

Guidelines for AAATE Workshop Co-operation

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Introduction

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

The workshop, a **core activity for AAATE**, should be in line with its **mission** which is to foster the role of Assistive Technology (AT) and inclusive design to create a world where all people can equally enjoy their human rights.

AAATE is a member driven organisation and therefore the workshop is organised **under the full responsibility** and with **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 (also due to running the General Assembly)
- Access to a pool of recognised experts as potential contributors

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

Cooperation Offer: Guidelines and Procedures

Interested organisations or consortia should send a written offer to the AAATE office e-mail (office@aaate.net). There is no fixed template, but the offer should take the expectations outlined in this document into account.

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

The decision is made by the Board in due time, to allow announcing the workshop 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.

This will allow the unsuccessful 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 by majority vote.

Criteria for Selection

AAATE will make its decision based on the following criteria:

- Workshop topic and draft programme are in line with the mission of AAATE. AAATE has identified the following macro category of topics of interest: Education in AT, Outcomes of AT, Accessibility, AT Service delivery, Technology and knowledge transfer, AT Policies, AT and specific user groups, Artificial intelligence. Other topics are not excluded beforehand. The offer should contain details about the topic and how the organiser intends to address it.
- Organiser or organising consortium shows strong involvement (membership) in AAATE.
- Quality of the organisation and in particular services for participants with disabilities

(accessibility of venue, accommodation, and transport etc.).

- Quality of accommodation arrangements for participants (various levels of affordability).
- Visibility and potential to increase membership through the workshop.
- 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 workshop must take place in Europe.

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.

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)
- Room for Board meeting before the workshop
- Free space for AAATE and GAATO members to display their material

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

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 expected to be provided to AAATE members. Exceptionally the board may agree that AAATE members are being charged a reduced fee for refreshments/lunches, on a 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!