

European Institute for Outdoor Adventure Education and Experiential Learning (EOE)-

Guidelines for Conference Organisers.

The European Institute for Outdoor Adventure Education and Experiential Learning (EOE) is the European network of professionals including social and youth workers, teachers and educators, academics and students.

The purposes of the Institute are:

- to develop theoretical foundations for the field of OAE
- to develop professional standards that recognise commonality and diversity
- to undertake research and implement projects to influence the quality of practice
- to identify and develop areas of commonality with environmental education

The Institute will achieve this by:

- developing networks and exchanges for academic staff, students and practitioners
- facilitating conferences
- promoting information exchanges through electronic media, publications and congresses
- coordinating collaborative research projects
- developing transnational codes of practice
- developing professional development programmes and core curricula for programmes to achieve an international accepted degree
- monitoring and evaluating the quality of provision

To achieve one or more of these goals EOE promotes seminars and conferences and cooperates with organisers.

The EOE Board offers the following guidelines for conference/seminar organisers:

Roles

EOE Board: Once a submission has been made to organise an EOE conference from a partner, the Board will appoint one or more Board members to liaise with the conference planning committee. This will normally be a face to face meeting at the conference venue. Together, this group will agree on an appropriate title, themes, location and dates for the event. These will be approved by the Board on receipt of a proposal document. The Board members and others will continue to support the organisers to select opening and keynote speakers and chairpersons. There will be opportunities to discuss funding, the programme, the venue and the management of the conference.

The Partner organising committee: In the first instance a potential partner should approach the Board with an outline proposal. Once accepted they will work with Board members to produce a full proposal for approval by the Board. The partner organisation will then take responsibility for organising the conference with the support of Board members. This includes responsibility for funding, financial management, marketing, bookings, programme, conference facilities, etc.

Funding

Organisers should apply for EU funding to help delegates cover their expenses.

If successful, the EOE Board allocates the number of funded places for each European partner. The partner organisation for each country selects their funded delegates.

The organisers should provide some funds to support the functioning and purposes of the EOE. This should include:

- Free places for EOE Board members attending
- A differential rate for members and non-members (and encourage non-members to take out our free membership to benefit from the lower rate)
- A fee to all participants to support the work of the EOE (e.g. 10 euro/person) paid to the EOE after the event. As well as contributing to the annual cost of the administration of EOE (Board meetings and website) this could provide the basis for a social inclusion fund for future events and projects.
- A camping rate if camping is provided.
- A discounted student rate – EOE seeks to make conferences as accessible as possible to those with low incomes.
- If there are students or practitioners for whom the conference would be attractive in the host setting then day rates may be included.

Organisers may seek extra funding and sponsorship for the conference and invite local dignitaries.

Conferences are intended to be not-for-profit ventures and should aim to break even. The EOE has no funds to support any losses.

Venue

The venue should be as far as is possible accessible.

Organisers should provide standard equipment for presentations and workshops. A large room for plenary sessions and a range of smaller seminar rooms are required. Nearby outdoor spaces are needed for workshops and outdoor activities.

Ideally accommodation should be in the same building or very close to the venue. Camping as an option is much appreciated by those with lower incomes and concerned about environmental impact. There should be communal areas for evenings and a bar is much appreciated.

Programme

The programme should also be accessible wherever possible and appropriate. This might include the live streaming or recording of key inputs and signing if required.

Please encourage as many participants as possible to share during the conference with workshops and poster presentations. Please arrange at least one formal session for presenting posters. The EOE value all aspects of a good conference including social time. Please allow plenty of time between sessions, during breaks and in the evenings. Excursions are also welcome.

EOE Annual General Meeting and interest groups meetings. The organisers should provide places and times in the programme for an EOE Annual General Meeting and, separately, for meetings of EOE Interest Groups. The latter should take place early in the conference to promote networking and to provide time for the development of ideas and projects that might emerge.

Promotion

Organisers should promote EOE as the co-organiser on invitations, applications for funding, certificates, website information etc.

EOE should be mentioned also during dissemination and proceedings.

Proceedings

Organisers should ask for abstracts from conference presenters and agree with EOE Board their suitability. They should prepare the Conference proceedings and with representatives of the EOE Board set up a Scientific Committee to select and edit the papers for publication. Authors should receive guidance on how to prepare their papers. Proceedings should be completed within one year of the conference.

Sustainability

All EOE events are asked to pay attention to being as sustainable as possible. Actions could include:

- A vegetarian menu and locally sourced organic food
- Sustainably sourced reusable or recyclable catering and conference items
- Encouraging participants to travel overland, lift share or offset their air travel
- A venue that minimises energy and heat requirements and gets energy from renewable sources.
- Encouraging workshops or excursions that explore sustainability issues locally or for the profession.

Contact

Organisers should keep in regular contact with the appointed representatives of the EOE Board. On completion of the conference the organising committee should make a timely short report to the EOE Board.

Model for a knowledge based conference

		Wednesday	Thursday	Friday	Saturday	Sunday	
Pre-conference as a possibility (e.g. 3 days)	Morning		Keynote	Keynote	Keynote	Presentation	Post-conference as a possibility (e.g. 3 days)
			Presentation / workshops	Presentation / workshops	Presentation / workshops	Conference closing	
	Afternoon	Arrival of participants and registration	Presentation / workshops	Practical activities & workshops	Presentation	Departure of participants	
			Special interest group meeting		Annual general meeting		
	Evening	Conference opening	Poster session		Banquet & joint evening		