

**EXPRESSIONS OF INTEREST TO JOIN THE ARMS 2025 MELBOURNE CONFERENCE SUB-COMMITTEE**

Expressions of Interest are currently being sought from across the broad remit of ARMS including Australia, NZ/Pacific, and Singapore to serve on the Conference Sub-Committee for the 2025 event which will be held in Melbourne from 10 – 12 September.

The Society is looking for volunteers for the following roles:

**Co-Convenor(s).**

For this event two Co-Convenors are typically appointed and will work with the ARMS Executive Office to ensure delivery of all aspects of the conference including program development, planning, logistics, liaison, sponsorships, etc.

**A member of the Conference Sub-Committee.**

You will work with the Co-Convenors to support the delivery of all aspects of the conference including:

* Developing the conference theme and sub-themes.
* Developing a new and insightful program with topics that tie in with the overall conference theme.
* Securing unique, inspiring and a diverse range of local and international speakers.
* Reviewing abstract papers.
* Planning the Logistics of the conference.
* Liaising with key stakeholders.
* Assisting with securing sponsorship.
* Chairing sessions at the conference.
* Assisting with the Marketing of the conference.

Members from the VIC region are strongly encouraged to apply as local knowledge is an advantage.

NOTE: All sub-committee meetings will be conducted online and held monthly initially and will increase closer to the conference.

Sub-committee **involvement is voluntary**. Sub-committee members may be offered a complimentary registration however the role does not attract any other form of remuneration or financial compensation.

**Interested?**

If you are a current financial member of ARMS and have the commitment and drive to contribute to sub-committee meetings and related activities, please register your interest by completing the EOI and return to: ARMSEvents@researchmanagement.org.au by no later than **Monday, 20 May 2024**

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| --- | --- |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Email Address** |  |

**EXPRESSION OF INTEREST- Conference Convenor or Co-Convenor Only**

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| **I am interested in joining as (if both, please indicate preference)** | **⬜ Conference Convenor** **⬜ Co-Convenor** |

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| **Please provide a brief description (max 1 paragraph) of your motivation for the role of Convenor/Co-Convenor.**  |  |
| **Please provide a brief description of your relevant skills and experience. Please include a copy of your CV with your EOI.**  |  |

**EXPRESSION OF INTEREST- Conference Sub-Committee**

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| **I am interested in joining the (if both, please indicate preference)** | **⬜ Conference Sub-Committee**  |

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| **Please provide a brief description (max 1 paragraph) of your motivation for wanting to join the Sub-Committee** |  |
| **Please provide a brief description of your strengths/experience relevant for the nominated Sub-Committee** |  |