

ADULT EDUCATION RESEARCH CONFERENCE HOST Proposal



The AERC Steering Committee is seeking bids for hosting AERC 2017. We are also seeking bids for hosting AERC 2018. We are seeking bids from universities with adult education programs or related programs.

Written proposals to host either AERC 2017 or AERC 2018 are due by April 24, 2016. Please indicate which year your institution would be willing to host AERC.

GUIDELINES FOR SUBMITTING PROPOSALS TO HOST THE ANNUAL CONFERENCE

The following information is provided to assist those who wish to develop proposals to host the Adult Education Research Conference (AERC).

GENERAL INFORMATION

The Adult Education Research Conference (AERC) is an annual North American conference that provides a forum for adult education researchers to share their experiences and the results of their studies with students, other researchers, and practitioners from around the world.

In a sense, the AERC is also a retreat for members of the adult education community; an informal, collegial gathering where all are encouraged to enter into lively debate over the future direction of research in adult education.

The AERC has three main entities that coordinate to organize the annual conference: The AERC Steering Committee, the AERC Home Institution, which is currently Kansas State University, and, the annual conference host committee based at the conference host institution.

Role of the AERC Steering Committee

The affairs of the association are managed by an elected "Steering Committee" of four persons who serve staggered terms of two years duration. Steering Committee members are elected by the membership gathered at the annual conference. The Steering Committee serves as a guide in fulfilling the mission and tradition of the conference.

Aside from the administrative and logistical aspects of organizing the conference, the AERC Steering Committee's responsibilities include soliciting researchers. This is done through a Call for Papers which is mailed out to previous AERC participants and advertised in various adult education journals and publications. Once abstracts for papers, roundtables, and symposia are received, the Steering Committee meets to conduct a blind review and determine which papers and symposia will be presented at the annual conference.

Additional Steering Committee responsibilities include:

1. organize and facilitate the annual business meeting which includes holding elections for the steering committee and voting the upcoming host sites;
2. provide to the host institution, in a timely manner, all membership lists and other lists used for marketing;
3. provide camera-ready logos;
4. grant the hosting institution permission to use the AERC name and logos on printed publicity, conference websites, and any conference materials;
5. serve as a liaison between AERC and the host site concerning the seed money of \$2000 that is allocated to the host site upon request. This funding should be returned upon reconciliation of expenditures and income.

Role of the AERC Home Institution (K-State University)

The role of the AERC Home Institution (K-State University) is to strengthen the Adult Education Research Conference mission and goals in the following areas:

1. Managing AERC business, administrative, and promotional services, including membership records, correspondence, financial management and accountability, and other operational services.
2. Planning and coordination of the annual conference and business meeting in conjunction with the Steering Committee.
3. Improving the infrastructure support of the AERC Steering Committee to the Conference Host Institution.
4. Developing, maintaining, and advancing communication strategies that will enable AERC to increase its outreach, including its impact on adult education research.

Role of the Host Institution

Upon a proposal being accepted, the host institution is responsible for arranging and administering all logistical support for the conference. Included are the following specific responsibilities:

1. Plan and coordinate the conference with support from the Home Institution as needed, including:
 - a. Conference Announcement Brochure
 - i. Program and registration information
 - ii. Pre-registration confirmation
 - b. Conference Program Booklet
 - i. Schedule and paper, symposia, poster abstracts
 - c. Conference Proceedings containing all papers
2. Organize and administer conference, pre-registration, and on-site registration procedures for AERC and Pre-conference participants as needed.
3. Arrange for lodging, catering, meeting rooms, audio-visual support, session monitoring, and facilitation of sessions.
4. Arrange for inscribed plaque for Graduate Student Research Award.
5. Monitor all expenditures approved by the Steering Committee and submit to the committee a final accounting of all program expenditures and receipts. Surpluses are returned to the treasury of AERC.
6. Liaise through the Steering Committee to ensure that there is no conflict with the COABE, CASAE, or SCUTREA conferences.
7. Prepare, administer, summarize, and report the conference evaluation. This responsibility may be delegated to another institution that is willing to undertake the task.

IMPORTANT TRADITIONS OF THE AERC

Since the primary purpose of the AERC is the dissemination of research among participants, the most important contribution of any host institution is the arrangement of comfortable, low-cost lodging and meeting facilities that encourage sharing among colleagues during conference as well as Pre-conferences.

It is preferable that meeting rooms are within close proximity of the lodging and that access to rooms for informal discussion is nearby. Lodging in dorms or some convenient area is also preferred.

It is preferable that costs for lodging, meals, and conference registration be as inexpensive as possible. One of our primary goals is to encourage student participation, so the host site should have a student rate and a faculty or administrator rate. For example, if the registration costs turn out to be \$300, the fee charged for students might be \$250, and in order to do this, the charge for faculty or administrators might be \$350. The going standard has been “definitely inexpensive” rather than “cheap.”

More recently, hosts have arranged an opportunity for interested participants to attend a local event, usually a sample of the local culture and/or cuisine. This is usually offered outside of the formal program and requires an additional fee.

The AERC has some seed money to cover up-front expenses (to be reimbursed) and/or financial assistance to special groups such as graduate students or academics from developing countries. Please see the section on “Budget” below for instructions on requesting these funds.

PREPARING THE PROPOSAL (10-15 pages maximum)

We understand the difficulties of developing a proposal for a meeting that will not occur for one or more years, but proposals that contain the most detailed information and estimates of cost will be looked upon quite favorably. Please address the following:

1. **Host Information:** Indicate clearly who is proposing to host the conference. Include the institution, academic unit, and names of those who will assume host responsibilities. Although it is not required, it is nice to have letters from institutional and/or community officials acknowledging their support of the proposal.
2. **Proposed Dates:** The conference is usually held in **late May or early June**, and factors such as availability of facilities, stability of weather, and the dates of other related conferences (CASAE, SCUTREA, or COABE) should be taken into account. The schedule normally runs Thursday evening with an opening session or Friday morning through Sunday noon, with Thursdays reserved for pre-conferences. **Please indicate proposed dates clearly in the written proposal. If your institution is willing to be considered for either year, please give proposed dates for 2017 or 2018.**
3. **Location.** Indicate the particulars of the site, including the city, location within the city, proximity to transportation (air, rail, auto, or bus), proximity to the host institution, nearby amenities, points of historical interest, or other attractions. It also may be helpful to include information of your location within your country and state/province for international participants.
4. **Transportation.** Describe the location, type, and frequency of transportation, which will likely be used by conference participants (air, rail, auto, bus). If your airport is an airline hub, please include that information, as well as the methods and costs to travel from the airport to the conference site and/or lodging.
5. **Facilities.** Describe fully the specific facilities that will be available for meetings, lodging, and meals, and their locations relative to one another (provide a website and map). Indicate accessibility for persons with a disability and the availability of child care, if any.

We suggest you plan for an average of 250-300 participants:

- A room for general sessions (all participants)
- A dining area for 1-2 meal functions, including the Business meeting, traditionally held on Saturday afternoon between noon and 1:30 p.m.
- 2-3 rooms for concurrent symposia (100-150 participants)
- 6-8 meeting rooms for concurrent paper sessions (35-50 participants)
- A convenient registration area
- An area for vendors/publishers
- Meeting space for Pre-conferences and special interest groups

The availability and cost of lodging is an important concern, so be as specific as possible. If special arrangements can be made for very low cost lodging or billing for special groups such as graduate students,

or participants from developing countries, indicate that in the proposal. Finally, please indicate if special dietary needs can be met.

6. **Budget.** Please provide a proposed budget for income and expenses for the conference.

Expenses: Please provide an itemized listing of expected expenses for the conference, including, but not limited to:

- a. Printing and mailing
- b. Advertising, marketing, and communications
- c. Facilities charges (if any)
- d. Graduate student award plaque (inscribed)
- e. Speaker's fee (if any)
- f. Registration packets and supplies
- g. Equipment rental
- h. Meals and snacks; including business luncheon
- i. Transportation and parking availability at conference site or between lodging and conference site for (minimum four days)
- j. Campus taxes and fees for hosting conference
- k. Proceedings print and/or flash drive/DVD/CD
- l. Lodging if using dorms or university housing

Registration Fees: All expenses of the conference should be recoverable through the registration fee. If special arrangements can be made for very low cost registration fees for special groups such as graduate students or participants from developing countries, then please indicate that in the proposal. For example, if the registration costs turn out to be \$300, the fee charged for students and participants from developing countries might be \$250, and in order to do this, the charge for faculty or administrators might be \$350.

AERC Loan: The AERC Steering Committee may authorize an advance loan of \$1000 - \$2000, which must be returned to the AERC treasury following the conference. The purpose of this loan is to cover up-front expenses and/or financial assistance to individuals from special groups such as graduate students or academics from developing countries. Please indicate in your proposal the amount of money that you anticipate requesting as a loan and the amount that you would expect to contribute to a financial assistance fund.

7. **Other.** Add to the proposal whatever additional information you think will help the AERC membership and Steering Committee in reaching a decision. You might find it useful to elaborate on any plans for entertainment, off-site visits, or other activities.

PROPOSAL PRESENTATION AND SELECTION

You may make two proposal presentations at the AERC conference. These presentations will have a major impact on the final site selection.

1. **Business meeting presentation.** At the AERC, you may make a 5-minute oral presentation during the business meeting, which may include an audio-visual presentation and/or handout materials to promote your site.
2. **Poster presentation.** You will develop a poster presentation of your **full** proposal. You will be able to display your materials prominently in the conference area, commencing at the time of registration. We also recommend that you have a person at the poster location to answer any questions from participants.

At the business meeting, after presentations by representatives from the potential site hosts, the AERC members will select a site by an oral vote or written ballot (based on the number of proposals). Since we will be choosing the site for the years 2017 and 2018, we will call for a vote on the 2017 site first so that bidding institutions willing to host either year may be considered for 2018 as well.

PROPOSAL SUBMISSION

If you are interested in hosting the 2017 or 2018 AERC conference, please send your letter of intent and proposal by April 24, 2016 as an attachment to the AERC Steering Committee email (infoaerc@ksu.edu):

AERC Steering Committee:

Dianne Ramdeholl
Nozella Brown
Simone C. O. Conceição
John D. Holst