisement in the official program (Supplied by Sponsor) • Sponsor pull-up banner displayed at the venue (Supplied by Sponsor) • One full conference registration (Includes Welcome Reception) • Four Tickets to the Conference Dinner • 5-minute address during the Conference Dinner
WELCOME RECEPTION SPONSOR E.g., AUD $3000	• Sponsor logo on: Conference website (Includes link to Sponsor website), official program, session title slides • Sponsor pull-up banner displayed at the venue (Supplied by Sponsor) • One full conference registration (Includes Welcome Reception) • 5-minute address during the Welcome Reception
SESSION SPONSOR E.g., AUD $1800	• Sponsor logo on: Conference website (Includes link to Sponsor website), official program, session title slides (sponsored session only) • Sponsor pull-up banner displayed at the venue (Supplied by Sponsor)
PROGRAMME ADVERTISEMENTS	• Full-page advertisement in the Official Program (Supplied by Sponsor), e.g., AUD $800 • Half-page ad in the Official Program (Supplied by Sponsor,) e.g., AUD $500

9.3 Supporters

- Springer, the publisher of ASERA's Journal, Research in Science Education (RISE), supports the ASERA conference. **They will coordinate with the Convenors and the EO to send a representative to attend the ASERA conference.** This representative will engage with ASERA members, the Co-Executives-in-Chief of RISE, and RISE editors. Additionally, **Convenors will set up a table at the conference venue to showcase Springer publications**, including RISE. **There is no need to factor the RISE representative into the conference budget.**
- To strengthen the connection between ASERA and RISE, **a conference presentation slot must be allocated to the RISE Co-Editors-in-Chief**. This slot will focus on the RISE reviewing process, helping attendees develop skills in writing effective reviews. Submission criteria for RISE and other journals, as well as techniques for providing constructive feedback, are covered.

9.4 Partnerships

ASERA maintains Memorandums of Understanding (MoUs) with the Australian Teacher Educator Association (ATEA), the Australian Science Teachers' Association (ASTA), and the National Association for Research in Science Teaching (NARST). **These MoUs grant certain organisations designated slots or other inclusions within the conference program, which the Convenors are required to incorporate into their planning.**

Organisation	Inclusions in the Program	Other Inclusions
NARST	ASERA conferences reserve a presentation slot for a NARST member. This opportunity is for an HDR student or ECR who has been awarded the NARST ASERA Conference Travel Bursary. NARST manages the bursary application and connects the recipient with the ASERA Executive Officer. Applicants must submit their abstract via ASERA's Conference Expression of Interest form to be eligible for the NARST Bursary and secure this slot.	One place in ASERA's biennial HDR/ECR Workshop is reserved for a NARST member, typically for the member who has been awarded the NARST ASERA Conference Bursary.
ASTA	ASERA conferences reserve a presentation slot for an ASTA member to present classroom-based science education research, or for ASTA board members to engage with ASERA, articulate ASTA's mission, and bridge the research-practice gap. The ASTA President and EO will collaborate with ASERA's EO and Convenors to maximise this allocated time.	If ASTA decides not to take up their allocated slot, they can reserve time during one of the program breaks to network with ASERA members and explore ways to bridge the research-practice gap. The ASTA President and EO will collaborate with ASERA's EO and Convenors to maximise this allocated time.
ATEA	ASERA conferences reserve a presentation slot for an ATEA member to present science education research from an ITE perspective, or for ATEA board members to engage with ASERA and articulate their mission. The ATEA President and EO will collaborate with ASERA's EO and Convenors to maximise this allocated time.	If ATEA decides not to take up their allocated slot, they can reserve time during one of the program breaks to network with ASERA members and explore ways to bridge the research-practice gap. The ATEA President and EO will collaborate with ASERA's EO and Convenors to maximise this allocated time.

10. Commitment to Equality and Safety

10.1 Keynote Speakers

All ASERA conferences are meticulously designed to foster a vibrant and inclusive environment where peers can freely exchange ideas, ask insightful questions, and share groundbreaking findings. A fundamental principle underpinning these gatherings is the unwavering commitment to **treating all attendees as equals**. This core value is reflected in a crucial policy: **neither keynote speakers nor featured speakers are permitted at ASERA conferences.**

- This decision stems from the desire to **democratise the conference experience**, a core value of ASERA. By eschewing the traditional hierarchical structure often associated with invited, prominent speakers, **ASERA ensures that the spotlight is equally shared among all members**.
- The time and resources that would typically be allocated to these distinguished individuals are instead **repurposed** to benefit the **entire community**. Consequently, more time is dedicated to allowing all members to present their work, engage in robust discussions, and receive valuable feedback from their colleagues.
- This approach cultivates a more interactive and participatory atmosphere, empowering every attendee to contribute meaningfully to advancing knowledge in the field.

10.2 Name Tags

- ASERA conferences aim to create an equitable and vibrant environment for the free exchange of ideas, critical questioning, and dissemination of research. A core principle is **treating all attendees as equals**, **regardless of professional standing or experience.**
- To visually reinforce AERA's commitment to equality and encourage open dialogue, **academic titles are strictly omitted from name tags.** This ensures discussions are driven by the merit of ideas and research content, rather than hierarchical distinctions, creating a level playing field where every voice is heard and valued equally.

10.3 Safe People

- ASERA prioritises the well-being and safety of delegates. "**Safe People**" are designated individuals, **identifiable by special name tags,** who offer support and guidance to create a welcoming and secure conference environment. This initiative reflects ASERA's commitment to an inclusive community.
- Safe People, including **Conference Convenors, Board members, and the EO,** actively foster a respectful atmosphere through mindful interactions and by prioritising consent. **Convenors are responsible for identifying Safe People at the Welcome Reception and providing them with distinctively coloured name tags and lanyards.**

11. Final Reporting and Review

11.1 Post-Conference Reporting

The Convenors must provide a **Post-Conference Report within 8 weeks** of the conclusion of the conference, covering:

- Attendance and budget summary
- Key outcomes and issues
- Recommendations for improvement
- Record of compliance actions

The EO, Secretary, and Treasurer will compile a Compliance Summary for the ASERA Board and maintain an archive for ACNC reporting.

11.2 Non-Compliance

Breaches of the principles outlined in the ASERA conference guidelines include:

- Excluding members or HDR students unfairly.
- Ignoring EO oversight.
- Operating outside ASERA systems.
- Financial mismanagement or data inaccessibility.

Such breaches violate ASERA's charitable purpose and will be **formally recorded** by the Board. Repeated non-compliance may result in the host institution being deemed **ineligible** to convene future conferences.

11.3 Letters and Certificates

Invitation Letters

- For delegates requiring a formal letter of invitation, often a prerequisite for international universities or funding bodies, ASERA can provide such documentation. To ensure timely processing, **delegates must submit a written request to the ASERA Executive Officer (EO) at least 1 month before the conference.**
- This letter is a legally binding document issued under the ASERA board's endorsement. Consequently, its content, phrasing, and structure are standardised and **cannot be altered or amended** by delegates. These letters are issued exclusively to individuals whose paper, poster, or symposium has been officially accepted for presentation at an ASERA conference. Their primary purpose is to assist delegates in fulfilling international travel requirements directly related to their participation in the conference.
- ASERA does **not** issue letters for **accompanying family members or friends of delegates**, as these individuals do not participate in the conference's academic proceedings.

Thank You Letters

- Following the successful conclusion of the conference, it is customary to express gratitude to those who contributed significantly to its organisation and execution. **Approximately one month after the conference, the President, VP and EO will coordinate the dispatch of formal letters of thanks.**
- A primary letter of appreciation will be sent to the **Dean of Education at the host institution.** This letter acknowledges and commends the institution for its generosity in providing the necessary facilities and support, and for the considerable efforts made by the Convenors in planning and managing the conference. This gesture reinforces the strong collaborative spirit between ASERA and its host institutions.
- In addition, separate letters of thanks will be extended to the **facilitators of the HDR and ECR events**. These individuals play a crucial role in nurturing the next generation of researchers within the field, and their dedication to supporting these initiatives is highly valued. These letters will specifically acknowledge their time, expertise, and commitment to delivering enriching and beneficial sessions for participants.

- The timing of these letters, approximately one month post-conference, allows for a comprehensive review of the event's success and ensures that all contributions are appropriately recognised. This structured approach to expressing gratitude is a vital part of maintaining positive relationships with key stakeholders and acknowledging the collective effort that underpins a successful ASERA conference.

Supporting Higher Degree Research (HDR) and Early Career Researcher (ECR) Presenters

- ASERA is committed to fostering the development of HDR candidates and ECRs. As a token of recognition and encouragement, all **first-time HDR and ECR paper presenters** at an ASERA conference are honoured with a special **certificate of excellence** from the ASERA board. This acknowledgment aims to celebrate their initial foray into presenting at an international conference and to commend their contributions to the science education research community.
- These certificates are officially announced by the **HDR and ECR Representatives** at the conference's **Annual General Meeting (AGM)**, providing a public platform to recognise these emerging scholars.
- The digital certificates are prepared and emailed to all eligible delegates **approximately 1 month after the conference concludes.** This process is **managed by the HDR and ECR representatives on the ASERA committee,** who are dedicated to supporting and engaging with these vital segments of our membership.

Certificates for International Delegates

- Recognising the diverse professional requirements of our international attendees, ASERA also provides **certificates of attendance or participation upon request**. These documents are often essential for international delegates to comply with their home institution's professional development or funding requirements.
- To obtain such a certificate, delegates **must submit a formal written request to the ASERA EO no later than two weeks after the conference.** These certificates are processed and issued **approximately one month after the conference concludes**. This timeframe allows for the comprehensive collection of all necessary information and the efficient dispatch of documentation to our global community.

12. Compliance Statement

By hosting an ASERA conference, all Convenors agree to:

- Uphold ASERA's charitable mission under Clause 6;
- Comply with the ACNC Act, Corporations Act, and these Guidelines;
- Operate transparently and in good faith;
- Ensure that conference processes promote equity, fellowship, and research excellence.

Appendix A: ASERA Conference Refund Policy

All prices displayed are in AUD, include GST, and are correct at date of publication. Any prices quoted may be subject to change until registration is confirmed.

CHANGE OF MIND POLICY: Refunds are not available if you simply change your mind.

REGISTRATION CANCELLATION POLICY: Should your circumstances change and you are unable to attend the conference, you must contact ASERA (info@asera.org.au) no later than 30 days prior to the conference. A cancellation fee of 15% will apply to cover costs incurred in relation to the cancellation. If you cancel less than 30 days prior to the start of the conference, no refund will be available. Requests for refunds less than 30 days prior to the conference due to special circumstances will be considered by the ASERA Executive Board.

REFUND PROCESSING: ASERA will refund any fees paid to ASERA as a result of amending your conference registration and/or associated requirements, after taking into consideration this cancellation policy, within 14 business days of receiving a refund request. Credit card charges are non-refundable. Refunds will only be processed to the credit card or bank account of the individual, organisation or institution from which the payment was received.

CREDIT CARD PAYMENTS: ASERA will neither collect nor store your credit card details. When registering for the conference, you will be directed to use the credit card payment facilities provided by Stripe.

ACCOMMODATION: Accommodation booked for the conference is done directly by delegates. Even though ASERA has negotiated discounted rates with some suppliers, you will need to contact your accommodation venue directly for any refund requested.

INSURANCE: It is strongly recommended and your responsibility to have insurance to cover medical, travel and registration expenses in the event of unforeseen circumstances.

LIABILITY AND WARRANTY: The Consumer Guarantees Act 1993 applies to the sale of goods and services to consumers. If the goods or services are acquired for a business, then our liability is limited to the contract price.

Appendix B: ASERA Abstract Review Protocols

Instructions for Reviewers

Thank you for supporting the ASERA conference by reviewing abstracts. Please find the link to the Google Drive Folder with the ASERA** abstracts and reviewer spreadsheet below: [ASERA EO WILL PROVIDE THE LINK TO THE GOOGLE DRIVE FOLDER IN FEBRUARY, THE YEAR OF THE CONFERENCE]. You will notice two folders in this link: (1) Folder 1 - Abstracts, and (2) Folder 2 - Spreadsheet for Reviewers.

To review your allocated abstracts:

- Look at the Spreadsheet for your allocated abstracts (look for your name in the "Reviewer 1" or "Reviewer 2" column). Once you have found which abstracts you have been allocated, please find your allocated abstracts in Folder 1.
- Read through your allocated abstracts and indicate whether to accept/reject in either the reviewer 1 or 2 column of the spreadsheet. If you recommend accepting with revisions or rejecting, please indicate in the "comment" column your feedback (e.g., what needs to be done to resubmit or why the abstract was rejected).

Please have your reviews finalised on the spreadsheet by COB [MID-MARCH THE YEAR OF THE CONFERENCE]. If you have any questions about this process, please get in touch with the conference Convenors [ADD DETAILS OF CONFERENCE CONVENORS].

Here are some general principles to help guide your decision:

Component	Description
Subject/Problem:	Is there a clear focus, rationale, model, theory or philosophy on which the proposed submission is based?
Design/Procedure:	Is the methodology, procedure, design or organisation appropriate?
Analysis and Findings:	Do the syntheses of ideas/analyses and findings appear to be appropriate and complete?
Contribution:	Does the proposal indicate a possible contribution to the field of science education research or science teaching and learning?
General Interest:	Does the presentation promise to be of general interest to the science educators, science education researchers, and/or other members of ASERA?

Here are some comments to help frame your feedback on your allocated abstracts in the appropriate cell in the reviewer spreadsheet:

Sentence One	Sentence Two
This proposed session: • Offers new and valuable insights into an important area of science education research and will be of interest to ASERA members. • Offers a valuable perspective on an important issue in school science teaching or curriculum that will be of interest to ASERA members. • Will be of interest to ASERA members in higher education settings. • Is not related to the aims of ASERA.	The abstract for the proposed session: • Is complete and ready for inclusion in the program. • Needs revisions, such as …. • Would be more appropriate as a poster • Should not be accepted because …

Appendix C: ASERA Code of Conduct

1. **Introduction**

The purpose of this Code of Conduct is to outline a standard of behaviour and professionalism for members and non-members who engage with the Australasian Science Education Research Association (ASERA) ("the Association"). ASERA seeks to operate with honesty, integrity, respect, and accountability, ensuring a positive, nurturing and collaborative environment for all. This Code of Conduct requires that any activity conducted under the auspices of ASERA (regardless of the activity's venue or location, such as the annual ASERA conference) is done so in a manner that ensures a safe and trusted environment for all attendees. By engaging with the Association, you agree to uphold these values with a view to protecting the Association's reputation, people, and resources.

2. Responsibilities

As a person engaging with ASERA, either as a member or non-member, you are expected to:

- **Act with Integrity**: Demonstrate honesty, fairness, and transparency in all interactions. Ensure that your actions and communications are consistent with ASERA's values, and do not bring ASERA into disrepute.
- **Respect Others**: Treat all members, non-members, volunteers, guests, external stakeholders, and those with whom we do business with respect, dignity, and professionalism. This includes appropriate use of language in all communications, such as journal publications, conference papers, discussions of papers, emails, and social media. Discrimination, harassment, bullying, intimidation or any form of inappropriate behaviour or language is strictly prohibited.
- **Uphold Ethical Standards**: Avoid perceived or real conflicts of interest and ensure that personal, financial, or professional relationships do not interfere with your duties and obligations to ASERA.

3. Non-Disclosure for ASERA Members

Members of ASERA, and in particular, Executive Board members, may have access to sensitive or confidential information regarding the Association's operations, plans, financial status, and personal data of our members and non-members. Disclosure of this information may represent a breach of trust, and/or a breach of the law.

As a member of ASERA, you agree to:

- **Use and Store Information Appropriately:** Use any sensitive or confidential information provided to you for ASERA purposes only. Ensure that such information (whether in hardcopy or electronic form) is stored securely and accessible only to authorised persons.
- **Maintain Confidentiality**: Do not disclose, share, or use any confidential information obtained during your time as a member, at any time, unless explicitly authorised to do so by way of consent or if required by law. This includes both written and verbal communication.
- **Protect Personal Data**: Treat any personal or private data about individuals (for example, private addresses, private email addresses, membership status) with the highest level of care and in compliance with applicable data protection laws.

- **Respect Intellectual Property**: Do not misuse or disclose proprietary information or any intellectual property owned by ASERA.

4. Procedure for a Breach of the Code of Conduct

ASERA is committed to maintaining an environment where concerns can be addressed fairly, transparently, and promptly. If a complaint is made against a member or non-member of ASERA regarding a breach of the Code of Conduct, that person must cooperate fully with any investigation of that complaint.

If any person wishes to make a complaint, it must, in the first instance, be addressed to a current ASERA office bearer (ASERA President and Managing Director, Vice President, Secretary and/or Treasurer), whose email addresses can be found on the ASERA website.

If you believe that this Code of Conduct has been breached, please follow the procedure below:

- **Step 1. Informal Discussion**: Whenever possible, it is encouraged to first attempt to resolve the issue through an informal, respectful conversation with the individual involved. If this is not possible, report the issue immediately (Step 2).
- **Step 2. Report the Issue**: If the issue cannot be resolved informally, please submit a formal written complaint via email to an ASERA office bearer. Complaints should include a detailed description of the circumstances surrounding the complaint, along with any relevant documentation.
- **Step 3. Investigation**: Upon receipt of a formal complaint, the ASERA office bearer will acknowledge receipt in writing via return email, and request any necessary information. Complaints will be reviewed in the first instance by one or more office bearers, and an initial response will be issued to the complainant in writing within 5-working days of receipt of the complaint.

  If required, an independent investigative panel, typically comprising current Executive Board members, may be established to investigate and make recommendations to the ASERA President and Managing Director and/or office bearers, as appropriate. A decision may be made to suspend a person from holding a role or carrying out a function for ASERA, if applicable, while a matter is under investigation.

  An investigation will be carried out in a timely manner, in accordance with the procedures outlined in *Section 15* and *Section 16* of the ASERA Constitution, *Dispute Resolution and Disciplinary Procedures*.
- **Step 4. Resolution**: At the conclusion of the investigation, the ASERA President and Managing Director and/or office bearers may decide that no further action is necessary, a written warning is issued, a member's rights are suspended for a period of time, or other disciplinary action as specified in Clause 16.4 of the Constitution. All relevant parties will be formally notified of this action in writing, via email, within 4 working weeks of receipt of the complaint. Once a decision is reached, any decision is final and there are no further internal appeals.

5. Acknowledgement

By engaging with ASERA as a member or non-member, you acknowledge that you have read, understood, and agree to abide by this Code of Conduct. It is your responsibility to uphold the integrity of the Association and to support a positive environment for all.

Appendix D: ASERA Call for Conference Volunteers

Typical wording for the call for volunteers at ASERA conferences:

Thank you very much for your interest in volunteering to support [ASERA**]. Conference volunteers are integral to the success of the conference, and this is an excellent opportunity to include on your CV.

Please complete the following form by [ADD DATE].

There is an option to volunteer to do one or both of the following:

1. review abstracts;
2. serve as a conference volunteer; or

Please note the following:

- Abstract reviewers (Option 1) will evaluate up to 20 abstracts during March, with support from the conference convenors. Their registration fee will not be waived. This presents an opportunity for emerging academics to gain professional learning from experienced science education academics regarding the process of reviewing abstracts for an international conference. To be eligible for selection as an abstract reviewer (Option 1), applicants must be Higher Degree by Research (HDR) students or Early Career Researchers (ECRs) involved in science education research.
- Conference volunteers (Option 2) who assist during the conference week will receive a waiver for their conference registration fee; however, they will be responsible for arranging and covering their own travel and accommodation expenses. To be eligible for selection as a conference volunteer (Option 2), applicants must be full-time HDR students, ASERA members, and not engaged in full-time paid employment.

Questions on the form are as follows:

- First Name
- Surname
- Institution
- Email address
- Name of primary academic supervisor (for HDR students only)
- I would like to volunteer in the following capacity:
    - Abstract reviewer (March)
    - Conference volunteer (June/July)
    - Abstract reviewer (March) and conference volunteer (June/July)

Appendix E: ASERA Volunteer Instructions

Information to collect from volunteers:

- First and Last Names
- Email addresses
- Mobile Numbers

Provide all volunteers with the following information:

- Names, email addresses, and mobile phone numbers of the Convenors, other volunteers, and the EO

Volunteer Duties and Schedule:

Date/Time	Event	Duty description + no. of volunteers needed
Tuesday	Volunteer briefing	• All needed; volunteers will meet the ASERA55 team and be briefed on their duties at the conference.
Tuesday	Registration and Welcome Reception	• 2 needed to hand out name badges to registering delegates. • 2 needed to direct delegates to the Welcome Reception.
Wednesday	AGM	• 2 needed to stand at the back of the room with a roving microphone each. • During Q&A, when a delegate raises their hand or stands to ask a question, one volunteer (the closest to the delegate) must approach the delegate and hand the microphone to them. • Collect the microphone once they have finished their question. • Each volunteer covers half the room.
Wednesday -Friday	Parallel sessions	• A volunteer will be allocated to each session room to assist presenters with uploading their presentations and with AV issues. • See the next section for additional information.
Thursday Friday	Designated poster sessions	• All presenters are required to take their posters upon conclusion of the Poster Session. If any posters are left on the boards, please remove them and return them to the Registration Desk for collection by the presenters. • All leftover posters will be discarded if not collected by 2:30 pm on Friday.

Special Instructions:

Parallel Presentations	• Arrive 20 minutes early. • AV should be set up; if not, contact the Convenors. • A black folder with chair instructions, program, and time cards will be in the room. Ensure chairs are aware of it. • Session folders, e.g., "Weds – Parallel Session 1 – Room Name," will be on the desktop. • Help presenters upload their presentations to the correct folder and mark them off the program. • If a presentation isn't received 10 minutes before the session, notify the Registration Desk. • Assist presenters with AV questions. Report any AV issues to Convenors.
General Assistance	• Familiarise yourself with the conference program and room locations to assist delegates with directions and information. For unanswerable questions, direct delegates to the Convenors or the Executive Officer (EO). Your assistance with any ad hoc requests from the Convenors or EO will be greatly appreciated.

Appendix F: Guidelines for ASERA Conference Session Chairs

Thank you for your vital contribution to the success of the ASERA conference as a session chair. Our conferences are designed to foster an environment of intellectual exchange, encouraging the egalitarian presentation of ideas and the delivery of constructive yet supportive feedback. Your role as a session chair is paramount in facilitating this dynamic and ensuring a smooth, engaging experience for all attendees.

Before Your Session

- **Arrival Time:** Please ensure you arrive at your designated session room at least 10 minutes before the scheduled start time. This allows for ample time to settle in and address any last-minute arrangements.
- **Audio-Visual Setup:** All necessary audio-visual (AV) equipment will be pre-set and tested before your arrival. If, upon your arrival, you find that the AV is not set up correctly or is not functioning, please immediately alert your assigned HDR conference volunteer. They are specifically tasked with assisting with these technical aspects. Should any significant problems arise with the AV during the session, please notify the Registration Desk or the dedicated AV Technician, who will be actively roaming between all conference rooms to provide immediate support.
- **Essential Resources:** Within each session room, you will find a black folder containing crucial resources for your reference. This folder will include:
    - Detailed chair instructions, similar to these guidelines.
    - A comprehensive program for your specific session.
    - Time cards (5-minute and 1-minute warnings) to help manage presentation duration.
- **Presentation Management:**
    - Dedicated folders will be created on the laptop's desktop in each room, clearly labelled with the session details (e.g., "Weds – Parallel Session 1 – Room Name").
    - Each presenter's presentation will be uploaded in advance to the folder corresponding to their scheduled slot.
    - HDR volunteers are responsible for marking off presenters on the program (located in the black folder) once their presentation has been successfully uploaded, indicating receipt.
    - If a presenter's presentation has not been received 10 minutes before the session begins, HDR volunteers will inform the Registration Desk so appropriate action can be taken.

During Your Session

- **Session Briefing:** At the commencement of your session, please take a moment to brief both the audience and the presenters on the session format. This helps set expectations and ensures everyone understands the flow of presentations and discussion.
- **Introduction of Presenters:** For each presentation, kindly introduce the author(s) and clearly state the title of their paper before they begin.
- **Facilitating Discussion:** At the conclusion of each presentation, please thank the author(s) for their contribution and then facilitate a dedicated question and answer period. Encourage constructive dialogue and ensure that all questions are respectfully addressed.
- **Strict Adherence to Schedule:** Each presentation time slot is strictly 30 minutes, divided as follows:
    - 20 minutes for the presentation itself.
    - 7 minutes for discussion and audience questions.
    - 3 minutes for changeover to the next presenter.

    To maintain the integrity and flow of the conference program, it is imperative that you adhere to this schedule. Please use the 5-minute and 1-minute time cards (found in the black folder) to provide timely warnings to presenters, helping them manage their time effectively.
- **Presenter Absences:** If a scheduled presenter does not arrive for their session, please do not advance other presenters. Instead, maintain the published schedule and wait until the designated time slot for the next presentation to begin. This ensures fairness and avoids disrupting the overall conference timetable.