Proposed Dates 2023:2630 November 2023Proposed Location:University of MelbourneDelegates:700 - 900 PAX face-to-face

| AARE Conference Stakeholders: Core Responsibilities | |
|---|--|
| Chair, AARE Conferences Standing Committee | |

| Supplier of Lanyards, Nametag Holders and Name Card | Source premium supplier to print quality printed lanyard & name card and source plastic nametag holders Manage nametags process, workflow and delegate reports NB: printing, lanyards, name card and nametag holders supplier/costs sourced by CN and approved by AARE within budget process |
|--|---|
| Abstract portal | Design of a speaker abstract portal (using the AARE EventsAIR account) for presentations to be submitted, reviewed, and approved, including Presentation Portal: submission portal to allow all potential presenters to create profiles and upload their abstract document. Once approved the presenters will then be invited to log back into their profile and submit their full presentations. Abstract Workflow Portal: an abstract management portal for a designated committee member to assign reviewers to review abstracts and manage workflow allocation. Reviewer Portal: a review portal for designated reviewers to undertake review of |

| Booking system | Manage the Accommodation Link booking system for delegates to secure their own accommodation including automatic confirmation of hotel reservations and the booking terms and conditions Complimentary Service to AARE Conference Delegates; Access Exclusive Early Bird Accommodation Deals; Group Accommodation Rates; Compliant Commodation Rates; |
|------------------|--|
| Space allocation | Support Host University working group/s if required to ensure all primary event spaces meet conference needs plenary room/s, breakout spaces, exhibition area, meeting rooms for pre-conference workshops, event spaces for social functions |
| AV/IT Supplier | |

| Exhibitor Management | Source, negotiate and confirm an exhibition supplier (if required) Liaise with Host University working group/s and exhibition supplier to develop an exhibition floor plan Develop a trade exhibitor kit outlining exhibition times, booth inclusions, exhibition supplier details, signage allowances, venue requirements, booth allocations and contact details Arrange and manage any exhibition entitlements including collecting high resolution logos for display |
|--------------------------------------|---|
| Staff, speaker and volunteer support | Prepare event briefs, running sheets and the detailing of all arrangements Conduct staff, speaker and volunteer briefings 1 week prior to the conference Provide CN staff onsite for the conference days Manage all aspects of the event onsite including bump in, registration desk management, provision for a secretariat space and service, overseeing venue operations inclusive of catering, audio visual technical coordination, speaker management and activities that occur within sessions (eg Award presentations) Coordinate onsite AARE volunteers to assist with sessions and virtual Q&A (if applicable) Coordinate one post conference meeting to debrief (online conference call) |
| Event delivery | Deliver the physical aspects of the event including staging, audio visual recognition, signage, exhibitor presence and the likes to ensure a high-profile and attention-gaining experience and conference. Coordination of suppliers to arrange any additional services required (photography, event theming, collateral etc) Work with the appointed AV company to deliver content and presentations (live & pre-recorded) on a suitable virtual platform |
| Sponsor/exhibitor support | Liaise with sponsors and exhibitors onsite to ensure all expectations are met and repeat business is secured for future events |