



Association for Teacher Education in Europe
Association pour la Formation
des Enseignants en Europe
Vereinigung für Lehrerbildung in Europa

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Organisation of the ATEE Conferences

CRITERIA – GUIDELINES FOR ORGANISERS

The ATEE Annual Conferences are the most important activities of the Association and are to be considered as both scientific and cultural events. They are managed in partnership with ATEE members and »local partners« or by ATEE directly, in venues suitably equipped for conferences.

PROCEDURES

- Organisers should be members of ATEE.
- Organisers will submit their request to the Administrative Council (AC, hereinafter) at least two years in advance, presenting evidence which satisfies the basic conditions for the conference organisation as stated in these guidelines.
- The ATEE Administrative Council will take the decision about the proposal within six months after receiving the request from the organiser(s).

THE ROLES AND TASKS OF ATEE

ATEE Presidency

- Drafts the programme with the local organisers during the meeting organised by the hosting institution, preferably in the conference venue;
- Approves the official programme planned by the Local Organisational Committee, subject to the decision of the AC;
- Co-manages the conference with the Local Organisational Committee

ATEE Secretariat

- Mails communication about the conference and its programme by means of the ATEE mailing list (due to privacy laws, the list cannot be accessed) containing about 3.000 addresses of members and previous conference attendees;
- Makes ATEE official website available for the Local Organisational Committee to publish the official programme and specific links together with ATEE while all the relevant information will be disseminated by the Local Organisational Committee;
- Publishes the Conference proceedings on ATEE website.

THE ROLE OF THE LOCAL ORGANISING COMMITTEE

- Budgetary statement agreed with the ATEE Presidency;
- Opening a specific bank account or subaccount under the ATEE name with conference organisers' signatures;
- Managing the entire conference budget (except the sums due to the ATEE), which will include undertaking financial risks;
- Conference management and organisation: Establish the viability of the venue and operate with their institution or venue to ensure facilities' availability throughout the conference and any preceding meetings
- Preparation of the conference proceedings to be published on ATEE website;
- Management of the conference website with regard to the conference contents.

BASIC CONDITIONS FOR ORGANISING THE ANNUAL ATEE CONFERENCE

The organising institution should nominate the contact person(s) and/or co-ordinator to negotiate with ATEE Presidency.

The Annual Conference takes place during the last week of August starting on a Saturday and ending on the following Wednesday.

The conference programme should be based on a model programme developed by ATEE Academic Council.

The annual conference venue should provide the following: 1 large conference room for app. 300 people, 16 small rooms (up to 20 people) for RDC meetings and 1 room for AC meetings (10 people). A conference management room is also desirable.

Coffee breaks and a light lunch should be organised preferably in the conference venue. The costs should be included in the conference fee.

During the conference, a small reception given by the local or national authorities is usually organised so the Local Organisational Committee should invite and involve them.

A social dinner should be organised (optional but affordable for participants).

The organising and scientific committee should be nominated. The organising committee usually consists of local people involved in the conference organisation, while the scientific committee should consist of ATEE President and a number of people from the academic world.

CONTRIBUTION FOR SERVICES

The contribution to the ATEE Secretariat will be decided by ATEE AC and should be added to the registration fees decided by the Local Organisational Committee. Until otherwise indicated, it is 40 € per participant (except for students). The contribution fees will be paid to the ATEE secretariat within two months after the beginning of the conference.

AGREEMENT WITH THE ATEE PRESIDENCY

The person in charge of conference management will sign the agreement with ATEE, as a precondition for any decision regarding the Conference.