

POSITION DESCRIPTION

POSITION TITLE: Conference Portfolio

TERM: Nominated Position. Confirmed at the first meeting of each year

DATE OF LAST REVISION: 04 April 2025

Outline

The Conference Portfolio member is responsible for ensuring the quality of AAEE conferences, and providing a strong pipeline of events.

1. **Bidding:** Conduct the bidding process for the AAEE annual conference
 2. **Quality:** Ensure conference bidding documentation is current and relevant. Develop and improve other documentation, such as for reviewers and criteria where applicable, that can further improve conference quality and communications.
 3. **Mentor:** Participate as a conference organising member, providing a transfer of knowledge and quality control. Collect conference statistics along the journey.
 4. **Review:** Support the conference review process
 5. **Monitor:** Attend the conference, monitor attendee engagement and provide feedback and support as required
 6. **Liaison:** Develop partnerships and liaise with appropriate groups and stakeholders to promote and support the conference, including national and international groups and associations as well as sponsors and exhibitors
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ACTIVITIES

Monthly Recurrence

- Monthly conference committee meetings. Your task is to provide a transfer of knowledge. You will support the committee as required, including undertaking emergency reviews and the like.

January

- No activity

February

- Touch base with the current AAEE Conference committee to ensure processes are in place and a regular meeting schedule is put in place. Expect at least one meeting a month.
- Review and update if required the EOI documentation to host AAEE (Year + 3). If updates require, create an agenda item for the next AAEE committee meeting.
- Touch base with the previous year's conference committee to determine the capitation fee payable to AAEE. To calculate the fee, refer to the EOI bid document for the associate conference year. Provide instruction to the treasurer to generate an invoice for payment. Remind the conference committee to present a report for the upcoming AAEE committee meeting.

March

- Formal bids due for the AAEE Conference (Year + 2) on 30th March. Ensure the bidders are reminded of the upcoming deadline at the start of the month and provide any support as needed.
- Check that capitation fee has been paid.

April

- Present the formal bids to the AAEE Executive Committee as an agenda item.
- Ensure the item is discussed at the meeting and a winner determined. If EOI documentation was also an agenda item, ensure that an outcome was reached.
- Communicate the results to the bidding institutions and provide feedback. If there is no winning bid, conference (Year +2) EOI will need to be readvertised.
- Promote the winning bid and new EOI process via the AAEE newsletter, Facebook page and via over social media avenues as required. The first stage of the EOI is due by 18th of November

June

- Continue to promote the EOI and the upcoming conference via newsletter and social media channels. Provide information to potential bidders as required.
- For the current conference, remind the committee about preparing for the award process.

August

- Continue to promote the EOI and the upcoming conference via newsletter and social media channels. Provide information to potential bidders as required.
- If no regular contact with the conference (Year + 1), engage and remind them of the upcoming requirements. This includes ensuring that the conference chair will present at the closing of the current year conference, and that the website will also be presented. Regular meetings for this conference may begin.

October

- Continue to promote the EOI and the upcoming conference via newsletter and social media channels. Provide information to potential bidders as required.

November

- EOI bids due for the AAEE Conference (Year + 3) on 18th of November. Ensure the bidders are reminded of the upcoming deadline at the start of the month and provide any support as needed.
- Present the EOI bids to the AAEE Executive Committee as an agenda item.

December

- Ensure the EOI bids are discussed at the meeting and a winner determined.
- Communicate the results to the bidding institutions and provide feedback. If there is no winning bid, conference (Year +3) EOI will need to be readvertised.
- Attend the conference and provide feedback and support as required

DOCUMENTATION

The AAEE file depository includes a folder dedicated to the conference portfolio. It includes historic EOI and formal bids, as well as statistics that need to be updated along the journey.

REVISION HISTORY

V1_1 04042025 Original Version Approved by Executive Committee