



IACHE

GUIDELINES FOR SUBMITTING PROPOSALS TO HOST A GLOBAL CONFERENCE

PREAMBLE

Higher Education Chaplains first gathered globally in Vancouver, Canada in 2000. At that first Global Conference it was decided such gatherings should take place every four years in a different part of the world. Subsequently Global Conferences have taken place in Brisbane, Australia in 2004 and Tampere, Finland in 2008, in New Haven at Yale in the USA in 2012 and in Bendigo, Australia in 2016

An Aim of The International Association of Chaplains in Higher Education (IACHE) is to facilitate the co-ordination of these Global Conferences in accordance with principles consistent with those of the Association. National/Regional associations of Chaplains are therefore invited to submit proposals for the opportunity to host a future Global Conference.

AIMS OF A GLOBAL CONFERENCE

These aims have been developed and agreed over past Global Conferences
A Global Conference should;

- be hosted by an established National/Regional Association of Chaplains or network of chaplains rather than by an individual University/campus Chaplaincy Team.
- occur every four years - 2000, 2004, 2008, 2012, 2016, 2020 etc.
- be inclusive and reflect the multi-faith and multi-cultural facets of Chaplaincy in Higher Education throughout the world
- not be restricted to Western / European / Christian contexts
- have a theme and specific aims which reflect the culture of the host region/country and the nature of Higher Education and tertiary Chaplaincy of the host country/region.
- serve as a meeting space for the diverse people involved as Chaplains in Higher Education. Such physical, psychological and spiritual space should; encourage and create a sense of sharing and community, be a space in which chaplains can recognise the struggle to respect religious and cultural differences and celebrate diversity, enable chaplains to understand and engage with one another from the integrity of their own positions.
- enrich the profession by; refining professional skills, developing tools and resources appropriate to the profession, exchanging ideas and experience with one another encouraging the development of such endeavours worldwide
- offer support through; gathering as a global community, celebrating common values and ideals, sharing stories, acknowledging differences
- extend our understanding of a contested and changing world by exploring the role of religion in higher and vocational education, universities, colleges and educational institutions, further developing community and multifaith understanding, increasing our commitment to spirituality which enables peace, justice, and an increased knowledge and acceptance of others.



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REQUIREMENTS TO HOST A GLOBAL CONFERENCE

Potential hosts of a Global Conference are required to be able to demonstrate;

- the existence of an established national and/or regional association or a network of Chaplains in Higher Education
- some experience in organising national / regional Conferences
- some experience of a previous Global Conference
- access to a suitable venue(s) and infrastructure
- the existence of potential Conference sites proximate to an international airport serviced by a variety of airlines.
- the ability to ensure the security of Conference attendees from a variety of national / ethnic, religious / faith, gender communities without discrimination.
- ability to host a conference within an agreed budget
- access to an internet connection and wifi for all delegates.
- availability of audio-visual equipment including projectors and screens. whiteboards and flipcharts .
- availability of microphones and amplification where needed...
- opportunities for both Conference registration and payment online.
- access to Medical and childcare services, special arrangements for delegates with disabilities, including mobility and access issues, dyslexia and autism.
- a range of accommodation options to suit a variety of budgets and requirements
- the support of local, national, regional faith community organisations/ associations or networks in hosting the Global Conference

PROCEDURES FOR BIDDING TO HOST A GLOBAL CONFERENCE

1. **Submission of Proposal:** Those national/regional Chaplaincy Associations who believe they can demonstrate the above should submit proposals to host the 2020 Global Conference, in writing via email, to the IACHE executive by 30th April 2017. The secretary is Jay Robinson at robinsonjay007@gmail.com
2. **Presentation of proposal:** The IACHE Executive Committee normally conducts its business through email and via Skype. A presentation by a Chaplaincy Association over Skype to follow the written submission would be arranged. Such a presentation would be made during May 2017 and a decision on the location and host for the next Global Conference will be announced by the IACHE Executive by 31st May 2017
3. **Engagement with the IACHE Executive:** The role of the IACHE executive is to be supportive and encouraging to the host committee, including direct engagement with practical issues if necessary. It is expected that there will be active engagement between the host committee and the IACHE Executive throughout the planning process and during the 2020 conference, this includes consultation on the theme and conference description. Final decisions are endorsed /made by the IACHE Executive. It is anticipated the host team will meet with the IACHE Executive for a two day face to face meeting in 2018. This meeting could be an extension of an annual national/regional Chaplaincy association conference. If a face to face meeting is not possible an alternative way of meeting will be explored. host committee and the IACHE executive will meet together immediately prior to the start of the 2020 conference at the conference venue. The IACHE Executive is also responsible for the planning and delivery of the General Assembly as well as overall monitoring of



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the conference - to facilitate this, a meeting space for the IACHE executive should be made available at the conference venue and regular daily IACHE meetings scheduled into the programme.

4. **Financial considerations:**

- The conference must be self-financing, it is anticipated that sponsorship would be sought from a variety of educational and spiritual sources. Please include a list of possible sponsors.
- A budget for the conference should be included as part of the conference proposal and will be modified if necessary and agreed by the IACHE executive. The budget must include; the cost of venues, all catering including a conference dinner, speakers costs and bursaries.
- The conference fee must include an IACHE-fee for each individual registered, of 20 EUR / 25 USD. This levy goes directly to IACHE.
- The cost of accommodation for the host team and IACHE executive for the pre- conference joint meeting should be included in the conference budget.

PROPOSALS TO HOST A GLOBAL CONFERENCE SHOULD INCLUDE THE FOLLOWING:

- Information on the national / regional Chaplaincy Association or network of chaplains.
- Information on the experience of the national /regional Chaplaincy association/chaplaincy network in hosting national/regional conferences.
- Information about the constituency of proposed conference host committee. It is desirable that the host committee reflects as far as possible a multifaith and multicultural perspective within the context of the Chaplaincy Association/network. Information should include a timeline for the establishment of the host committee.
- information on probable host city (cities) with transport and infrastructure Indicated
- information on possible Conference and accommodation venues
- probable month of the Conference and potential weather conditions (definite dates would be even better)
- reasons for wishing to host a Global Conference.
- general indication of costs given in local currency and dollars US: i.e. conference fees will be not more than, accommodation will range from...
- timeline to establish a national host committee which should if possible be a multifaith committee and to plan the Conference
- details of the Conference Contact person. (This person will, if the proposal is successful, be appointed as an ex-officio member of the IACHE Executive)
- anything else you consider is likely to promote the success of your chaplaincy association proposal.



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GLOSSARY OF DEFINITIONS:

CHAPLAINS: Used for ease of reference to refer to religious professionals of any faith who are appointed or employed to serve the spiritual needs of a higher education community, including religious and spiritual advisers, directors and coordinators of religious life, campus ministers and university chaplains.

HIGHER EDUCATION: The term, Higher Education, is used to include all forms of post-secondary education. Universities, Colleges, technical and vocational education and other related environments are here considered as tertiary or higher educational institutions.

GLOBAL CONFERENCE: The Conference of the *International Association of Chaplains in Higher Education* held every four years, open to all who are appointed or employed to serve the religious, spiritual and pastoral needs of all students and staff in university, college, vocational education and other such institutions, as religious professionals, religious and spiritual advisers, directors and co-ordinators of religious life, campus ministers and chaplains.

IACHE -The International Association of Chaplains in Higher Education: Launched at the Global conference in Tampere 2008. The association aims to;

- encourage and promote international professional collaboration among chaplains of all religious faiths.
- facilitate the coordination of a Global Conference (to be held every four years in accordance with principles consistent with those of this Association).
- support the establishment of regional Chaplains' Associations and conferences.
- act as a consultative body on issues affecting chaplaincy internationally.
- encourage the strengthening of chaplaincy, with particular emphasis on chaplaincy in the developing world.
- facilitate the provision of a model code of ethics for chaplains.