



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

Overview

The International Virtual Exchange Consortium (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. Organizing an international conference of this type can bring international attention to institutions of higher education and will give your organization the opportunity to present their own work in virtual exchange. Likewise, we are committed to working with our conference hosts to ensure that the goals and values of the International Virtual Exchange Consortium are clear, consistent, and well-represented in conference planning and communications with all audiences.

In the interest of allowing the broadest possible equity of participation, to acknowledge the financial and environmental costs of widespread travel, and to create a space for showcasing and engaging directly with virtual exchange methodologies, the conference will be held as a fully virtual conference on alternating years.

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 held in October 2019 in Tacoma, WA, USA. The IVEC Board has since expanded to include more diverse representation of institutions active in the virtual exchange community and the conference is now entering its 6th year.



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, corporate sponsors, etc.). The hosting institution must agree to a registration fee no greater than \$200 USD for virtual attendees.

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, according to the following standard:

- Total profit less than \$10,000 USD - all profit is returned to IVEC
- Total profit between \$10,000 USD and \$20,000 USD - profits are divided evenly between IVEC and the hosting institution
- Total profit greater than \$20,000 USD - hosting institution retains \$10,000 USD and remaining profit is returned to IVEC

Calculated profit will be returned to IVEC with a detailed 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. The host institution agrees to identify a financial representative to maintain ongoing communication with the IVEC Program Specialist in order to ensure transfer of financial documentation for IVEC record-keeping.

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. The host institution agrees to include the IVEC Program Specialist in local meeting invitations and discussions as much as is practical and as schedules allow. A maximum of **2 designated representatives of the local hosting organization** are part of the IVEC PC and chair the IVEC PC meetings. Specific responsibilities are detailed below (see Division of Responsibilities).



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. All final agreements are taken through consensus of the planning committee.

Online Conference Planning

Due to the impacts of COVID-19, IVEC 2020 and IVEC 2021 were held virtually using a combination of synchronous and pre-recorded sessions, live Q&A, networking, and social events. For virtual conference years, the host institution should ensure that content will be available in a combination of synchronous and asynchronous delivery, that scheduling blocks accommodate participants in multiple time zones, and that ample technological support and infrastructure is available to meet the demands of a large online conference. Special consideration will be given to hosts who propose creative solutions for actively engaging an online, globally diverse audience across multiple time zones.

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"> ● Organizing regular IVEC PC planning meetings and providing regular updates to conference planning progress. ● Developing an overall conference budget. ● Determining a low and affordable registration fee, no greater than \$200 USD, necessary to cover conference costs (or securing additional funding to cover the gap if registration fees are insufficient). ● Reserving and paying for online meeting software that will accommodate a minimum of 350 for registration, presentations, keynotes, live Q&A, social and cultural activities, networking, etc. ● Seeking and contacting local and regional conference sponsors. ● Developing host-specific graphics for promotion of the conference.* ● Setting up an online registration and registration payment system, which accepts 	<ul style="list-style-type: none"> ● Providing general guidance and direction to the local host institution on any conference related topics, as needed. ● Approving conference budget. ● Setting conference theme and determining conference tracks. ● Seeking and contacting potential conference sponsors. ● Developing benefits of various sponsorship levels. ● Announcing and promoting the conference. ● Developing all IVEC brand related graphics and text. ● Approving any host-specific conference graphics for promotion of the conference.. ● Writing and disseminating a Call for Proposals. ● Purchasing a license for and setting up an online conference proposal submission and review system.



international credit cards and wire transfers.

- Managing registrations, including creating discount codes, assisting registrants and troubleshooting.
- 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.
- Drafting and sending conference emails to both presenters and registered attendees.
- Purchasing license for and configuring conference app, such as Dryfta, Whova, or Sched.
- Providing local information to be shared on the IVEC website.
- Arranging for a small honorarium for keynote speakers*.
- Providing internet and wifi access with sufficient bandwidth for a minimum of 350 online attendees and local technical support during the conference.
- Providing Certifications of Attendance.
- Developing and providing online access to conference packs, sponsor information and materials (e.g. via an app like Whova or Sched)
- Organizing or promoting virtual tours, online cultural events, and networking opportunities.*
- Conducting, compiling and sharing conference evaluations from attendees.
- Maintaining and submitting final accounting of conference revenue and expenses within 3 months of the conference end date.
Arranging transfer of any additional funds to IVEC's designated account.

- Assembling a panel of proposal reviewers.
- Reviewing abstract submissions, including the development of a scoring rubric for reviewers.
- Sending letters of acceptance.
- Identifying and inviting keynote speakers
- Hosting the conference web pages on the IVEC site.
- Maintaining access to the email account: 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).
- Analyzing evaluation results and proposing new changes or improvements.

* Items marked with an asterisk are optional and done at the discretion of the IVEC planning committee in collaboration with the hosting institution.