

# Procedures to Host the 38<sup>th</sup> (2028) Australasian Association for Engineering Education (AAEE) Annual Conference



The Australasian Association for Engineering Education (AAEE) conducts an annual conference throughout Australia and New Zealand to promote engineering education scholarship and facilitate the dissemination of research and best practices throughout the engineering education community. Great emphasis is placed on the conference's importance in achieving this goal. Hence, the association has a responsibility to ensure that each hosting institution is aware of the high expectations that go with the granting of host status.

Decisions on where to hold the Annual Conference will be made at a meeting of the AAEE Executive. The following process will be followed for awarding the conference:

1. Universities or consortia interested in hosting the conference should prepare a 4-page Expression of Interest (EOI) per the following guidelines and forward it electronically to the AAEE Executive Conference Coordinator. EOIs will be accepted up to 17<sup>th</sup> November 2025 for AAEE2028.
2. The AAEE executive will invite universities with successful EOIs to submit a formal bid by 30<sup>th</sup> March 2026.
3. The decision will be made at the next executive meeting, and the successful bid team will be notified soon after. Only one bid will be considered successful; unsuccessful bids will be invited to submit again the following year.
4. If the EOIs or Bids received by the Executive are considered inadequate, the Executive reserves the right to ask for additional information or to call for further submissions at both stages of the process.

The AAEE Executive will also consider formal bids to be held in conjunction with another related engineering education international conference.

For enquiries and submissions, please contact the AAEE Executive Conference Coordinator:

Associate Professor Enda Crossin

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## Conditions for Hosting an AAEE Conference

- The Organising Committee will communicate with the AAEE Executive about the progress of the conference planning at regular intervals. A member of the AAEE Executive will be assigned to the organising committees and will be provided a complimentary registration. The Organising Committee will submit a report to each AAEE Executive meeting between the awarding and the conference's running.
- The conference will be held in early December of the proposed year (unless otherwise negotiated with the AAEE Executive).
- The Organising Committee will provide a business plan for the conference to the AAEE Executive, including a sufficiently detailed budget 3 months out from the conference.
- Details of who will underwrite the conference in full must be provided. AAEE will not underwrite the conference.
- The Organising Committee will organise conference insurance, including cancellations and public liability coverage.
- The AECEE, student and retired member early bird rate should be equal and should be set at no more than 10% above the break-even rate, which should account for the capitation fee.
- There are two forms of AECEEs:
  - New AECEEs in their first year of the academy who joined in the year of the conference. These members are entitled to free registration paid by AAEE. These members should receive a code to apply via the standard registration process.
  - Existing AECEE in the second or third year of their membership. These members pay the AECEE rate to the conference host via the standard registration process.
- A capitation fee of AUD\$95 shall apply to all full delegates
- A capitation fee of AUD\$50 shall apply to all discounted registrations, including for the members of the AAEE Academy of Early Career Engineering Educators (AECEE), retired members and student registrations
- For day registrations, a capitation fee of AUD\$50 per non-student registration (delegate) will be paid. No capitation fee is required for student day registrations.
- Student day registrations, sponsor registrations and complimentary registrations do not attract a capitation fee.
- The host institution shall receive a credit against the capitation fee for new AECEE members, calculated by multiplying the number of new AECEE members by the AECEE rate. No credit applies for existing AECEE members in years two and three.
- The capitation fee will be paid no later than February 28 of the following year.
- AAEE will regularly advertise and promote the conference to its membership base.
- The AAEE Conference Coordinator will form part of the conference committee to ensure knowledge transfer and can participate in online committee meetings.
- The Organising Committee will engage the services of a Professional Conference Organiser (PCO). The PCO may be an entity within a university.
- The Organising Committee will follow the AAEE paper handling process, including the review of papers, the use of the AAEE paper review criteria and ensure the quality of the review process.
- The Organising Committee will ensure appropriate indexing and publication of conference proceedings through Engineers Australia's agreement with Informit, including the assignment of an ISBN.

- The Organising Committee agrees that Copyright ownership of all published material remains with the authors.
- The conference website will be at a site negotiated with the AAEE Executive.
- The Awards dinner will be part of the conference and included in the full registration, including for AECEEs, students, and retired members.
- Conference planning will need to accommodate several annual AAEE meetings and sessions, including the AAEE Early Career Academy Workshop and AAEE Executive Committee meeting before the conference; the AAEE Annual General Meeting, any Special Interest Group meetings, Doctoral Symposium and AJEE Editorial board meeting during the conference; and the ADTL network meeting post-conference. Costs for catering the AAEE Early Career Academy Workshop and AAEE Executive Committee and the ADTL network meeting post-conference must be accounted for.
- The AAEE Executive will negotiate for key events (such as master classes and plenary sessions) to be scheduled into the flow of the conference schedule.
- A final report will be submitted to the AAEE Executive within 3 months of the end of the conference detailing how the conference went, the delegation and registration profile, the final financial details, and any suggestions for the following year's conference. This report may be provided to assist future hosts with their planning.
- While it is expected that face-to-face conferences will continue unhindered, a contingency plan should be outlined.

### **Guidelines for an Expression of Interest to Host an AAEE Conference**

EOIs should not be more than 4 pages and written in 11 point Arial. The following points should be addressed:

1. **Institutional Support:** The AAEE Executive needs to ensure sufficient institutional support for successfully planning and managing the annual AAEE conference. The institutional support that will be provided if successful should be described in the EOI. The EOI should be signed by the proposed General Chair and countersigned by the Dean of Engineering (or equivalent).
2. **Proposed Organising Committee:** Details of the proposed General Chair for the conference and other organising committee members should be included (a minimum of 3 people in addition to the chair are required at this stage). The General Chair and other proposed committee members should be members of AAEE. Any previous experience organising conferences among the proposed committee members should also be included.
3. **Venue Details:** An outline of the proposed venue, including the benefits of hosting the conference at that venue is required. For proposed locations outside of Australia and New Zealand, approximate flight costs, visas and other important travel expenses for delegates should be included.
4. **Proposed Theme:** The proposed theme for the conference should be included. If the EOI is successful, this theme may change in the full bid.  
To assist in planning past and upcoming conference themes include:

|      |  |  |
|------|--|--|
| 2021 | Perth (UWA)  | Engineering Education Research Capability Development          |
| 2022 | Sydney (WSU)   | Future of Engineering Education                                |
| 2023 | Gold Coast (Griffith)  | Adapting to the Changing Expectations of Students and Industry |
| 2024 | Christchurch, NZ<br>(University of Canterbury and Ara Institute of Technology) | The Engineer and The World                                     |
| 2025 | Brisbane (UQ)  | Engineering education; between the human and the digital       |
| 2026 | Sydney (UNSW)  | Making the Impossible Possible                                 |
| 2027 | TBA  | TBA  |

5. **Agreement of Conditions for Hosting an AAEE Conference:** A statement of agreement to each of the conditions outlined is required (as a checklist is acceptable).

### Guidelines for a Full Bid to Host an AAEE Conference

The AAEE Executive will invite successful EOIs to submit a Full Bid. Full Bids should not exceed 20 pages (not including appendices) and expand on the EOI.

In addition to *expanding* the EOI guidelines (above), a full bid should *also* contain:

1. **Program Overview:** An overview of the proposed program should include details on potential keynote speakers (they do not need to be locked in), the conference activities, the planned social program (including the Awards Dinner) and any special features or activities.
2. **Financial Arrangements:** Details of the conference's financial arrangements, including proposed registration fees, GST and financial arrangements, underwriting arrangements and a detailed budget, need to be provided.

Procedures to Host the 38th (2028) Australasian Association for Engineering Education (AAEE)

Annual Conference

**Previous Conference Data**

The following data is provided to assist with planning and writing of submissions

| Conference                     | Location                       | Submissions at Abstract Stage | Final Registrations*   | Papers Accepted | Workshops Accepted | Profit Made |
|--------------------------------|--------------------------------|-------------------------------|--|-----------------|--------------------|-------------|
| AAEE2021/<br>REES21<br>(joint) | Perth + Virtual                | No data                       | 324  | 122             | 28                 | Yes         |
| AAEE2022                       | Western<br>Sydney +<br>Virtual | 84                            | 260 (183 Fee Paying)<br>94 M; 36 S; 6 ECA;<br>16 Day; 31 <i>Virtual</i> ;  | 110             | 21                 | Yes         |
| AAEE2023                       | Gold Coast                     | 100                           | 252 (229 Fee Paying)<br>106 <i>M EB</i> ; 20 <i>NM EB</i> ;<br>24 <i>S EB</i> ; 35 <i>M</i> ; 12 <i>NM</i> ; 5 <i>S</i> , 9 <i>ECA</i> ; 18 <i>Day</i>                           | 102             | 24                 | Yes         |
| AAEE2024                       | Canterbury                     | 157 papers<br>35 workshops    | 285 (256 Full Paying, 7 Day Paying, 22 complimentary)<br>151 <i>M EB</i> ; 20 <i>NM EB</i> ; 14 <i>S EB</i> ; 34 <i>M</i> ; 20 <i>NM</i> ; 4 <i>S</i> ; 13 <i>ECA</i> ; 7<br>Day | 143             | 33                 | Yes         |

\* M= Member, NM = Non-member, EB = Early Bird, S = Student, ECA = AAEE Early Career Academy. Day = Day Registration

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| <b>Registration Rates</b> | <b>AAEE2021</b> | <b>AAEE2022</b> | <b>AAEE2023</b> | <b>AAEE2024<br/>(\$AUD)</b> | <b>AAEE2025</b> |
|---------------------------|-----------------|-----------------|-----------------|-----------------------------|-----------------|
| AAEE Early Bird           | \$570           | \$715           | \$765           | \$875                       | To be confirmed |
| Non-Member Early Bird     | \$680           | \$880           | \$915           | \$1018                      |                 |
| Student Early Bird        | \$380           | \$385           | \$435           | \$599                       |                 |
| AAEE Member Regular       | \$680           | \$880           | \$930           | \$1059                      |                 |
| Non-Member Regular        | \$790           | \$990           | \$1080          | \$1201                      |                 |
| Student Regular           | \$480           | \$550           | \$600           | \$690                       |                 |
| Day Student               | \$230           | \$495           | \$455           | \$506                       |                 |
| Day Regular               | No data         | No data         | No data         | No data                     |                 |
| Virtual                   | \$150           | \$275           | N/A             | N/A                         |                 |
| Virtual Student           | \$100           | \$165           | N/A             | N/A                         |                 |
| Retired members           | N/A             | N/A             | N/A             | N/A                         |                 |

**Example of capitation fee calculation**

Year of conference: 2024

Capitation fees: \$80 (full), \$40 (students, AECEE, retired members)

Number of full delegates = 250

Number of student delegates = 10

Number of new to early career academy members (in 2024): 5

Number of early career members in their second and third year (who joined in 2022 and 2023): 8

Student early-bird and AECEE rate: AUD\$700

Capitation fee =  $[(5 + 8 + 10) * \$40] + [(250 * \$80)] = \text{AUD}\$20,920$

Credit =  $5 * \$700 = \text{AUD}\$3,500$

Capitation fee due = AUD\$17,420