



Guidelines and Information for Bids for Organizing a AAATE Conference

1. Introduction

AAATE, the Association for the Advancement of Assistive Technology in Europe, delivers a biennial European conference. The mission of AAATE is to stimulate the advancement of Assistive Technology and related fields for the benefit of persons with disabilities and elderly persons. The objectives of AAATE are to fulfil its mission through activities such as:

- Creating awareness of Assistive Technology
- Promoting research and development of Assistive Technology
- Contributing to knowledge exchange within the field of Assistive Technology e.g. by arranging conferences and seminars
- Promoting information dissemination
- Any other activity to fulfil its mission.

The conference is a core activity in AAATE's work in fulfilling its mission and its objectives.

AAATE is a member driven organisation and therefore the conference is organised by core involvement of one or several of its members or consortia including one or more members.

To find an appropriate organiser, AAATE calls for bids to organise the conference. This document outlines the guidelines and proposes a format for bids.

The previous biennial AAATE conferences were held in the following locations:

- 1990 Maastricht, Netherlands (ECART conference)
- 1993 Stockholm, Sweden (ECART conference)
- 1995 Lisbon, Portugal (ECART conference)
- 1997 Porto Carras, Greece
- 1999 Düsseldorf, Germany
- 2001 Ljubljana, Slovenia
- 2003 Dublin, Ireland
- 2005 Lille, France
- 2007 San Sebastian, Spain
- 2009 Florence, Italy
- 2011 Maastricht, The Netherlands
- 2013 Villamoura, Portugal
- 2015 Budapest, Hungary
- 2017 Sheffield, United Kingdom

2. Bidding Guidelines

Bidding organisations have to address the bid to the AAATE office in electronic format:

AAATE Office: c/o Institut Integriert Studieren, University of Linz
Altenbergerstraße 69, 4040 Linz, Austria
Tel. +43 732 2468 3758, e-mail: office@aaate.net

The offers are confidential. The only persons who will get access to the bids are the members of the AAATE board. No other people will get access to the provided information.

The decision is made well before the conference to allow wide spreading of information and advertising.

Bidding organisations or consortia which are not selected will NOT be announced or made public. This should allow and encourage all bidders to consider a further bid for a subsequent conference.

The board of AAATE will make the final decision on majority vote. If interested the board will give feedback to bidders not selected to allow discussion of issues which could improve the bid.

Members of AAATE are encouraged to respond to this bid.

In the following we refer to the local conference organiser as **Host**.

3. Organisation and Hosting the AAATE Conference

The conference will comply with the AAATE mission and objectives. The accessible venue of the conference must be located in Europe, in an EU member or associated state as defined by the Council of Europe. AAATE and the Host commit themselves to make sure that people with disabilities can fully and comfortably participate. Co-organising the conference involves a commitment in facilitating and encouraging participation of persons with disabilities, accessibility of facilities, alternative formats of publications and all information.

AAATE has the main responsibility for the program, obviously involving the Host when and wherever possible and requested. The responsibility of the set-up and other local details lies with the Host.

It is anticipated that the Host can demonstrate a capacity to attract high delegate numbers to the conference, this will be more convincing if for example five or more rather than 1 or 2 AT research stakeholders are included in the consortium of the Host. It is also valued if significant potential and plans for sponsorship are demonstrated in the bid.

The Host must follow the guidelines for using logo and name of AAATE.

4. Programme Characteristics

The AAATE conference generally has the following characteristics:

- Attendance of 200 to 400
- Duration of 3-4 days, including an optional pre-conference day (workshops and tutorials)
- Opening ceremony

- Closing ceremony
- Invited speakers (Minimum 1 per day)
- At least 120 presentations grouped in up to 4 parallel sessions
- Plenary sessions
- Other sessions organised by AAATE, board, members, partner organisations or the Host
- (Optional): Posters, demonstrations and exhibition
- (Optional): Instructional courses (tutorials/workshops before/after the main conference)
- Conference proceedings with full papers will be published in a special edition of the AAATE journal ([Technology&Disability](#)).

The programme will be chaired by

- The high level representatives of the Host
- The president of AAATE

The Host and AAATE agree on the programme outline. Close and intense co-operation with AAATE after the decision for the winning bid is necessary to start advertising for the conference.

The programme of the conference will be composed of contributions that are peer reviewed according to international scientific and professional standards. AAATE uses its own conference management tool and will set up the conference web page. These facilities are used for a sustainable development of the conference.

The AAATE scientific committee, with additional members proposed by the Host, will give advice and support the selection of topics and evaluation/selection of papers and contributions.

To allow a better understanding of the nature of the conference and a smooth organisation it is expected that one or more members of AAATE and/or attendants of preceding AAATE conferences are involved in the organisation at the Host's side.

5. AAATE Facilities at the Conference

The conference is a major event of AAATE and therefore it is important that AAATE has an according visibility at the conference.

Therefore, within the conference, the Host will provide free space and technical facilities to AAATE for the following activities. However, the activities will typically not take place at the same time as conference presentations:

- A board meeting room available one day before and during the entire conference
- General meeting room for:
 - National Contact Persons meeting
 - SIG (AAATE Special Interest Groups) meetings
 - Forum for institutional member meeting
- AAATE General Assembly: 100-200 participants, 1-2 hours
- A session on international exchange prepared by AAATE, ARATA, RESJA, RESNA and other international partners
- Free space for AAATE, ARATA, RESJA, RESNA, RESCO, to display their material (in case of an exhibition: a free booth)

Details will be discussed and agreed on between the Host and the board of AAATE.

6. Co-operation, Duties and Responsibilities

The conference is organised in co-operation, where the Host takes over primarily the responsibility for the local facilities, with strong support by AAATE where needed. AAATE takes over the main responsibility for program building, review, registration and payment, involving the Host wherever possible and requested by the Host.

Please note: The following is a proposal to allow better elaborating the bid. It defines the general principles. Details and changes are subject to discussion and agreement. Bidders can outline proposals in the bid and also discuss beforehand with the president of AAATE or the AAATE office.

Responsibilities of the Host in more detail

1. The Host provides rooms & facilities (detailed information in Annex 1).
 - a. 4 tracks & plenary hall incl. technology and equipment for (detailed information in Annex 3)
 - b. One board meeting room
 - c. Optional: Workshop and meeting rooms (on demand)
 - d. Registration desk
 - e. Back office for conference staff
 - f. Information desk (local information): The Host provides local/travel/medical/accessibility and other information (detailed information in Annex 4)
 - g. Conference bags, PR gadgets
 - h. Area for social gathering (e.g. coffee breaks)
 - i. WLAN
 - j. Accessibility at highest level to allow participation and involvement of people with disabilities
 - k. Orientation signage
2. The Host provides staff & volunteers for the local organization (detailed information in Annex 2).
 - a. Planning and reparation (organization, technology, disability support, travel, social events, PR)
 - b. Build-up & dismantling
 - c. Registration, information desk
 - d. Technology
 - e. Disability support, coffee breaks, session guides
3. The Host does the public relation at local level.
4. The Host will organize the following social events (detailed information in Annex 5):
 - a. Welcome Cocktail (evening, ca. 60% of participants, drinks, snacks)
 - b. Conference Dinner – for an additional charge
 - c. Morning and afternoon coffee breaks
 - d. Lunch opportunities (to be decided if included in the fee)
5. The Host advises AAATE for the nomination of the General Chair and one local Program Chair to support the program development and the cooperation with the Host in implementing the program.
6. The Host nominates one organization chair in charge of putting the organizational responsibilities in place (together with the second organizational chair nominated by AAATE).

7. The Host is invited to nominate scientist and researchers as members of the International Program Committee, workshop/session organizers, keynote speakers, VIPs for opening, receptions and other PR events.
8. Optional: If possible and interesting, the Host can organize the days before or after additional events (not in parallel) and/or an exhibition which is self-financing or contributes to cover expenses of the Host.
9. The Host is invited to seek for sponsors at national level (authorities, companies registered in the country concerned, local foundations, etc.).
10. The Host is responsible for financing (with or without sponsoring) at local level the mentioned facilities, staff and social events (welcome, conference dinner).

Responsibilities of AAATE in more detail

AAATE Scientific Committee

1. AAATE is responsible for the conference program (might be delegated in part to AAATE members):
 - a. Main conference components (First Announcement, committees, call for papers, STS, paper submission, review, keynotes, chair meeting, session chairs, opening)
 - b. Proceedings and program building (online, print, speaker cards, running modifications, bulletin board, ...)
2. AAATE board nominates one Program Chair (the president or a person nominated by the president) and is responsible to build the International Program Committee, based on the list of experts from previous conferences.
3. AAATE board is responsible for text and information (web and print) for PR.

AAATE Office

1. AAATE office with board nominates one organization chair in charge of putting the organizational responsibilities in place (together with the main organizational chair, nominated by the Host).
2. AAATE office is responsible for registration and payment
 - a. Online and onsite registration & payment
 - b. Evaluation of registrations (specific needs, diets, membership, etc.)
 - c. Invitation letters
4. AAATE office is responsible for following technical aspects:
 - a. Homepage
 - b. Reviewing and program design tool
 - c. Financial administration tool
 - d. Information on stick
5. AAATE office provides knowledge transfer for
 - a. Social events
 - b. Specific needs
 - c. Travel & mobility support
6. AAATE office is responsible for the following public relation activities at international level:
 - a. Newsletter
 - b. Social Media
7. AAATE office, with the organization chair of the Host is responsible for scheduling/managing of staff & volunteers
 - a. Registration & Infodesk
 - b. Technology and session guides
8. AAATE office is responsible for sponsoring and financing from international sources.

9. Financing the AAATE conference

AAATE and the Host are jointly responsible for implementing the conference and each party is responsible to find the resources needed to fulfil its tasks, be it in kind or monetary. AAATE, using the available conference management system, will collect the conference fees. The contribution from AAATE to the Host shall be 20% of the conference fees paid, with a minimum amount of € 20.000,- guaranteed, as a contribution to the expenses at local level. No other payments for balancing the financial outcome are foreseen amongst parties within this agreement, be it in case of profit or loss.

It is understood that the Host and AAATE will engage in finding additional funding and contributions in kind to make the AAATE conference the expected prestigious event.

AAATE will use the conference fees collected to implement an accessible scientific and practice oriented conference at highest level including proceedings, meetings, keynotes and other activities in line with their mission.

Payments

The payments will be done in two instalments

1st payment: 10.000,- to be paid within 60 days after the early bird deadline (about 3 months before the conference)

Final payment: 10.000 or amount summing up to 20% of the paid participation fees are to be paid within 90 days after the end of the conference.

10. Evaluation and Decision Criteria of Bids

The board of AAATE makes its decision on basis of strategic considerations both regarding its mission and the development of the association. The main criteria for evaluating the bids are:

- Attractiveness of the initial programme proposal and its accordance to the mission of AAATE
- Soundness of the organisational structures and experiences/competences in conference management
- Reliability of the financial plan and potential of funding
- Quality of accommodation arrangements (various levels of affordability)
- Accessibility of venue, accommodation and transport etc.
- Accessibility services support at the conference
- Easy to reach venue from major European cities
- Involvement of AAATE members in the bidding consortium

11. Content List of Conference Bids

The following provides a proposal for items which should be covered in the bid. The issues outlined above should be included in sections where they seem to be most appropriate. It is welcome if the bid uses pictures, graphics and in particular links to underline the information provided:

a) Motivation and Mission

- Why the organiser wants to run the conference, what goals of the field and own goals should be supported. (max 1000 words)

- Suggested ideas about programme (title, key themes, etc.) (max. 1000 words)
- b) Organiser**
 - Name, address, web page of organisation bidding for the conference OR in case of a bigger consortium: of all partners
 - Background and experiences of the organiser in the field
 - Responsible contact person(s) with power of authority to run the conference
 - Organising committee including AAATE members if any: names and roles
 - Proposal for members of the scientific committee to be added to the list of the traditional AAATE scientific committee
 - Other organisations or committees supporting the organisation
- c) Venue**
 - Presentation rooms (4 rooms with capacity in person)
 - Meeting rooms
 - Optional: Exhibition and poster/demonstration space
 - Technical facilities (presentation tools, amplification)
 - Catering facilities
- d) City**
 - Transport
 - General information
 - Sites of interest, sightseeing opportunities, leisure
- e) Accommodation**
 - Types of accommodation (hotels, hostels, etc.)
 - Capacity
 - Approximate costs
 - Distance to venue
- f) Facilities for Participation of People with Disabilities**
 - Accessibility of meeting facilities, accommodation, transport
 - Technical support
 - Actions to encourage participation
 - Accessibility contact and organisation (expertise)
- g) Dates**
 - Proposed dates for the conference between 1 August and 30 November. Try to avoid conflicts with other relevant meetings and religious holidays.
- h) Budget plan**
 - Propose a detailed projected budget with expenses and income addressing the items outlined above in chapter six and the annexes.
- i) Signature**
 - The bid shall be signed by the legally authorised representatives of the organisations involved according to the structure and responsibilities in the organisation committee.

The board of AAATE thanks for all the efforts in putting a bid together. We appreciate your intents and effort in pushing our field forward!