

refocus + renew

21- 23 October 2015
Hosted by Deakin University | Geelong

About ACTS

Australasian Campuses Towards Sustainability (ACTS) is a member led organisation for the tertiary education sector in Australia and New Zealand. Our aims are simple: to inspire, promote and support change towards best practice sustainability within the operations, curriculum and research of the Australasian tertiary education sector. We do this by providing resources, knowledge, developmental and networking opportunities for members and by critically challenging and supporting collaboration with stakeholders to lead sustainability innovation in the sector both within our region and internationally.

About the ACTS Conference

The 15th International ACTS Conference will be held at Deakin University's Waterfront Campus in Geelong, Victoria from 21-23 October 2015. The theme "*refocus + renew*" encourages institutions, educators and practitioners to reflect on their achievements, their next steps and the important role they play in achieving sustainability.

Education institutions face a diverse set of challenges, some specific to our sector; a lack of resources; institution wide restructuring; and being bound by current government policy. Compounding these are the greater issues we share with the world – uncertainty in the face of climate change, environmental degradation, social injustice and inequality.

The ability to refocus and renew in these times of uncertainty urges our institutions to ensure they can maintain strong commitments to the holistic integration of sustainability across the four defining areas of education (our conference streams); leadership and governance; partnerships and engagement; learning and teaching, and; facilities and operations. It also urges us to question how resilient our institutions are as a whole – for example, do we have climate resilience; have we created strong physical and social connections; and are we developing graduates capable of proactively improving, solving and thriving in our brave new world?

By refocusing we can evaluate priorities and revisit past successes, consolidating our knowledge to create a sound foundation for success. Looking forward to renew, we expand our current knowledge and engage in new or diversify existing practices. When we refocus and renew our efforts, our creativity, innovation and leadership for sustainability is limitless!

The call for proposals is now open until June 2015.

CALL FOR PROPOSALS

Are you involved in a sustainable campaign, initiative or activity that is transforming sustainability in tertiary education and beyond? Are you leading in innovation, research or engagement? ACTS invites you to join us for the 15th International ACTS Conference by submitting a proposal and sharing your knowledge, achievements and ideas!

The focus for all sessions is to actively engage the participants in interactive learning in relation to the conference theme. As such, those presentation proposals that describe activities that will actively engage participants will be given priority for inclusion in the conference program.

Streams

The content of the ACTS Conference is based around the Learning in Future Environments framework, which launched last year as a free benefit for ACTS Members. Our four conference streams sit within the four LiFE framework Priority Areas:

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| Leadership and Governance | This stream incorporates aspects of leadership, staff engagement and human resources. With the increasing responsibilities being placed on senior management, there are further demands for governing bodies to review the non-financial risks and opportunities that may impact on an institution. Leadership and Governance examines and encourages not only ambitious strategic intent but also focuses on building capacity through human capital and development. |
| Partnership and Engagement | This stream incorporates aspects of business and industry interface, community and public engagement and procurement and suppliers. It is widely accepted that educational institutions, and especially those which are publicly funded, have a civic duty or social responsibility to engage with the wider community. Partnerships and Engagement considers external engagement but also considers the importance of internal communities and how these can be supported and developed to the benefit of the individual and the institution. |
| Learning and Teaching | This stream incorporates aspects of learning, teaching and student engagement. Through formal and informal curricula, skills training and development, knowledge transfer and research, institutions will have a significant, positive long-term impact on society. Ensuring students are exposed to learning experiences that maximise their opportunities to graduate as sustainability-literate citizens is arguably the most important step towards a sustainable future. |
| Facilities and Operations | This stream incorporates aspects of biodiversity, sustainable ICT, utilities, travel, transport, construction and renovation, resource efficiency and waste. The Facilities and Operations stream provides an opportunity for institutions to demonstrate how they are planning, managing and implementing measures through sustainable development and addressing social responsibility across campus and the built environment. |

Types of conference presentations

A presentation type is the kind of session, or format you wish to deliver your presentation at the 15th International ACTS Conference.

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| Case Study | Presentation sharing good practices and experiences on a broadly applicable and replicable topic. Proposals must demonstrate how the presentation will actively engage participants in interactive learning. |
| Workshop | Workshops provide participants with professional development opportunities by presenting hands-on tools and/or resources. Interactive sessions are structured with small group learning activities. |
| Roundtable/Panel | Chaired topical discussion; that may have a panel of experts. The session can address multiple perspectives on a project, topic, or initiative fostering conversation and brainstorming with the audience. |
| Refereed paper | Written with the intention of being published in the ACTS conference proceedings online. Therefore both their initial abstract and final paper will be reviewed for their quality at academic journal standard and relevance to the conference through double blind peer reviewing. All refereed papers must be presented at the conference in order to be published. |
| Poster | Visual presentations of practice or research to be displayed during conference. A poster session will take place allowing the author to give a short overview of their poster and answer any questions. It is the responsibility of the author to bring their poster and mount it before the conference begins. (Presentation size A2). |

Level of presentations

ACTS recognises that institutions are at different stages of their sustainability journey. The 15th International ACTS Conference will introduce a new program element, allowing presenters to nominate the level of their presentation based on the following tiers:

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| Just Starting | Campaign/initiative/research is still in its infancy and/or based on a well-established/documented program. |
| Intermediate | Campaign/initiative/research has advanced beyond planning and initial implementation stages and/or represents innovation in the sector. |
| Advanced | Campaign/initiative/research is well advanced in its implementation and/or highly innovative. Can demonstrate evaluated data and/or conclusions. |

Guidelines for all conference presentations

- Proposals must be submitted by completion of the 'Conference presentation application form', submitted online via the ACTS website within the submission deadlines as outlined on page 7.
- Refereed paper submissions must also adhere to the Guidelines for Refereed Papers.
- Early submissions are highly recommended.
- Deadlines are set. There will be no deadline extensions or exceptions.
- Please note that there is an early deadline for abstracts of refereed papers.
- All potential presenters and authors must be listed on the proposal as everyone is limited to two (2) conference presentations. There is no limit to the number of proposals that may be submitted by any institution or organisation.
- Authors/Presenters must be prepared to accept recommendations from the Conference Organising Committee and editor/reviewers regarding any revisions that are deemed to be appropriate for the final presentation. The Committee aims to provide feedback on proposals within 4 weeks of submission.
- Acceptance of a proposal is deemed to have the approval of all authors/presenters for uploading on the ACTS website. Authors retain all copyright of their materials.
- One presenter for each conference presentation will receive a 10% discount on registration to the 15th International ACTS Conference.
- Authors/presenters are responsible for bringing to the conference any handouts or resources they wish to distribute.
- The decision of the Conference Organising Committee on the acceptance of proposals is final and binding.

Businesses & corporate partners submitting presentation proposals

Our business community and corporate partners are important to us. Any presentation, sponsored or not, made by a business or corporate partner must include a tertiary education co-presenter, preferably an institution that has a success story to share directly related to the main presenter's subject matter. Any business presenting at the conference, whether in a sponsored presentation or not, must be an Affiliate or Corporate Member with ACTS. See the ACTS website for how to become an Affiliate or Corporate Member.

CALL FOR PAPERS

Refereed papers

Refereed papers are those that are written with the intention of being published in the conference proceedings (at academic journal standard) subsequent to the conference. Therefore both their initial abstract and final paper will be reviewed for their quality and relevance to the conference through double blind peer reviewing, where the identities of the authors and their affiliation are withheld from the reviewers. All accepted refereed papers will be published in the online conference proceedings, and must have at least one author present a session relating to the paper at the conference.

Refereed Papers may be submitted as either a **RESEARCH** Paper or a **DISCUSSION** Paper.

A **RESEARCH** Paper describes research into any aspects of sustainability related to higher education fitting any of the four conference streams: Leadership & Governance; Partnerships & Engagement; Learning, Teaching and Research, and; Facilities & Operations.

A **DISCUSSION** Paper is a theoretical exploration as discussion of sustainability practice or programs related to higher education including a review of relevant literature (e.g. case study exemplars showcasing good practice or a topical issue) aligned to any of the four conference streams: Leadership & Governance; Partnerships & Engagement; Learning, Teaching and Research, and; Facilities & Operations.

Guidelines for refereed papers: requirements and reviewing process

- There will be a “Rolling Review and Acceptance” process for abstract proposals and full papers. **The deadlines for each are on page 7.**
- Deadlines are set. There will be no deadline extensions or exceptions.
- Potential authors are strongly advised to browse past papers available on the ACTS Conference Proceedings page at www.acts.asn.au.
- Both the ‘Conference presentation application form’ and the ‘Refereed paper abstract submission form’ for each refereed paper proposal must be submitted online via the ACTS website.
- Acceptance of refereed papers is on the condition that at least one author will present at a concurrent session based on the refereed paper at the 15th International ACTS Conference. If an author will not present the paper at the conference, then the paper will not be reviewed or published in the conference proceedings.
- Abstracts and papers rejected as a refereed paper will still have their presentation proposal considered for inclusion in the conference program. It will undergo the same selection process as all case study proposals and is not guaranteed a place in the conference program. Authors may nominate to have their presentation withdrawn from consideration if their paper is rejected for publication.
- The title of refereed papers must be no more than 8 words.
- Refereed paper Abstracts must be no more than 250 words.
- Refereed paper length must be 2500–4500 words excluding Abstract and References
- Full names of all authors and their affiliations must be provided.
- Titles (e.g. Dr and Prof) must not be included with the authors’ names.
- A de-identified copy of each abstract and full paper must be submitted with no authors’ names or higher education affiliations or identifications (e.g. campus names or locations). Identifying words may be replaced with XXX or similar.

- A separate copy of each abstract and full paper must be submitted with all authors' full names and higher education affiliations.
- Formatting for Abstracts and Full Papers must follow the 'Guidelines for Authors' (available on the ACTS website), which may be used as a template.
- Authors must be prepared to accept recommendations from the reviewers, conference committee and editors regarding any revisions that are deemed to be appropriate for the final draft of the full paper.
- The decision of the editors is final and binding.
- Acceptance of refereed papers is deemed to have the approval of all authors for publishing in conference proceedings. Authors retain all copyright of their published papers.

Any submission that does not follow these guidelines will not be reviewed or considered for the conference.

Reviewing of Refereed Paper Abstracts

- All Abstracts will be reviewed for their relevance to sustainability in tertiary education and relevance to the conference theme and streams.
- Research paper abstracts also require clear identification of study method, (expected) data/results and ideally would mention conclusions made from the study.
- Discussion paper abstracts also require clear identification and description of practice or program topic or issue.

Reviewing Criteria for Full Refereed Papers

Full papers of accepted abstracts will be reviewed blind by two reviewers using the following criteria.

Review Criteria for a "Research Paper" include:

- Abstract and Introduction** (clear identification of topic or issue; relevance to sustainability in higher education; relevance to conference theme and stream)
- Review of relevant literature throughout paper** (breadth, depth and relevance of literature)
- Study Method** (clear description and explanation of appropriateness of study method)
- Results** (including empirical data) and Discussion of results and important issue(s) (with relevant literature reviewed)
- Conclusion(s) and/or Implications and Recommendations**
- Format and overall paper quality** (e.g. follows author guidelines; English grammar; clarity; structure; references to relevant literature - both citations and reference list in APA style 6th edition)

Review Criteria for a "Discussion Paper" include:

- Abstract** (clear identification of practice or program topic or issue; relevance to sustainability in higher education; relevance to conference theme and stream)
- Introduction** (clear identification of practice or program topic or issue; relevance to sustainability in higher education; relevance to conference theme and stream)
- Review of relevant literature throughout paper** (breadth, depth and relevance of literature)
- Discussion** of important issue(s) (with relevant literature reviewed)
- Conclusion(s), Implications and Recommendations**
- Format and overall paper quality** (e.g. follows author guidelines; English grammar; clarity; structure; references to relevant literature - both citations and reference list in APA style 6th edition)

Deadlines & important dates for presentation proposals, abstracts and full papers

| Submission Type | Deadlines and important dates | Conference Registration |
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| Proposal | <p>Deadline for submission: 10th June 2015</p> <p><i>All presenters will receive final decision of proposals by 24th July 2015</i></p> | <p>At least one presenter must register by 20th August 2015 to be included in program</p> |
| Refereed Paper: Abstracts | <p>Rolling review of abstracts: from 10th March 2015 ending 27th May 2015</p> <p><i>All contact refereed paper authors will receive final decision of abstracts by 8th June 2015</i></p> | N/A |
| Refereed Paper: Full Paper | <p>Rolling review of full papers: from 10th March ending 29th June 2015</p> <p><i>All contact refereed paper authors will receive final decision and reviewers' comments of full papers by 14th July 2015</i></p> <p><i>All revised (final) papers are due by 31st August 2015 ready to be published online.</i></p> | <p>At least one presenter must register by 20th August 2015 to be included in program</p> |

For more information on the call for proposals and papers, including the submission and reviewing processes, please email info@acts.asn.au