

**APEN 2021/22 Conference - Expression of Interest**

**The opportunity in a nutshell**

The APEN Board has determined to proceed with a modified APEN Conference in 2021/22 and is inviting interested groups of members to come together and **submit an expression of interest for organising and hosting an APEN Conference** with the suggested window of November 2021 through to March 2022. Owing to the challenges associated with COVID-19, it is envisaged that the conference will have the opportunity to be held virtually as well as face-to-face considering relevant regulations.

APEN’s biennial conference, ‘*the heart and soul of APEN’*, provides an opportunity to:

* Network and undertake member engagement.
* Deliver professional development including:
	+ Paper presentation - science (e.g. extend extension theory) and practice of extension
	+ Learning about new practice, engagement and engagement media trends.
* Coach and mentor.
* Support and showcase students and their research.
* Exchange ideas and experiences among practitioners, researchers, policy makers and others involved in extension and education

**APEN 2021/22 Conference - conference theme**

* Bestpractice for contemporary innovation

**APEN Board’s commitment to the APEN 2021/22 Conference Organising Committees:**

* *We will support the conference Organising Committee to ensure the conference is a success.*
* *Selected Board Directors will contribute to the operation of the Organising Committee.*
* *We support the use of professional conference organisers.*

**Proposed conference delivery format**

The essence of the conference would be a hub and spoke model built of:

* A combination of face to face (f2f) at a central location (hub) open to all interested participants;
* Regional f2f hubs (the spokes - gatherings across Australia and New Zealand); and
* Virtual delivery between hubs as well as open to those on-line.

A two-day format was considered to be attractive to attendees and offer a format where risks could be managed under the changing world of COVID-19 restrictions across Australian state boarders and travel between Australia and New Zealand.

**Responsibility of the Conference Organising Committee**

The Conference Organising Committee would have primary responsibility of the central hub (**Component B**). The Conference Organising Committee would be expected to work with the APEN Regional Coordinators who are responsible for the organisation of the regional spokes (**Component C**).

**This call is primarily to finalise those organising Component B of the APEN 2021/221 Conference.** However, the APEN Board welcomes expressions of interest from members who would take on the organisation and delivery of Components A and C.

**Component A**

* Pre- conference ExtensionChat (virtual only) – a taster/warmup to the conference which will
	+ Focus on delivering professional development (training).
	+ Reflect on the learnings of ExtensionChat held during 2020.
	+ Be based on a mutually agreed profit-sharing model.

**Component B**

* A primary conference venue for a f2f event on the east coast of Australia (Melbourne, Sydney or Brisbane).
* Presenting keynote speakers ether f2f and / or virtual.
* Offering identified paper/poster themes and support authors to provide draft papers.
	+ Combination of f2f and online - enables responsiveness and flexibility and the conference can be shifted totally online if circumstances change.
	+ Two-day format including a field trip.
* Offering virtual delivery as well as f2f.
* There may be financial and virtual technology delivery advantages in the venue being a University campus although this is not essential.
* APEN packages (containing conference goodies and sponsors material) delivered to all participants irrespective of attending online or in-person at a hub.

**Component C\***

* Regional f2f hubs in various states and New Zealand linking to the central f2f venue
* Individuals can join online from any location
* Participants can choose to attend a f2f hub, or join online, or a mix of both.

\* Component C would be best driven by the APEN Regional Coordinators who will work with the Conference Organising Committee.

**Assessment criteria**

* Ability to meet APEN’s professional development and networking conference goals;
* Likelihood to attract a critical mass of attendees in line with previous APEN conference attendance;
* Ability to attract sponsorship (cash and in-kind);
* Confidence that the Organising Committee has the experience and commitment to deliver a high standard APEN conference;
* Agility to respond to the reintroduction of any COVID-19 travel and gathering restrictions;
* Ability to deliver virtual events successfully; and
* Willingness to collaborate with region conference Hubs.

**Timeline**

EOI issued 8 December 2020

Submission closure for EOI 22 January 2021

Successful and all parties notified 29 January 2021

For further information:

 Please contact Peter Long (pl.director@apen.org.au) or Anthony Kachenko (president@apen.org.au)

***Send completed EOI to*** **info@apen.org.au** **by 22 January 2021.**

**Our requirements**

Interested parties are invited to complete and submit the relevant information requested below addressing Component A and B from the expression of interest.

**Location** *(The Board have suggested Melbourne, Sydney or Brisbane)*

**Timing** *(The Board have suggested it falls between November 2021 through to March 2022)*

**Duration** *(The Board have suggested 2 days + a virtual pre-conference event)*

**Describe how the conference might work** *(200 words max).*

*(Please refer to Appendix 1 - for example, pre-conference workshops, field trips, conference sessions, other sessions)*

**Describe how you might target/appeal to different audiences** *(200 words max).*

*For example, members, students, young extension professionals, international attendees.*

**Describe your approach to attracting financial support for the APEN 2021/22 conference, including sponsorship, target registrations and other considerations** *(200 words max).*

**Describe how you will manage the risks associated with COVID19** *(200 words max).*

*The Board have identified virtual opportunities.*

**If possible, describe if and how the APEN 2021/22 conference could link and create synergies with other conferences or events** *(100 words max)*

***Send completed EOI to*** **info@apen.org.au** **by 22 January 2021.**

**Appendix 1**

**Draft two-day format as a guide only**

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| --- | --- |
| **Days** | **Agenda Highlights** |
| **Pre-Conference** | Virtual ExtensionChat sessions |
| **Day One** | Conference opening |
|  | Keynote speakers from a range of hubs or externalAll hubs live streamParticipants not at a hub can join online |
|  | Concurrent themed paper presentationsParticipants choose which sessions they attend Either they are at a hub (f2f) or view online |
|  | Student focus3MR (3-minute research pitch), student presentation of results, student awards for best presentation |
|  | Dinner and APEN awardsConference dinners for each hub Awards live streamed with timing from main hubParticipants not attending a hub encouraged to dress up and join the festivities |
| **Day Two** | Shorter keynote speakers from a range of hubs/external All hubs live streamParticipants not at a hub can join online |
|  | Field tripsLocal content for each hubPotential to livestream field trips or have pre-recorded video |