

17th AFN Conference Alice Springs September 11-12 2014 (Draft) Plan



Alice Springs sunset (Photo by Pru Gell)

Vision: A memorable and dynamic conference that connects our AFN community and deepens our work including how we work interculturally as facilitators

Purpose: Promote and run a conference in Alice Springs (September 11-12 2014) that AFN members are drawn to actively participate in that uses creative, inclusive and innovative approaches.

Please note that Alice Springs is on the land of the Arrernte people and Mparntwe (sometimes spelt as Mbantua) is also often used as the Arrernte name for the place where Alice Springs came to be built.

Conference name	Walking together: The heart of facilitation <i>Please note that Walking Together will be in English and in Arrernte – the local Aboriginal language of Alice Springs.</i>
Themes	Overall theme: Connectedness Branches under overarching theme: 1. Intercultural: Working interculturally and facilitating intercultural work 2. Intrapersonal: Connecting to one's own deep self 3. Interpersonal: Working on relations between people
Key Objectives	1. To build our community of practice in Australasia and support facilitative processes in communities 2. To make the conference accessible to a range of people (including local Aboriginal people in Alice Springs) 3. To strengthen the practice of facilitation in an intercultural environment
Principles	1. Sharing with a generous heart: Share and practice practical facilitation processes to grow facilitators and facilitation in communities. 2. Collaboration and participation: Attendees contribute to create the conference that they would like to experience 3. Sustainability: The conference and its resources be informed by sustainability principles 4. Accessibility: The conference be accessible to a diverse range of people (through affordability and cultural safety) 5. Reciprocity: Give back to the local community and include, where appropriate, some type of capability building exchange with local people

Please email AFNconference@gmail.com by March Wednesday March 26 to volunteer to be a Working Group Chair or member for the 17th AFN conference. Your support will be very much appreciated!

Conference Timeline*

Date	Activity	Who's responsible/involved
Thursday March 13	Group of supporters and Alice AFN sent through feedback on conference plan and new ideas	Group of supporters, Alice Springs AFN group
March 16	Strategic elements finalised	Convenor
March 18	Send out conference name/themes and conference plan to AFN and invite members to be Working Group Chairs and Working Group members	Convenor
March 20	Invite out to AFN for offers of workshops and reminders of due date for offers	Program WG
March 28	AFN members to tell Convenor if they will be a Working Group Chair or Member	All interested AFN members
March 28	Venue confirmed	Operations WG
TBC	Website set up and key info available	Marketing WG
TBC	Initial promotion of the Conference begins	Marketing WG
April 24 (before Easter)	Due date for offers	AFN
By May 23	Draft program to AFN and on website	Program WG
June 6	Payments due for Early Bird due date for registrations	Finance Working Group
TBC	Payments due for conference registration	Finance Working Group
September 8-10	2014 AFN Pre-Conference Program	Program WG and Workshop Facilitators
September 11-12	2014 AFN Conference	AFN

* Please note: This overarching timeline is to be fleshed out by Working Group Chairs (and members) as they lead and manage their area (and the convenor where appropriate).

Roles of Convenor and Working Groups

For role of Working Group Chairs please view page 5

Convenor	<ul style="list-style-type: none"> Develop the strategic elements of the 2014 AFN Conference (in consultation with the Group of Supporters) Invite AFN members to set up Working Groups and Working Group Chairs and ensure that they're clear on the strategic elements of the program Set up an overarching conference organising timeline Coordinate monthly Skype link-ups for Working Groups to update each other on re key actions and action planning 	Pru Gell
Program Working Group (inc Pre-Conference wshops)	<p>Streams</p> <ul style="list-style-type: none"> Pre conference community workshops Workshops Open Space? <p>Workshops</p> <ul style="list-style-type: none"> Develop objective criteria for workshop selection Design and circulate template for workshop offers and pre-conference Process and assess offers Confirm venue / space availability (Operations WG to book venue) 	<p>Chair: Sharon McGann</p> <p>Working group members: Joan Firkins (SA) Dale Hunter (Aotearoa/NZ) Marie Martin</p>

	<ul style="list-style-type: none"> • Coordinate the development of the program agenda in accordance with space • Produce Program booklet pdf • Buddy (mentor) workshop facilitators? • Limit workshops to 25. Possible increase based on number of registrations? • Inform people to print own program • Make program visible @ the venue <p>Case studies TBC</p> <ul style="list-style-type: none"> • Poster style marketplace comprising concurrent 20 minute sessions with up to 4 rounds 	<p>(WA)</p> <p>Sue Gregory (NT)</p> <p>Michelle Hunter (Aotearoa/NZ)</p>
<p>Marketing, Comms & Customer Service Working Group</p>	<ul style="list-style-type: none"> • Develop and implement a marketing and communications plan. Include dates that Working Groups need to send info you info by to support you to promote the conference and communicate these to the Working Group Chairs. • Set up and coordinate updates to website (in liaison with Working Group Chairs) • Identify key networks, groups and e-lists to promote the conference to outside of the AFN • Promote conference to AFN • Customer contact and communications • Encourage people to book flights and accom early (work with Operations group re flight and accom options) • Update the 2014 AFN Conference Facebook page <p>Please note that Michelle Rush from Aotearoa/NZ is happy to help share notice of the conference among interested people in Aotearoa/NZ. Carol Vale is happy to promote through her networks and to help write an article for Indigenous media outlets ie Koori Mail, NIT and First Nations Telegraph.</p> <p>Idea to promote that Alice Springs is at the centre of all the capital cities in Australia (2.5hrs away). The uniqueness of the desert - silence, power, spaciousness. Cheap flights from Sydney and Melbourne.</p>	<p>Chair:</p> <p>Webmaster:</p> <p>Working group members:</p>
<p>Finance Working Group</p>	<ul style="list-style-type: none"> • Develop the financial plan inc registration costs (please note that the aim is to break even). • Record actual and anticipated costs related to the work of all Working Groups. Feedback at monthly Skype meetings conference costs to date and expected • Keep records. Report financial outcomes • Decide rates for early bird and standard registration and date for standard registration. • Set up and manage registration management system • Establish auspice arrangement • Get float from NSW finalised • Set pricing of Social Get Together based on numbers (in liaison with Social Program Working Group 	<p>Chair:</p> <p>Working group members:</p>
<p><i>Scholarship Working Group (especially the Chair) to work closely with the Finance Working Group</i></p>		
<p>Scholarships Working Group</p>	<ul style="list-style-type: none"> • Develop a scholarship strategy • Receive and process scholarship applications. Make recommendations • Coordinate interstate scholarships 	<p>Chair:</p> <p>Working group members:</p>

<p>Operations Working Group</p>	<ul style="list-style-type: none"> • Plan for and execute delivery of the 4 days of the pre-conference and conference • Book venue and set up welcoming look and feel • Manage registration/service desk and provide name tags etc • Recruit and direct the conference site manager @ the venue • Identify and make visible at the venue the housekeeping and emergency safety planning • Create an info sheet re accom and transport options (share with Marketing Group) • Presenter resources, materials, equipment, tables, chairs etc • Print Program booklets, print, set up and update signage to direct people to rooms & venues <p>Catering:</p> <ul style="list-style-type: none"> • Organise local catering for morning and afternoon teas and lunch (meet dietary requirements) • Organise tea/coffee etc for whole program <p>Volunteers:</p> <ul style="list-style-type: none"> • Create a list of volunteer tasks and communicate them to volunteers • Recruit and manage volunteers <p>Please note that Dale Hunter (Aotearoa/NZ) and Marie Martin (WA) from the Program Working Group are happy to help out with logistics for a short while before the conference.</p>	<p>Chair: Anjali Palmer</p> <p>Working group members:</p>
<p><i>Sustainability Working Group is a small sub-group with at least 1 person who will work closely with the Operations Working Group</i></p>		
<p>Sustainability Sub Working Group</p>	<p>Develop Sustainability strategy</p> <ul style="list-style-type: none"> • Environmentally friendly catering for morning and afternoon teas and lunches • Stationery - Ensure people know that they'll need to bring their own (Operations Working Group to provide a small amount of 2nd hand pens, paper, cloth bags) • Minimum usable waste policy • See notes developed by Sue Elks for the 2013 AFN Conference and use where relevant 	<p>Sub-Working Group Members:</p>
<p>Social Program Working Group</p>	<p>Plan and execute a social and networking program including designing and organising:</p> <ul style="list-style-type: none"> - A main social evening event for Friday September 12* - A smaller social event (before the conference begins or after Day 1 (Thursday September 11)?) - Social and networking activities into and around the conference program <p>* Please note suggestion by Joan Firkins for an intercultural theme related to dance (ie traditional Arrernte music as well as current music from around Alice Springs) and Marie Martin for dinner under the stars</p>	<p>Chair:</p> <p>Working group members:</p>

Please note ALL Working Groups need to liaise with the Finance Working Group to communicate actual and anticipated costs of their area and use the overarching Google Doc for key conference planning areas.

Role of Working Group Chairs:

- Lead and are responsible for the planning and actions for their work area (and meet dates set by the convener where appropriate)*
- Meet 1 x mth via Skype with other Working Group Chairs and Convener (and @ other times if need). Working Group members can attend instead of the Chair as long as they are up to date with the activities that their Working Group is doing and happy to feed back to their group
- Update the shared AFN 2014 Conference Organising GoogleDoc re key info in their work area
- Liase with other Working Group Chairs to streamline work for efficiency where appropriate
- Communicate with the AFN list as needs (maybe be in touch with other Working Group Chairs to streamline communications with the AFN list where possible)