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Wednesday, July 12, 2017

Dear Professional Conference Organiser

**RE: INVITATION TO TENDER FOR AARE 2018, 2019 AND 2020 CONFERENCES.**

Each year the Australian Association for Research in Education (AARE) holds its annual conference in a different city around Australia. On behalf of the AARE Executive and the Conferences Standing Committee (CSC) I would like to invite your Professional Conference Organisation (PCO) to submit a proposal to manage the 2018, 2019 and 2020 events.

It is planned to hold these events in Sydney in 2018, in Brisbane in 2019 and at a city to be confirmed in 2020. These conferences are usually 4.5 days in duration, spanning a Sunday afternoon until the following Thursday, and they generally occur in the last week of November or the first week of December. The Sunday afternoon conference activities are usually registration and a Welcome Reception, however, there are often pre-conference workshops that are held during the day on the Sunday as well.

The conferences may be held jointly with other organisations, such as the New Zealand Association for Research in Education.

The following are the major expectations/specifications associated with the conference. I would be happy to elaborate on these if required, either by phone or email.

**BUDGET**

These annual conference is a major event for our members and is the major source of income for the association. Therefore it is important to us 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 the AARE Executive. The Conference Organiser will be expected to:

- Assist in preparation of conference budget and provide monthly financial reports to the CSC.
- Ensure the conference runs to the prepared budget and that all expenditure has been approved by the CSC. At least three competitive quotes must be obtained for goods and services that are valued in excess of \$500
- Provide a detailed financial report including a copy of all invoices to AARE for auditing purposes within two months of the completion of the conference.

## **REGISTRATION**

Attendance at each conference will vary, however it is expected to be between 800 delegates and 1000 delegates. The Conference Organiser will be expected to:

- Manage the registration of delegates, including accepting payments and accommodation deposits.
- Provide a monthly report on how many delegates have registered.

## **VENUE**

- In consultation with the CSC, determine and organise an appropriate venue for the conferences. At a minimum the venue will need to include
  - One room/theatre that will hold all expected delegates and 25+ breakout. All of these rooms will require some Audio Visual capabilities.
  - IT facilities and assistance, including speaker preparation.
  - A medium sized room that is able to hold approximately 200 delegates for a luncheon on one of the days is also required. This room can be adjacent to the regular catering area so people can bring their lunch to the meeting.

## **CATERING**

- Ensure the supply of the following catering requirements:
  - Morning, lunch and afternoon teas on each day of the conference
  - Further social functions that require additional catering requirements such as small dinner meetings
  - Menus which cater for the all special dietary requirements of delegates

AARE is conscious of the environment and would like the catering and in particular water delivery to reflect this. For this reason we would be

interested in initiatives such as refillable water stations and washable plates and cutlery. AARE also likes to provide local charities with any leftover food if appropriate.

## **EXHIBITORS AND SPONSORS**

- Ensure the provision of the following spaces and services:
  - An exhibitor area for approximately 10 to 15 exhibitors. This can be in a public access area but should be situated where catering is being delivered to ensure adequate attendance in the area.
  - Assistance in obtaining exhibitors; this will include the development of a prospectus in conjunction with the CSC, its distribution to a list of possible exhibitors and the provision of appropriate follow up as required to secure exhibitors.

## **SOCIAL EVENTS**

- Organisation of a social program of events for each conference including:
  - 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. Catering is generally light finger foods, with wine, beer and soft drinks provided.
  - Any additional social events that may be held throughout the Conference.

AARE holds its AGM, usually on the Wednesday night, at the conference. This will require after-hours access to the venue to be negotiated.

## **WEBSITE/IT**

- Maintenance and production of the conference website using AARE's website managing company. The website will be a separate page to the existing AARE website. Services will include the following:
  - Development of the conference web site (AARE has ownership of the domain name aareconference.com.au which will be used for this purpose).
  - The provision of a copy of the year's conference pages to AARE after each conference for archival purposes.
  - Development of content that is attractive and updated regularly to keep delegates informed about the forthcoming conference. This includes, but is not limited to, home, registration, accommodation, keynote speakers, program and general information pages.

- Have access to/provide an online paper submission and tracking system appropriate to support the management of academic papers for the conference.
- Creation of a delegate list.
- Provision on an Application for use on Smart phones and other mobile devices that allows for an individual to diarise their preferred program, receive conference updates and share with their colleagues and friends.

## **PROGRAM PREPARATION**

- In conjunction with the CSC and Special Interest Group (SIG) co-ordinators, manage the conference program, including timetabling of presentations.
- Manage late changes to the program and publicise these changes to delegates and speakers.

## **TRAVEL AND ACCOMMODATION**

- In conjunction with the CSC negotiate conference deals with accommodation venues near to the conference venues.
- Manage the deposit and booking of delegates.
- Assist with the travel and accommodation of the speakers, including airport transfers.
- Assist with the accommodation for the Executive members who attend the Executive meetings and events held prior to the conference.

## **OTHER**

- Manage the call for papers. This process utilises a commercial conference paper management system. For example Open Conference Systems.
- Supervise the registration desk and venue operations at the conference.
- In conjunction with the CSC, design and purchase conference bags and manage the insert process.
- Organise, purchase and print lanyards with name badges.
- Organise PPT slides as conference backdrop/housekeeping/in memoriam and advertisement of next conference.
- Manage the plenary sessions, including the Award presentations and other activities to occur at the beginning and end of these sessions.
- Manage the Opening Ceremony including Welcome to Country, including liaison with any special guests.
- Assist in the filming of sessions if required.

Discussion about this RFT will happen at the Executive Management Team meeting to be held in August 2017 Therefore, the due date for responses to this RFT is Monday 7 August. Please let us know if this timeframe is not suitable.

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

Yours sincerely

Deborah Cracknell  
Office and Events Manager  
Australian Association for Research in Education

**PLEASE SEE FURTHER INFORMATION ABOUT THE  
PROPOSAL BELOW.**

## INFORMATION REQUIRED IN A PROPOSAL.

AARE welcomes proposals from Professional Conference Organisers. To be considered your proposal should clearly outline the following, and any other pertinent details that you wish to include:

- **STAFFING**

Please ensure your proposal indicates:

Number of staff and clearly defines 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. If so how many will this include?

Detail which staff member role will manage our event planning, including organisation, minute taking and distribution of the Conferences Standing Committee (CSC) meetings, updating of the working budget on a monthly basis, preparation of reports for CSC meetings etc.

How are conference finances managed, including the BAS statements,, and is this role undertaken by a qualified accountant?

How do you organise graphic design and is this completed by in-house graphic designers or is it outsourced?

- **IT PROGRAMS AND SUPPORT**

Please provide details of:

- Management system utilised;
- Website development – is this completed in-house or outsourced? What are the financial and support consequences of this model?
- Phone app development processes;
- Email blasts – including if these are sent in-house or outsourced?

- **ADMINISTRATION FEES**

Please provide detailed statements about what monthly administration fees include, and indicative costs for standard items that you do not include in your monthly administration fee? Specifically, please ensure details are included about items listed below and their inclusion in the monthly administrative fee structure or details of indicative costs if not included.

- Staff hours to complete the tasks identified during the CSC meetings
- Management of the Conference bank account
- Production of the BAS Statements
- Telephone
- Internet fees (Ethernet)
- Printing
- Staff travel and accommodation at the Conference
- ENewsletter costs
- Graphic design of marketing material
- Development of website
- Online credit card fees