

# Guidelines & Policies

## AOGS Code of Conduct (Year Instituted: 2022)

### Expected Behavior

- Above all, treat everyone with respect.
- Respect your fellow participants by using good [practices for intercultural collaborations](#).
- Commit to actively contribute to an inclusive, equitable, and accessible meeting. Demonstrate support for your colleagues, including acting on behalf of others unwilling or unable to advocate for themselves.
- Provide your true professional identity, affiliation, and, where appropriate, contact information, at registration, and during attendance and participatory sessions, as required.
- Follow the rules for copying and use of presented materials and ideas as indicated by the AOGS guideline posted on the website. Unless otherwise noted, photographing posters or oral presentations is permitted. The following symbols can be inserted in presentations or on posters to indicate the presenter's preference.



- Follow the rules and policies of the meeting venue, hotels, AOGS contracted facilities, online platform, or any other venues.
- Be Accountable: When these guidelines aren't met, work with others to identify problems and adjust policy and practice together. Calmly consider your actions when challenged by someone who feels that those actions have caused harm. When needed, seek mediation to resolve disagreements, and participate fully in it.

### Examples of Unacceptable Behavior

- Promoting or participating in harassment, bullying, discrimination, or intimidation on-site, online, or on social media.
- Abusing—verbally, in writing, or in any other manner—any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other guest. Examples of abuse include, but are not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity or sexual images in public spaces or in presentations.
- Threatening or stalking in-person or online.
- Disrupting or disallowing participation by others.
- Criminal behaviors.
- Failing to follow meeting protocols.

### Consequences and Reporting Unacceptable Behavior

Anyone who is asked to cease unacceptable behavior is expected to comply

immediately. Anyone violating the Code of Conduct may be removed from the meeting and their registration forfeited. Egregious behavior may result in bans from future AOGS meetings or other sanctions, depending on the specifics. Expulsion will also place the offender's AOGS membership in probationary status, with reinstatement conditioned upon explaining to the AOGS council in writing the problem, who was hurt, the steps that were taken to make amends, and how further incidents will be avoided in the future.

If you experience or witness behavior that constitutes an immediate or serious threat to public safety at an on-site meeting, contact the local authorities or if in a convention center, locate a house phone and ask for security. Please report other incidents or suspected incidents to AOGS staff, leadership, or security. Harmful behavior will also not be tolerated in during online events. Concerns should be reported to AOGS executive leadership in attendance (Presidents, Vice Presidents, etc...).

Acknowledgement and agreement to abide by this AOGS Meetings and Events Code of Conduct is a condition of attending AOGS meetings.

## **Society Lectures – Selection Procedure and Speaker**

### **Benefits** (Last Updated: 26 Jul 2024)

This document describes the criteria and process recommended for the selection of Society and Section Distinguished Lecturers for the annual AOGS meetings. Normally there will be two Society Distinguished Lectures at each annual AOGS meeting, as well as two Section Distinguished Lectures per Section. The society also offers Special Lectures which feature leading scientists and academics for examining the wide range of geoscientific issues and that promises the foremost in geosciences.

With effect from 2016, out of the present two Distinguished Lectures (DLs) in each AOGS section every year one shall be delivered by an early career researcher including post-doctoral researchers under the title Kamide Lecture (KL).

Each division will have one DL and two KLs starting in 2025 in an effort to further inspire the next generation of researchers and promote the steady growth of the geoscience community and AOGS. Remember that these awards are non-transferable. For instance, if only one KL is selected, the other seat for KL must remain unfilled for the duration of the annual meeting and cannot be used to extend an invitation to a second DL.

The Society Distinguished Lectures are named "Axford Lectures" in honour of Sir Ian Axford. The Distinguished Lecture by Early Career Researcher is named "Kamide Lecture" in honour of Professor Yohsuke Kamide. Together with Professor Wing-Huen Ip, Sir Ian Axford and Professor Kamide are the three major founders of AOGS.

## **Criteria**

1. The speaker must have a sustained (for at least 10 years) track record of excellent science. This criterion applies solely to society, section distinguished and special lectures, but is not applicable for Kamide Lectures. If there has been a professional interruption brought on by different life occurrences, that will be duly considered. Kindly verify with the selection committee whether your nominee is eligible for this kind of consideration.
2. The age limit of the K-DL is 35 years of age or no more than 7 years after successfully passing doctoral level degree.  
Each K-DL lasts for 30 minutes, and each DL lasts for 45 minutes. The speaker benefits of DL and K-DLs are the same. There can be only one DL.
3. It is desirable, but not essential, that a Society, Section Distinguished Lecturer or Special Lecturer be either born or has worked in the AOGS region.
4. A Society, Section Distinguished Lecturer or Special Lecturer is required to publish the presented paper in Geoscience Letters, the society's official journal.

Thus, Distinguished Lecturers will be selected primarily on the basis of their excellent, sustained, scientific record.

## **Selection Process for Section Distinguished Lecturers**

1. Each Section President forms and heads the Selection Committee.
2. The Executive Committee of the society reviews and approves the members of the selection committee, which is headed by the Section President.
3. The Selection Committee requests nominations, each comprised of the nominee's name, institution, and a few-sentence rationale.
4. The Selection Committee uses the criteria and information from the nominators to develop a ranked list of nominees (separately for DL and KL), comprised of the two top ranked nominees plus alternates.
5. The Selection Committee forwards the ranked list to the Council for discussion, possible revisions (taking into account the gender and geographic diversity of the society), and eventual approval.
6. The Selection Committee is then responsible for inviting the approved nominees and, once they accept, organizing the Section Lectures.

## **Procedure for choosing speakers for Society Distinguished Lectures, Special Lectures and Public Lectures**

1. The process will be essentially identical to that for Section Distinguished Lecturers except that the relevant Committee will be the AOGS President and/or the Society's Awards Committee.
2. Recipients of the Wing Ip Medal and Axford Medal must deliver medal lectures during the annual meeting
3. The Public Lecture speaker will deliver a presentation aimed at educating and engaging a general audience on a specific topic of interest.

## Benefits For Every Speaker

### Axford Lecture

1. Conference will reimburse travel expense for up to Two Thousand Singapore Dollars.  
A copy of the air ticket (with fare amount) and/or official receipt is needed to process the travel reimbursement.
2. Complimentary registration to attend the annual meeting.
3. Complimentary invitation for one person to the Convener's Dinner.
4. A souvenir plaque.
5. AOGS will cover the Article Processing Charge (1240 Euro/1340 USD/1040 GBP) for publishing the presented paper in Geoscience Letters, the society's official journal.

### Section Distinguished Lecture

1. Conference will reimburse travel expense for up to Five Hundred Singapore Dollars. A copy of the air ticket (with fare amount) and/or official receipt is needed to process the travel reimbursement.
2. Complimentary conference registration to attend the annual meeting.
3. Complimentary invitation for one person to the Conveners' Dinner.
4. A souvenir plaque.
5. AOGS will cover the Article Processing Charge (1190 Euros/1290 USD/ 990 GBP) for publishing the presented paper in Geoscience Letters, the society's official journal.

### Special/Medal Lecture

1. Complimentary conference registration to attend the annual meeting.
2. Complimentary invitation for one person to the Conveners' Dinner.
3. A souvenir plaque.
4. AOGS will cover the Article Processing Charge (1190 Euros/1290 USD/ 990 GBP) for publishing the presented paper in Geoscience Letters, the society's official journal.

### Public Lecture

1. Complimentary invitation for one person to the Conveners' Dinner
2. A souvenir plaque.

## Travel Support to Attend Council Meetings

### ***With effect from 18 February, 2023***

Travel and housing support is extended to individuals who attend AOGS Council Meetings at the request of the AOGS Council.

### Hotel Accommodation

- USD130 per night, 3 Nights Maximum if own arrangement.

- If accommodation is able to be arranged by AOGS, then individuals need understand that they must take advantage of the arrangement as it may mean savings and greater convenience for the society and all concerned.

**Per Airfare, Economy Class Only**

- Maximum claimable amount shall vary according to the Region/Zone that the Council Member/ Attendee’s official workplace is located in and the claimable amounts shown.

<b>Region/Zone</b>	<b>Countries</b>	<b>Claim - Upper Limit</b>
South East Asia	Brunei, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam	USD500
Asia	Bangladesh, Bhutan, Mainland China, Hong Kong SAR, India, Iran, Maldives, Macau, Nepal, Pakistan, Sri Lanka, Taiwan	USD700
Asia Oceania	Australia, Japan, Korea, New Zealand, United Arab Emirates	USD1,000
Europe	France, Germany, Switzerland, UK, Ireland, etc.	USD1,200
North America	Bermuda, Canada, Mexico, USA, Greenland	USD2,100

**Eligibility and Claim Procedure**

- Applicable for council meetings taking place outside the period of the conference.
- Only those whose attendance are required will be eligible.
- Claim processing and reimbursement is subjected to official receipts being received Please email to [admin@asiaoceania.org](mailto:admin@asiaoceania.org)

**With effect from March, 2019**

Travel and housing support is extended to individuals who attend AOGS Council Meetings at the request of the AOGS Council.

**Hotel Accommodation**

- USD130 per night, 3 Nights Maximum if own arrangement.
- If accommodation is able to be arranged by AOGS, then individuals need understand that they must take advantage of the arrangement as it may mean savings and greater convenience for the society and all concerned.

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<b>Region/Zone</b>	<b>Countries</b>	<b>Claim - Upper Limit</b>
South East Asia	Brunei, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam	Up to USD400
Asia	Bangladesh, Bhutan, Mainland China, Hong Kong SAR, India, Iran, Maldives, Macau, Nepal, Pakistan, Sri Lanka, Taiwan	Up to USD600
Asia Oceania	Australia, Japan, Korea, New Zealand, United Arab Emirates	Up to USD700
Europe	France, Germany, Switzerland, UK, Ireland, etc.	Up to USD1,000
North America	Bermuda, Canada, Mexico, USA, Greenland	Up to USD1,800

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### ***With effect from November, 2014***

Travel and housing support is on reimbursement basis and maximum amount claimable is:

### **Hotel Accommodation**

- USD130 per night, 3 Nights Maximum if own arrangement.
- If accommodation is able to be arranged by AOGS, then individuals need understand that they must take advantage of the arrangement as it may mean savings and greater convenience for the society and all concerned.

### **Per Airfare, Economy Class Only**

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- If accommodation is able to be arranged by AOGS, then individuals need understand that they must take advantage of the arrangement as it may mean savings and greater convenience for the society and all concerned

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Asia Oceania	Australia, Japan, Korea, New Zealand, United Arab Emirates	Up to USD700
Europe	France, Germany, Switzerland, UK, Ireland, etc.	Up to USD1,000

### **Eligibility and Claim Procedure**

- Applicable for council meetings taking place outside the period of the conference.
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#### Before 2009

Council Members travel to attend meetings at their own expenses

#### From 2009 to 2014

Travel and housing support is on reimbursement basis and maximum amount claimable is:

- Travel Support: Up to USD600 (SGD750) per airfare, economy class only
- Accommodation: Up to USD130 (SGD160) per night; 2-nights maximum