

TASMANIAN PHOTOGRAPHIC FEDERATION

TRI-ANNUAL CONFERENCE

ORGANISING HANDBOOK

INTRODUCTION

This handbook is intended as a guideline to assist the club hosting a tri-annual conference of the Tasmanian Photographic Federation (TPF) in the organization and resourcing of that task.

The functions listed herein represent the minimum requirement for the successful conduct of such a conference. The host club is welcome to add further activities as it sees fit..

We ask any host club to draw any deficiencies in this manual to the TPF's attention, so that this document may be updated and improved, thereby reducing the risk of any organisational mishap and embarrassment to future host clubs.

It is intended that a copy of this document be issued to any club required to host a TPF conference either at the time of such appointment or at the earliest practicable date thereafter.

The financial running of the conference is the responsibility of the host club. Any expenses shall be offset by revenues gained from entry fees for interclub competitions and admission to the Saturday presentation and entertainment. The share of any surplus remaining is to be forwarded to the Treasurer of the TPF before the next conference as set out under "At The End Of The Presentation" below. These funds are intended for the running of the activities of the TPF.

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ASSIGNMENT OF THE HOST FUNCTION

The committee of the TPF assigns the task of hosting the nominated conference to a club giving preferred dates.

The dates normally are:

- The last weekend in March;
- The last weekend in June;
- The weekend after the northern long weekend in November.

These dates may have to be changed subject to availability of venues and the peculiar timing of some long weekends.

The host club is responsible for organising/obtaining the following:

- Judges (with the benefit of the list provided by TPF)
- Conference venue
- Entertainment/activities
- Display of entries (prints)
- Name labels for attendees
- Presentation of results (including visual presentation of all entries)
- Projection equipment
- Refreshments/cups/plates etc (morning tea for meeting and afternoon tea.
- Venue for an evening meal.
- *Procurement of any medallions and their engraving.*

PROGRAM DEVELOPMENT

Following appointment as the host club, the committee of that club develops a program for the conference.

The program is to contain at least the following:

- Locations, halls and venues
- Date and time for each segment
- Entertainment for non-officiating members
- Assignment of a person to be responsible for each function
- Meals and refreshments
- List of available accommodation

It is desirable that the completed program be presented to the TPF by a delegate of the host club, at the conference preceding the one the club is hosting.

RESOURCES

At the conference preceding the one the new host club is to organise the TPF provides the host club (*in hard copy or in digital format*) with the following:

- Entry forms
- Current list of potential judges
- Current list of member club Secretaries and addresses
- TPF labels (Template)
- Judging forms
- Result sheets
- Competition rules
- Copy of current public liability insurance

The host club uses the resources provided but may select judges other than those on the list.

At the commencement of a conference the TPF provides the host club with:

- The Attendance Book

APPOINTMENT OF JUDGES

The host club appoints the judges. There is currently no list of accredited judges in Tasmania.

Three judges are required to evaluate any section being judged.

If local judges are used there need to be reserve judges to ensure no person is asked to evaluate their own work. Judges can be sourced from outside the amateur photography community but it should be noted that club entries are selected on the basis of success in club competitions. Panels with a high weighting of non-club individuals can produce unexpected results.

The best option is to look to mainland Australia through individual clubs or State bodies. There are enough APS members of TPF who can suggest contacts in other parts of the country.

The timing of judging shall be so that the results are known at least a week before the conference. This should allow sufficient time to arrange for the procurement and engraving of any medallions.

DESPATCH OF ENTRY FORMS

The host club despatches entry forms provided by the TPF to the secretaries of each member club in time to allow the clubs to assemble and submit their entries to the host club. Alternatively entry forms can be distributed through the TPF Secretary. This issue needs to be at least 3 months prior to the conference. This issue may occur by email if the recipient club has a suitable email facility.

- Items despatched:
- Entry forms
 - Conference program
 - Supporting information
 - o Closing dates for entries
 - o Address for entries

Resources required:

- Entry forms
- Current list of member club secretaries and their address.

The closing date for entries submitted in the interclub competition is one month before the date of the meeting or as advised by the host club.

Digital files of print entries:

Clubs entering images into the interclub competition should provide digital files of the print entries for display of the competition results by the host club. File size should be specified on the entry form.

Completed entry forms should be sent to the organising club as a live spreadsheet to facilitate the aggregation into a complete electronic competition workbook.

PREPARATION FOR JUDGING

Catalogue all entries in their respective sections and clubs. Prepare all necessary judging forms in readiness for judging.

Obtain TPF stick-on labels for affixing to the back of prints. A template is available for printing on Avery label sheets. Affix these labels and enter the respective catalogue number on each.

RECORDING OF COMPETITION RESULTS

The host club shall enter the competition results to the result forms provided by TPF.

The completed result sheets are distributed as follows:

One set of the overall results to be provided to the Secretary of TPF.

One set of overall results to be provided to the Editor of the TPF newsletter and to the Web Manager.

One set of the relevant sheets to be issued to the individual clubs at the conclusion of the competition showing, together with any judges' comments.

An electronic image file of all section winners is to be forwarded to the TPF Web Manager for inclusion in the web site

Resources required:

- Set of blank judging sheets

PREPARATION FOR THE CONFERENCE

From the judging results, determine the requirement for print display stands and display frames (vertical and horizontal) and source them from your chosen place.

If necessary prepare signs to guide visitors to venues and to identify entrances to buildings etc.

Assign persons to the tasks of staging and later removal of exhibits and any catering the host club has decided to conduct.

Obtain the following resources:

- Disposable drink cups and plates for all catering provided by the club.
- Tea, coffee and biscuits if provided by the club.
- Any other meals and snacks such as sandwiches etc.
- Name labels for people attending the conference.

Prepare a presentation of all entries for display during the programme.

At the interclub competitions it is usual for the champion image in each section to be awarded a medal. For Photographer of the Year medals should be awarded to the four section winners and to the champion images. Medals are to be arranged by the host club

DURING THE CONFERENCE

An Attendance Book shall be available providing separate spaces for each segment of the conference. This is provided by the Secretary of TPF. Attendees shall be required to sign where appropriate. This information is necessary for insurance purposes.

The normal order of events for a triennial conference is as follows:

Formal business meetings are held on the Saturday morning, followed by a lunch break during which delegates and other attendees self-cater.

An activity of some sort is conducted during the early afternoon, following afternoon tea the competition results are presented, usually in the form of an audio-visual presentation. Medallions and other awards are then presented. The organising club may choose to have a guest speaker or some other presentation of interest.

The host club arranges an evening meal at a local establishment.

This programme may be altered at the discretion of the host club.

AT THE END OF THE PRESENTATION

At the conclusion of the competition presentation the host club shall ensure the return of all prints and slides to the relevant delegates in their original packaging material.

Remit the TPF share of the profit from the conduct of the conference to the Treasurer of the TPF as soon as practicable.