

## **4<sup>th</sup> Biennial AECT Symposium Request for Proposal for Organizing and Facilitating the 2012 AECT Research Symposium**

### **Overview**

AECT is requesting proposals from individuals or collaborative groups who are interested in organizing and facilitating the 4<sup>th</sup> biennial AECT Symposium in 2012. This biennial event is designed to draw the best minds together for an intensive intellectual exchange of ideas on a focused topic that would culminate in the publication of a Symposium Proceeding. The goal of the symposium is to bring a group of scholars together in a format that encourages in-depth dialogue and different perspectives on predefined topics and problems. In the past the symposium has occurred in July and has involved three days of presentations and discussions with between 15 and 20 invited speakers and selected presenters. The target overall participation in the meeting is between 50 and 75 persons.

### **Responsibilities**

The primary responsibilities include planning and facilitating the symposium, coordinating plans with the AECT Executive Committee, and publishing the proceedings. Specific facilitation tasks include:

- identifying the theme,
- securing a location,
- preparing a short paper describing the theme and disseminating this paper with the call for participant papers,
- organizing and managing a research paper proposal submission site and an associated process for reviewing submissions independent of the AECT submission site and process,.
- securing invited speakers who are lead researchers on topics related to the theme,
- working closely and collaboratively with the AECT office to coordinate the symposium, facilitating the symposium,
- working with and reporting to the AECT Executive Committee on a regular basis about progress, and
- work with AECT Executive Director to disseminate information regarding the symposium.

The responsibilities related to publishing the symposium proceedings include:

- serving as an editor of the proceedings,
- developing a publication prospectus with the preferred publisher (Springer);
- securing symposium authors who are interested in publishing in the proceedings,
- facilitating further peer review processes for ensuring high quality entries in the proceedings, and
- ensuring that all entries will meet the agreed upon timeline for publication with the publisher.

### **Sample Activities**

1 year prior to symposium

- Identify symposium theme and prepare symposium theme paper to distribute with call for papers
- Work with AECT Office and secure symposium location

10 months prior to symposium

- Distribute call for papers for symposium
- Secure invited speakers

8 months prior to symposium

- Assign peer reviewers for papers

6 months prior to symposium

- Notify presenters regarding acceptance status of their papers with suggestions for revisions

3 months prior to symposium

- Review revised papers and provide any further suggestions for review

2 months prior to symposium

- Work with AECT Office to disseminate papers through the AECT website for all participants to read prior to attending the symposium

During the symposium

- Facilitate symposium

1 month after the symposium

- Begin working with publisher on the proceedings
- Notify symposium participants of any further revisions to their papers

Within 1 year after the symposium

- Publish proceedings

### **Proposal Requirements**

Please provide the following information in your proposal

- Applicant information including name, contact information, and affiliated organization. Please note that we welcome collaborative applications submitted by a team of symposium co-chairs.
- Proposed symposium theme title and a 300 word description of the theme.
- Description of how the peer review process of the papers will be organized
- Proposed location
- Proposed invited speakers
- Proposed symposium organization (e.g. single sessions, concurrent sessions, and special activities) to ensure in-depth dialogue of different perspectives among participants
- Proposed method for ensuring the publication of high quality symposium proceedings

### **AECT Support**

The AECT staff will provide the following services in support of symposium planning:

- Identification of a conference hotel and establishment of a contract with the selected hotel for lodging and meals and meeting space;
- Assistance in securing necessary presentation media;
- Create and maintain a symposia website; and
- Facilitate the registration services.

### **Application Deadline**

June 1, 2011

### **Contact Information**

If you wish to submit a proposal, or if you have any questions, please contact Phillip Harris - [pharris@aect.org](mailto:pharris@aect.org) or Lisa Yamagata-Lynch - [LisaYL@niu.edu](mailto:LisaYL@niu.edu)