



PACIFIC-RIM REAL ESTATE SOCIETY

Conference Protocol

1.0 General

- 1.1 This PRRES conference protocol has been prepared to provide general guidelines for Program Chairs.
- 1.2 The guidelines are not highly prescriptive but have been designed to ensure that the conference can be arranged efficiently and in a manner that delegates to previous conferences have come to expect.
- 1.3 The main objective of the conference is to contribute to the further development of property research and education in the region.
- 1.4 The PRRES philosophy is to offer an annual conference at a moderate cost to encourage wide participation.
- 1.5 The Program Chair is to maintain an active and open dialogue with the Executive Director before, during and after the conference.

2.0 Selection of Conference Venue and Convener

- 2.1 The Conference Convener will typically be one or more University(ies) close to the venue. The Conference Convener will appoint a Program Chair.
- 2.2 The selection of the venue and Conference Convener will be undertaken at least 2 years prior for ratification at the PRRES Annual General Meeting in January of the prior year. Normally, potential venues and Conference Conveners would be selected 2-3 years ahead.
- 2.3 Under normal circumstances, the conference (4 days) will be scheduled for Sunday to Wednesday of the third week in January.
- 2.4 If the conference is to be held outside Australia or New Zealand, it will be held in association with the Asian Real Estate Society.

3.0 Conference Schedule

- 3.1 The conference schedule includes the meeting and events summarised in Appendix 1.
- 3.2 Sponsor packages may include specific additional commitments and the Program Chair should confirm such commitments with the Executive Director.
- 3.3 If the conference is to be held jointly with IRES (as periodically occurs), the Program Chair should also organise an IRES Board meeting, in association with the Executive Director.

4.0 Responsibilities of Conference Convener – Pre-Conference

- 4.1 The Conference Convener should appoint a Program Chair and an organising team, by end of February, to share the workload.
- 4.2 A contracted conference organiser may be used to assist with the organisation of the conference.

- 4.3 The pre-conference responsibilities of the Program Chair include:

- Financial (Section 5, below);
- Funding (Section 6, below);
- Conference Programme (Section 7, below);
- Call For Papers (Section 8, below);
- Acceptance of Papers (Section 9, below);
- Registration (Section 10, below);
- Postgraduate Colloquium (Section 11, below); and
- Women's Breakfast (Section 12, below),

which are detailed below, together with liaising with the:

- Director of Awards and Prizes;
- Co-ordinator of Refereed Papers;
- Director, Sponsorship (Section 6 and Section 15); and
- Co-ordinator of the Case Competition (Section 16).

5.0 Responsibilities of Conference Convener –Financial

- 5.1 Estimate approximate conference costs, prepare a budget (including post graduate student concession rates - see 5.6 below) and identify a range of accommodation options.
- 5.2 Forward a draft preliminary budget to the Treasurer by the end of April.
- 5.3 The financial responsibility for the conference remains with the Conference Convener. PRRES does not underwrite conferences. As such, effective budgeting is a top priority and a substantive budget should be forwarded to the Treasurer by the end of October.
- 5.4 Program Chairs should discuss Australian GST liabilities and the impact of exchange rate fluctuations with the Treasurer.
- 5.6 In accordance with PRRES approach, postgraduate students, particularly those undertaking research degrees, are to be encouraged to attend the conference. To this end, it is usual to offer substantially reduced registration (excluding dinners) to any postgraduate student of PRRES associated Universities to attend the conference including the Postgraduate Colloquium and present a refereed paper and to the recipients of the PEPS, NZPI, API and any other young achiever awards. To avoid ambiguity, for a postgraduate student to be eligible for reduced registration he/she should be:
 - either a part time or full time student;
 - undertaking a Masters or PhD degree;
 - which may be by research or taught;
 - and presenting a property related paper at the conference;
 - which may be refereed or non-refereed.
- 5.7 Costs associated with the encouragement of postgraduate students to attend the conference are jointly borne 50/50 by PRRES and the Conference Convener.
- 5.8 It is expected that PRRES (and sister societies) President and PRRES Achiever Award recipient/s pay full conference registration.
- 5.9 Program Chairs should budget to retain registration fees paid by non-members for single day attendance (including industry day).
- 5.10 Program Chairs should budget to remit membership fees for full registrants (as detailed in Appendix 2), collected on behalf of PRRES, to PRRES.
- 5.11 Program Chair to determine requirement for public liability insurance and arrange cover, if required.
- 5.12 Program Chair to finalise accounts with PRRES Treasurer by the end of April after the conference.

6.0 Responsibilities of Conference Convener – Funding

- 6.1 Sponsors of PRRES are co-ordinated by the Sponsorship Committee of PRRES, under the leadership of the Director, Sponsorship (detailed in 15.0, below). PRRES collects and retains this sponsorship. Program Chairs should not budget to receive this sponsorship. The Executive Director will advise names of PRRES sponsors whom the Conference Convener should **not** then contact concerning local sponsorship of elements of the PRRES conference.
- 6.2 The Conference Organising Committee should co-ordinate raising sponsorship of elements of the PRRES conference such as welcome drinks, conference dinner, conference satchel, conference pens, etc (detailed in 15.0, below). It is proposed that sponsors of elements of the PRRES conference are local to the city or state where the annual conference is held and may or may not be national or international entities. Program Chairs should budget to retain locally raised sponsorship.
- 6.3 Because it is the PRRES name and network that contribute to the attendance, Program Chairs should remit 7.5% of full registration fees minus PRRES membership to PRRES. This arrangement replaces previous profit share arrangements.
- 6.4 The Conference Organising Committee should actively solicit local sponsorship of elements of the PRRES conference (per 6.2, above) from no later than the end of May and should regularly update the Executive Director on progress.

7.0 Responsibilities of Conference Convener – Conference Programme

- 7.1 Provide materials by March and regularly thereafter, to the PRRES Webmaster, for a conference page on the PRRES Web site or establish a conference Webpage which can be linked to the PRRES Website.
- 7.2 The Program Chair is responsible for preparing a conference programme (by late November) for emailing to registrants by mid-December and handing to all delegates at the start of the conference. The conference programme should be updated daily during the conference.
- 7.3 The conference program should include all meetings and events listed in Appendix 1.
- 7.4 The final programme should include the time and room allocations for all the addresses and the papers in the themed parallel sessions, the abstracts of all papers, a list of presenters and delegates timely registered and sponsors' material.
- 7.5 Depending upon the number of papers and registrants, the programme should normally have no more than three parallel sessions at any time (it may be practical to reduce to only two parallel sessions on the third day or third afternoon, when attendance can be low).
- 7.6 Identify and confirm speakers and topics for an opening and keynote addresses (to be ratified by Executive Director, PRRES President and President-Elect), together with their costs by the end of July. The Program Chairs can determine whether to pay the travel costs of high profile keynote speaker(s).

- 7.7 Decide upon the format, timing and costings for subsequent publication of the conference proceedings by November.
- 7.8 Keep the PRRES Executive Director updated regularly on conference developments.

8.0 Responsibilities of Conference Convener – Call For Papers

- 8.1 Prepare a Call for Papers (template in Appendix 3) in April (including details given in 8.3) and announce the conference in suitable journals and newsletters. The draft Call for Papers should be sent to the PRRES Executive Director in April for feedback prior to distribution.
- 8.2 The Call for Papers should be distributed to PRRES members and regular non-member attendees (list available from the PRRES Secretary and previous Program Chair) and other organisations such as IRES affiliated societies, national professional associations and key overseas universities before the end of May.
- 8.3 The Call for Papers should clearly specify:
- a deadline for submission of abstracts (no later than the end of August);
 - number of paper abstracts to be limited to two per person (at the discretion of the Program Chair);
 - a deadline for notification of acceptance of abstract (mid September);
 - that refereed and non-refereed papers can be accepted. The Call for Papers should state that “the deadline for submission of refereed papers is 30 September and that this is strictly enforced to give sufficient time for referees to comment and authors to incorporate changes prior to presentation; papers not considered suitable as refereed can be accepted as non-refereed”;
 - the PRRES Board has appointed a refereeing coordinator for papers submitted for the blind refereeing process (see 9.6);
 - reminder that papers should be full papers including a conclusion and that works in progress may be presented as a power point rather than as a paper;
 - details about various PRRES Awards that will be presented to the recipient/s at the conference;
 - invitation to attend Postgraduate Colloquium (previously known as the Higher Research Session and the Doctoral Session) and Women’s Breakfast with the telephone/fax/email contact details of the person responsible for convening these meetings (see 11.0 and 12.0);

- registration details, including:
 - expected conference registration fee (**full fee** to **include** membership subscriptions and a **separate fee** to be charged for **day registrants** to accommodate local/industry people);
 - early bird registration closing date;
 - registration to close early December; and
 - accommodation options;
- a conference theme, if the Conveners wish to set one;
- registration fee for post-graduate students of PRRES-associated Universities to attend and present a refereed paper at the PRRES post graduate colloquium and/or annual conference, including details of how to apply (Appendix 2);
- reference to the two PRRES Scholarships;
- the telephone/fax/email contact details of conference Program Chair and other Conference Conveners;
- the URL of the PRRES Web site and any Website that the Conference Convener sets up for conference details; and
- the Call for Papers and any other conference publications should include the PRRES logo.

8.4 A template call for papers is attached (Appendix 3).

9.0 Responsibilities of Conference Convener – Acceptance of Papers

- 9.1 Notification of acceptance/rejection of all abstracts is to be sent in writing by mid September or within three weeks of receiving any late submissions of abstracts. This official notification in writing is essential, particularly for overseas authors and for those organising university funding for conference attendance. A template acceptance/rejection text is attached as Appendix 4.
- 9.2 The Program Chair is to use discretion on the number of papers to be accepted by any one individual and in total, but should normally be restricted to two per person unless a shortage of papers is likely to result from this decision.
- 9.3 Ensure delegates are aware of the format for the presentation of papers and the need to keep to time. Delegates should be requested to bring 20 copies of their papers to the conference, as the Conveners are only responsible for copying the keynote address and providing a programme booklet containing all the abstracts.

- 9.4 Delegates should be reminded to submit their paper electronically, as detailed in clause 14.2.
- 9.5 After an abstract has been accepted, the author(s) may submit the paper for refereeing before the end of October directly to the Coordinator of Refereed Papers, who is appointed by the PRRES Board (usually not from the conference organising team).
- 9.6 The Coordinator of Refereed Papers will arrange for blind-refereeing of each paper by one reviewer and for comments to be returned directly to the author(s). The Coordinator will advise the Program Chair which papers have been refereed and are considered suitable to be shown as “refereed” in the conference programme and proceedings. A template refereeing form is attached as Appendix 5.
- 9.7 Provide list of women delegates to the Convener of the Women’s Breakfast and a list of current/potential doctoral, masters and higher degree research students (and postgraduates) to the Convener of the Postgraduate Colloquium during October.

10.0 Responsibilities of Conference Convener – Registration

- 10.1 Distribute forms for conference registrations including membership renewal, by approximately the end of September, clearly specifying:
- a deadline for conference registration and/or a discounted fee for early registration;
 - the full registration costs (**full fee to include** membership subscriptions and a **separate fee** to be charged for **day registrants** to accommodate local/industry people);
 - membership subscription (for those not registering for the conference); and
 - accommodation arrangements/cost and conference dinner and other social arrangements, etc.
- 10.2 A list of members and regular attendees (non-members) is available from PRRES Secretary and previous Program Chair. Provide delegate membership information to the Treasurer and Secretary in electronic format once registrations finalised in December for which a template format is attached as Appendix 6.
- 10.3 Members of the organising committee should pay PRRES membership subscriptions, but payment of the conference registration fee is at the discretion of the Program Chair.
- 10.4 Offer a Certificate of Attendance to any delegate who requires one (a template is attached as Appendix 7).

11.0 Responsibilities of Conference Convener – Postgraduate Colloquium

- 11.1 Appoint a Postgraduate Colloquium Convener (who will be assisted by a nominated PRRES Board member) and organise the Postgraduate Colloquium (previously known as the Higher Research Session and the Doctoral Session), by no later than October, to be held all day Sunday.
- 11.2 The Postgraduate Colloquium is for current or potential doctoral, masters and higher research students. Presentations are made by recent doctoral graduates and/or experienced supervisors who share their experiences, provide helpful hints and suggestions to avoid/overcome likely impediments.
- 11.3 Postgraduate students should be encouraged to discuss the whole of their thesis in the Postgraduate Colloquium, with papers on specific aspects to be encouraged for submission for inclusion in the Conference programme.
- 11.4 A possible format of the Postgraduate Colloquium is summarised in Appendix 8.
- 11.5 The role of the Postgraduate Colloquium Convener is detailed in the PRRES Executive Positions/Responsibilities document on the PRRES website.
- 11.6 The Postgraduate Colloquium Convener should organise refereeing of submitted papers.
- 11.7 The Postgraduate Colloquium Convener should call for applications for the PRRES Scholarship(s) in conjunction with the Executive Director. Applications should comprise an abstract (minimum 2 pages of A4) of the research thesis and should be forwarded to the judges (as named in the PRRES Executive Positions/Responsibilities document on the PRRES website) for consideration. Following discussion with the judges, the Postgraduate Colloquium Convener should inform the applicants of the outcome and arrange funds for the Scholarship winner(s) in conjunction with the PRRES Treasurer.

12.0 Responsibilities of Conference Convener – Women’s Breakfast

- 12.1 Appoint a Convener and organise Women’s Breakfast, by no later than October, to be held one hour before first session on Tuesday.
- 12.2 The Women’s Breakfast provides women delegates the opportunity to meet, share their research interests, discuss the opportunities for collaborative work and exchange views on the challenges they face.

13.0 Responsibilities of Conference Convener – Post-Conference

- 13.1 The Program Chair should prepare a brief report in February concerning the effectiveness of the conference for the PRRES Executive Director for discussion with the Board. This report should contain a financial reconciliation including an interim profit and loss statement. The objective of the report is to help in the planning for future conferences.
- 13.2 The Program Chair to send an electronic copy of conference papers, the conference program and list of delegates to the PRRES Webmaster in February (who will forward a copy to the PRRES Historian).
- 13.3 The Program Chair to forward an electronic copy of the list of delegates to the incoming Program Chair in February.
- 13.4 The PRRES Secretary to send an electronic copy of the minutes from the AGM and Board meetings, details of prize winners (including short citation for each prize winner) and list of new Board members to both the PRRES Webmaster and Newsletter Editor.
- 13.5 The PRRES President to send a letter of appreciation to keynote speakers and industry day presenters.
- 13.6 Program Chair to provide list to PRRES Secretary and Treasurer who will then follow up members who have not registered in December, to ensure that they pay PRRES membership subscriptions.

14.0 Publication of Proceedings

- 14.1 Proceedings of the conference are to be published both electronically and in hard copy by late February.
- 14.2 To publish the proceedings on the PRRES website the Program Chair is to provide the PRRES Webmaster the papers in electronic format, as outlined below:

- The papers to be in PDF format and to be named in the following manner (NOTE: there are **NO** spaces)

Author_First_part_of_the_Title_of_Paper.pdf

Examples:

- Page_Promoting_Internationalism_as_a_Graduate_Quality.pdf
- Costello_Further_Evidence_Of_Seasonal_Influences.pdf
- Gilbert_A_Case_Study_in_Contemporary_Development.pdf

Usually the first five or six words are enough to make it clear what the paper is.

- A copy of the conference program in Microsoft Word format
- A list of conference delegates
- A clear indication of which papers were refereed and the refereeing process (to be provided by the refereeing panel)
- An introduction or summary of the conference (this should be sought from the current PRRES Historian).

15.0 Sponsorship

- 15.1 PRRES offers various forms of sponsorship, as summarized in Appendix 9.
- 15.2 Sponsorship of PRRES is co-ordinated by the Sponsorship Committee of PRRES, under the leadership of the Director, Sponsorship. It is proposed that sponsors of PRRES are national or international entities, which may or may not be represented in a particular city or state where the annual conference is held.
- 15.3 As at June 2009, PRRES sponsors include RICS (RICS research forum), API/PINZ (API/PINZ education forum) and Estate Master (Monday keynote speaker). The Program Chair should liaise with the Director, Sponsorship to establish the current status of PRRES sponsors and their rights to hold or host events during the conference.
- 15.4 Sponsorship of elements of the PRRES annual conference (such as welcome drinks, conference dinner, conference satchel, conference pens, etc) is co-ordinated by the Conference Organising Committee. It is proposed that sponsors of elements of the PRRES annual conference are local to the city or state where the annual conference is held and may or may not be national or international entities.
- 15.5 Sponsorship of prizes may be co-ordinated by either the Sponsorship Committee of PRRES or the Conference Organising Committee, with each obliged to advise the other should new prizes be proposed.
- 15.6 The Program Chair should liaise with the Executive Director to determine the current status of sponsorship.
- 15.7 The Program Chair should ensure that conference sponsor's logos are provided to the PRRES Webmaster and PRRES newsletter editor.

16.0 Case Competition

- 16.1 The PRRES Case Competition was introduced in 2008 to increase the involvement of undergraduate students in PRRES.
- 16.2 An outline of the PRRES Case Competition is included as Appendix 10.
- 16.3 The PRRES Case Competition is organized by the Co-ordinator of the Case Competition, with whom the Program Director should liaise closely.
- 16.4 The logistics and timing for the PRRES Case Competition are challenging to organize and depend heavily on the structure of the conference programme and layout of the conference venue. Accordingly, the integration of the PRRES Case Competition into the conference programme may vary from year to year and should be agreed between the Co-ordinator of the Case Competition and the Program Director by June.

Last updated: November 2007 - This update: December 2009 - PRRESProtocol2009V2.doc

Conference Schedule

Day	PRRES Event	Organiser	Suggested Time
Sunday	Postgraduate Colloquium	Postgraduate Colloquium Convener	Whole day (unless shorter following prior discussion with Executive Director)
Sunday	PRRES Board of Directors	PRRES Executive Director	2.5 hours (3.30-6pm)
Sunday	Delegates registration	Program Chair	Afternoon, before the Welcome Reception
Sunday	Welcome Reception	Program Chair	6.30pm onwards
Monday	Opening session / ceremony and presentation of awards.	Program Chair	9.00am – PRRES introduces keynote speaker
Monday	PRRES AGM	PRRES Executive Director	1 hour during or after lunch
Monday	PRPRJ Editorial Board Meeting	Editor, PRPRJ	1 hour after last paper on Monday
Tuesday	PRRES Board of Directors	PRRES Executive Director	2 hours over breakfast
Tuesday	Women’s breakfast (optional)	Women’s Breakfast Convener	1 hour before first paper on Tuesday
Tuesday or Wednesday	Industry session (optional) – awards should not be presented before/after the Tuesday or Wednesday keynote speaker.	Program Chair	PRRES introduces keynote speaker
Tuesday	Conference dinner, presentation of PRRES Achievement Award, PRRES Scholarships and other awards.	Program Chair	Evening
Tuesday or Wednesday	Panel sessions - international panel review of real estate education and research issues (optional)	Program Chair	45 minutes, late morning
Wednesday	PRRES Board of Directors – additional meeting if required	PRRES Executive Director	2 hours over lunch
Wednesday	Closing session and presentation of awards and next PRRES conference venue and Convener	Program Chair	About 3pm

Appendix 2

PRRES Membership Fees (inclusive of GST in Australia/exclusive of GST outside Australia)

2007	Membership fees	A\$110
2007	Post graduate membership fee and full conference registration fee (excluding conference dinner)	A\$75

Template Call for Papers

CALL FOR ABSTRACTS AND PAPERS

The 12th Pacific Rim Real Estate Society and the International Real Estate Society Conference

January 22nd - 25th 2006

At the University of Auckland, New Zealand

“Extending the Boundaries”

The University of Auckland, the Pacific Rim real Estate Society and the International Real Estate Society announce a call for abstracts and papers for the 12th Pacific Rim Real Estate Society Conference

Potential topics include:

- Property taxation
- Securitisation of property
- Residential markets
- Direct property investment
- Behavioural real estate
- Valuation
- Real estate risk management
- Corporate real estate
- Property portfolio management
- Real estate market analysis
- Business ethics
- Education, and
- Property economics

The deadline for:

Refereed abstracts	31 st August
Non-refereed abstracts	31 st August
Acceptance of abstracts	Mid-September
Refereed papers	30 th September
Non-refereed papers	15 th January

Papers should be full papers including a conclusion. Works in progress may be presented as a power point rather than as a paper.

Various PRRES awards and prizes are offered – full details available on the PRRES website.

Masters, doctoral and other higher degree research students are invited to participate in the Postgraduate Colloquium on Sunday.

All female delegates are invited to attend the Women's Breakfast to be held during the Conference.

Conference registration fee will be ??? (including PRRES membership fee) with a separate fee of ??? for day registrants. Delegates should advise the Conference organiser if they wish their registration details to be kept confidential.

Postgraduate conference registration fee is ????. Details of PRRES Scholarships are available on the PRRES website.

Please visit www.prrs.auckland.ac.nz for further details

Template Covering Letters



The 12th Annual Conference of the Pacific
Rim Real Estate Society
January 22 to 25, 2006
The University of Auckland Business School
Auckland, New Zealand



Dear ****

I am pleased to inform you that your abstract:

Title: ****

Author/s: *****

has been accepted for the 12th Pacific Rim Real estate Society Conference 2006 by the Conference Review Committee subject to a few minor revisions.

I have attached a revised copy of your abstract, can you please confirm that this is acceptable to you.

We require that you submit your full paper for refereeing by Email to prresconf@auckland.ac.nz by the **** October 200***.

Please note that authors should submit their papers using PDF format. The cover page should only have the title, abstract and keywords. The author(s)' name should not appear anywhere in the paper.

For more information please visit our conference site

www.prres.auckland.ac.nz

We look forward to seeing you in Auckland

Warm Regards

On behalf of the PRRES 2006 Conference Committee



The 12th Annual Conference of the Pacific
Rim Real Estate Society
January 22 to 25, 2006
The University of Auckland Business School
Auckland, New Zealand



Dear Larry

I am pleased to inform you that your abstract

Title: "Home ownership and house prices: An analysis of regional trends in New Zealand."

Author/s Larry Murphy

has been accepted for the 12th Pacific Rim Real estate Society Conference 2006 by the Conference Review Committee.

You will be notified closer to the conference of the date and timing of your presentation. Please bring 20 copies of your paper to the conference.

For more information please visit our conference site www.prres.auckland.ac.nz

We look forward to seeing you in Auckland

Warm Regards

Deborah Levy

On behalf of the PRRES 2006 Conference Committee

Template Refereeing Form

13th PACIFIC RIM REAL ESTATE SOCIETY CONFERENCE 2007

EVALUATION FORM FOR REFEREES

TITLE OF PAPER:

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.....

Referees are asked to:

1. Complete the evaluation form below; and
2. Provide a copy of a separate **unheaded and unsigned** typewritten sheet, suitable for forwarding to the author, giving reasons for advising that the paper:
 - (1) Be accepted in its present form
 - (2) Be accepted, subject to satisfactory revision
 - (3) Requires substantive revisions to be made
 - (4) Be rejected as a refereed paper.

This page should also have specific comments to the author on aspects not detailed fully in this evaluation form.

SPECIFIC QUESTIONS

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS BY TICKING THE APPROPRIATE BOX. IF YOUR ANSWER TO ANY QUESTIONS IS 'NO' PLEASE COMMENT ON HOW IMPROVEMENTS MAY BE MADE. IF THE QUESTION IS NOT APPLICABLE, MARK 'N/A' ALONGSIDE THE 'NO' BOX.

1. TITLE AND PRESENTATION

In respect of the overall paper:

YES / NO

a) Is the title accurate?		
b) Is the abstract sufficiently comprehensive and clear?		
c) Does the paper contain appropriate headings and sub-headings?		
d) Is the aim of the paper clear and the author's conclusions satisfactorily presented?		
<i>Comments, if "NO" to any part:</i>		

2. CONTENT AND SUITABILITY

In relation to the subject matter:

YES / NO

a) Is the paper relevant to the property area?		
b) Does the paper make a significant contribution to the field?		
c) Is the paper likely to be understood by property researchers/professionals in general?		
<i>Comments, if "NO" to any part:</i>		

3. STYLE AND METHODOLOGY

Is the paper: YES / NO

a) Satisfactorily written?		
b) Sound in methodology and logic?		
<i>Comments, if "NO" to any part;</i>		

4. CITATIONS AND REFERENCES

Are relevant existing works and sources: YES / NO

a) Identified by the author?		
b) Presented in a bibliography of acceptable (Harvard) format?		
c) Adequately and correctly acknowledged by footnotes, end-notes or by parenthetical references ?		
<i>Comments, if "NO" to any part;</i>		

5. TABLES, FIGURES AND CHARTS

In respect of any tables, figures and charts included in the paper:

YES / NO

(a) Do they serve a useful purpose?		
(b) Are they complete, accurate and of an acceptable standard?		
(c) Are they referred to adequately in the text?		
(d) Are any additional tables, figures and charts desirable?		
<i>Comments, if "NO" to any part;</i>		

6. RECOMMENDATIONS

Do you consider: **(Please tick one of the following)**

a) That the paper be accepted without revision		
b) That the paper be accepted with minor revisions as suggested in the attached report		
c) That the paper requires substantive revision as per attached report.		
d) That the paper should be rejected as a refereed paper.		

7. COMMENTS FOR THE AUTHOR(S) (Preferably in a separate sheet)

Thank you for your assistance.

RETURN TO: Shi Ming YU

Refereed Papers Coordinator, PRRES Conference

Dept of Real Estate

National University of Singapore

Singapore

NOTE: REFEREE'S REPORTS SHOULD BE EMAILED TO rstyusm@nus.edu.sg TO ENSURE TIMELY TURN-AROUND FOR AUTHORS.

Template Delegate Membership Information for Secretary and Treasurer

Following information required for each conference delegate in Excel spreadsheet format:

- full name and title
- postal address
- contact address, including phone, fax and email

Template Certificate of Attendance

Thursday, February 15, 2007

Paloma Taltavull De La Paz

University of Alicante

Campus de San Vicente del Raspeig s/n

Alicante, Spain

Dear Paloma, **Attendance and Presentation at PRRES 07 Conference**

Thank you for your attendance at the PRRES 07 conference. I am happy to confirm your attendance at the conference during January 21-24, 2007 and your presentation of non-refereed paper R043 titled:

“Housing supply and prices. Revising the theory”

Your paper will be published online in the conference proceedings on the PRRES website in the next few months.

Yours sincerely,

Associate Professor Greg Costello

Head of Property Programmes

Curtin Business School

PRRES 07 Conference Convener

Format of Postgraduate Colloquium

PhD Colloquium Programme

Sunday 22nd January

The University of Auckland Business School 1-11 Short Street Auckland (See map) Room * * *

- | | |
|-----------|---|
| 10.45am | Welcome |
| 11.00am | Student presentations and discussion:
Anthony Lockwood – The spatial delineation of residential real estate submarket boundaries (mentor Stan McGreal –The University of Ulster) |
| 11.30am | Hao Wu - Property cycle in the emerging Chinese commercial property market (mentor Simon Stevenson-Cass Business School) |
| 12.00noon | Chyi Lin Lee - The role of size in a downside risk framework: Empirical evidence from listed property trusts (mentor Graeme Newell-University of Western Sydney) |
| 12.30pm | Light lunch |
| 1.00pm | Plenary Session I: Professor Andy Baum-The University of Reading, Professor Neil Crosby-The University of Reading) and Associate Professor Laurence Murphy-The University of Auckland) |
| 2.00pm | Coffee |
| 2.30pm | Student presentations and discussion:
Zarita Ahmad Baharum - A study of service quality in property management of purpose built office buildings in Malaysia: Gap analysis of expectations and perceptions of tenants and property managers (mentor Christina Lee-The University of Auckland) |
| 3.00pm | Dulani Halvitigala - Commercial real estate leasing contracts and their efficiency: Gross lease vs. net lease (A New Zealand perspective) (mentor Neil Crosby-The University of Reading)) |
| 3.00pm | Matthew Leung – Market analysis of tenant mix of shopping centres (mentor Neil Crosby-The University of Reading) |
| 4.00pm | Plenary Session I: Professor Andy Baum-The University of Reading, Professor Neil Crosby-The University of Reading and Associate Professor |

Laurence Murphy-The University of Auckland

5.00pm Closing remarks and discussion

5.30pm PRRES Conference Welcome

PRRES Sponsorship Policy 2008

PRRES offers a range of sponsorship opportunities including:

- generic sponsorship of PRRES, including:
 - o general sponsorship, without link to a specific PRRES initiative
 - o sponsorship of specific PRRES initiatives, including
 - development of postgraduate research through the Postgraduate Colloquium
 - development of undergraduate education through the Case Competition
 - development of the interface between theory and practice through the keynote speakers on each day of the conference
 - development of the interface between academia and industry through an aspect of Industry Day
 - development of property education through the Education Forum
 - development of thought leadership through Research Monographs
 - o sponsorship of an initiative developed by the sponsor, with the support of the PRRES Board
 - o sponsorship of a prize

- specific sponsorship of an element of the PRRES annual conference, including:
 - o conference welcome drinks
 - o conference dinner
 - o conference lunches on each day
 - o conference morning/afternoon tea breaks on each day
 - o conference satchel
 - o conference note pads
 - o conference pens

Sponsorship of PRRES is co-ordinated by the Sponsorship Committee of PRRES. It is proposed that sponsors of PRRES are national or international entities, which may or may not be represented in a particular city or state where the annual conference is held.

Sponsorship of elements of the PRRES annual conference is co-ordinated by the Conference Organising Committee. It is proposed that sponsors of elements of the PRRES annual conference are local to the city or state where the annual conference is held and may or may not be national or international entities.

Sponsorship of prizes may be co-ordinated by either the Sponsorship Committee of PRRES or the Conference Organising Committee, with each obliged to advise the other should new prizes be proposed.

To ensure a co-ordinated approach to sponsorship, it is essential that the Conference Organising Committee does not approach sponsors of PRRES for further sponsorship of elements of the PRRES conference. Details of each sponsorship opportunity are summarised below.

Generic Sponsorship of PRRES

Sponsorship Opportunity	Sponsorship Inclusions	Sponsorship Cost
General Sponsorship	<ul style="list-style-type: none"> - recognition as a sponsor of PRRES through inclusion of logo on conference material where possible and logo on the PRRES website - promotional table through the entire conference - one complimentary ticket to the conference, including conference dinner and welcome drinks - institutional membership of PRRES (valued at \$1100) including receipt of quarterly PRRES journal 	3 years: \$2,500pa + GST 2 years: \$3,750pa + GST 1 year: \$5,000pa + GST
Specific PRRES Initiatives	<ul style="list-style-type: none"> - specific name recognition as sponsor of specific PRRES initiative (eg: <i>XYZ Postgraduate Colloquium</i>) - inclusion of logo on conference material where possible and logo on the PRRES website - 10 minute welcome presentation to delegates attending specific PRRES initiative - promotional table through the entire conference - one complimentary ticket to the conference, including conference dinner and welcome drinks - institutional membership of PRRES (valued at \$1100) including receipt of quarterly PRRES journal 	3 years: \$3,750pa + GST 2 years: \$5,000pa + GST 1 year: \$7,500pa + GST
Sponsor Initiatives	<ul style="list-style-type: none"> - specific name recognition as sponsor of specific initiative (eg: <i>XYZ REIT Forum</i>) - inclusion of logo on conference material where possible and logo on the PRRES website - 10 minute welcome presentation to delegates attending specific PRRES initiative - promotional table through the entire conference - one complimentary ticket to the conference, including conference dinner and welcome drinks - institutional membership of PRRES (valued at \$1100) including receipt of quarterly PRRES journal 	3 years: By agreement 2 years: By agreement 1 year: By agreement

Specific Sponsorship of an Element of PRRES Annual Conference

Sponsorship Opportunity	Sponsorship Inclusions	Sponsorship Cost
Conference Welcome Drinks	<ul style="list-style-type: none"> - specific name recognition as sponsor of conference welcome drinks (eg: <i>XYZ Conference Welcome Drinks</i>) - inclusion of logo on conference material where possible and logo on the PRRES website - 10 minute welcome presentation to delegates attending conference welcome drinks - promotional table through the entire conference - one complimentary ticket to the conference, including conference dinner and welcome drinks - institutional membership of PRRES (valued at \$1100) including receipt of quarterly PRRES journal 	\$7,500pa + GST
Conference Dinner	<ul style="list-style-type: none"> - specific name recognition as sponsor of conference dinner (eg: <i>XYZ Conference Dinner</i>) - inclusion of logo on conference material where possible and logo on the PRRES website - 10 minute welcome presentation to delegates attending conference dinner - promotional table through the entire conference - one complimentary ticket to the conference, including conference dinner and welcome drinks - institutional membership of PRRES (valued at \$1100) including receipt of quarterly PRRES journal 	\$10,000pa + GST
Conference Daily Lunch	<ul style="list-style-type: none"> - specific name recognition as sponsor of conference daily lunch (eg: <i>XYZ Conference Lunch</i>) - inclusion of logo on conference material where possible and logo on the PRRES website - promotional table through the entire conference - one complimentary ticket to the conference, including conference dinner and welcome drinks - institutional membership of PRRES (valued at \$1100) including receipt of quarterly PRRES journal 	\$5,000pa + GST
Conference Morning or Afternoon Tea	<ul style="list-style-type: none"> - specific name recognition as sponsor of conference morning/afternoon tea (eg: <i>XYZ Morning Tea</i>) - inclusion of logo on conference material where possible and logo on the PRRES website - promotional table through the entire conference - one complimentary ticket to the conference, including conference dinner and welcome drinks - institutional membership of PRRES (valued at \$1100) including receipt of quarterly PRRES journal 	\$2,500pa + GST
Conference Satchel	<ul style="list-style-type: none"> - specific name recognition through inclusion of logo on conference satchel 	Cost of satchels

Conference Note Pad	- specific name recognition through inclusion of logo on conference note pad	Cost of note pads
Conference Pen	- specific name recognition through inclusion of logo on conference pen	Cost of pens

Sponsorship of Prizes

Sponsorship Opportunity	Sponsorship Inclusions	Sponsorship Cost
Sponsorship of prizes	- recognition as a prize sponsor of PRRES through inclusion of logo on the prizes page of the PRRES website and the conference program	By agreement

Outline of the PRRES Case Competition

1. General

- 1.1. A case competition involves providing students with a real life business situation in the form of a case study. Based on the case given, teams are to conduct in depth analysis, create a proposal/strategy on how to move the business forward and make a presentation on it.
- 1.2. The main objective of having a PRRES case competition is to increase awareness and attract undergraduates to the PRRES conference. It offers them the opportunity to engage with and gather insight from conference delegates, employers of top industry firms and their future colleagues.
- 1.3. The vision we have for the case competition itself is to foster person development within our students and provide them with a chance to compete against other future leaders in business and property in a practical scenario
- 1.4. Benefits from participation includes in gaining insight from the industry speakers as well as research papers that will facilitate learning in their respective undergraduate papers. The case competition also accurately reflects jobs in the commercial industry, such as a property consultant or analyst.
- 1.5. The guidelines are not highly prescriptive but have been designed to ensure that the case competition can be organised efficiently and in a manner that competitors to previous competitions have come to expect.
- 1.6. The case competition convener will be determined and trained by the previous convener, under the guidance of Deborah Levy and the conference convener of that year. Their responsibilities will be listed as below.

2. Key Deadlines

Event	Detail	Deadline
2.1. Official Invite	Invite sent to all participating PRRES universities	May
2.2. Registration of Interest	Universities to express interest in participating and would like further information	June
2.3. Registration Confirmation	Universities to confirm participation	August
2.4. Withdrawal Penalty	Last date for universities to withdraw participation. <u>A financial penalty will be awarded after this date to cover sunk costs</u>	September
2.5. Team Registration Deadline	Teams to hand in registration forms	October

3. Case Competition Schedule

- 3.1. The case competition will be held on the Monday of the conference after the opening address at the Conference Welcome
- 3.2. The case competition schedule is summarized in *Appendix A*. This is subject to change dependent on the number of teams competing
- 3.3. The format of the case competition is outlined in *Appendix B*. This is subject to change dependent on the number of teams competing.
- 3.4. The rules of the case competition are as follows in *Appendix C*

4. Responsibilities of the Case Competition Convener

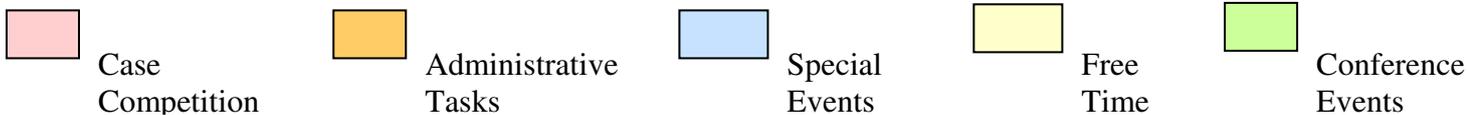
- 4.1. A case competition convener shall be appointed to organise the Case Competition by [insert date]
- 4.2. He is to work alongside and provide all relevant information to the conference convener to ensure a successful integration of the case competition within the conference
- 4.3. A review document along with last years templates will be handed over by last year's convener
- 4.4. The convener's responsibilities are as follows
 - a) Event Schedule: prepare a run sheet for conference convener and competitors
 - b) Case Day Management : management of competition day
 - c) Communications: to promote & liaise with universities & conference convener in preparation of the event
 - d) Social Event Co-ordination: organisation and management of all non-competition activities to give participants a unique experience
 - e) Awards: organisation of awards and certificates to participants

Further deliverables are outlined in *Appendix D*

- 4.5. Pre-event work identified that requires the assistance of the conference convener
 - a) Source room requirements as requested by case competition convener
 - b) Organise lunches that can be delivered to teams on competition day by case competition convener
 - c) Organise and set aside welcome packs for teams
 - d) Source appropriate recruits for competition day as requested by case competition convener

3.1 Appendix A: Summary Schedule

	Sun 18th Jan	Mon 19th Jan	Tue 20th Jan	Wed 21st Jan
8:00	Teams Arrive			
9:00		Opening Ceremony	Conference Electives (non-finalists)	
10:00		Preliminary Round Case Preparation		Finals Round Case Prep
11:00				
12:00				
13:00		Presentations Start	Free time (non-finalists)	Explore Sydney (optional)
14:00				
15:00				
16:00	Team Registration	Deliberation	Case Brief	Finals Round
17:00	Competition Brief	Results & Feedback		
18:00	Welcome reception	Free Time/ Competitors Dinner		Free Time (non-finalists)
19:00				
20:00	Informal Dinner		Final Dinner Announcement of Winners (7.30PM)	
21:00				



3.2 Competition Schedule

The schedule competition is subject to change according to the number of universities participating.

Competition Schedule - Preliminary

Monday – 26 th Jan	Start	Presentation
Team 1	9.25am	2.25pm
Team 2	9.50am	2.50pm
Team 3	10.15am	3.15pm
Team 4	10.40am	3.40pm
Team 5	11.05am	4.05pm
Deliberation		4.30pm
Results & Feedback		5.00pm

Competition Schedule - Finals

Tuesday – 27 th Jan	Start	Presentation
Team 1	11.00am	4.00pm
Team 2	11.30am	4.30pm
Results		Final Dinner

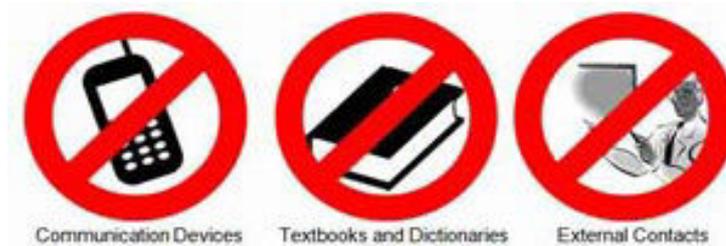
3.3 Appendix B: Competition Format

The information provided on this page is based on the interpretation of the PRRES Case Competition Rules. Where there is a conflict between this page and the rules, the rules will prevail.

-
1. Each representative team is to consist of four undergraduate (full time or part time) students, three of which have to be studying a real estate tertiary course.
 - a. Undergraduates are defined as any student whose last semester
 - i. Ends 2009 & later for the Aus/NZ region
 - ii. Ends mid-2010 & later for the USA
 2. Depending on the number of teams competing, they will be divided into divisions with an equal number of teams per division. A draw will be conducted to determine the order of start and presentation times.
 3. Coaches → Coaches serve the purpose to mentor the team and utilise practice cases to prepare the team for the competition. They are allowed to watch the presentations to relay feedback for current and future competitors. They have to register for the conference independently through the PRRES website.
 4. Time Allocations



5. Prohibited Material → This list is not exhaustive; teams are reminded that the norms of fair play and good sportsmanship are expected.



6. Appeals Committee → The PRRESS Executive will identify the members of the appeals committee. The appeals committee will be chaired by a person nominated by the host university. The Appeals Committee will deal with issues relating to rules and the equity of the competition in relation to participating teams. Appeals must be submitted within 15 minutes of the judge's decision being announced.

Appeals Committee can choose to take no action. Alternatively, it can:



The Committee's decision is final.

7. The finalists will be representing the same case within 30 minutes of the finals announcement. There will be no opportunity to edit their presentation.

3.4 Appendix C: Rules

For the duration of the PRRES Case Competition, participants are expected to honour these rules and behave in a manner which keeps to the letter and spirit of the rules. Times and numbers are subject to change to the number of competitors participating.

Qualification

- Each team will consist of 4 full-time undergraduate students, three of which have to be studying a property related tertiary course.
 - a. Undergraduates are defined as any student who will graduate
 - i. the semester ending 2009 & later for the Aus/NZ Region
 - ii. the semester ending mid 2010 & later for the USA

General

- Depending on the number of teams, teams will be divided into divisions with an equal number of teams in each division.
- Teams will start at staggered times in 25min intervals. There will be a draw to determine start times.
- There is one preliminary round followed by the finals. The finalists will be selected from each division.
- The number of teams that will go through to the finals will range between 2 and 4 teams. This will be dependent on the number of teams participating and will be disclosed by the event director closer to the date.
- Teams that are selected for the finals will be provided with a new case on the following day. They are given 5 hours and are under the same constraints as the preliminary round
- The draw for presentation order in the final round will take place **30min** after finalists have been identified.
- Teams in the final round will be scheduled to present either first or second.

Preparation Time

- The preparation time for the competition is five hours.
- Each team will have access to a maximum of two laptops. There will be no access to the internet during preparation time. The event director will inform teams as to whether laptops will be provided or whether competitors will utilise their own personal laptops.
- There will be no access to the internet during preparation time.
- All electronic devices, except for calculators are prohibited.
- Memories from programmable calculators will be cleared

- Teams are not allowed to consult with external parties, or obtain, or seek any outside assistance during preparation time.
- Cell phones and other communication devices are not permitted in the preparation room. Each team will be checked for cell phones or other communication devices prior to, during, and after preparation time.
- Dictionaries (electronic or otherwise) are not allowed to be used in the competition.
- No other materials such as textbooks or notes are permitted in the preparation room.
- Each team will be provided with paper and pens for the preparation phase. Flip charts or white boards will be provided.
- After 5 hours, the team must hand a copy of their PowerPoint presentation to the organizing committee on the USB memory stick. Teams are responsible for ensuring they hand over the correct version of the presentation in the appropriate specified folder.
- Teams are responsible for ensuring their presentation has been “backed up”
- Each team’s presentation will be printed and made available to the judging panel
- Teams that do not hand over their presentation at the 5 hour mark will not have their presentation slides available during their presentation.
- Lunch will be provided during preparation time.

Presentation

- Each presentation will be for 10 minutes, which will be uninterrupted. There will be a signal indicating 2 minutes and 1 minute remaining. At the end of 10 minutes of presentation, the presentation will be stopped.
- There will be a period of 10 minutes for questions from the judging panel.
- All presentations must be in English. Presentations will be open to the public.
- Use of the whiteboard and remote pointers is prohibited.
- All competitors are expected to be in business attire.
- Faculty advisors are welcome to watch any team. After the team has presented, they are permitted to stay and watch the presentations of teams in their own division.

Judging Panel

- There will be three judges on each judging panel.
- The judging panel will be selected from business practitioners as well as conference delegates.
- Each division will have a different judging panel, but the panel will be the same for all teams within a division
- Finalists will be announced at approximately 3:30 pm.
- Judges for the final round will be selected from judges from the preliminary rounds.

Judging Feedback

- At the end of the finalist’s presentation, each team will have 2-4 minutes time with each judge to receive feedback.
- The time of the feedback process will be controlled by a member of the organising committee.

Scoring

- For the preliminary round, the judging panel will deliberate and announce the finalists.

Appeals Committee

- The PRESSED Executive will be members of the appeals committee. The appeals committee will be chaired by a person nominated by the host university.
- The appeals committee will deal with any issues relating only to rules and equity of the competition.
- The appeals committee will be guided by:
 - the letter and the spirit of the rules of the competition
 - the norms of fair play and good sportsmanship
- The appeals committee has the power to:
 - take no action
 - issue a reprimand
 - alter placing
 - disqualify a team from the competition
- Appeals must be handed in writing to a member of the organising committee no later than 15 minutes after the judging panel's decision has been announced.
- The appeals committee can call for evidence from relevant parties at their discretion.
- If a member of the appeals committee is involved in the appeal they must withdraw from the committee for the duration of that appeal.
- The appeals committee's decision is final.

3.4.1 Appendix D: Key Deliverables of Case Competition Convener

1. Case Days

- **Primary responsibility:** management of the case competition day
- **Key Deliverables:**
 1. Smooth registration, information brief & draw
 2. Creation of case day schedule and alignment with conference
 3. Efficient competition management with adequate manpower
 4. Adequate materials & room requirements
 5. Ensure integrity of the competition

2. Communications

- **Primary responsibility:** liaising with guest universities in the lead up to the event and promotion of the competition among conference delegates
- **Key Deliverables:**
 1. Identifying a contact and distributing official invites
 2. Collecting relevant information from participants & advisors
 3. Communicating information regarding accommodation, flights, rules & pre-event information
 4. Handling all pre-event enquires

3. Logistics

- **Primary responsibility:** planning & co-ordination of all non-competition resources to ensure the smooth running of the event
- **Key Deliverables :**
 1. Accommodation – sourcing the best accommodation for all competitors
 2. Food – ensuring special dietary requirements are met and lunch is delivered and provided to competitors on case day
 3. Welcome packs – sourcing appropriate content and information for competitors on arrival

4. Social Events

- **Primary responsibility:** organisation and management of all non-competition activities to give participants a unique experience
- **Key Deliverables:**
 1. Welcome dinner venue
 2. Final night dinner venue
 3. Compilation of the official competition week schedule