



## **International Virtual Exchange Conference (IVEC) Hosting Agreement**

### **Overview**

**The International Virtual Exchange Conference (IVEC) aims to bring together a broad and diverse group of institutions, representatives of the field of virtual exchange, to plan and host an annual conference. Partner organizations are consortia and individual universities committed to integrating virtual exchange into their curricula at the institution-wide level.**

The IVEC conference is held annually in October or November. The conference has attracted 300-400 in person participants, and over 500 online participants. Organising an international conference of this type can bring international attention to institutions of higher education and will give your organisation the opportunity to present their own work in virtual exchange.

### **History**

Beginning in 2007, the SUNY COIL Center hosted an annual virtual exchange conference in New York City, drawing as many as 480 participants. UniCollaboration, a consortium of European universities promoting telecollaboration and virtual exchange, has sponsored a biannual conference on virtual exchange in Europe since 2016. DePaul University, in cooperation with SUNY COIL, held a conference on virtual exchange in 2017. Following this conference, a group of US universities involved in virtual exchange plus UniCollaboration began discussing the desirability of one international conference on virtual exchange, collaboratively managed. The International Virtual Exchange Conference (IVEC) was thereby established, with the inaugural conference to be held October 25-26, 2019 in Tacoma, WA.

### **Logistics**

#### **Financial/ Budgetary**

IVEC is committed to keeping conference costs low to maximize participation by attendees from around the world. Hosting a large, international conference carries financial risk. The hosting institution must agree to take on this financial risk and cover any potential financial losses. IVEC cannot provide financial support for the conference. All costs must be covered by registration fees, sponsorship revenue, and, if necessary, other sources obtained by the local organizing committee (e.g., consular support, support from local travel and tourism entities, etc.). The hosting institution must agree to a registration fee no greater than \$375 USD.

Unless otherwise agreed with the IVEC planning committee (PC) ahead of time, the hosting institution will receive up to 10,000 USD for hosting the conference, provided that the conference generates a profit greater than that amount. Any profit over 10,000 USD will be returned to IVEC with a full accounting of



conference revenue and expenses within three months of the end of the conference. The host institution may cover direct costs related to running the conference from the conference budget. Organizational

The annual conference is planned by the IVEC planning committee (PC) in close collaboration with the local hosting institution. In broad terms, the PC is responsible for decisions concerning conference content, brand, promotion, and registration, including overall budget approval. The local hosting organization is responsible for local logistical planning and execution, and financial aspects of running the conference such as payments and accounting. Representatives of the local hosting organization are part of the IVEC PC and chair the IVEC PC meetings. Specific responsibilities are detailed below.

The PC is comprised of diverse representatives from IVEC partner organizations. Regardless of the number of people participating in the planning meetings, the PC works on the principle of one partner, one vote.

### Division of Responsibilities

The following table outlines the division of responsibilities between the conference host and the IVEC Planning Committee.

Responsibilities of Hosting Institution	Responsibilities of IVEC Planning Committee
<ul style="list-style-type: none"> <li>● Organizing regular IVEC PC planning meetings.</li> <li>● Developing an overall conference budget.</li> <li>● Determining a low and affordable registration fee, no greater than \$375, necessary to cover conference costs (or securing additional funding to cover the gap if registration fees are insufficient).</li> <li>● Seeking and contacting local and regional conference sponsors.</li> <li>● Purchasing a license for and setting up an online conference proposal submission and review system.</li> <li>● Setting up an online registration and registration payment system, which accepts international credit cards and wire transfers.</li> <li>● Managing registrations, including creating discount codes, assisting registrants and troubleshooting.</li> </ul>	<ul style="list-style-type: none"> <li>● Approving conference budget.</li> <li>● Setting conference theme and determining conference tracks.</li> <li>● Seeking and contacting potential conference sponsors.</li> <li>● Developing benefits of various sponsorship levels.</li> <li>● Announcing and promoting the conference.</li> <li>● Developing all IVEC brand related graphics and text.</li> <li>● Writing and disseminating a Call for Proposals.</li> <li>● Assembling a panel of proposal reviewers.</li> <li>● Reviewing abstract submissions, including the development of a scoring rubric for reviewers</li> <li>● Sending letters of acceptance.</li> <li>● Identifying and inviting keynote speakers</li> <li>● Hosting the conference web pages on the</li> </ul>



- Serving as primary point of contact for all conference questions, primarily by assigning a representative to monitor and respond to emails sent via [info@iveconference.org](mailto:info@iveconference.org).
- Drafting and sending conference emails to both presenters and registered attendees.
- Purchasing license for and configuring conference app, such as Whova or Sched.
- Providing local information to be shared on the IVEC website.
- Arranging and paying for keynote speakers' transportation, registration, and lodging.
- Arranging for a small honorarium for keynote speakers\*.
- Reserving and paying for space that will accommodate a minimum of 350 for registration, presentations, keynotes, poster sessions, coffee breaks, lunches.
- Providing visa support letters for attendees.
- Providing projectors, screens, mics (for keynote speakers if necessary), internet and wifi access with sufficient bandwidth for a minimum of 350 users, and onsite technical support during the conference.
- Providing lodging information, including , if appropriate, arranging for block rates at suitable nearby lodging locations.
- Providing airport and ground transportation information.
- Providing Certifications of Attendance.
- Staffing the registration and information areas.
- Printing and organizing conference packs, materials and/or providing electronic access to such (e.g. via an app like Whova or Sched)
- Securing conference bags or other promotional items\*.
- Organizing and paying for approved catering.
- Organizing and paying for a conference dinner or reception, including live music or entertainment\*.

IVEC site.

- Maintaining access to the email account: [info@iveconference.org](mailto:info@iveconference.org)
- Assisting the conference host with access to and editing of conference webpages on the IVEC site.
- Archiving the conference webpages after the conference ends.
- Organizing or editing a proceedings of the conference for publication \*.
- Assisting with providing electronic access to conference materials/ program/ schedule (e.g. via an app like Whova or Sched).



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| <ul style="list-style-type: none"><li>● Arranging for photographs during the conference and obtaining waivers or other appropriate permission as needed.</li><li>● Organizing or promoting sightseeing and tours*.</li><li>● Sharing and compiling conference evaluations from attendees.</li><li>● Submit accounting of conference revenue and expenses within 3 months of the conference end date. Arrange transfer of any additional funds to IVEC's designated account.</li></ul> |  |
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\* Items marked with an asterisk are optional and done at the discretion of the IVEC planning committee in collaboration with the hosting institution.