

# Procedures to Host the 39<sup>th</sup> (2029) 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 16<sup>th</sup> November 2026 for AAEE2029.
2. The AAEE executive will invite universities with successful EOIs to submit a formal bid by 30<sup>th</sup> March 2027.
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

E-mail: [enda.crossin\[at\]canterbury.ac.nz](mailto:enda.crossin[at]canterbury.ac.nz)

## 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 Committee 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 Organising Committee will form a Technical Committee. The Editor for the proceedings will be the Chair of the Conference Technical Committee.
- The Chair of the Conference Technical Committee reports to the Conference Portfolio Lead on the Australasian Association of Engineering Education's Executive Committee.
- A member of the Editorial Board from the Australasian Journal of Engineering Education (AJEE) will be appointed by the Editor-in-Chief of AJEE to the Technical Committee to oversee and assist with the technical program
- The Technical Committee will adhere to the procedures and procedures for the Conference Proceedings, as described at <https://aaee.net.au/conference-proceedings>
- 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.
- There should be early-bird and normals rates for
  - Members
  - Non-members
  - Students
  - Retirees
  - AAEE Early Career Academy
  - Day registration – Member / non-member
  - Day registration – student
- The AAEE Early Career Academy, 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 three 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 unique code or link to apply during the registration process.
  - Existing AECEE in the second or third year of their membership. These members pay the AECEE rate and should receive a unique code or link to apply during the registration process.
  - Existing AECEE members beyond their third year Such members should be treated as standard members for registrations and capitation purposes.

- A capitation fee of AUD\$95 ex. GST shall apply to all full delegates.
- A capitation fee of AUD\$50 ex. GST 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 ex. GST 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 same capitation fee is payable, irrespective of early-bird status.
- The host institution shall receive a credit against the capitation fee for AECEE members, calculated by
  - For the new AECEE members, by multiplying the number of new AECEE members by the full early bird rate.
  - For the existing AECEE members in their 2<sup>nd</sup> or 3<sup>rd</sup> year, by multiplying the number of existing AECEE members by the difference between the discounted registration rate and the full early bird rate.
- The Organising Committee will make provision for charging publications fees of AUD\$10 ex. GST per research paper submission, payable to the conference host at the time of submission. This fee applies to all Research Paper submissions, whether accepted or not. Neither the Australasian Association for Engineering Education (AAEE) nor the hosting conference institution is liable for refunds if a research paper is not accepted for publication. These publication fees will be passed on in full to AAEE at the time of payment of the capitation fee.
- No fees shall be charged for practice paper nor workshop submissions.
- The capitation fee and research paper publication fees 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 host institution shall provide the full names of the conference organising committee and the technical committee by January of the hosting year.
- When the host institution engages with potential sponsors, the host will consult with the AAEE Executive Committee on opportunities or conflicts associated with any institutional (AAEE) sponsorship.
- The Organising Committee will engage the services of a Professional Conference Organiser (PCO). The PCO may be an entity within a university / tertiary institution.
- The Organising Committee will manage and 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 conference website will be at a site negotiated with the AAEE Executive. Awarded hosts should secure a suitable URL within one month of approval.
- 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 AAEE meetings and sessions, including the:
  - Pre-conference
    - AAEE Early Career Academy Workshop. Approximately 20 attendees. AV enabled
    - HDR Symposium. Approximately 20 attendees. AV enabled.
    - AAEE Executive Committee. Approximately 20 attendees. AV enabled with MS Teams / Zoom capability
  - In-conference
    - AAEE Annual General Meeting. Approximately 60-100 attendees. AV enabled with MS Teams / Zoom capability
    - AJEE Editorial board meeting during the conference Approximately 10 attendees. No AV required
    - Special Interest Group meetings, and
  - Post-conference
    - ADTL network meeting. Approximately 20 attendees. AV enabled with MS Teams / Zoom capability

Costs for catering the AAEE Early Career Academy Workshop, HDR Symposium, AAEE Executive Committee and the ADTL network meetings must be accounted for within the budget.

- 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.
- The Technical Committee are responsible for proofing and the typesetting of all papers, in accordance with AAEE requirements.
- All papers shall be transferred to the AAEE Executive within 3 months of the end of the conference for indexing. All papers shall be in PDF format.
- 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 and a Chair for the Technical Chair for the conference and other committee members should be included (a minimum of 3 people in addition to the chair are required at this stage). The General Chair, Technical 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 are tabulated below.

Year	Location (Host)	Theme
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 (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	Melbourne (The University of Melbourne)	Learning from the past, navigating into the future
2028	University of Auckland	Me Hoki Whakamuri Kia Anga Whakamua: Acknowledge the Past and Move Boldly into the Future,

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 39th (2029) 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	Host and Location	Submissions at Abstract Stage	Final Registrations*	Papers Accepted	Workshops Accepted	Profit Made
AAEE2021/ REES21 (joint)	Perth (UWA) + Virtual	No data	324	122	28	Yes
AAEE2022	Western Sydney + Virtual	84	260 (183 Fee Paying) 94 M; 36 S; 6 ECA; 16 Day; 31 <i>Virtual</i> ;	110	21	Yes
AAEE2023	Griffith University, Gold Coast	100	252 (229 Fee Paying) 106 <i>M EB</i> ; 20 <i>NM EB</i> ; 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	University of Canterbury and Ara Institute of Canterbury, Canterbury	157 papers 35 workshops	285 (256 Full Paying, 7 Day Paying, 22 complimentary) 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 Day	143	33	Yes
AAEE2025	University of Queensland, Brisbane	Awaiting final data from UQ				Yes
AAEE20226	UNSW, Sydney	Conference yet to be hosted				

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

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Annual Conference

<b>Registration Rates</b>	<b>AAEE2021</b>	<b>AAEE2022</b>	<b>AAEE2023</b>	<b>AAEE2024 (equiv \$AUD)</b>	<b>AAEE2025 (\$AUD, inc. GST)</b>	<b>AAEE2026 (\$AUD, inc. GST)</b>
AAEE Early Bird	\$570	\$715	\$765	\$875	\$990	\$990
Non-Member Early Bird	\$680	\$880	\$915	\$1018	\$1,150	\$1,190
Student Early Bird	\$380	\$385	\$435	\$599	\$690	\$690
AAEE Member Regular	\$680	\$880	\$930	\$1059	\$1,190	\$1,190
Retiree	N/A	N/A	N/A	N/A	\$690	\$690
VET/TAFE Staff	N/A	N/A	N/A	N/A	\$690	N/A
Primary or High School Teacher	N/A	N/A	N/A	N/A	\$690	N/A
Non-Member Regular	\$790	\$990	\$1080	\$1201	\$1,350	\$1,390
Student Regular	\$480	\$550	\$600	\$690	\$790	\$790
Day Student	\$230	\$495	\$455	\$506	\$390	\$390
Member Day Regular	No data	No data	No data	No data	\$490	\$490
Non-member Day Regular					\$590	\$590
Virtual	\$150	\$275	N/A	N/A	N/A	N/A
Virtual Student	\$100	\$165	N/A	N/A	N/A	N/A
Retired members	N/A	N/A	N/A	N/A	N/A	N/A

**Example of capitation fee calculation**

Year of conference: 2024 (note that capitation fees have changed). All values are ex. GST

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