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# AIS Administrative Bulletin

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**Number: 2010.1206.2**  
**Subject Area: Conferences**  
**Topic: Approval for Affiliated Conference status**  
**Last Update: February 3, 2017**

## Overview

AIS seeks to build the field of information systems by conducting, sponsoring, and recognizing conferences related to the field of information systems. This bulletin describes the current services offered by AIS to assist conference organizers with obtaining official status as an AIS Affiliated Conference. Additionally, this bulletin outlines the process to follow and provides the form to apply for affiliated conference status.

If you have any questions about this process, please contact the [AIS Executive Director](#).

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**Affiliated Conferences are defined by the [AIS Bylaws](#) as follows:**

***[Section 13.3. Affiliated Conferences.](#)** AIS may designate certain professional conferences as “Affiliated Conferences.” Affiliated Conferences may receive financial sponsorship, promotion, and other benefits from AIS, as decided by the Council. **Affiliated Conferences must offer discounted registration rates to AIS Members that is not less than 30% discounted off from regular registration rate(s) (Rev.03/2016)** Those conferences wishing to become Affiliated Conferences should apply to the Vice President - Meetings and Conferences, who shall review such applications and recommend to the Council the action to be taken. The benefits and responsibilities of such Affiliated Conferences shall be decided by the Council on a case-by-case basis. The status and continued mutual benefit of such affiliations shall be reviewed annually by the Vice President - Meetings and Conferences and reported to the Council. (rev. 12/15/2012)*

**The AIS Bylaws further defines other affiliations (not just conferences) as follows:**

***[Section 13.4. Other Affiliations.](#)** AIS may cooperate with other professional societies, management associations, institutions, or government agencies in such ways as are consistent with its Articles of Incorporation, By-Laws, and the rules of its Standing Committees. Cooperation may include reciprocal reduction in dues. Such affiliations shall be recommended to the Council by any member of the Council as appropriate.*

**Section 13.5. Termination.** *The Council may terminate any affiliated arrangement with any Affiliated Organization or Affiliated Conference for any reason so long as ninety (90)-day notice is given to the organization in question.*

**Section 13.6. Limitations of Liabilities.** *Neither AIS nor the Council, by granting affiliation to any Affiliated Organization or Affiliated Conference, assumes any liability or responsibility for any obligations of any kind incurred by such organization or conference.*

**Benefits:** An entity that is approved to have affiliated conference status receives the following benefits from AIS:

- Use of the AIS affiliated conference logo
- Use of the phrase “An Affiliated Conference of the Association for Information Systems”
- Use of the AIS eLibrary to store and promote the conference proceedings (fee involved)
- Promotion of the conference in all AIS materials where affiliated conferences are promoted
- Use of the AIS conference paper review system (fee involved)
- Use of the AIS registration system (fee involved)

**Use of AIS eLibrary as repository:** AIS requires the entity to use the AIS eLibrary for purposes of uploading and storing conference proceedings (on a non-exclusive basis.) (There is a fee involved.) Upon request, AIS will provide complete information on how to access the eLibrary. The entity is responsible for uploading in a timely manner new content as it becomes available. Failure to do so may result in loss of affiliated status.

**Use of AIS registration system:** AIS offers the entity the option of contracting with AIS for registration processing services. AIS will provide the staffing to set-up, customize, and operate the system as well as orient the organizers on the reports available. For complete information on this service, refer to [Administrative Bulletin 2011.0201.1: Registration Services](#).

**Reporting to AIS:** (For entities NOT using AIS registration services) The conference registrar may submit periodic registration reports to receive verification of AIS member’s status. AIS recommends this be done after early registration and the week before the conference begins. The report should include all registrants (AIS Members and non AIS members) with breakdown of academic, student, others, names and contact information. Within 30 days of conclusion of the conference, the organization is required to submit a report of all attendees and the conference outcome to include, but not limited to, attendance numbers (with breakdown of academic, student, others), names and contact information of all attendees, paper submission and acceptance rates, dates and URL of next conference (if available), and other information requested by AIS. Failure to do so in a timely manner may result in loss of affiliated status.

**Conference Costs:** All costs of conducting the event are the responsibility of the entity unless otherwise agreed to by AIS.

**Revenue Sharing:** At its sole discretion AIS may institute a pay-per-view system in conjunction with managing and marketing its eLibrary. If said system generates revenue based on the sale of articles from the conference proceedings, AIS will share those revenues on a 50-50 basis. When the entity’s share of those revenues exceeds \$100, AIS will submit payment to the entity in a

timely manner but not longer than one month from when the accrued revenues exceed the stated amount.

**Use of AIS affiliated conference logo:** The entity is required to use the AIS affiliated conference logo on the conference's website, marketing materials, and other media whether printed or electronic. Further, the tagline "An Affiliated Conference of the Association for Information Systems" is required to be used in conjunction with the AIS affiliated conference logo. (Note: the affiliated conference logo is provided to conference organizers upon approval of the application.)

**Liability and Ownership:** The operation of the conference and all related activities is the responsibility of the organizers. Affiliated status does NOT imply ownership or assumption of liability of any sort by AIS. Applicants for affiliated status will be required to sign a waiver of liability acknowledging the understanding that AIS assumes no liability for said conference.

**Term:** The initial term of affiliation is typically three years from the date affiliation is granted.

**Affiliated Conference Application:** To begin the process of applying for affiliation, the entity must complete the Affiliated Conference Application which is included as Exhibit A of this bulletin. Processing of the application typically takes 3 – 6 months.

**Agreement:** See Exhibit B for a sample of the Affiliated Conference Agreement. Additional clauses can be added based on the needs of the organizer and with mutual agreement between the parties.

**Steps for Application, Processing, and Approval:**

Step 1: Review this bulletin and related documents.

Step 2: Deliberation of services needed from AIS.

Step 3: Completion and submission of application. (Note: following receipt of application, the review and approval process will take a minimum of 60 days.)

Step 4: Review of application by AIS Executive Director.

Step 5: Review of application by AIS Vice-President for Meetings and Conferences.

Step 6: Submission of request to approve application from VP M&C to AIS Council. (Note: council meetings are held in March, June, September, and December.)

Step 7: Review and disposition of request for approval from AIS Council.

Step 8: Announcement of approval.

Step 9: Beginning of services.



## **Association for Information Systems Application for Affiliated Conference Status**

The Association for Information Systems offers affiliated conference status to entities with common interest in the field of information systems. Following review of this application by the Vice President – Meetings and Conferences, a formal proposal will be submitted to the AIS Council to officially approve the request.

Please complete this form in its entirety and return to [office@aisnet.org](mailto:office@aisnet.org). If you have questions about this application please contact Jody McGinness, Executive Director at [jody@aisnet.org](mailto:jody@aisnet.org).

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1. Contact Information:

A. Conference name (including any common abbreviations):

B. Key Contact: Include complete contact information (name, email, telephone, mailing address, Skype)

2. Conference Description – Please describe the purpose of the conference, its history, intended audience, estimated attendance, frequency of conference, time of year conference is held, average conference length, and other factors that help describe the event. Include URL for past conferences if available.

3. Organizing committee – Provide the name and name of institution of all members of the organizing committee.

4. Other information deemed appropriate to make the decision.

5. AIS Services – To become an AIS Affiliated Conference, it is required that you use the AIS eLibrary as your (non-exclusive) repository for conference proceedings. There is an annual fee for this service. Additionally, AIS offers access to its fee-based manuscript reviewing system. Please indicate below if you will require use of the review system. If so, additional information about costs and benefits will be provided.

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**Association for Information Systems**

**Agreement for Affiliated Conference Status**

By: Association for Information Systems (AIS)

With:		(herein referred to as 'the organizer')
Re:		(herein referred to as 'the conference')
Date:		

- 1. Term:** This agreement is entered into when duly signed by authorized signers from AIS and the organizer. This agreement is valid for three (3) years from the date of this agreement and will automatically renew for successive three (3) year periods indefinitely until such time either party gives ninety (90)-day notice of its intent to discontinue the agreement.
- 2. Marketing Benefits:** AIS and the organizer enter into this agreement for the benefit of marketing the conference and the field of information systems. AIS may use the name and logo of the conference for purposes of promoting and marketing the conference.
- 3. Use of AIS logo:** The organizer is required to use the AIS Affiliated Conference logo on the conference's website, marketing materials, and other media whether printed or electronic. Other use of the AIS Affiliated Conference logo requires permission from AIS.
- 4. Conference responsibilities:** The organizer acknowledges that it is solely responsible for managing the conference and use of any AIS services related to conducting the conference does not imply partnership between the two parties.
- 5. Ownership and Waiver of Liability:** The conference is the property of the organizer. By signing this agreement, the organizer acknowledges and agrees to hold harmless AIS for any liability or actions arising out of the conducting of this conference. AIS, by granting affiliation, ASSUMES NO LIABILITY or responsibility of any kind incurred by the organizer.
- 6. Accuracy:** This agreement is based on the information provided in the official Application for AIS Affiliated Conference Status and is deemed to be accurate based on that application. Should the scope or purpose of this conference substantially change (in the sole opinion of AIS) then the terms

of this agreement may be redefined including declaring this agreement null and void and removal of the use of the AIS name and logo.

**7. Use of AIS eLibrary as repository:** AIS requires the organizer to use the AIS eLibrary for purposes of uploading and storing the conference proceedings. AIS will provide complete information on how to access the eLibrary. The organizer is responsible for uploading in a timely manner new content as it becomes available. The annual fee for use of this repository is waived at this time.

**8. eLibrary Revenue Sharing:** In its sole discretion AIS may institute a pay-per-view system in conjunction with the managing and marketing of its eLibrary. If said system generates revenue based on the sale of articles from the affiliated conference's proceedings, AIS will share those revenues on a 50-50 basis. When the organizer's share of those revenues exceeds \$100, AIS will submit payment to the organizer in a timely manner but not longer than one month from when the accrued revenues exceed the stated amount.

**9. Entire Agreement:** This agreement, and any duly authorized exhibits attached hereto, constitutes the entire agreement between the parties related to the subject matter hereof. It may not be amended or modified except by a written document signed by authorized representatives of the parties.

**10. Jurisdiction:** This agreement is deemed to be made under and shall be governed and construed according to the laws of the State of Georgia, USA. Each party agrees to submit its person and property to the exclusive jurisdiction of the courts of the State of Georgia, USA.

**11. Discounted Registration Fee:** AIS bylaws 13.3 states, in part: "***Affiliated Conferences must offer discounted registration rates to AIS Members that is not less than 30% discounted off from regular registration rate(s) (Rev.03/2016)***" The organizer will set up the necessary processes and notifications to registrants to comply with this requirement.

**12. Reporting to AIS:** (For entities NOT using AIS registration services) The conference registrar may submit periodic registration reports to receive verification of AIS member's status. AIS recommends this be done after early registration and the week before the conference begins. The report should include all registrants (AIS Members and non AIS members) with breakdown of academic, student, others, names and contact information. Within 30 days of conclusion of the conference, the organization is required to submit a report of all attendees and the conference outcome to include, but not limited to, attendance numbers (with breakdown of academic, student, others), names and contact information of all attendees, paper submission and acceptance rates, dates and URL of next conference (if available), and other information requested by AIS. Failure to do so in a timely manner may result in loss of affiliated status.

**13. Use of AIS registration system and services:** The organizer does not require the use of AIS registration system and services.

**Optional Paragraphs:**

**Financial Support:** please contact the AIS Executive Director to discuss any needed financial support that may be available to your group.

**Use of AIS registration system and services:** For complete information on this service, refer to [Administrative Bulletin 2011.0201.1: Registration Services](#).

Agreed to:

<b>For AIS</b>	<b>For (Affiliate Conference Organizer)</b>
Name:	Name:
Title:	Title:
Date:	Date:
Signed:	Signed: