

TERMS OF REFERENCE

Conference Education Sub-Committee
CSAE 2022 Conference

The Role of the Conference Education Sub-Committee

The CSAE National Conference Education Sub-Committee is a group tasked with assisting CSAE in developing the educational program for the CSAE 2022 National Conference and Showcase. The Conference Education Sub-Committee is ultimately accountable to the CSAE VP, Learning and Innovation.

Sub-Committee members commit to meeting via tele-conference or Zoom as required. Meeting arrangements are provided by CSAE.

Education Sub-Committee Composition

The Education Sub-Committee is comprised of up to 8-10 Individuals:

- Minimum of six CSAE Executive members from **across Canada**,
- Minimum of one CSAE Business Member
- CSAE Event Producer
- CSAE VP, Learning and Innovation

Additional considerations:

- The Education Sub-Committee chair will be from the host region, but not limited to the specific destination.
- The Education Sub-Committee chair or designate will sit on the Conference Host Committee.

Responsibilities

The CSAE National Conference Education Sub-Committee commits to fulfilling the following responsibilities:

February – April 2022

- Establish the requirements of the Call for Proposals to address the various goals of the educational program (type of proposals requested, subjects covered, learning formats, etc...)
- Contribute suggestions to broaden the reach of the CSAE 2022 National Conference and Showcase Call for Presentations
- Review feedback from the CSAE 2021 National Conference to better understand participant requirements
- Recommend potential Keynote Speakers whose participation is possible through the support of various speaker bureaus:
 - Determine the objectives of each keynote address
 - Review keynote presentation submissions which will include topic outlines and video links demonstrating the speaker's style and content
 - Provide input on the appropriateness and attractiveness of these proposals given the conference objectives and theme

May - July 2022

- Review and rank all submissions received for the CSAE 2022 Conference to be held in Halifax. Submissions are equally divided amongst committee members. Committee members may be asked to review additional submissions in order to broaden the scope of feedback.
 - Complete review according to the evaluation criteria provided within Pheedloop (event management software), including:
 - **Originality:** Does the submission explore innovative ideas and concepts or new approaches to common issues?
 - **Relevance:** Is the submission aligned with the Call for Proposals instructions and the Conference theme?
 - **Applicability:** Does the submission apply specifically to the association sector? Will tools and templates be included as take-aways?
 - **Delivery:** Does the presentation engage learners through opportunities for interaction?
 - **Concept:** Is the overall submission an asset to the Conference program?
- Provide input on narrowing the submissions into a complete program that balances the needs of all participants and the educational objectives of the Conference. Note that the final program presents approximately 30-35 concurrent sessions selected from more than 150 anticipated submissions.

July - September 2022

- Additional input may be requested after preliminary program is finalized in the event of a cancellation or necessary addition to the program.

October 19-21, 2022

- If committee members are in attendance in Halifax for the conference, you may be asked to assist in the delivery of the educational sessions during the Conference through a variety of activities including:
 - Providing speaker introductions
 - Thanking sponsors as required during educational sessions
 - Encouraging participation in the on-site sessions surveys
 - Thanking speakers and participants
 - Making additional announcements as required