International Association of Chaplains in Higher Education

Guidelines for Submitting a Proposal to Host a Global Conference

PREAMBLE

The first Global Conference of chaplains in higher education took place in Vancouver, Canada in 2000. At that 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, Tampere, Finland in 2008, New Haven, USA in 2012, Bendigo, Australia in 2016 and Sheffield, UK in 2022.

A goal of the International Association of Chaplains in Higher Education (IACHE) is to facilitate the coordination of these Global Conferences in accordance with the principles of the association. National/regional associations of chaplains are therefore invited to submit proposals for the opportunity to host a future Global Conference.

GOALS OF A GLOBAL CONFERENCE

These goals have been developed and agreed to for 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, 2022, 2026, 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 goals that reflect the culture of the host region/country and the nature of higher education chaplaincy in the host country/region.
- serve as a meeting place for the diverse people involved as chaplains in higher education. Such a physical, psychological, and spiritual space should: encourage and create a sense of sharing and community, be a space in which chaplains can recognize the struggle to respect religious and cultural differences and celebrate diversity, and

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 experiences with one another, encouraging the development of such endeavors worldwide.
- offer support through: gathering as a global community, celebrating common values and ideals, sharing stories, and acknowledging differences.
- extend our understanding of a contested and changing world by exploring the role of religion in higher and professional education, universities, colleges and educational institutions, further developing community and multifaith understanding, and increase our commitment to spirituality that enables peace, justice, and an increased knowledge and acceptance of others.

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 organizing 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 reasonable security of conference attendees from a variety of national/ethnic, religious/faith, sexual/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 and the ability to record and/or livestream plenaries and possibly sessions.
- 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, and regional faith community organizations/associations or networks in hosting the Global Conference.

PROCEDURES FOR PROPOSING TO HOST A GLOBAL CONFERENCE

1. Submission of Proposal: A national/regional chaplaincy association that believes it can demonstrate the above may submit a proposal to host a Global Conference in writing via email to the IACHE secretary.

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2. Presentation of Proposal: Following the submission of the written proposal, a presentation by a Chaplaincy Association based on the written submission should be arranged. The IACHE Executive Board normally conducts its business online.

3. Engagement with the IACHE Executive Board: The role of the IACHE Executive Board 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 Board throughout the planning process and during the conference, this includes consultation on the theme and conference description. Final decisions are endorsed /made by the IACHE Executive Board. It is anticipated that the host team will meet with the IACHE Executive Board for a two-day face to face meeting two years before the conference. 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 may be explored. The host committee and the IACHE Executive Board will meet together immediately prior to the start of the conference at the conference venue. The IACHE Executive Board is also responsible for the planning and delivery of the General Assembly as well as overall monitoring of the conference - to facilitate this, a meeting space for the IACHE Executive Board should be made available at the conference venue and regular daily IACHE meetings scheduled into the program, along with keynotes, workshops, excursions, meals, etc.

4. Financial Considerations:

- The conference must be self-financing. It is anticipated that sponsorship would be sought from a variety of educational and religious sources by the host committee. 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 to by the IACHE Executive Board. The budget must include: the cost of venues, all catering including a conference dinner, speakers costs, and scholarships. Scholarships are important to achieve the broadest representation.
- The conference fee must include an IACHE-fee for each individual registered, of approximately 20 EUR / $25 USD. This fee goes directly to IACHE for overhead expenses.
- The cost of accommodation for the host team and IACHE Executive Board for the pre-conference joint meeting should be included in the conference budget.

PROPOSALS TO HOST A GLOBAL CONFERENCE SHOULD INCLUDE THE FOLLOWING:

1. Information on the national/regional chaplaincy association or network of chaplains.
2. Information on the experience of the national/regional chaplaincy association/chaplaincy network in hosting national/regional conferences.
3. Information about the composition of the proposed conference host committee. It is desirable that the host committee reflects as far as possible multifaith and multicultural perspectives within the context of the chaplaincy association/network. Information should include a timeline for the establishment of the host committee.

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4. Information on probable host city (cities) with transportation and infrastructure indicated.
5. Information on possible conference and accommodation venues and pricing.
6. Probable dates of the conference and likely weather conditions (definite dates preferred).
7. Reasons for desiring to host a Global Conference.
8. General indication of costs given in local currency and US dollars: i.e. conference fees will be not more than, accommodation will range from, etc.
9. Timeline to establish a national/regional host committee (which should if possible be a multifaith committee) and to plan the conference.
10. Details of the Conference Contact person. (This person will, if the proposal is accepted, be appointed as an ex-officio member of the IACHE Executive Board.)
11. Anything else likely to promote the success of the chaplaincy association proposal.

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 professional education, and other related environments are here considered as higher education institutions.

GLOBAL CONFERENCE: The conference of the International Association of Chaplains in Higher Education (IACHE) 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 a university, college, professional school or other such institution, as religious professionals, religious and spiritual advisers, directors and coordinators of religious life, campus ministers and chaplains.

IACHE: The International Association of Chaplains in Higher Education: Launched at the Global Conference of chaplains in higher education in Tampere in 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.

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