ACCE – Australian Council for Computers in Education

Conference Policy – Last Updated May 2015

A copy of this document appears on the ACCE website http://www.acce.edu.au

DOCUMENT HISTORY

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CONNECTIONS

ACCE Conference Policy is to be read in conjunction with –

    A.   ACCE Conference Guidelines

    B.   ACCE Copyright Policy

    C.   ACCE Publications Policy

1. BACKGROUND

This conference policy applies to all conference events hosted on behalf of Australian Council for Computers in Education (ACCE). The policy describes the conditions required for a successful bid to host an ACCE conference, the commitments required from the hosting association and the commitments from other ACCE members.

A conference of the ACCE, to be known as the Australian Council for Computers in Education Conference, will be held at least once every two years. Such conferences will be designated as ACCE followed by the year, for example ACCE2016. The name of the conference will use the four numbers naming the year, ACCE2014 rather than ACCE14. The letters should be spelt out rather than said as a word. Only member associations of the ACCE may bid to act as the host of the ACCE event on behalf of ACCE.

In years in which the ACCE conference does not occur, the ACCE Board may decide that a specialist conference, which will bear a different and distinguishing name, may be hosted on its behalf.

2. CHARACTERISTICS OF AN ACCE CONFERENCE

An ACCE Conference will have the following generic characteristics:
A. involve ACCE members nationally
B. provide a forum for ACCE issues to be raised
C. publish proceedings in electronic and / or paper form (Refer to the Publications and Copyright Policies)
D. occur during the school holidays for a majority of States and Territories
E. charge a registration fee agreed to by ACCE
F. use a quality venue at reasonable cost to participants

In addition the ACCE conference will:
G. achieve a balance across the membership profile for themes and streams
H. provide a keynote of international repute from Australia and Overseas
I. ensure a selection of papers are refereed by a panel of experts who are nationally representative
J. ensure authors and presenters are fully informed about the acceptance of their proposed session at least **four months** prior to the conference and the arrangements for their conference presentation at least **four weeks** prior to the conference

3. BIDS TO HOST AN ACCE CONFERENCE

Member associations of ACCE are invited to bid for the hosting of an ACCE conference. This bid will:
A. demonstrate the past and future commitment of the bidding member association to the objectives and policies of the ACCE as a national organisation
B. operate within the ACCE Conference Guidelines
C. include details of existing / proposed structures within the member association with a list of key conference committee members
D. include proposed budget, approximate registration fee and a letter from the current President of the nominating state stating that the member association accepts the responsibility for underwriting and understands that 5% of registration fees will be due to ACCE following the conference
E. include a letter from the President of the nominating state stating that the ACCE Conference Policy has been read and understood
F. state the date of the conference and the proposed venue
G. describe clearly the refereeing process and referee board
H. outline the nature and format for proceedings of the conference

Such a bid should be submitted to the ACCE President in writing *one month* prior to the Board meeting and *three years* prior to the proposed conference so that the Board may consider the proposals. As a result, ACCE Conferences are to be scheduled at least two years, preferably three years in advance.

4.   SCHEDULING

ACCE conferences, by their nature, advance the application of learning technologies within Australia, and provide a benefit to all members of the education community. In recognition of the national status of ACCE conferences, these events are required to be held during school holidays for a majority of states and territories. This implies a highly restricted range of dates within any particular year. In contrast, events conducted by member associations have a far greater range of scheduling options.

Accordingly, preference should be given to the timing of ACCE events. Conflicts in scheduling ACCE conferences and State organised conferences leads to increasing competition for scarce resources, particularly sponsorship, exhibitors and registrations which have a financial impact on both events. To alleviate this problem, the ACCE requests that its member associations will not schedule a major state conference within 60 days before or after an ACCE conference (subject to consultation with ACCE).

5.   ROLE OF MEMBER ASSOCIATION HOSTING THE CONFERENCE

The member association hosting the conference will:
A.   bear all the financial responsibility for the conference [To assist the host association to meet initial expenses ACCE provides a seeding loan of $10,000 to host the conference. The loan amount is to be repaid in full at the close of the conference, either by direct repayment to ACCE or by transferring the loan funds to the member association hosting the next conference if known.]
B.   provide to ACCE an amount equal to 5% of revenue (inclusive of Goods and Services Tax) from the conference registrations fees
C.   provide the venue and catering for an ACCE Board meeting on the days immediately prior or post the conference if requested
D.   provide the venue and catering for an ACCE Industry Briefing Meeting and / or Leadership Forum if requested cost to be recouped from ACCE after the conference.
E.   arrange for social events such as Conference dinner, cocktail party or President's reception (with funding to be negotiated with ACCE or sponsors)
F.   use the ACCE Logo in all conference materials including brochures, posters, web pages, disks, CD ROMs and Proceedings; the publications should profile ACCE and its member associations, describe its work and introduce the current President
G.   invite the President of ACCE to participate in opening the conference on behalf of ACCE and to introduce the Board members to the conference
H.   provide three (3) full conference registrations to the member association hosting the following conference.
I.   distribute publicity for forthcoming ACCE Conferences free of charge at the conference
J.   provide written reports on conference organisation, including financial statements, to ACCE Board meetings, at each Board meeting in the two years leading up to the conference and to the Board following the conference – the final conference report should be tabled within two meetings of the close of the conference with an evaluation and audited statement of accounts
K.   ensure that adequate acknowledgment and recognition of the Australian Computer Society sponsorship is given at the conference and in publications relating to the conference

6.   ROLE OF MEMBER ASSOCIATIONS

All member associations will support the host member association in publicising the ACCE Conference at no cost.

Member associations wishing to use ACCE Conference speakers should negotiate with the Conference Chair. Points of negotiation to share such speakers may include:
A.   any additional costs that may be borne by the ACCE Conference hosts
B.   agreement on the contribution towards associated costs
C.   agreement on the timing and form of advertising of any member association meetings and events at which the said speakers are involved

The resources and conference materials from an ACCE Conference may be distributed within member associations after the conference in whole or in part, under the Copyright Policy of ACCE.

7.   FUNCTIONS OF THE ACCE BOARD

The ACCE Board will:
A.   review the Conference Policy annually

B. approve bids from member associations and determine the successful bid when multiple bids are presented
C. retain a hardcopy / electronic record, signed by the ACCE President and the President (or nominee) of the host member association, of the successful bid, agreement between ACCE and host member association as well as the ACCE Conference Policy applicable at the time of the bid
D. receive conference reports from host member associations
E. provide recommendations to host member associations on matters related to ACCE conferences
F. participate, as appropriate, in ACCE conferences
G. agree to meet the registration costs for ACCE Board members and nominees (maximum 15 full registrations at member / early bird rate)
H. ensure the transfer of previous conference information and knowledge to the chair of the next ACCE Conference with specific attention to budget and scheduling matters
I. provide additional support subject to sponsorship available and with the agreement of the ACCE Board
J. Reimburse host association for Leadership Form & President's Reception costs if run
K. Make available $10,000 seed fund to member association

CONFERENCE HISTORY

Year	Host City / State	Conference Type	Theme
Completed Conferences			
1980	Launceston, Tasmania		
1982	Hobart, Tasmania	Schools Symposium in conjunction with ACS9	
1983	Melbourne, Victoria		
1984	Sydney, NSW		
1985	Brisbane, Queensland	ACEC '85	*The Information Edge: The Future for Educational Computing*
1986	Melbourne, Victoria	ACEC '86	*On the Crest of a Wave*
1987	Adelaide, SA	ACEC '87	*Tomorrow's Technology Today*
1988	Perth, WA	ACEC '88	*Golden Opportunities*
1989	Canberra, ACT	ACEC '89	*Backup the Future*
1990	Sydney, NSW	WCCE '90	*Computers in Education WCCE '90*
1991	Gold Coast, Queensland	ACEC '91	*Navigating the Nineties*
1992	Melbourne, Victoria	ACEC '92	*Computing the Clever Country*
1993	Penrith, NSW	ACEC '93	*Sharing the Vision*
1994	Brisbane, Queensland	APITITE '94	*APITITE '94*
1995	Perth, WA	ACEC '95	*Learning without Limits*
1996	Canberra, ACT	ACEC '96	*Get With IT*
1997	Brisbane, Queensland	Australian Computer Studies Teachers' Conference	*Building Learning Communities*
1998	Adelaide, SA	ACEC '98	*Where's IT At*
2000	Melbourne, Victoria	ACEC 2000	*Learning Technologies, Teaching and the Future of Schools*
2002	Hobart, Tasmania	ACEC 2002	*Linking Learners*
2004	Adelaide, SA	ACEC 2004	*Research, Reform, Realise the Potential*
2006	Cairns, Queensland	ACEC 2006	*IT's up here for thinking*
2008	Canberra, ACT	ACEC 2008	*ACT on ICT*
2010	Melbourne, Victoria	ACEC 2010	*Digital Diversity*
2012	Perth, WA	ACEC 2012	*ITS Time*
2014	Adelaide, SA	ACEC 2014	*Now It's Personal: Innovating Education*
Next Conference			
2016	Brisbane, Queensland	ACCE 2016	*If*
Future Planning			
2018	*To be decided*	*ACCE 2018*	*To Be Confirmed*