

## Guidelines for AAATE Workshop Co-operation

### 1. Introduction

AAATE, the Association for the Advancement of Assistive Technology in Europe, is interested in co-organising a workshop related to the field of Assistive Technologies every even year. (In odd years the AAATE organises its conference.)

The workshop supports the **mission** of AAATE to stimulate the advancement of assistive technology for the benefit of persons with disabilities and elderly persons. It has to be in line with the **objectives** of AAATE such as:

- Creating awareness of assistive technology
- Promoting research and development of assistive technology
- Contributing to knowledge exchange within the field of assistive technology
- Promoting information dissemination
- Any other activity to fulfil its mission.

In even years the workshop is the **core activity of AAATE**.

AAATE is a member driven organisation and therefore the workshop is organised **in full responsibility** and by **core involvement of one or several of its members**.

AAATE uses the workshop to run its annual **General Assembly**. Therefore co-operating with AAATE supports a workshop by:

- European wide promotion
- Increased international attendance (in particular also due to running the General Assembly)
- Access to a pool of recognised experts as potential contributors
- Support in organisation.

This document outlines the guidelines and the expected framework for the AAATE workshop.

More information on AAATE workshops can be found at:

<http://aaate.net/activities/workshops/>

## **2. Cooperation Offer: Guidelines and Procedures**

Offering organisations or consortia send a written offer to the AAATE office:

**AAATE Office**  
**C/o University of Linz, Institute Integriert Studieren,**  
**Altenbergerstraße 69, 4040 Linz, AUSTRIA**  
**E-Mail: office@aaate.net**

The offer should take the issues outlined below into account.

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

*The decision is made before the next AAATE conference (preceding year of the workshop) to allow announcing the workshop at the AAATE conference as well as in time on the web page, in the newsletter, in mailings and for any other opportunities.*

Offering organisations or consortia, which are not selected will NOT be announced or made public. Thus allowing the failed bids to be resubmitted in another year or being proposed as an additional AAATE badged event.

The board of AAATE will make the final decision on majority vote.

## **3. Criteria for Selection**

AAATE will make its decision based on the following criteria:

- Workshop (topic and organisation) in line with the mission of AAATE: AAATE has identified the following general topics of interest. The proposed workshop topics have to be in line with them and the proposal should include an explanation how the workshop supports one or more of the topics. Proposers are invited to discuss with the board beforehand the selection, adaptation and definition of the topic:
  - Education in AT
  - Outcomes of AT
  - Accessibility
  - AT Service delivery
  - Technology and knowledge transfer
  - Strategic branding of AAATE
  - AT Information
  - The implementation of the UNCRPD (relevant articles)
  - Standardization
  - Aging and technology
- Organiser or organising consortium shows strong involvement (membership) in AAATE

- Quality of organisation and in particular services for participants with disabilities (accessibility of venue, accommodation and transport etc.)
- Quality of accommodation arrangements (various levels of affordability)
- Visibility and potential to increase membership through the workshop
- Topic in line with strategic goals of AAATE
- Geographic location of the workshop in terms of strategic interest to reach new members
- Easy to reach venue from major European cities

The organisers commit themselves to make sure that people with disabilities can fully and comfortably participate; there should be a policy to attract people with disabilities (as speaker or participant). This involves a commitment in facilitating and encouraging participation of persons with disabilities, accessibility of facilities, alternative formats of publications, and proceedings.

The venue of the workshop must take place in Europe, in an EU member or associated state as defined by the Council of Europe.

The workshop must be hosted by strong involvement of a member of AAATE, whereas the responsibility of the set-up and other local organisation details lies with the organisers or organising consortium.

The offering organisations or consortia are addressed as the organiser in this document.

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

#### **4. Programme Characteristics and Involvement**

AAATE, besides evaluating the topic of the workshop in terms of strategic interest for existing or new members, will not influence the program of the workshop. Only when organisers request and ask for discussion/opinion/input/support (e.g. in scientific or organising committee) will the AAATE try to provide what is requested through a board or association member, but can do so only on a voluntary basis.

One AAATE Board member will be appointed to give advice and serve as liaison with the workshop organiser and should be continuously informed of the preparation work and progress.

#### **5. AAATE Facilities at the Workshop**

The workshop is the major event of AAATE in this year and therefore it is important that AAATE has an accordingly high visibility at the workshop. Therefore within the workshop, the organiser will provide time, space and technical facilities to AAATE for the following activities:

- Welcome note during opening/closing/social sessions
- Time slot and room for the General Assembly (maximum 50 participants), 2 hours
- Room for National Contact Persons meeting (maximum 20 participants)
- Board meeting before the workshop
- Rooms for SIG (AAATE Special Interest Groups) meetings
- Room for institutional member meeting
- Free space for AAATE, ARATA, RESJA, RESNA and EASPD to display their material (in case of exhibition: a free booth)

Details have to be discussed and agreed with the board of AAATE.

## **6. Financial aspects**

The organiser will take full responsibility for the finances and budget for the workshop. AAATE will not be liable for financial losses or other liabilities.

The organiser is encouraged to seek exhibitors, grants, donations, and sponsorships.

A participation fee might be charged for participants but free participation is provided to AAATE members. Exceptionally the board may agree that AAATE members are being charged a reduced fee for refreshments/lunches, on the real cost basis.

AAATE cannot provide any financial support besides the in kind support outlined above.

***The board of AAATE would like to thank in advance all applicants for their work in putting an offer together. We appreciate your intents and effort in pushing our field forward!***

Reminder: Besides getting involved in one workshop as outlined above AAATE is also interested in patronising workshops and other activities being developed by its members to fulfil its mission and to support the work of its members.