



Association for Asian Studies

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Regional Conferences: AAS Subvention and Support

- 1 Please note that **each regional conference is its own independent organization and is not a part/subgroup of the Association for Asian Studies (AAS)**. As such, each regional conference has its own tax status with the IRS separate from the AAS and cannot utilize the AAS tax-exempt 501(c)(3) status for its purchases/expenses/financial reporting. The AAS does not have knowledge of nor does it maintain records indicating which regional conferences have obtained their own tax-exempt/501(c)(3) status. This is maintained by each regional conference. The AAS also does not have knowledge of or responsibility for maintaining regional conference logos, letterhead, stationery, websites, liability insurance, or bank accounts.
- 2 An annual **\$3,000 subvention** (amount effective 1/1/2013) is provided each regional conference based upon an email request to the AAS Executive Director, Hilary Finchum-Sung (hvfinchum@asian-studies.org). This request should come from the conference organizer or regional conference chair — but generally no more than 3-4 months prior to a conference, as this is when expenses start to be incurred. If significant expenses are incurred prior to this 3-4 month timeframe, the AAS CFO can be contacted for a policy exception. Checks will be made payable either to the hosting institution or the regional conference itself (if the regional conference has an established bank account). The AAS is prohibited by auditor guidelines from providing a check to an individual. Please instruct the AAS CFO who to make the check payable to and where to send the check.
- 3 If a regional conference has also been awarded a **Council of Conferences (COC) Outreach Grant**, this *grant* is separate/distinct from the annual regional conference *subvention* and has its own guidelines and procedures. COC Outreach grants are handled on a **reimbursement basis**. *After the workshop/event is complete*, a copy of the requisite outreach grant report and a reimbursement request should be sent to the AAS office along with **expense receipt copies** and host institution **accounting system supporting documentation** showing what expenses have been paid for the approved workshop/event. Ideally, the AAS will issue only one reimbursement check to the host institution or regional conference. Multiple reimbursements cannot generally be accommodated.
- 4 The **annual graduate student paper prize winner** from each regional conference is entitled to a **complimentary one-year AAS membership**. Each regional conference must have its chair, organizer, or COC representative notify the AAS Executive Director of the annual paper prize winner so that this complimentary AAS membership can be bestowed.

- 5 An AAS officer (usually the AAS President, but often the Vice-President or a Past-President if the President is unavailable) normally is available to give a keynote address for each of the regional conferences. Please note, however, that it is sometimes difficult to coordinate the AAS officers' individual schedules and arrange speakers for all nine regional conferences, particularly in the fall months when there often are conflicting dates. Therefore, **please inform the AAS secretariat as early as possible of the regional conference dates and venues for your conferences** (see #6 below) so that we can help make suitable arrangements for a keynote speaker. Please coordinate all AAS officer speaker requests with Hilary Finchum-Sung. For AAS officer contact information, see <https://www.asian-studies.org/About/Board>. The AAS will pay the President/Vice-President's round-trip airfare and ground transportation. **The regional conference is responsible for the AAS President/Vice-President's local hotel accommodations and meals while in attendance.**
- 6 The AAS will provide website links to each regional conference and will list regional conference contact information on the AAS website.
- 7 The AAS will also post regional conference announcements or calls for papers related to upcoming conferences on the AAS website (see <http://www.asian-studies.org/About/Regional-Conferences>), social media feeds (Facebook and Twitter), and in the monthly "AAS Member News & Notes" column at the #AsiaNow blog (<http://www.asian-studies.org/asia-now>).
- 8 The AAS will provide each AAS regional conference with **one set of digital mailing labels** free of charge for their use in conference planning, etc. (in JPEG, TIFF, or PDF format) **or the AAS can send one e-flyer (email blast)** to a selected portion of the AAS database in order to promote the regional conference or solicit panel proposals, etc. **Regional conferences may choose either the mailing labels or the AAS E-Flyer Service, not both.**

Labels can be selected from our full AAS membership utilizing the specific criteria you select (i.e. address by state, discipline, country preference, etc.). Please see the mailing label information provided on our website in this regard: <http://www.asian-studies.org/Advertising/Advertising-Opportunities> (click on "Mailing Labels" tab).

Since the AAS does not share its member email addresses for privacy purposes, an **e-flyer** can be sent by the AAS to its members and contacts on behalf of the regional conferences to promote the regional conference or solicit panel proposals, etc. To use this service, each regional conference must download, complete, and submit a form, available at <http://www.asian-studies.org/About/Regional-Conferences>. The e-flyer will be broadcast only to those AAS members and contacts within the geographic areas pertaining to the regional conference location. As with the mailing labels, the e-flyer email lists can also be filtered by certain criteria among the AAS membership. The AAS can include additional email lists provided by the regional conference as part of the broadcast. The AAS does not have any record of previous regional conference participation; the collection and management of this data is the responsibility of each regional conference. *HTML design services are not provided.* Further terms and information can be found on the forms.

- 9 **We request that you include an AAS display ad in your conference program.** Please request this ad 3-4 months before you prepare your printed/online program.

- 10 The AAS will provide each regional conference with a selection of AAS publications, as well as AAS membership and publications literature. **We request that these materials be displayed in a prominent location at your regional conference.** All publications provided are for your conference's benefit and are yours to do with as you wish after the completion of your annual conference.
- 11 **Please provide the AAS with the names and email addresses/addresses of conference attendees after the conference has ended.** We would like to use the list to promote AAS membership. We would also be grateful if you could send us a copy of your printed program for our files.

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