



**ACADEMY OF THE SOCIAL
SCIENCES IN AUSTRALIA**

Promoting the Social Sciences

WORKSHOP PROGRAM 2010-11

THE WORKSHOP PROGRAM

The Workshop Program is a principal component in the Academy's promotion of research in the social sciences. Academy workshops are small gatherings of those working at the cutting edge of social science research. It is expected that a diversity of perspectives will be presented from the variety of social science disciplines, and that the emphasis on invited participants will be on **active researchers in the field**.

ITS PURPOSE is to advance knowledge through in-depth discussion, and to promote its application by the dissemination of workshop outcomes through publication. It is expected that the ideas and research discussed at the workshop will be rigorously debated and that they are open to scrutiny by scholars within the social sciences and others. The Academy expects:

- Papers presented at workshops be readily available in the public domain, with appropriate attribution of opinion by the participants.
- Encouragement, where appropriate, be given to participants to develop policy statements. Such statements are intended to act as 'signposts' rather than detailed prescriptions; advice that suggests appropriate strategies grounded on sound social science research or advice that furthers the debate on issues that may require policy intervention or consideration by Government. Such advice is also seen to promote awareness-raising concerning social research and the potential benefits for decision-makers in policy development.

THE WORKSHOP FORMAT is interactive, normally held over **two days**, and includes a dinner at which further exchange and discussion can continue informally. **Inter-disciplinarity** is expected and the topics and participants should reflect this. It is expected that participants will include:

- Established researchers and leaders in their areas of expertise.
- Early career scholars who are challenging and/or adding to debate.

Participation is not limited to academics, and where appropriate, representatives from Government, community and private sector who are experts on the issues should be invited. This is particularly relevant if there are policy and practice components to a workshop program.

Numbers are limited to around **15 to 20** participants to allow for meaningful exchange of ideas and extensive in-depth debate. All participants must attend the entire workshop program.

Please note that workshops are not public forums.

Workshop applications will be assessed upon their themes, quality and range of participants, and expected outcomes.

Workshops will be funded to a maximum of \$7,500, subject to final budget considerations.

Funding is for workshops to be conducted in the period 1 July 2010 – 30 June 2011.

Workshops can have one or several Convenors. At least one of the convenors must be a Fellow of the Academy (<http://www.assa.edu.au/directory/>) unless the applicants can clearly demonstrate that there is no appropriate Fellow available for their workshop. The responsibilities of the convenors include:

- i) Drafting of the proposal and management of the workshop.
- ii) Provision of a **report** to the Committee within **2 months** of the workshop. The report should be 1500-2000 words, and will be published in the Academy newsletter *Dialogue* and posted on the Academy website.
- iii) Where proposals have a strong policy focus, policy statements may be requested as a condition of funding. This could be pursued by asking participants, where appropriate, to extract out of their presentation a one or two page summary that provides brief and direct policy advice or raises critical policy issues, or for Convenors to provide a 1-2 page policy advice summary in addition to the workshop report. The format is flexible and can be further discussed with the Project Manager.
- iv) Submission of a **budget acquittal** at the conclusion of workshop.

PUBLICATIONS

The Academy expects dissemination of the workshop outcomes, through at least one of the following:

- Publication via a recognised publishing house.
- Chapter/s in a publication, monograph or journal.
- Published paper/s in professional journals.
- On a university, institution or Academy website.
- Media article (newspaper, radio or TV).

Although the Academy expects workshops applications to include a clear statement of expected outcomes from Workshops, the dissemination of findings through academic publications is not a requirement of receiving funding.

ASSA WORKSHOP APPLICATION GUIDELINES

DESCRIPTION

- State the objective of the workshop, with a brief rationale explaining the importance and relevance of the issues to be discussed in relation to current social science research. Give a clear and concise overview of the main themes of the workshop.
- Provide a list of potential participants (around 15 to 20) noting their institutional affiliation and the disciplines from which they come. Provide the topics they will address in relation to the overall themes. **Failure to provide this could delay consideration of the proposal.**
- Submit the proposed program, indicating the proposed workshop dates, location and any additional financial support.

DRAFT BUDGET — All workshop proposals must include a draft budget to help the Academy to decide whether or not it will sponsor the workshop.

Main cost items to include in the draft budget:

- **Travel** - Participants should be invited, in the first instance, to seek travel support from their own institutions. If this is not forthcoming, the following expectations should be made clear:
 1. As airfares are likely to make up the major component of the budget, it is in the interest of Convenors to encourage participants to seek the best possible **discount** travel arrangements.
 2. Participants should make their own travel arrangements. It is recommended that each should take out insurance against cancellation.

Note: *The Workshop Program does not fund international fares, unless a very strong case can be made for the designation of such a high proportion of the available funding to be allocated to an airfare for a single participant.*

- **Accommodation** - Workshops are held over 2 days. College accommodation on campuses may be more economical than other forms of accommodation and should be explored as an option.
- **Catering** – Lunch, morning and afternoon tea for both days are best provided for at the venue in order to retain continuity of contact and the momentum of discussions. For this reason too, the workshop dinner is seen as an essential part of the program and its cost should be included in the budget.

Note: *The Academy does not pay for alcohol.*

- **Venue** - Many workshops can reasonably expect to use facilities within an institution free of charge. If there are charges, these should be identified within the budget.
- **Other** – *The budget should also include any administrative costs for copying and distribution of advance papers to participants.*
- **Publication** - In preparing the workshop proposal, Convenors should consider publication costs where relevant. An estimate of the costs associated with the publication of proceedings of the workshop (editing, preparation of maps/diagrams, indexing, etc.) should be included as part of the budget. **The Workshop Program does not subsidise commercial publishers for the printing of proceedings.**

Convenors are encouraged to consider additional sponsors and to identify these, together with the level of support, when submitting their proposal.

RESPONSIBILITIES OF CONVENORS

- Ensure the smooth and efficient planning and operation of the workshop, including preparing **reports** and **budget acquittal** for the Academy within **two months** of completion of the workshop. *Failure to do so may result in loss of Academy sponsorship.*
- The **ASSA logo** must be printed on all invitations/ programs/ publications arising from the workshop. The Academy should be acknowledged as a sponsor of the workshop.
- Where possible, a **Fellow** or official of the Academy should be invited to open the workshops.

OUTCOMES

The Academy expects dissemination of the workshop outcomes, through at least one of the following:

- Publication via a recognised publishing house.
- Chapter/s in a publication, monograph or journal.
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