Connect - Innovate - Ignite!
Collaborating to spark sustainable solutions for a smart future

2 – 4 November 2016
University of the Sunshine Coast | Queensland

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 16th International ACTS Conference will be hosted by the University of the Sunshine Coast in Queensland from the 2 - 4 November 2015. The theme *"Connect - Innovate - Ignite! Collaborating to spark sustainable solutions for a smart future"* will challenge participants with the question – How do we work together to drive the sustainability agenda as the solution to building a smart future?

Over the last 12 months, there have been significant steps forward in the transformation towards sustainability. The commitment to the Sustainable Development Goals and COP21 by every single nation around the world makes a bold statement that now is the time for action. It is time to connect our thought leaders, policy makers and business world and ignite the spark to innovate new and improved ways forward. It is our time, as educational institutions and key players within communities to work closely with our governments, community and business sectors to change unsustainable practices and meet the requirements of both the SDGs and COP21. If any sector can make this happen, it is tertiary education.

The call for papers for the 16th International ACTS Conference is now open!

Are you connecting, innovating and igniting sustainability? Are you leading a campaign, initiative or research that is sparking sustainable solutions for a smart future? Are you working to change unsustainable practices and meet the requirements of both the SDGs and COP21? Then ACTS invites you to submit a paper or proposal to present at the 16th International ACTS Conference.

The focus for all sessions is to actively engage the participants in interactive learning in relation to the conference theme *"Connect - Innovate - Ignite! Collaborating to spark sustainable solutions for a smart future"*. As such, those presentation proposals that describe activities that will actively engage participants will be given priority for inclusion in the conference program. Further details on the calls for papers and proposals, including key deadlines can be found below.

CALL FOR PROPOSALS

Streams

The content of the ACTS Conference is based around the Learning in Future Environments framework. Our four conference **streams** sit within the four LiFE framework Priority Areas:

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, research 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, 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 16th International ACTS Conference.

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.

Level of presentations

The 16th International ACTS Conference program will indicate the level of each session based on the progressive stage that the program/initiative is currently at. Those submitting presentation proposals are asked to objectively evaluate the project they are presenting and to select the most appropriate level from the three options below:

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 6.
- Refereed paper submissions must also adhere to the Guidelines for Refereed Papers.
- Deadlines are set. There will be no deadline extensions or exceptions.
- All potential presenters and authors must be listed on the proposal as each individual 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 16th 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

ACTS, and our institutional members, work closely with a large number of affiliate and corporate organisations to undertake research, deliver products and services and develop innovative solutions for the education and sustainability sectors. The results of these partnerships are highly relevant to our delegation and the conference theme. In order to support the dissemination and sharing of this information we are delighted to introduce a new opportunity for industry sponsored presentations at the 16th International ACTS Conference.

A limited number of sponsored presentations by businesses or corporate organisations will be approved for inclusion in the conference program. These sessions must be delivered in conjuction with a tertiary education co-presenter, focusing on a results and/or outcome driven case study. This opportunity is the only channel for industry partners to be included in the conference program. ACTS reserves the right to review all applications and presentations to ensure eligibility and relevance. An application to sponsor does not guarantee acceptance into the conference program.

For further information on these opportunities, please contact info@acts.asn.au.

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 6.**
- 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 16th 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 <u>will not be reviewed or considered for the conference</u>.

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:
a) **Abstract and Introduction** (clear identification of topic or issue; relevance to sustainability in higher education; relevance to conference theme and stream)
b) **Review of relevant literature throughout paper** (breadth, depth and relevance of literature)
c) **Study Method** (clear description and explanation of appropriateness of study method)
d) **Results** (including empirical data) and Discussion of results and important issue(s) (with relevant literature reviewed)
e) **Conclusion(s) and/or Implications and Recommendations**
f) **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:
a) **Abstract** (clear identification of practice or program topic or issue; relevance to sustainability in higher education; relevance to conference theme and stream)
b) **Introduction** (clear identification of practice or program topic or issue; relevance to sustainability in higher education; relevance to conference theme and stream)
c) **Review of relevant literature throughout paper** (breadth, depth and relevance of literature)
d) **Discussion** of important issue(s) (with relevant literature reviewed)
e) **Conclusion(s), Implications and Recommendations**
f) **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
Proposal	Deadline for submission: **1st June 2016** *All presenters will receive final decision of proposals by 29th June 2016*	At least one presenter must register by **3rd August 2016** to be included in the program
Refereed Paper: Abstracts	Rolling review of abstracts: from 2nd May 2016 **ending 1st June 2016** *All contact refereed paper authors will receive final decision of abstracts by 22nd June 2016*	N/A
Refereed Paper: Full Paper	Rolling review of full papers: from 23rd May **ending 29th June 2016** *All contact refereed paper authors will receive final decision and reviewers' comments of full papers by 20th July 2016* *All revised (final) papers are due by 31st August 2016 ready to be published online.*	At least one presenter must register by **3rd August 2016** to be included in the program

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