

Procedures to Host The Australasian Association for Engineering Education (AAEE) Annual Conference



The Australasian Association for Engineering Education (AAEE) conducts an annual conference throughout Australia and New Zealand aimed at promoting scholarship in engineering education and facilitating the dissemination of research and best practice throughout the engineering education community. Great emphasis is placed on the importance of the conference in achieving this goal, hence the association has a responsibility to ensure that each hosting institution is aware of the high expectations which 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) as per the following guidelines and forward it electronically to the AAEE Executive Conference Coordinator. EOIs will be accepted up to 31st July two years before the proposed conference year (so 31st July 2016 to host at the end of 2018).
2. The AAEE executive will then invite universities with successful EOIs to submit a formal bid by 30th September of that year.
3. The decision will then be made at the December executive meeting and the successful bid team notified soon after. Only one bid will be considered successful; unsuccessful bids will be invited to submit again the following year.
4. If the EOI's or Bids received by the executive are considered inadequate, the executive reserves the right ask for additional information, or to call for further submissions at both stages of the process.

The AAEE executive will also consider formal bids for the conference more than two years ahead, particularly if it is to be held in conjunction with a larger international conference.

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

Mr Mark Symes

Tel: (03) 6324 9349

E-mail: Mark.Symes@utas.edu.au

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. As a minimum, a report will be submitted to each AAEE executive meeting between the awarding of the conference and the running of the conference.
- 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 for the conference, including coverage for cancellations and public liability.
- AAEE will be paid a capitation fee of \$80 per full registration (delegate) and \$40 per student registration.
- 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 that an appropriate publication of conference proceedings will take place with an ISBN.
- The Organising Committee agrees that Copyright ownership of all published material remains with the authors.
- The conference website will be located at a site negotiated with the AAEE Executive.
- The Awards dinner will be part of the conference and included in the full registration.
- 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 final financial details for the conference, and any suggestions for the following year's conference.

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 that there is sufficient institutional support for the successful planning and management of 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 members of the organising committee 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 in 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.
4. **Proposed Theme:** The proposed theme for the conference should be included. This may change in the full bid if the EOI is successful.
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 be more than 20 pages (not including appendices) and expand on the EOI.

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

6. **Program Overview:** An overview of the proposed program should be provided including details on potential keynote speakers, the conference activities, the planned social program (including the Awards Dinner) and any special features or activities.
7. **Financial Arrangements:** Details of the financial arrangements for the conference need to be provided, including proposed registration costs, GST & financial arrangements, underwriting arrangements and a detailed budget.