# HOSTING AN ASCILITE CONFERENCE

## Overview

This information pack provides preliminary 'at a glance' information about what's involved in hosting an ASCILITE conference. It is designed to help you put together and submit an Expression of Interest (EOI) or Proposal to host an ASCILITE conference.

## About ASCILITE

The Australasian Society for Computers in Learning in Tertiary Education (ASCILITE) was formed in 1985. It is an incorporated not-for-profit professional association for professionals, teachers and academics engaged in the educational use of technologies in tertiary education. ASCILITE is a globally recognised community of professionals engaged in enhancing learning and teaching through the pedagogical use of technologies.

We seek to shape the future of tertiary education, particularly through enabling and sharing high quality research, innovation and evidence-based technology-enhanced practices in tertiary education.

## About ASCILITE Conferences

The ASCILITE conference is a high calibre annual event that attracts around 300 – 400 delegates across Australasia and internationally. Our conferences provide an excellent forum for sharing research and innovation in the field of learning technologies.

Past delegate surveys tell us that delegates appreciate the substantial professional networking opportunities and our exceptionally friendly and fun community spirit. The conference also serves as a focus for ASCILITE member activities that run throughout the year such as the ASCILITE awards program, Community Mentoring scheme and Special Interest Groups.

Conference delegates typically include practitioners, researchers and teacher educators, learning designers, digital and media developers, directors of learning & teaching, senior leaders and sponsors. etc.

## Conference Hosting Proposals

Institutions that are interested in hosting an ASCILITE conference must submit a Conference Hosting Proposal proforma in the first instance.  Completion of this document signals a host institution's desire to host an ASCILITE conference.

- A conference proposal requires the formation of a conference proposal committee (CPC).  This usually occurs through the efforts of one or several staff members who sound out the institution's interest and obtain initial permission to collaborate on forming a conference committee.
- The Hosting Proposal includes critical information about the institution's plans regarding the conference such as proposed dates for the conference, where the conference is to be held, members of the conference committee and their respective event experience and a draft conference budget. (A draft conference budget may be submitted separately).

- The CPC refers to the institutional staff members who are interested in helping to organise the conference.
- Once a conference proposal is approved, the CPC is then referred to as the Conference Organizing Committee (COC).
- It is a requirement that at least 50% of the COC members join ASCILITE for the year in which the conference takes place so that they can receive member communications.

## Host Selection Process

A call for *Expressions of Interest* (EOI) is made by the ASCILITE Secretariat for host institution(s) each year and all proposals are considered.

The ASCILITE Executive evaluates conference proposals based on:

- Quality of the proposal
- Financial viability for the Society
- Potential appeal to delegates of the conference location and venue facilities, etc.

Conference proposals are considered by the ASCILITE Executive at its next Executive meeting. (ASCILITE Executive meetings are conducted online every two months). Conference proposals are voted on by the ASCILITE Executive and the Executive's decision regarding a conference proposal is final.

## Organization of ASCILITE Conferences

The Conference Organizing Committee (COC) is most often formed out of the Conference Proposal Committee. The COC organizes the conference in collaboration with a professional conference organizer (PCO). The PCO may be a staff member serving as an event manager or an external event management company.

Where the COC has access to an event organizer on staff, there may be no need for an external event management company. However, a professional conference organizer (PCO) of some form is required in order to host the ASCILITE conference.

The COC is comprised of members selected by the conference host institution(s) and convener.

## Professional Conference Organizer

The role of the PCO can range from simply managing the online registration process and conference income and staffing the on-site registration desk at a minimum to acting as the conference manager and administrator responsible for registrations, catering, technical requirements and other activities designated by the COC in a formal agreement.

## Convenor Responsibilities

The Convenor is the lead of the COC and is responsible for the overall planning and implementation of the conference. The Convenor may decide to work collaboratively with a

Co-Convenor if that is preferred.  The Convenor(s) is/are responsible for the following aspects of conference planning (but not limited to):

- Formation of the COC and any sub-committees
- Selection of the PCO
- Development of conference themes and selection of keynote and invited speakers in consultation with the ASCILITE Executive
- Budget development, monitoring and reporting in conjunction with the ASCILITE Treasurer
- Online website development and content
- Conference communication and promotion
- Online registration
- Sponsorship
- Conference submissions, reviews and proceedings
- Technical, AV requirements and conference app
- Catering and venue
- Conference logistics
- Conference program and social events
- Outstanding paper and poster awards
- Conference volunteer support
- Conference Evaluation

## ASCILITE Executive and Secretariat Responsibilities

The ASCILITE Executive comprises an elected President, Vice President/ Executive Officer, Treasurer and six Executive members. Members of the ASCILITE community may also be co-opted from time-to-time. A paid, part-time ASCILITE Secretariat supports the Executive team and the COC.

In relation to the conference, Executive responsibilities include (but not limited to):

- Selection of conference host(s) and convener
- Senior representation at COC meetings
- Approval of conference themes, dates and registration fees
- Approval and advice on conference budget
- Input on ASCILITE required sessions such as the ASCILITE Awards
- Communication on ASCILITE conference activities
- Contribution to Sponsorship solicitation efforts
- Other support and advice for convener and host

## Typical Conference Schedule

The ASCILITE conference usually takes place from the last Sunday in November or the first Sunday in December although this can vary slightly from year to year due to where the days of the week fall.

- Friday and Saturday (prior to conference): ASCILITE pre-conference Executive Committee meeting hosted by institution.
- Sunday: registration desk opens; official conference welcome in the evening.  pre-conference workshops.
- Monday: conference commences; AGM at lunchtime; possible optional social event in the evening, e.g., dine-around.
- Tuesday: First-timers breakfast, conference continues; conference dinner.
- Wednesday: conference concludes, usually by 3.30pm.

## Memorandum of Understanding

Once a conference proposal has been approved by the ASCILITE Executive, a Memorandum of Understanding (MOU) is made available to the host institution. This document clarifies the general relationship between ASCILITE and the host institution.

The MOU is **NOT** a legally binding document but rather a detailed letter specifying the overall relationship between ASCILITE and the host institution.  For this reason, ASCILITE generally recommends signing an MOU as soon as the conference proposal has been accepted by the ASCILITE Executive.  A copy of the pro-forma MOU is available from the ASCILITE Secretariat.

## Additional Resources

A comprehensive ASCILITE Conference Management Handbook with detailed guidelines for each stage and aspect of conference planning is made available once a conference proposal has been approved by the ASCILITE Executive.  A range of additional resources may also be made available at that time.  At meetings between the ASCILITE Executive and COC, the Executive endeavors to provide helpful suggestions and feedback to the COC based on past experience.

A copy of the handbook and other resources are available from the ASCILITE Secretariat.