

**Australian Association for Research in Education
AARE Annual Conference Requirements**



Proposed Dates 2023: 26 – 30 November 2023
Proposed Location: University of Melbourne
Delegates: 700 - 900 PAX face-to-face

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AARE Conference Stakeholders: Core Responsibilities			
Chair, AARE Conferences Standing Committee	<ul style="list-style-type: none"> Form and oversee Conferences Standing Committee to ensure requirements, policies and guidelines are met Liaise with the Executive Management Team, PCO, host university working group/s, local research community, Awards Coordinator and AARE Office Services; delegate tasks as required Lead coordination of keynote speaker invitations (including the Radford Lecturer) Work with the local research community to lead sponsorship, publicity and media communications activity Prepare reports to Executive and Executive Management Team Approve payment of budgeted operating expenses Up to budget limit (plus 5% subject to reporting to Executive Committee) Oversee conference expenditure against budget and profit and loss statements Make business decisions necessary for the efficient administration of the annual conference between meetings of the Executive Monitor PCO performance against contractual obligations and deliverables Develop policies and guidelines regarding the management of annual conferences and make proposals to the Executive 		
AARE Conferences Standing Committee	<ul style="list-style-type: none"> Determine the theme, scope and keywords of the annual conference Create the full academic program, submission process and guidelines and timetable Work with PCO to develop marketing and communications strategy Actively support sponsorship, publicity and communications to the media through provision of contacts, referrals and messaging Ensure, through the local research community, that there is an appropriate social program including the welcome reception Undertake evaluation of conference outcomes and supporting handover/succession Suggest suitable sites for future conferences 		
Host University event working group/s	<ul style="list-style-type: none"> Coordinate access/booking of rooms, spaces and core utilities (AV, IT, Cleaning, Security) Provide formal acknowledgement of contribution (space, utilities, facilities, personnel) via letter/MOU Co-opt local members to participate in and report to Conferences Standing Committee Actively support sponsorship, publicity and media communications through provision of local contacts, referrals and information Support development of an appropriate social program through provision of local contacts and referrals 		
AARE Treasurer, supported by AARE Executive Office Manager	<ul style="list-style-type: none"> Contribute to conference budget development, with PCO and Chair, Conferences Standing Committee Monitor income and expenditure against budget, via reports from PCO and Chair, Conferences Standing Committee Monitor PCO performance against contract obligations and deliverables, via reports from Chair, Conferences Standing Committee Make decisions on nominations and applications for various awards and grants of the Association Sign documents and contracts on behalf of AARE up to \$2000 – Treasurer/President Call for tenders for, selection of, and contractual agreement with, a professional conference organiser 		
AARE Executive Committee	<ul style="list-style-type: none"> Approval of conference budget Approve expenditure and contracts over \$2000 Oversight of policy and risk management 	<ul style="list-style-type: none"> Approval of suitable sites Approval keynote speakers (including the Radford Lecturer) 	
Professional Conference Organiser (PCO)	<ul style="list-style-type: none"> Event & Project Management Financial Management Conference Website 	<ul style="list-style-type: none"> Abstract Management system Marketing, design & promotion Registration, Delegate and Accommodation Management 	<ul style="list-style-type: none"> Program & Speaker Management Sponsor & Exhibitor Management Onsite event management Catering

PCO Deliverables	
Event & Project Management	
Project management	<ul style="list-style-type: none"> • Prepare and maintain the conference management timeline detailing critical dates, tasks, timeframes and responsibilities
Committee/meeting support	<ul style="list-style-type: none"> • Assist the AARE Conferences Standing Committee in preparation of meeting agendas • Attend & take minutes for online steering committee meetings (schedule to be advised and agreed)
Correspondence	<ul style="list-style-type: none"> • Manage incoming and outgoing event correspondence via email and telephone
Briefings	<ul style="list-style-type: none"> • Brief the steering committee before leaving for conference. Approximately 1 week prior to conference
Financial Management	
Budget	<ul style="list-style-type: none"> • Assist in updating and modifying the existing conference budget, to be co-managed with the AARE Treasurer and Executive Office Manager
Banking/income/payments	<ul style="list-style-type: none"> • Manage the conference bank account, receive income and pay invoices on AARE's behalf in accordance with direction and authorised signatories provided by AARE
Suppliers	<ul style="list-style-type: none"> • Source and provide at least 3 quotes for conference suppliers for approval by AARE • Ensure approved suppliers are paid in a timely manner
Reporting & reconciliation	<ul style="list-style-type: none"> • Reconcile and report on registration income, expenditure and payments to venue, and suppliers, on a monthly basis • Onsite daily reconciliation of daily event charges • Onsite meeting with venue at conclusion of conference to reconcile all charges • Final reconciliation of accounts, post conference
Marketing, design and promotion	
Theme and style guide	<ul style="list-style-type: none"> • Provide guidance on the development of conference theme and style guide
Website	<ul style="list-style-type: none"> • Conference domain details and website platform Silverstripe log-in details to be provided by AARE • Development and maintenance of a 5 x page Conference Website: Home, Event Program, Registration & Accommodation, Sponsorship & Exhibit, Contact • Existing design elements embedded (font type, colours, logos, images), incorporating the updated conference theme • Update and restructure content from the previous year and continue to update as new information is confirmed • Online Delegate Registration Form, Accommodation Booking Portal, and Abstract Submission Portal to be embedded
Marketing and communications strategy, to be approved by EMT	<ul style="list-style-type: none"> • Work with the AARE Conferences Standing Committee to develop and execute a marketing and communications strategy including conference announcement timeline; promotional content to encourage conference registration • Work with local host university on strategic communications as appropriate.
Campaign management	<p>Design/development/distribution of</p> <ul style="list-style-type: none"> • Monthly EDMs and associated social media messaging, inclusive of banners and relevant content* *CN to distribute EDMs; AARE to implement social media campaign; AARE to provide distribution lists • Nametag and lanyard design to reflect conference branding and theme • PowerPoint template slides to reflect conference branding and theme to be used by presenters for presentations and to serve as holding slides for housekeeping notes, speaker introductions, sponsor acknowledgements etc. • Update AARE conference prospectus with branding and images and refine content layout

Supplier of Lanyards, Nametag Holders and Name Card	<ul style="list-style-type: none"> • Source premium supplier to print quality printed lanyard & name card and source plastic nametag holders • Manage nametags process, workflow and delegate reports <p>NB: printing, lanyards, name card and nametag holders supplier/costs sourced by CN and approved by AARE within budget process</p>
Abstract management	
Abstract portal	<p>Design of a speaker abstract portal (using the AARE EventsAIR account) for presentations to be submitted, reviewed, and approved, including</p> <ul style="list-style-type: none"> • Presentation Portal: submission portal to allow all potential presenters to create profiles and upload their abstract document. Once approved the presenters will then be invited to log back into their profile and submit their full presentations. • Abstract Workflow Portal: an abstract management portal for a designated committee member to assign reviewers to review abstracts and manage workflow allocation. • Reviewer Portal: a review portal for designated reviewers to undertake review of allocated abstracts and accept/reject them or provide the submitter with feedback and invite them to submit their presentation.
Coordination of submission process	<ul style="list-style-type: none"> • Support the AARE Conferences Standing Committee in management of paper submission and review process including notification of submissions received, report generation and automatic system responses advising potential presenters of confirmation at each step.
Registration and delegate coordination	
Online registration	<p>Develop tailored Online Delegate Registration Forms for all delegates using the AARE EventsAIR account, including:</p> <ul style="list-style-type: none"> • Up to 8 x page Registration Form, including the summary and payment page • Automatic generation of invoices/ processing of credit card payments
Delegate support & coordination	<ul style="list-style-type: none"> • Manage incoming and outgoing registration correspondence via email and telephone • Provide dedicated support helpline for incoming AARE Conference registration enquiries • Attend to all registration enquiries and alterations • Confirm all booking details with delegates • Automatic confirmations and communication of critical information to delegates pre- and during conference
Process registration bookings and payments	<ul style="list-style-type: none"> • Collect and process all conference registrations and online payments via the AARE EventsAIR account, integration with the CN payment gateway which will direct all registration payments to a CN bank account (refer financial management above)
Reporting & monitoring	<ul style="list-style-type: none"> • Setup reporting portal for AARE Conferences Standing Committee to access reporting to manage and track registrations • Provide a monthly filtered registration report including registration type summaries, and payment amounts processed via the payment gateway to facilitate AARE's internal payment reconciliations
Accommodation management	
Liaison and agreements with hotels	<ul style="list-style-type: none"> • Source, negotiate and secure rates for all conference accommodation within or close proximity to the conference venue • Negotiate all accommodation conditions and continually liaise with accommodation venue(s) regarding arrangements • Manage any master block room requirements i.e. executive staff members, speakers, VIPs* <p>*AARE responsible for providing CN with a detailed list of delegates (staff / speakers) whose accommodation will be charged to AARE Conference master account</p>

Booking system	<ul style="list-style-type: none"> • Manage the Accommodation Link booking system for delegates to secure their own accommodation including automatic confirmation of hotel reservations and the booking terms and conditions <ul style="list-style-type: none"> ○ Complimentary Service to AARE Conference Delegates; Access Exclusive Early Bird Accommodation Deals; Group Accommodation Rates; No Liability to 'Pay Own Account' Accommodation Bookings; Ability to Integrate Tour Options
Venue & Facility Services	
Space allocation	<ul style="list-style-type: none"> • Support Host University working group/s if required to ensure all primary event spaces meet conference needs – plenary room/s, breakout spaces, exhibition area, meeting rooms for pre-conference workshops, event spaces for social functions
AV/IT Supplier	<ul style="list-style-type: none"> • Support Host University working group/s if required to manage AV/IT requirements, equipment, technical support, staging, streaming and filming. • Support Host University working group/s if required to manage on-site AV technical support for the duration of the conference
Venue Liaison *to be determined	<ul style="list-style-type: none"> • Support Host University working group/s if required to develop and approve final business event orders to ensure correct requirements are achieved for conference, exhibition, and social functions including setup, timings and resources (inclusive of cleaning, security, access, insurance)
Set up	<ul style="list-style-type: none"> • Liaise with Host University working group/s about the venue and facility requirements as per the program and running order. • Support Host University working group/s if required to liaise with venue and audio visual supplier to ensure correct setup of all meeting rooms, including seating, signage, lighting, stage and audio visual requirements, provision of presentation materials, exhibitor space/s and requirements • Support Host University working group/s if required to ensure a COVIDSAFE plan is completed and agreed to with the venue which may include a COVID Marshall
Safety	<ul style="list-style-type: none"> • Ensure safety and emergency protocols are in place and that relevant stakeholders are briefed/prepared in advance and during the event
Onsite/during conference coordination	<ul style="list-style-type: none"> • Coordinate 1 x rehearsal for guest speakers with AV supplier – staffed by the host university representative/s and CN • Coordinate live zoom feed for virtual attendees including virtual Q&A sessions and facilitate any filming required
Catering	
Catering and menu compilation	<ul style="list-style-type: none"> • Source catering supplier and work with supplier to design catering solution to meet conference needs including management of dietary requirements • Investigate environmentally friendly initiatives that can be incorporated to the service of food and beverages such as refillable water stations, environmentally friendly packaging and engaging OzHarvest to manage food waste
Liaison/coordination	<ul style="list-style-type: none"> • Liaise with the Host University working group/s to arrange all catering arrangements, ensuring adherence to the COVIDSAFE plan
Program & Speaker Management	
Program co-management with the AARE Conferences Standing Committee	<ul style="list-style-type: none"> • Assist in the development of the conference program, including timetable for speakers, breakout sessions, exhibitors, social events • Coordinate logistics to meet program requirements including room set-ups and speaker preparation ensuring that appropriate audio visual equipment is available in all rooms and speakers and sessions chairs are briefed about its use
Hybrid / virtual delivery	<ul style="list-style-type: none"> • In liaison with the Host University working group/s, coordinate and facilitate the hybrid component of the conference, or replace the hybrid conference with a virtual conference, if COVID restrictions prevent a face-to-face conference from proceeding. <p>Note: AV costs and costs associated with a virtual meeting platform will be incorporated into the conference budget.</p>

Speaker management	<ul style="list-style-type: none"> • Contact speakers to provide registration information, collect contact details, biographies and arrange AV requirements • Liaise with special guests as part of the program for formalities such as Welcome to Country ensuring requirements are met • Provide travel assistance to speakers, including flights, accommodation and airport transfers where required. Booked via travel partner at a per booking fee. • Prepare and distribute instructions of speaker sessions, coordinate speaker chairs and provide instructions as required.
Coordinate Social program	<ul style="list-style-type: none"> • Welcome reception including Welcome to Country • Additional events – e.g. indigenous walk, luncheons • Liaise with venue/s to arrange all catering and service style in line with pre-determined requirements such as stand up cocktail service or sit down plated meal service • Ensure proper management of dietary requirements as well as ensuring COVID requirements are adhered to and environmental initiatives are incorporated where possible • Source photographer and coordinate group photos if required (additional supplier costs to be approved as part of budget) • Coordinate any additional styling or collateral required such as table centrepieces, menus, place cards, seating charts (additional design/printing/supplier costs to be approved as part of budget development)
Exhibitor & Sponsor Management	
Sponsorship co-management with the Chair, AARE Conferences Standing Committee	<ul style="list-style-type: none"> • Collate a distribution list of past AARE sponsors and exhibitors • Collaborate with AARE Conferences Standing Committee and host university working group/s in creation of a list of potential new sponsors to target • Update and modify existing sponsor/exhibitor prospectus including reviewing of sponsor levels, associated benefits and renewing imagery and branding • Manage reporting system documenting all communications and outcomes with prospective sponsors/exhibitors (e.g. expression of interest, updates on packages sold, last chance to secure a package etc) • Prepare and administer formal sponsor agreements for approval by the AARE conference committee • Liaise / communicate with sponsors and collect and reconcile sponsor/exhibitor payments • Arrange and manage any sponsor entitlements including collecting high resolution logos for display
	<p><i>Chair, AARE Conferences Standing Committee to lead AARE responsibilities for supporting sponsor/exhibitor management</i></p> <ul style="list-style-type: none"> • Designated as internal ‘project leader’ to be regularly available to facilitate any requests for information or approval from CN necessary to undertake the project. • Provide copies and/or details of all relevant information (committee reports, media releases, marketing information, images and graphics, videos, timeframes and the like) related to the promotion of the event. • All information, full contact details and particulars of prior dealings with potential sources of sponsorship to be provided to CN for inclusion in the sponsor campaign target list. • Disclose all relevant information regarding existing leads and provide to CN to be managed centrally as part of the sponsorship campaign. • Authorise in writing all potential benefits on offer to prospective sponsors (CN will not alter the arrangements, quantities or value of benefits without the written permission from AARE) • Authorise in writing preparedness to commit to in-kind or contra sponsors (non-cash) on a case by case basis, understanding the affect this may have on potential cash sponsors in the same industry category.

Exhibitor Management	<ul style="list-style-type: none"> • Source, negotiate and confirm an exhibition supplier (if required) • Liaise with Host University working group/s and exhibition supplier to develop an exhibition floor plan • Develop a trade exhibitor kit outlining exhibition times, booth inclusions, exhibition supplier details, signage allowances, venue requirements, booth allocations and contact details • Arrange and manage any exhibition entitlements including collecting high resolution logos for display
Onsite/during conference event management	
Staff, speaker and volunteer support	<ul style="list-style-type: none"> • Prepare event briefs, running sheets and the detailing of all arrangements • Conduct staff, speaker and volunteer briefings 1 week prior to the conference • Provide CN staff onsite for the conference days • Manage all aspects of the event onsite including bump in, registration desk management, provision for a secretariat space and service, overseeing venue operations inclusive of catering, audio visual technical coordination, speaker management and activities that occur within sessions (eg Award presentations) • Coordinate onsite AARE volunteers to assist with sessions and virtual Q&A (if applicable) • Coordinate one post conference meeting to debrief (online conference call)
Event delivery	<ul style="list-style-type: none"> • Deliver the physical aspects of the event including staging, audio visual recognition, signage, exhibitor presence and the likes to ensure a high-profile and attention-gaining experience and conference. • Coordination of suppliers to arrange any additional services required (photography, event theming, collateral etc) • Work with the appointed AV company to deliver content and presentations (live & pre-recorded) on a suitable virtual platform
Sponsor/exhibitor support	<ul style="list-style-type: none"> • Liaise with sponsors and exhibitors onsite to ensure all expectations are met and repeat business is secured for future events