

Invitation to submit a proposal to host the 2018 ACEN Conference



ACEN will be holding a conference in 2018 and universities in the eastern states are invited to submit a proposal for the hosting of the event.

The proposal must reach ACEN admin@acen.edu.au by **Friday, March 31, 2017** and it will be considered at the Board meeting on April 5, 2017.

In the proposal a university wishing to host the 2018 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. If it is proposed to use a commercial venue, it should be noted there are budget limitations.
- 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), comprehensive audio-visual facilities and support
- Propose suitable dates in semester 2 2018 for the conference (noting local events in member institutions). The possible format is
Day 1 Research Symposium and concurrent Pre-conference workshops on a campus
Day 2 Conference
Day 3 Conference
Day 4 Possibly one day of special interest groups.
- 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
- Propose venues and manage social events and networking
- Propose appropriate accommodation options close to the venue
- Propose and manage a (possibly external) conference organiser
- Actively engage with the local ACEN chapter committee.

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