

5.1 NATIONAL CONGRESS:

5.1.1 Purpose

The purpose of the National Congress shall be to support members by facilitating professional development, in association with commercial exhibition, and networking opportunities.

The Congress shall ideally be a profitable exercise.

5.1.2 Responsibility

The CEO shall assume full responsibility for the organisation and financing of the Congress. The Board will appoint an Organising Committee for each Congress.

The Board through competitive tender processes, may select a professional conference organiser (PCO) to manage the running of the Congress. The Organising Committee will work with the PCO to plan and deliver the Congress.

5.1.3 Time and Location

A National Congress of the OHAA shall be held annually, at a time and place which the Board shall determine.

The CEO and Board shall take into consideration the following when determining the time and location of each annual Congress:

- Rotation of congress locations across various states and territories
- Participation of international speakers and delegates as appropriate.

The CEO and Board shall determine the locations of the annual Congress for each of the next 3 years in advance.

5.1.4 Organising Committee

No less than eighteen months prior to the proposed date on which a Congress is to be held, the Board shall appoint an Organising Committee to organise and conduct the Congress on behalf of the Board in accordance with the policy for the conduct and organisation of Congress of the OHAA. This Committee will be chaired by a (local) member appointed by the Board.

The Organising Committee is responsible for recruiting speakers for the Congress. It will recruit speakers based on the topics of interest for the members and will endeavour to cover a range of topics. Hands-on interactive workshops should be included where possible.

An awards presentation may be held during the Congress.

The Organising Committee should plan for a profit from the Congress. This is usually achieved by setting appropriate registration fees and negotiation of various expense items for the Congress.

OHAA members should be offered a lower registration fee than non-members.

The Organising Committee should set registration terms and conditions outlining early bird and cancellation policies.

Timeline of Organising:

- 18 months prior: Organising Committee chair appointed and Committee formed
- 16-18 months prior: Professional conference organiser confirmed
- 16 months prior: Venue booked
- 14 months prior: Theme, program outline, budget completed
- 13 months prior: Sponsorship prospectus released
- 12 months prior (or at current year Congress): Website and registrations open.

5.1.5 Postponement

Under certain unforeseen circumstances, the Board may declare the postponement of a Congress. It may subsequently determine when and which location the postponed Congress will be held again.

5.1.6 Congress entitlements

Board of Directors	<ul style="list-style-type: none"> • Free registration to Congress including Gala Dinner, Sponsored Breakfast if applicable, President’s dinner excluding workshops with limited numbers. • Flights to and from Congress • Accommodation for the Thursday, Friday and Saturday nights, including breakfast.
Organising Committee	<p>At the discretion of the President and CEO, members of the Organising Committee may receive:</p> <ul style="list-style-type: none"> • Complimentary registration to Congress excluding workshops with limited numbers., <p>Parking / local travel / accommodation expenses. At the discretion of the President and CEO, the Congress Chair may receive accommodation for the Thursday, Friday and Saturday nights, including breakfast.</p>
Staff on Duty	<ul style="list-style-type: none"> • Complimentary registration to Congress including Gala Dinner, Sponsored Breakfast if applicable, President’s dinner excluding workshops with limited numbers. • Return economy flights or local travel expenses • Accommodation for the relevant nights, including breakfast.
Keynote & Workshop Speakers	<p>At the discretion of the Congress Committee and CEO, the following entitlements may be offered to invited Keynote and Workshop Speakers.</p> <ul style="list-style-type: none"> • 2 day complimentary registration to Congress excluding workshops with limited numbers • 1 Gala Dinner Ticket • 1 Welcome Reception Ticket • 2 Night’s accommodation (if required) including breakfast • Return economy flights (if required) <p>Additional accommodation and registration can be purchased at member rates.</p>
Invited Speakers	<p>At the discretion of the Congress Committee and CEO, the following entitlements may be offered to Invited Speakers:</p> <ul style="list-style-type: none"> • 1 day complimentary registration to Congress excluding workshops with limited numbers • 1 Gala Dinner Ticket • 1 Welcome Reception Ticket • 2 Night’s accommodation (if required) including breakfast • Return economy flights (if required) <p>Additional accommodation and registration can be purchased at member rates.</p>
Other OHAA Committee Chairs, volunteers, stakeholders	<p>The CEO or Board may, from time to time, offer complimentary or discounted registrations to various committee chairs, committee members, volunteers, stakeholders and other persons as it sees fit.</p>

5.1.7 OHAA Event Blackout Dates

There will be a blackout period for major OHAA events six weeks prior to and four weeks post Congress. This includes but is not limited to full or half day Continuous Professional Development events, workshops and dinner meetings. Study clubs and webinars may be held during this period.

5.2 LEADERSHIP DEVELOPMENT

5.2.1 Purpose

The OHAA Board will host a leadership development event to encourage collaboration between experienced and upcoming committee members and provide tailored learning opportunities on leadership within OHAA.

5.2.2 Frequency & location

The OHAA leadership event will be held at least once every two years, to be aligned with a major OHAA event wherever possible.

5.2.3 Management

The OHAA President and CEO will lead the organisation of the event and recruit appropriate speakers.

The OHAA Board Directors, Committee and State Chairs will attend the leadership event. The costs of reasonable travel and accommodation will be covered by OHAA.

5.3 REGIONAL CONTINUING PROFESSIONAL DEVELOPMENT EVENTS

- Each year Regional Committees will arrange local Continuing Professional Development events. The OHAA event calendar shall be published in December each year for the coming calendar year.
- The activities must be collated into a national Continuing Professional Development calendar of local events in order to:
 - Provide advanced notice to members across the country to support individual planning
 - Inform potential sponsors
- Where possible, each region should aim to run events in both metropolitan and regional areas.
- Each Regional Committee is responsible for making key decisions about the event and submitting appropriate event planning forms including budgets for approval by the CEO or Executive Officer. The planning form should be submitted at least three months prior to the proposed event. A 10% profit is the target.
- Regional Committees have the authority to select venues and recruit speakers for the event they are running in accordance with the approved budget.
- All commercial contracts with suppliers and venues are to be forwarded to the CEO for review and signing. Regional Committees do not have authority to enter into commercial agreements with suppliers.
- A staff member is allocated to coordinate all the OHAA events and to perform relevant administrative tasks for Regional Committees.