

The Alliance for International Education Hosting the 2012 World Conference

The AIE Board of Trustees invites applications from interested parties who would like to host the 2012 AIE World Conference. The following paragraphs outlines the process for expressing interest, the responsibilities involved and the criteria that we will use when considering requests and selecting the 2012 host city.

The AIE World Conference

The World Conference is held every two years. It aims to encourage discussion, research, partnerships and action in support of the AIE Statement of Purpose. The event typically lasts for three days and brings together between 300-500 participants, with a strong presence of educators and other representatives from the host country who are exponent of international learning in the local context.

The conference format involves at least one plenary session each day, with other sessions being held in break-out rooms. The break-out sessions are central to the purpose of the conference as they allow groups to explore specific themes in depth. In these strand sessions, about half of the time is given to formal presentations and the other half to lively discussions leading to concluding recommendations.

The conference fee is intended to be inclusive of all services such as lunches and refreshments, a conference reception on the opening day and a conference dinner on the second evening,

What “Hosting the Conference” Implies

Once the conference location is determined, the Hosts and the AIE Board of Trustees form a partnership team to design and manage the planning and logistics. However, there is a clear distinction in the responsibilities with a division of roles between the AIE Board and the local hosts. These are shown in the appendix and summarized below.

The AIE Board of Trustees is responsible for the conference programme. Advice and suggestions will be sought from the Hosts to ensure relevance of the conference title and themes for a local audience and the inclusion of local presenters, students and plenary speakers. The AIE Board is also responsible for international marketing for the event.

The Hosts are responsible for on-site logistics and services. They are also responsible for funding essential conference features to ensure the financial feasibility of the event. As the conference is the most important generator of funds for the Alliance for International Education, it is important that the conference expenditure is covered as much as possible by local sponsors. These need not be the hosts themselves, and local or international benefactors or supports are welcome. The Hosts are also responsible for the local and regional marketing of the conference. The Hosts will be able to use the conference to draw attention to their own activities in the marketing and follow-up to the conference.

Conference interaction will be predominantly in the English language, but recognition of the language and culture of the Host location is an important part of the AIE belief as well as a requirement for engaging local educators in the event. In this case, we welcome proposals for how language interaction can be facilitated, for instance by interpreting services, and how these might be funded.

It is expected that the Hosts will also utilize the World Conference to launch a local AIE Chapter. They should follow up the conference with local events and activities to continue discussions and partnerships initiated during the event so as to enhance awareness and interest in international education in the Hosts' region.

We expect that Hosts will have already attended previous AIE events or be able to show that they have an understanding of the AIE and an appreciation of the way that conferences have been organized in the past.

How to Prepare an Expression of Interest

Expressions of interest should make explicit reference to the following criteria that will be used to determine the choice of the Hosts and the location:

- Evidence that the Hosts and the AIE share a common mission and that the Hosts appreciate the way that AIE events are organized – this will usually be reflected by the participation of the Hosts at previous AIE World Conferences
- An indication of how local educators and exponents of international learning might be engaged in the conference – it would be helpful if the extent of local interest can be quantified in terms of how many local participants might reasonably be envisaged.
- A proposal for the Hosting venue(s), which should have plenary facilities for 300-500 participants and breakout rooms for the strand sessions – the number of breakout rooms should be appropriate for the size of the plenary audience with a maximum average of 35 participants to each strand.
- An indication of how lunches, refreshments and catering will be managed
- Identification of a likely venue for the conference reception and dinner – please note that if a host school has adequate facilities on campus then it may be possible to consider holding all events on site
- Specific reference to how conference facilities and services can be funded from sponsorship
- An indication as to who would be involved in the Host planning team, including the probable coordinator of local planning and logistics.
- An indication as to how accommodation can be provided at reasonable rates for international and local participants with a range of hotel options
- An indication of any additional packages that can be offered to participants to enhance their experience of the Host country's culture or educational resources
- An indication of any special language services that will be required and how these might be funded

Please note that we do not expect that Hosting proposals will be able to refer every one of the above criteria in detail, but it is important that Hosts and the AIE Board can appreciate the issues likely to arise in the hosting proposals with an accurate idea as to how these will be addressed.

Timeline for Presentations and Decision

We ask that Expressions of Interest be addressed to Terry Haywood, Chair of the AIE Board of Trustees, at thaywood@ism-ac.it before 15 May 2010.

We may contact proposed Hosts to follow up on their expressions before reaching a decision.

We expect to announce the Host Venue for the 2012 AIE World Conference during the 2010 World Conference on 9 July 2010 in Melbourne, Australia.

Roles in Organizing the AIE World Conference

AIE Board of Trustees		Hosts
Approval	The Venue	Booking
Monitor logistics		Logistics & Catering
Title	Conference Programme	Collaborate on title
Decide Conference Strands		Propose speakers
Decide Conference Speakers		Propose local themes
Decide and liaise with keynotes		Propose keynote speakers
Setting the registration fee	Funding	Venue, catering
Financial oversight		Services, printing
Approval	Languages Services	Proposals & Funding
General promotional materials	Printing & Bags	Funding local initiatives
The conference programme		Printing
Global	Marketing	Local and Regional
	Common graphics	Press and Media
Invitation of Dignitaries	Events	Reception
Approval		Propose Conference Dinner Venue
		Invitation of Dignitaries
		Pre- & Post-Conference cultural options
Global	Exhibitors	Local
No exposure for AIE or IEAG	Accommodation	Set up agreements with hotels
	Direct booking by delegates	Transport (if necessary)
Approve student activity programme	Student Involvement	Propose and devise student activity programme (local and global)
Promote through AIE chapters		Student Performances
Promote globally	Marketing	Promote locally