



FREQUENTLY ASKED QUESTIONS

April 21, 2020

In response to the global COVID-19 pandemic, the annual conference for the Administrative Sciences Association of Canada (ASAC) will be held online over the course of the previously scheduled dates for the conference, June 12-15, 2020.

To help make it easier for you to prepare and participate in the virtual conference, here are a few common questions and answers about the virtual conference.

Why did you decide to have a virtual conference?

Since we're not able to move ahead with an in-person event in June and because it's important for us to connect and support research development, we decided to transition to a fully virtual conference to protect the health, safety and well-being of our members.

Although we can not replace the in-person aspects of the conference, ASAC 2020 "Virtual" will allow us to continue the academic process. We are embracing this as an opportunity to connect in a new way.

Can you describe in more detail what you mean by a virtual conference?

Essentially, we are planning on scheduling sessions and conference-wide activities as we would normally for the in-person conference, only you will access these activities from the comfort of your home through an online platform.

We will do everything we can to create an engaging experience that supports research development, opportunities to connect (virtually), and hopefully have a bit of fun!

What online platform will we be using and how do I access it?

After carefully considering several options and a number of factors including pricing, flexibility and user-friendliness, we have decided to hold the virtual conference through Zoom video conferencing. Some of you may be familiar with this video conferencing platform. If not, you can learn more on the [Zoom website here](#).

If you have not used Zoom before, click "sign up" on the Zoom website to create an account. You will need a Zoom account to participate in the conference - there is no cost to create an account. We will share more information, resources and guides for using Zoom soon.

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When will I learn if my paper has been accepted?

Authors should be notified of their paper acceptance by April 17. If you do not hear anything by April 17, please contact your division directly. Find contact information on our website at <https://asac.ca/divisions/divisionalofficers/>.

What will it cost to participate in the conference? How do I register for the conference?

We have adjusted conference registration fees for the virtual conference to the following:

Regular \$50

Student \$25

ASAC is subsidizing these fees to maximize the affordability of the conference. Unfortunately, when we shifted to a virtual conference midway through the planning process, we had already committed resources and staff time accordingly towards the in-person conference in St. John's.

Since this is a reduced price and we are not coordinating catering and other time-bound logistics, there will be no early bird pricing.

These prices do not include membership fees. As usual, you will still need to be a member to participate in the conference.

Register and renew or purchase your membership on our website ASAC.ca.

Will we need to have one author register to be included in the program?

Yes. As with the in-person conference, at least one author from each paper will need to be registered for their paper to be included in the program.

Note: At least one author will need to be registered by May 1.

Will I be limited to participating in only one division?

No. Just like at the annual in-person conference, all participants will have access to attend all conference-wide and divisional sessions. We encourage everyone to attend as many sessions as they can to further continue and support research development and cross-discipline discussions, networking and collaboration.

Can I pay for only some of the activities or will I have to pay the full fee?

As with the in-person conference, the registration fee for the virtual conference will provide access to all conference activities. Our aim is to always provide a full conference experience, which we reflect in our pricing options every year.

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Will there be awards?

Yes, ASAC will be issuing awards for best papers and up to one secondary award (best student or honourable mention awards) as determined by the division. We will send certificates digitally to the award winners.

Will there be conference proceedings?

Yes, ASAC will be compiling conference proceedings as per usual.

Will the typical Saturday activities (case division, doctoral consortium and professional development sessions) still be taking place?

We are working to confirm the details of these activities and will post more information to our website when it is available. The timing of these activities may be slightly different than the typical in-person conference schedule, but we will ensure all conference activities occur throughout the weekend originally scheduled, June 12-15.

What other conference-wide activities will be taking place?

We are planning on including several activities including a keynote speaker, divisional speakers, professional development sessions, and, if possible, opportunities to collaborate and interact with the broader conference attendees. We will be confirming these and other conference-wide activities in the coming while. Please check back on our website for more information.

Who is the keynote speaker?

We are pleased to announce that Dr. Henry Mintzberg will be joining us virtually for a Q&A session. We will post more details about this session to our website soon.

When will I know the schedule for my presentation and the conference overall?

We will be developing the divisional programs over the next few weeks. We hope to have tentative divisional programs distributed by mid-May and a full conference program shortly after.

Will the conference take place over the full weekend?

We are currently developing the overall conference schedule and taking into consideration all the activities we are hoping to include in the conference. With less logistics associated with an in-person conference, we expect the overall program to be a bit more condensed, however we are keeping the full weekend open to facilitate as much as we can.

Will ASAC reimburse me for any hotel or flight cancellation fees?

If you have booked a flight or hotel in St. John's, please cancel your reservations as soon as possible. Most hotels and airline providers have been relaxing their cancellation policies due to the pandemic situation. There should not be any penalty if you booked

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your room through our reservation code with the Sheraton hotel in St. John's. ASAC is not able to offer reimbursements for cancellation fee costs related to travel. Please contact your specific airline carrier to ask about their change/cancellation policy. We are sorry for the inconvenience.

Will ASAC 2021 still take place? Will it be in-person?

We hope the restrictions on travel and large gatherings subside so we can reconvene in person for the 2021 conference. We will continue to follow public health directives between now and then. Hopefully, we will know more by the time the virtual conference takes place, so we can announce our plans for the 2021 conference.

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