

Format

ACODE meets three times a year for two days at meetings hosted by member institutions across Australasia. The two-day meetings usually consist of:

- one-day workshop on a contemporary topic of policy and/or practice for Directors/Managers of university teaching and learning units or units concerned with open, distance, flexible or e-learning
- optional site visit at the host institution
- one-day business and networking meeting

Institutions interested in hosting a workshop should contact a member of the ACODE Executive or Executive Officer to negotiate a suitable time and workshop topic.

Support

The ACODE Institutional Representative (or Alternate) is generally the appointed Workshop Convener and takes the lead in the development of the workshop program, progress reports to the ACODE Executive Committee and subsequent final workshop report.

An ACODE Executive Member is appointed to liaise with the host institution's Workshop Convener to assist with workshop content, development of activities and to ensure consistency with ACODE objectives.

The ACODE Executive Officer manages the overall logistics of the Workshop, including Catering, Marketing and overall scheduling.

Timeline

Refer to Appendix 1. Timeline.

Development of a banner for the website

The hosting institution is to develop a banner to head the website for their workshop section.

Development of the workshop program

Expected Outcomes

The program and outcomes of the workshop should reflect ACODE's mission to enhance policy and practice in open, distance, flexible and e-learning in Australasian higher education by:

- disseminating and sharing knowledge and expertise;
- supporting professional development and providing networking opportunities;
- investigating, developing and evaluating new approaches and/or emerging technologies;
- promoting best practice; and
- advising and influencing key bodies in higher education.

The expected outcomes of the workshop and value for workshop participants should be clearly stated. Expected outcomes of the workshop should include identification of possible future action by ACODE.

Type of activities

The ACODE Executive Liaison supports the collaborative development of program learning aims, outcomes and appropriate activities that engage and involve the membership and enable their diverse experience to be leveraged in the actual sessions.

Formal presentations (i.e. one-way delivery of information by experts) are the exception rather than the rule as these sessions run the risk of telling members what they already know and are counter to good learning and teaching practices.

Other suggestions / considerations are:

- Include a pre-workshop online activity that provides the context for the workshop
- Workshop topic and themes defined in first session (research-based). This may be done during the pre-workshop online activity
- 'Big picture' or sector view of the context
- Strategies and policies that relate to the topic
- Hands-on workshop activities where the membership works together to explore some detail or aspect of the topic
- Use of online tools by groups to record workshop discussions / conclusions
- Inclusion of a student / visiting academic panel discussion.

The EO can provide evaluations from previous workshops for more information about member expectations. This is included in workshop reports.

Opening the Workshop

The Host Workshop Convener or the President should extend an invitation to the Vice-Chancellor (or DVC/PVC or most appropriate person from the host University) to open the workshop, offering time to speak briefly to the meeting.

The Host Workshop Convener or the President should provide the VC with background information about ACODE.

An invitation is extended to the VC on behalf of the President to the dinner (as a guest of ACODE).

Workshop Facilitators and Presenters

After a draft program is developed and approved 'in principle' by the ACODE Executive, potential workshop facilitators and presenters, are discussed by the convener and the Executive Liaison.

Facilitators and presenters are to be provided with information about ACODE, the workshop aims and desired outcomes of the Workshop and of their session.

The convener, in conjunction with the facilitators/ presenters and Executive Member, develops session descriptions and forwards these to the ACODE EO for use in marketing on the website and in the workshop program.

Once presenters have been confirmed, the convener or ACODE EO emails them, thanking them for their participation and will request:

- an abstract of their session,
- a recent photo and brief biography to be used for the workshop program and introductions on the day
- any special requirements, including technical equipment, for the session.

Facilitators and presenters should provide a copy of any presentations to the ACODE EO for inclusion on the ACODE Hub after the event.

Workshop Session times.

Refer to Appendix 2. Example Workshop Preliminary Program

Note 1. Campus tour/site visits to facilities of interest within the host institution can be organised after the Workshop on day one if appropriate.

Note 2. Consideration also needs to be given to the timing of the Business and Networking Meeting, which is generally held the following day. The Business and Networking Meeting agenda and reports are developed by the ACODE Executive and are sent out with Workshop details. To assist with overall timing of activities / Program scheduling, please also refer to Appendix 3. Example of Business & Networking Preliminary Program

Workshop Attendance

Subject to space, staff from ACODE member institutions (in addition to the ACODE member representative) may attend the workshop for a fee i.e. \$300.00 for workshop participation or \$400.00 including dinner. Additional participants from the host institution will be given priority.

Standing Invitations to workshop and business and networking meeting

The ACODE EO sends personal invitations on behalf of the President to the following:

- Representative from DIISRT and the New Zealand Ministry
- Representative from OLT
- Representative from Ako Aotearoa

The President may invite others as appropriate and welcome them as guests of ACODE to attend the workshop dinner. Invited representatives may also be given the opportunity to speak to the membership at the business and networking meeting.

Venue requirements

- The workshop venue should comfortably cater for approximately 60 people with cabaret-style seating. Round or rectangular tables are preferred with 6-8 per table and all delegates able to face the front of room.
- Depending on the program, breakout space may be needed.
- The business and networking meeting venue should comfortably cater for approximately 40 people with boardroom style seating. (Usually the same room as the day one workshop.)
- A separate area for registration and catering is preferred.
- **Access to a wireless network and instructions on how to access that network.**
NB If access is not straightforward, technical support should be provided.

Equipment and technical requirements

As standard, the following technical requirements are usually organised:

- Lectern
- Roaming microphone
- A presentation computer with the latest version of PowerPoint
- Projector and screen
- Whiteboard and A3 paper
- Technical support (person on hand at commencement of the day and within immediate phone contact if required).
- Optionally, the ability to webcast some activities should be considered for those members unable to attend.

Catering

The host contact person is to provide recommendations for dinner venues and catering to the ACODE EO. The dinner is held on the evening of day one, usually at 6.30pm for 7.00pm start. The ACODE EO will liaise directly with the caterer and the dinner venue.

Workshop dinner

- The budget for the dinner is about \$80.00 per head which includes drinks and canapés on arrival followed by a set menu inclusive of drinks;
- The venue should comfortably seat 45 to 60 people;
- There should be a separate space for initial drinks and canapés with room for people to move around;
- The venue should be either close to the workshop venue, the accommodation or close to suitable transport.

The ACOE EO will invoice extra dinner attendees on a cost recovery basis of \$100.00

Workshop and business and networking meeting catering

- The budget for the workshop catering is approximately \$45.00 per head, without lunch for the business meeting, which will increase the cost by about \$10.00 to \$15.00 per head;
- Tea/ brewed coffee/decaffeinated coffee, water provided on arrival for both days;
- Continuous water and mints provided all day and replenished at breaks;
- Morning tea is provided on both days; Day 2 morning tea maybe be more substantial in lieu of lunch
- Lunch: sandwiches/finger food; vegetarian and special dietary needs to be available. A light lunch may be provided on the second day if the meeting includes a focus session;
- Afternoon tea on day one.

Preparation for the day

Administration requirements

- Registration table set up inside the entry of the room
- Venue access from 8.00am to allow for caterers and registration setup
- Signage placed outside the building and outside the room ACOE EO will provide a pull up banner
- Whiteboard pens and thick markers
- Blu tack and thumb tacks if needed
- Extra pens/highlighters, etc.

ACOE Executive Officer will organise

- Sign-in sheet for workshop
- Sign-in sheet for business meeting
- Attendance sheet for business dinner
- President's and/or Vice-President's notes
- Name tags

Reporting

Media Releases will be sent to:

- Diary Events section of Campus Review
- Twitter
- ACOE News

The ACOE EO, Workshop Convener and Executive Liaison create a report of the workshop. Extracts can then be sent to Campus Review or other media for coverage. This is also posted to the ACOE website.

APPENDIX 1. TIMELINE

Approximately 12 weeks before the scheduled event.

- The ACODE Executive Officer (EO) will initiate contact with the host Workshop Convener to:
 - confirm workshop topic
 - confirm timing and dates
 - discuss venue and catering requirements
 - indicate ACODE Executive liaison.
- The ACODE Executive Liaison will initiate contact with the host Workshop Convener to assist with development of:
 - workshop objectives and abstract
 - a preliminary program, particularly overall timing
 - activities in line with ACODE objectives and helping to identify presenters

Approximately 10 weeks before the scheduled event.

- The host Workshop Convener should provide:
 - 150 word abstract, describing the workshop objectives and a preliminary program
 - general information regarding travel arrangements
 - information regarding the venue, including address, campus map, instructions for locating the venue and transfer costs (taxi, etc.)
 - suggestions for appropriate nearby accommodation
 - suggestions for catering (See Catering below)
 - suggestions for an appropriate dinner venue (See Venue requirements below)
 - the host institution corporate logo and appropriate images for publicity.

Approximately 8 weeks before the scheduled event.

- The ACODE EO posts event information, including draft program and presenter information, registration details and travel and accommodation arrangements, to the Hub and notifies representatives.
- Pre-workshop online events take place prior to the workshop.

Approximately 1 week before the scheduled event.

- The ACODE EO posts the detailed workshop program, any associated workshop papers and business and networking meeting papers to the Hub and notifies representatives.

Approximately 3 weeks after the event.

The ACODE EO posts the workshop report and business and networking meeting minutes to the Hub and notifies representatives.

APPENDIX 2. Example of Workshop Preliminary Program

Day one: Workshop (and Workshop Dinner)	
Timing	Description
8.30	Tea, coffee and registration
9.00-9.20	Welcome & Introduction from VC or DVC
9.20-10.20	Activity One
10.20-10.45	Morning Tea
10.45-11.45	Activity Two
11.45-12.45	Activity Three
12.45-13.45	Lunch
13.45-14.45	Activity Four
14.45 -15.45	Activity Five
15.45-16.15	Afternoon Tea
16.15-17.00	Wrap-up and Evaluation
17.00-18.00	Tour of Host Institution (optional)
18.00-18.30	Own Time
18.30-19.00	Pre-dinner drinks
19.00	Workshop Dinner

APPENDIX 3. Example of Business & Networking Preliminary Program

Day two: Business & Networking Meeting	
Timing	Description
8.30	Tea, coffee registration
9.00	B&N Meeting commences
9.00-10.20	Business items discussed
10.20-10.45	Morning Tea
10.45-11.45	Business / Hot topics
11.45-12.45	Business / Hot topics
12.45	Light lunch (if meeting is continuing)
13.15-14.00	Networking activity (optional)
14.00	Close