2023 AARE CONFERENCE MANAGEMENT REQUIREMENTS

DATE AND VENUE
The 2023 AARE Conference will be held in Melbourne at the University of Melbourne from 26 November – 30 November.

VENUE
The primary resources supplied by the host university include:
- Meeting rooms and catering and exhibition spaces
- AV/IT services
- Security services
- Cleaning services

Venue liaison and coordination of amenities and facility services will primarily be managed by local host university working group members, with support from the PCO if required, in accordance with the attached outline of roles and responsibilities.

PROGRAM
The AARE conference is usually held over 5 days, spanning Sunday until the following Thursday. The Sunday afternoon conference activities usually include registration and a Welcome Reception. Pre-conference workshops are also held during the day on the Sunday.

Academic and workshop program development will be coordinated by the AARE Conferences Standing Committee, with support from the PCO as required, in accordance with the attached outline of roles and responsibilities.

Social events during the AARE conference usually include:
- A Welcome Reception on the Sunday evening. This is generally held in the Exhibitors' area with Delegates and Exhibitors being able to attend as part of their Conference registration or package. Catering is generally light finger foods, with wine, beer and soft drinks provided.
- Additional social events are usually held throughout the Conference. These might include SIG meetings, book launches or cultural activities.

AARE holds its AGM, usually on the Wednesday night, 5.30 – 6.30 pm at the conference. This will require after-hours access to the venue.

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BUDGET

WEBSITE/IT

AARE has a conference domain and accompanying website.