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5 January 2023

## RE: INVITATION TO TENDER FOR AARE 2023 CONFERENCE

Each year the Australian Association for Research in Education (AARE) holds its annual conference in a different city around Australia. The AARE Executive and the Conferences Standing Committee would like to invite your Professional Conference Organisation (PCO) to submit a proposal to manage the 2023 event which will be held at the University of Melbourne from the 26<sup>th</sup> November to 30<sup>th</sup> November, 2023.

Traditionally the AARE conference has been a face-to-face event but in response to the COVID-19 pandemic, the 2021 conference was held fully online. It is now a priority for AARE that conferences are planned with the possibility of switching to hybrid or 100% online if required.

The following pages outline the major expectations/specifications for the 2023 AARE conference. We would be happy to elaborate on these if required, either by phone or email (see details above).

The due date for responses to this Request for Tender is **Wednesday 25 January 2023**. Proposals should be submitted to [aare@aare.edu.au](mailto:aare@aare.edu.au). Please advise as soon as possible if this timeframe is not suitable to you. We are able to work with an adjusted submission timeline if required.

Further discussion may occur between AARE and a shortlisted PCO for clarification of any items in a proposal. AARE will contact the PCO if this is the case.

We look forward to hearing from you should you be interested in submitting a proposal for our consideration.

Yours sincerely,

Julie McLeod  
AARE President (2023-2024)

## **2023 AARE CONFERENCE MANAGEMENT REQUIREMENTS**

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### **DATE AND VENUE**

The 2023 AARE Conference will be held in Melbourne at the University of Melbourne from 26 November – 30 November.

### **VENUE**

The primary resources supplied by the host university include:

- Meeting rooms and catering and exhibition spaces
- AV/IT services
- Security services
- Cleaning services

Venue liaison and coordination of amenities and facility services will primarily be managed by local host university working group members, with support from the PCO if required, in accordance with the attached outline of roles and responsibilities.

### **PROGRAM**

The AARE conference is usually held over 5 days, spanning Sunday until the following Thursday. The Sunday afternoon conference activities usually include registration and a Welcome Reception. Pre-conference workshops are also held during the day on the Sunday.

Academic and workshop program development will be coordinated by the AARE Conferences Standing Committee, with support from the PCO as required, in accordance with the attached outline of roles and responsibilities.

Social events during the AARE conference usually include:

- A Welcome Reception on the Sunday evening. This is generally held in the Exhibitors' area with Delegates and Exhibitors being able to attend as part of their Conference registration or package. Catering is generally light finger foods, with wine, beer and soft drinks provided.
- Additional social events are usually held throughout the Conference. These might include SIG meetings, book launches or cultural activities.

AARE holds its AGM, usually on the Wednesday night, 5.30 – 6.30 pm at the conference. This will require after-hours access to the venue.



## **BUDGET AND FINANCIAL MANAGEMENT**

The annual conference is a major event for AARE members and is the major source of income for the Association. Therefore, it is important that the conference finances are managed with diligence and that a surplus/profit is achieved each year that is in line with the expectations of AARE members.

Financial management will be jointly managed by the AARE Treasurer, AARE Association Management Service Providers and the PCO in accordance with the attached outline of roles and responsibilities.

AARE will provide seed funding to the PCO once a contract is entered into by both parties. This seed funding is returned to AARE by the PCO. Similarly the profit from the conference is paid to AARE by the PCO after the conference accounts are finalized.

## **PAPER SUBMISSION AND PROGRAM PREPARATION**

AARE uses the program EventsAIR for paper submission, review and program preparation. The abstract submission process will be managed by the PCO with direction from the AARE Conferences Standing Committee, in accordance with the attached outline of roles and responsibilities. Programing of the Conference presentations is conducted by a AARE member under the supervision of the Conferences Standing Committee and with the support of the PCO.

## **REGISTRATION**

Attendance at each conference varies, however 700 to 900 face to face delegates are expected in 2023. AARE uses the program EventsAIR for conference registration management. Registration will be managed by the PCO in accordance with the attached outline of roles and responsibilities.

## **CATERING**

AARE is conscious of COVID safe protocols and will require the catering to reflect these protocols. AARE members are also environmentally aware and would like to encourage initiatives such as refillable water stations, washable plates and cutlery, or environmentally friendly packaging and cutlery. AARE aims to provide local charities, such as Second Bite or Ozharvest with any leftover food if appropriate. Catering will be managed by the PCO in accordance with the attached outline of roles and responsibilities.

## **EXHIBITORS AND SPONSORS**

Sponsors/Exhibitors will be jointly managed by the AARE Conferences Standing Committee and the PCO in accordance with the attached outline of roles and responsibilities.

### **WEBSITE/IT**

AARE has a conference domain and accompanying website. This conference website uses Silverstripe web development software. The conference website will remain separate to the existing AARE website. The conference website will be managed by the PCO in accordance with the attached outline of roles and responsibilities.

### **TRAVEL AND ACCOMMODATION**

Travel and accommodation will be managed by the PCO in accordance with the attached outline of roles and responsibilities.

### **MARKETING & COMMUNICATION**

Marketing and communication will be managed by the PCO in accordance with the attached outline of roles and responsibilities.

### **OTHER EVENT MANAGEMENT**

A range of event management duties prior to and onsite during the conference will be managed by the PCO in accordance with the attached outline of roles and responsibilities.

### **INFORMATION REQUIRED IN A PROPOSAL**

To be considered, your proposal should clearly outline how your organisation is able to meet the above listed requirements and should also address the following, and any other pertinent details that you wish to include:

### **STAFFING**

Please indicate the number of staff, the team structure and roles (*for example, a conference/project manager with two support staff or a conference/project manager with support staff allocated specific tasks such as programming, speaker management and marketing*). Detail which staff member role(s) will manage key event task(s) in accordance with the attached outline of roles and responsibilities.

### **ADMINISTRATION FEES AND STANDARD ITEM COSTS**

Please provide detailed statements regarding administration fees, and indicative costs for standard items. Please ensure details are included about items listed below and their inclusion in the fee structure or details of indicative costs if not included.

- Staff hours to complete required tasks
- Management of the Conference bank account
- Telephone/internet fees
- Printing
- Staff travel and accommodation
- Graphic design of marketing material
- Other expenses