Invitation to submit a proposal to host the 2016 ACEN Conference

ACEN will be holding a conference in 2016 hosted by a university in Brisbane, Sydney or Melbourne.

The ACEN Board has recently reviewed the 2014 conference and also conducted a survey of members about the timing and format of the 2016 conference. As a result the criteria below includes developments the Board wishes to incorporate into the 2016 conference.

Universities in Brisbane, Sydney and Melbourne are invited to submit a proposal for the hosting of the 2016 conference.

The proposal must reach ACEN admin@acen.edu.au by **Friday, January 30, 2015** and it will be considered at the Board meeting on February 2 and 3, 2015.

In the proposal a university wishing to host the 2016 ACEN conference needs to:

- Confirm they understand the scope of the task, the various roles, particularly those of conference chair and program convenor
- Confirm the university has the facilities and services to support the conference
- Confirm the university leadership supports the hosting of the conference
- Indicate what in-kind support the university will provide.

Once appointed, the host university will need to

- Sign an agreement with ACEN about the tasks listed here
- Appoint a conference convenor to chair the committee and report regularly to the Board. (Note: The chair needs to be able to devote the time required to the role and have the support of their university.)
- The conference convenor will be required to liaise with the ACEN Board, join monthly Board teleconference meetings and provide written progress updates
- Create a conference committee, including ACEN members from the host and other universities
- Appoint a program convenor to manage the academic program - call for papers, online program management system, papers selection using a panel of readers, final selection. (Note: This role also requires a sufficient time allocation and the appointee must have the support of their university.)
- Propose a timeline with key tasks, responsibilities and milestones
- Propose a venue with adequate facilities for plenary sessions (approx. 200 – 260 people); break out rooms (dependent on the program but probably four or five), AV facilities and support
- Propose suitable dates in semester 2, 2016 for the conference (noting local events in member institutions). The conference is likely to run for 4 days including a half-day of preconference workshops and a one-day research symposium. A possible format is
  - Day 1 (afternoon) Research Symposium (part 1)
  - Day 2 (morning) Research Symposium (part 2)
  - Day 2 (afternoon) Pre-conference workshops
  - Day 3 Conference
  - Day 4 Conference
- Propose a theme for the conference for endorsement by the ACEN Board
- Create a conference budget (previous budgets will be available) and monitor income and expenditure against the a budget approved by the ACEN Board
- Create and manage a one-day pre-conference program for endorsement by the ACEN Board
- Manage facilities and hosting (not program) for a one-day research symposium (probably at the same venue, this is different from previous years.)
- Propose venues and manage social events and networking
- Propose appropriate accommodation options close to the venue
- Propose and manage a (possibly external) conference organiser
- Liaise with the local ACEN chapter committee.

Don MacDowall
ACEN Administration
admin@acen.edu.au