REQUEST FOR PROPOSAL

ISAAC 2024 BIENNIAL INTERNATIONAL CONFERENCE –
Rome, Italy

TABLE OF CONTENTS

1. INTRODUCTION

ISAAC Conference Rome (the "Conference"), currently scheduled for the summer of 2024, will be the 20th Biennial Conference of ISAAC, an international gathering that brings together ISAAC's membership, Council, and Executive Board to share information on AAC (Augmentative and Alternative Communication). At the same time, the biennial conference provides a forum for governance meetings specified in the Society's bylaws. The conference will be held in Rome, Italy. Currently, there is no contract in place for a conference venue and/or hotel(s), although a number of informal contacts and requests for information to properties have already been made. Although the official Conference dates have not yet been determined, all previous ISAAC conferences typically take place in the July/August timeframe during the year in which they are held. Conference Co-Chairs for the Conference have not yet been selected, but are anticipated to include key leadership from our ISAAC-Italy chapter (Appendix "A" of this document will be updated as required with Conference Co-Chair members and bios). A significant volume of information from ISAAC's presentation of Conference Cancún during 2023 is available for review, while information related to past ISAAC conferences can also be found here.

1.1 Background

What is ISAAC?

The International Society for Augmentative and Alternative Communication (ISAAC or ISAAC International) www.isaac-online.org is a worldwide alliance working to create opportunities for people who have complex communication needs. ISAAC International is devoted to advancing the field of Augmentative and Alternative Communication (AAC) by engaging in advocacy, supporting its worldwide network of Chapters, promoting information exchange, research and access to communication through AAC approaches and technologies.

Formed in 1983, ISAAC International now has members in over 40 countries worldwide, including 16 national/regional chapters: Australia, Brazil, Canada, Denmark, French-speaking Countries, India, Israel, Italy, Netherlands-Flanders, Norway, Poland, Singapore, Sweden, Taiwan, UK and the USA. ISAAC is an NGO with Special Consultative Status with the Economic and Social Council of the United Nations. ISAAC is also currently working with groups from Germany, Malaysia, Mexico, Russian Federation, South Korea, and Thailand, all of whom are interested in starting national Chapters in their individual countries. ISAAC International also holds registered charitable status in Canada, and 501 c 3 status in the United States.

What is Augmentative and Alternative Communication (AAC)?

AAC is any communication system that supports people who find it hard to communicate by speech or in writing. AAC facilitates communication through symbols, aids, devices, strategies and techniques. AAC encompasses a wide range of low- and high-tech communication options.

<u>Who Uses AAC?</u>

People who use AAC often have speech, language or communication difficulties caused by disabling conditions such as cerebral palsy, MS, ALS, stroke, and brain injury, to name a few. Some people who use AAC use wheelchairs for mobility while others do not.

Statistics on the numbers of people who use AAC worldwide are not easily obtained, however some available estimates are as follows:

- 50 million people in the world rely on AAC to communicate, https://www.isaac-online.org/english/aac-awareness/international-aac-awareness-month/

- 5.6 million people in the European Union have some form of language impairment (2004, World Wide Augmentative and Alternative Communication) http://www.wwaac.eu

- 1.2 million children and young people under the age of 18 in the UK have a communication impairment. The figures rise dramatically for those over 18 due to acquired conditions. (2007, The Communications Trust) http://www.communicationmatters.org.uk/About_CM/about_cm.html

- 2.5 million Americans experience speech disability to the extent that they have significant difficulty being understood by others. (retrieved November 2009, AAC Institute) http://www.aacinstitute.org/AAC.html

1.2 Purpose of Request for Proposal

ISAAC has developed this Request for Proposal ("RFP") for the purpose of assisting the organization to identify and select an appropriate Conference Management Company / Professional Conference Organizer ("PCO"). This document is intended to provide specific information to individual PCO bidders, including background data and scope of work required.

1.3 Project Overview

ISAAC's mission is to promote the best possible communication for people with complex communication needs. ISAAC's vision is that AAC will be recognized, valued and used throughout the world. The Biennial Conference plays a significant role in helping the organization to further these goals. As well, it provides essential financial income to ISAAC, which is necessary for basic day-to-day operations to continue to support AAC activities throughout the world.

The Conference as a whole demonstrates ISAAC's leadership in the field of AAC by showcasing papers, presentations, and discussions of research projects, clinical and educational concerns, technological advancements and issues of interest to individuals who use AAC systems.

The scientific and professional program promotes international sharing of information, and advances opportunities for individuals with complex communication needs worldwide.

The main conference provides an opportunity to highlight the activities and accomplishments of ISAAC, its Chapters, its members who use AAC and its professional members throughout the world.

The exhibitor showcase puts new companies and developments in AAC-related services and products / technology on display.

2. RFP DESCRIPTION

2.1   Policies Related to the Biennial Conference Proposal

2.1.1   Location

ISAAC by-laws state that the Biennial Conference should not be held in any one country more often than once every four years and, in practice, this by-law requirement has been expanded to include countries on the same continent. The Conference is being held in Rome, Italy, and this location has already been publicly announced.

2.1.2   Site Selection

ISAAC has not yet entered into a contract with either a conference venue or hotel facilities. ISAAC will require, as a first step, the selected PCO to conduct thorough research on recommendations for a conference venue and hotel(s) (could be a combined or separate properties). Key among this research will be location of facilities with respect to Rome–Fiumicino International Airport, airport accessibility options, availability of low-cost public accessible transportation, and available accessibility infrastructure at conference / hotel properties.

Appendix "B" contains a Site Accessibility Checklist, which ISAAC International and the Conference Co-Chairs have used or will be using to assess all sites in Rome (hotel, 3rd party meeting sites, 3rd party social event sites, etc.). Although sites do not have to meet **all** of the requirements in this checklist, the ability to meet as many as possible will be a determining factor in any required site selection process.

2.1.3   Conference Dates

The Conference (including pre-conference workshops, AAC camp, and main conference, etc) is expected to take place during the summer of 2024 (typically in either July and/or August). **Final dates have not been determined, as of the writing of this RFP document, but are the responsibility of ISAAC International (in conjunction with our key stakeholders) to determine and communicate**. ISAAC avoids conflicts with other major conferences, to the best of its ability, that would attract ISAAC membership and exhibitors.

2.1.4   Language

The official language of the Conference is English. Simultaneous or other forms of language translation for the presentations, lectures etc. into Italian is possible, and will be offered within current budgetary limits. The PCO will be expected to provide its own staff who have strong written and oral language competencies in English, with additional written and oral Italian language competencies as required.

In addition, ISAAC is also currently investigating the ability to provide simultaneous sign language translation at certain key presentations.

2.1.5   Involvement of Persons Who Use AAC

Involvement of persons who use AAC is an important aspect of ISAAC and its activities. Persons who use AAC are involved in every aspect of the Conference (in particular, the persons who use AAC Town Hall Meeting, the AAC Camp, and the ISAAC Outstanding Consumer Lecture), and are expected to participate fully. Personal attendants receive free registration and their attendance at events is included in the registration fees.

2.1.6   Selection Process

This RFP is not an offer to enter into an agreement with any party, but rather it is a request to receive proposals from respondent PCO's interested in providing the services specified herein. ISAAC reserves the right to reject any proposal, in whole or part, and/or to enter into agreements to provide services with any party.

The Executive Board may discuss any proposal further with the company / persons submitting the proposal.

The selection process for selecting a PCO strongly considers the following criteria (not necessarily in order of importance):

- Outlined PCO costs and anticipated profits for the Conference;

- Strong oral and written language abilities in English primarily, and also in Italian;

- Prior conference organizing and project management experience;

- Prior Italy and North America-wide conference organizing and project management experience;

- Prior experience working with international membership organizations and/or registered charitable organizations / non-profits;

- Ability to negotiate with third party service providers on behalf of ISAAC International (i.e., venues, foodservices, transportation, logistics, etc.);

- Ability to provide PCO local staffing contacts for this assignment in and around Rome, Italy;

- Ability to provide project management expertise for this event based out of North America;

- Knowledge of, and prior experience with, conducting assignments in Italy; and,

- Strong abilities to problem-solve and design / implement cost-effective solutions.

2.1.7   Proposal Submission Decision Process and Timelines

All proposals must be communicated through the ISAAC International office. Proposals may be submitted either by way of softcopy or hardcopy. If by softcopy, please ensure that proposals are transmitted by way of a **single Adobe Acrobat pdf file**, to the conferencerome@isaac-online.org email address.   All received proposals will be confirmed by return email. If by hardcopy, two (2) sets of the proposal must be submitted by way of mail or courier, and received at the ISAAC International office by the response deadline date, to:

ISAAC International
Attn: Conference Rome RFP Review Committee
312 Dolomite Drive, Suite 216
Toronto, ON CANADA M3J 2N2
Tel: 905-850-6848 x225   Fax: 905-850-6852
           website: www.isaac-online.org   email: conferencerome@isaac-online.org

Inquiries may be directed by phone, fax, or email to the above.

   a. **Deadline Date to Receive Completed Proposals:**   **October 31st, 2022***

   b. **Final Decision Date:**   **November 30th, 2022***

* by the close of business (5:00 pm / 17:00h) in Toronto, Canada (Eastern Standard Time)

All submissions received on or prior to the deadline date will be reviewed by the PCO Selection Committee, comprised of members from the ISAAC International Executive Board, the Conference Co-Chairs, and ISAAC International staff. All submissions will be ranked according to the above-noted PCO selection criteria. The submission that, in the opinion of the PCO Selection Committee, most closely meets the PCO selection criteria **and** possesses the greatest opportunity for maximizing Conference net revenues, will be selected as the winning proposal. That company will then be invited to conclude a contract with ISAAC International for the provision of Conference services. If either that company or ISAAC International determine that the finalization of a contract is not possible or feasible, for whatever reason, then the next ranked proposal will be selected for contract finalization. **All decisions of ISAAC International and the PCO Selection Committee regarding proposals are final, and are not subject to review or modification.**

2.1.8   Contract

Following the proposal selection and announcement, a formal contract is negotiated and signed between the PCO and ISAAC International to conduct the Conference.

2.2 Definitions

International Society for Augmentative and Alternative Communication (ISAAC or ISAAC International): Contractor for Biennial Conference

Augmentative and Alternative Communication (AAC): Any communication system that supports people who find it hard to communicate by speech or in writing. AAC facilitates communication through symbols, aids, strategies and techniques. AAC encompasses a wide range of low- and high-tech communication options.

Conference Co-Chair(s) (CCC): Individual or group of individuals who, on a volunteer basis, is (are) the officially nominated representative(s) of the ISAAC Executive Board in the conduct of the ISAAC Conference.

Conference Management Company / Professional Conference Organizer (PCO): A conference management company, convention bureau, or professional conference organizer contracted to carry out the planning, implementation and review phases of the Conference in cooperation with the CCC and ISAAC International; can also serve as a central point of communication for Conference registrants.

Persons Who Use AAC (people who use AAC): Preferred terms used to refer to individuals who communicate using augmentative and alternative communication.

Attendant: Term used for person accompanying an individual who uses AAC, to facilitate their needs.

Non-governmental Organization (NGO): The term is usually applied only to organizations that pursue some wider social aim that has political aspects, but that are not overtly political organizations such as political parties. ISAAC is an NGO with Special Consultative Status with the Economic and Social Council of the United Nations.

2.3 Scope of Work

2.3.1 <u>Research and Selection of Conference Venue and Hotel, and Additional Conference Site(s)</u>

Initially, research will be required to support the selection of an appropriate conference venue. This could be either a standalone conference property, or one that combines a conference venue with hotel. If the former, there will be a requirement to ensure sufficient hotel rooms to support the Conference, including those that are either ADA (Americans with Disabilities Act)-compliant and/or capable of accommodating assistive devices. If the latter, one or more hotel contracts will need to be negotiated to secure sufficient rooms (with the same accessibility requirements as noted earlier), that provide close geographic and accessible proximity to the selected conference venue. In both cases, the conference venue itself would need to meet basic accessibility standards as defined by ISAAC.

Proposed possible additional conference site(s) (i.e., one or more of Pre-conference workshops, AAC Camp, Welcome Reception, President's Reception, Social Event) should be identified (or reviewed with the CCC and ISAAC International if already identified), including features of that site and availability for the Conference. The site(s) must be accessible to registrants with physical disabilities and close to hotels/restaurants/services/public transportation that are wheelchair accessible (see Appendix B - Site Accessibility Checklist).

2.3.2 Format of Conference

The Conference can be divided into two distinct parts: Pre-conference Workshops and AAC Camp (2 days) and Main Conference (4 days), with integrated Research Symposium stream. An Exhibit Area featuring manufacturers of technology and providers of other AAC resources will also be accommodated at the conference venue. Pre-planning and "day of" event management services will be required from the PCO during all aspects of the Conference. This will include, but not necessarily limited to: organizing setup for all portions of the Conference, managing third party contractors, ensuring exhibitor and sponsor requirements are organized and met in a timely fashion, etc.

2.3.3 Project Management Services

The PCO will be required to provide overall project management support to the Conference. This will include working closely with ISAAC International as well as the CCC. Anticipated Conference Key Milestones and Responsibilities are provided in Appendix "C", with specific activities anticipating a significant degree of PCO involvement highlighted in red. Attendance at Conference Co-Chairs' meetings, by one or more representatives of the selected PCO, will be required as appropriate.

2.3.4 Program for persons who use AAC

ISAAC International and the CCC will work with the ISAAC Committee for persons who use AAC to develop a specific program for people who use AAC to be held during the Pre- and Main Conference. These activities will be organized by the local Italy volunteer committee and are integrated into the overall conference planning and promotion. The PCO will be required to provide as needed project management and support to ensure that facility requirements and other logistics for this programming is properly supported.

2.3.5 Other Events Held During Conference

Several ISAAC activities that are typically held prior to and during the conference (pending budgetary approval), include:

- ISAAC Executive Board Meeting
- Pre-Conference Workshops
- ISAAC Council Meeting
- An AAC camp is encouraged prior to the conference, with a separate budget (integrated within the overall conference budget) and organizing committee
- Opening Ceremonies
- Welcome Reception
- General Membership and Awards Meeting (during Main Conference)
- President's Reception (evening during Main Conference)
- Featured sponsored lecture including, but not necessarily limited to, ISAAC Outstanding Consumer Lecture
- ISAAC Committees (e.g., Publications, BUILD, LEAD, Research, and Journal Editors), Chapter Presidents and individual Chapter meetings during conference days
- ISAAC Governance meetings on behalf of ISAAC International and/or its Chapters, or other special meetings as required.
- Special Social Event programming is organized by the CCC, with event management support from the PCO, while taking advantage of conference site location(s). Registrants generally pay separately for this event. Preference is given to proposals that have limited extra charge items.
- Closing Ceremonies

See Appendix "D -- Sample Program-at-a-Glance", for an overview of events typically scheduled during ISAAC conferences (please note that Appendix "D" is for illustrative purposes only; detailed scheduling criteria will be determined by ISAAC International and the CCC).

2.3.6 Conference Space Requirements

Although subject to modification, ISAAC Conference room requirements typically include (unless otherwise indicated, all spaces must be fully accessible):

- One (1) plenary meeting room large enough for a general membership meeting, opening/closing ceremonies/or keynote address (1,000+ person capacity);
- Four (4) large rooms for concurrent program sessions (approximately 250 – 500 person capacity each);
- Six (6) to eight (8) small rooms for concurrent program sessions (approximately 50 person capacity each);

- Other smaller rooms for meetings, (e.g., Chapter meetings – usually at times not overlapping scientific sessions, Emerging AAC and People who use AAC meetings, etc.);

- Exhibit area capable of accommodating approximately forty (40) commercial, scientific, and non-profit exhibitors;

- Poster area (optional and dependent on whether posters will be presented in-person or virtually);

- Registration and hospitality area;

- A room or multiple rooms for people who use AAC for respite and equipment repairs;

- A room for approximately 20 people for ISAAC Executive Board and Committees, to be used during the conference;

- Conference Committee headquarters/ office(s);

- Rooms for official social events (e.g., Welcome Reception, President's Reception, etc as required);

- Meeting room (approximately 15-person capacity) for two-day Executive Board meeting prior to / concurrent with the Pre-conference Workshops. Internet access (wi-fi plus minimum of one hard-wired connection) as well as access to copy machines, phone, and printer(s) is required;

- Meeting room (approximately 50-person capacity) for ISAAC Council meeting the day before the start of the main Conference;

- Post-conference meeting area, if necessary (approximately 18-20 person capacity).

2.3.7 Accommodation Requirements

Hotel registrations may be linked to the conference registration website, in order to coordinate hotel room booking through the online system at the official conference hotel(s). Alternatively, information for hotel bookings would be posted on the Conference website, and attendees would be expected to make their own arrangements independent of their conference registration. All hotel room booking related requirements will need to be handled directly by the conference hotel(s). ISAAC International will maintain overall responsibility for the contract with the conference hotel(s) and venue directly. However, the PCO will be required to provide additional hotel management support, particularly in the months immediately preceding the start of the Conference, as well as initial conference hotel contract negotiation, as required. Specifically, the PCO may be involved in the organization and production of accommodation information, as well as in ensuring registrant accommodation bookings and changes are properly communicated to the conference hotel(s).

2.3.8   Anticipated Conference Registration

Registration for the conference tends to vary depending on the location, with North American conferences historically attracting higher numbers. The figures shown in Table 1 below do not include delegates who booked pre- and post-conference workshops only and attendants (non-paying) who accompanied registered attendees.

Year	Location	Attendees	Exhibitors
2023	Cancún, México	800 (anticipated)	30 (anticipated)
2018	Gold Coast, Australia	1,100	25
2016	Toronto, Canada	1,200	30
2014	Lisbon, Portugal	650	25
2012	Pittsburgh, USA	1,243	75
2010	Barcelona, Spain	1,100	131
2008	Montréal, Canada	1,106	34
2006	Dusseldorf, Germany	632	29
2004	Natal, Brazil	431	15
2002	Odense, Denmark	987	21
2000	Washington, DC USA	1,001	34

Table 1 — Summary of ISAAC Conference Registration,   2000 to 2023

2.4 Resources

The following resources will be in place to facilitate all conference management activities:

2.4.1   Administrative Structure

Appendix "F" provides the organizational chart for planning and implementing the Biennial Conference. The main responsibility for the Conference rests with the ISAAC Board (on behalf of the ISAAC Council) through the ISAAC International office and the CCC. The ISAAC International office, through the Executive Director, will participate in and facilitate all decision-making, in close collaboration with the CCC. The ISAAC President is the key liaison with the ISAAC Executive Board and Council.

2.4.2   Approval Procedures

The ISAAC Executive Board will approve the preliminary and final operational plans, the conference structure, the budget, and the scientific program chair appointment. Following this, overall responsibility for day-by-day operations and decisions belong to the ISAAC International Executive Director, in conjunction with the CCC. Significant changes in the overall budget or structure require ISAAC Executive Board approval. All service contracts require ISAAC International signature, as the CCC are not authorized agents of ISAAC.

2.4.3   Conference Co-Chairs (CCC)

The CCC are responsible for the overall planning, scheduling, organization, and participation in many of the local events associated with the Conference; working in cooperation with ISAAC International and the ISAAC Executive Board (EB) in meeting the timelines, and the successful implementation of the Conference.

Members of the CCC are located in different locations around the world, but primarily located in Canada and Italy. They will be accessible to ISAAC International and the PCO (via videoconferencing primarily), and are available to coordinate and manage local activities. The CCC is approved by the ISAAC EB.

The CCC is responsible for reporting regularly to ISAAC International and the ISAAC EB. Furthermore, the CCC is responsible for organizing the various volunteer committees associated with conducting local activities.

2.4.4   Conference Committees

ISAAC International and the ISAAC EB determine the required conference committees needed to carry out the responsibilities of the Conference and, in conjunction with the CCC (as appropriate) appoints the chairs of those committees. Committees may be established to handle such aspects of the conference as promotion, affairs for those using AAC, scientific program, special events, publications, registration, local arrangements, and exhibitors. Appendix "E" outlines these general Committee responsibilities, and areas that must be addressed in planning for the conference.

3. BUDGET

3.1 Income

3.1.1 Conference Paid Registration and Revenues

Summary paid registration and revenue data (by registrant continent) from the two most recently completed conferences (ISAAC 2018, Gold Coast, Australia and ISAAC 2016, Toronto, Canada) are presented below in summary format (all revenue amounts rounded in $CAD):

	Conference 2018		Conference 2016	
Continent	*Registration*	*Revenue*	*Registration*	*Revenue*
Africa	11	$7,227	9	$7,000
Asia and Middle East	83	71,506	65	54,323
Europe	120	95,680	192	174,126
North America	119	77,715	758	490,693
Oceania	698	587,962	22	16,833
South America	6	4,307	28	21,397
Total	**1,038**	**$844,397**	**1,074**	**$764,372**

3.1.2 Exhibit Hall and Exhibitors

All ISAAC Conferences include an opportunity for vendors in AAC-related industries to promote their products / services, and Conference Rome will be no different in that regard. ISAAC International and the CCC will jointly determine exhibitor rates and actively market opportunities for vendors to take part as exhibitors. Exhibitor sales efforts will be led and conducted by ISAAC International (through the Conference Rome Exhibitor Sales Specialist). The registration counts and revenues provided in the table above do not include exhibitors for the noted conferences.

3.1.3 Sponsorship

ISAAC International (through the Conference Rome Sponsorship Specialist) will be pursuing international corporate and government sponsorships for the Conference. The CCC and PCO may be called upon to provide some additional support for these activities, particularly in the area of lead generation.

3.1.4 Additional Funding Sources

ISAAC International and the CCC would also be running one or more special events for attendees, which could generate additional revenues.

3.2 Expenses

The PCO will be expected to take a leadership role in the following critical activities / deliverables, each of which represents a key portion of the overall Conference Rome expenditure base (a full Conference budget model is developed and will be updated for Conference Rome):

3.2.1 Conference Rome Event Organization

Key tasks associated with the organization of Conference Rome would include, but are not necessarily limited to, the following:

- Coordinate room, audiovisual, and electrical needs with persons responsible for local arrangements;
- Attendance at regular Conference Co-Chair's meetings.
- Provide necessary materials for official program and or proceedings;
- Provide hotel and city tourist required information for conference attendees;
- Provide promotional material regarding the professional and scientific program in advance;
- Coordinate ISAAC Special Events within the program including (and pending budget approval): Opening Ceremonies, Closing Ceremonies, Welcome Reception, President's Reception, Evening Social Event, Membership and Awards Meeting, Sponsored Lectures, Other Special Meetings (all coordinated in conjunction with the CCC and Executive Director);
- Manage logistical and setup relationships prior to and during Conference Rome with sponsors and exhibitors;
- Manage relationships with additional conference contractors for the following (including, but not necessarily limited to):

  ➢ Conference venue
  ➢ Exhibitor logistics and customs clearance
  ➢ Conference registrant hotels
  ➢ Electrical services
  ➢ Computer and information technology services providers (onsite, conference app, etc)
  ➢ Foodservices provider(s)
  ➢ Ground transportation services provider(s), as required
  ➢ Entertainment provider(s)
  ➢ Photographer / Videographer for specified Conference session(s)

3.2.2   Exhibit Hall and Exhibitors

Activities involved in the planning and promotion for the exhibit portion of the Conference include, but are not necessarily limited to (see also Appendix "C"): negotiating initial contracts (e.g., decorator, logistics, etc), managing changes to exhibitor needs, coordinating exhibit floor plan and technical set-up, producing exhibitor information sheet and technical manual, liaising with paying and complimentary exhibitors (confirming space, confirming logistical details), and onsite management (managing set-up and tear-down, liaising with exhibitors and suppliers).

3.2.3   Medical Care

Due to the physical conditions of many persons who use AAC, it is strongly recommended that arrangements be made for access to: emergency paramedical staff / nurse practitioner and urgent care access with local health providers or hospitals. Due to the local nature of these arrangements, it is anticipated that both the PCO and CCC will take the leadership role in its coordination.

3.2.4   Special Events

Proposed special events (one or more of: Welcome Reception, President's Reception, Social Event, etc.) will require the following to be taken into consideration: attendance, food and beverage, staffing, facilities, taxes, service charges, entertainment, transportation, etc. It is anticipated that both the PCO and CCC will take the leadership role in its coordination.

3.2.5   Marketing and Communication

The CCC will take leadership in, and the PCO will be involved with, creating a communications and media plan for Conference 2024 that includes: production of advertising materials, social media materials, coordinating the production of Conference related videos, ensuring local media coverage, production of promotional items to be used at events, etc.

3.2.6   Other

In addition to the above, the PCO may be required to provide support and assistance with one or more of the following:

- Attendance and participation (including creation and distribution of meeting agendas and minutes) at twenty-four (24) meetings of the Conference Co-Chairs;

- Assist, as needed, with any on-site inspection tours of the proposed facility(ies), during 2022 and 2023;

- Assist, as needed, with the production of monthly topic-based promo sheets and social media posts; and,

- Provision of overall conference feedback upon the conclusion of ISAAC Conference Rome.

4. International Considerations

4.1 Visas

Persons from other countries may need special visas or may be barred from entering the intended hosting country (Italy) or the European Union (EU). The PCO will be required to provide attendees with concise and correct information (print, online, etc., as required) as part of overall customer service support.

4.2 Multimedia

Can the conference site/local resources provide digital equipment compatible with North American, European, Asian, and Oceania video standards? The PCO will need to be involved with these and other types of similar issues.

4.3 Electrical

The PCO will need to be involved with ensuring that all conference attendees are aware of plug and power adapter needs for the Italian electrical grid, particularly for those arriving from outside of Europe.

5. Summation — Why Should ISAAC International Select Your Company?

In no more than one (1) page, provide a cogent summary of the significant reasons that you believe makes your company the most attractive PCO choice for ISAAC Conference Rome.

6. Supporting Documentation

Each RFP response must also include the following supporting documentation:

- A minimum of two signed letters of reference from major accommodation site(s) and conference site(s), on their official stationery and in English, to verify past projects. Preference will be given to references of Canadian, American, and Italian origin. If letters in English cannot be secured, then the original letter in the host country language must be submitted, along with a certified true copy of translation in English.

- A minimum of two signed letters of reference from prior membership / non-profit conference customers, on their official stationery and in English, to verify past projects. Preference will be given to references from organizations that are international, non-profit and/or health/disability/welfare in nature. If letters in English cannot be secured, then the original letter in the host country language must be submitted, along with a certified true copy of translation in English.

APPENDICES

APPENDIX A — Conference Co-Chairs' Professional Profiles

APPENDIX B — Site Accessibility Checklist

Site Accessibility Checklist
ISAAC BIENNIAL CONFERENCE RFP – Conference Rome

Organization Submitting RFP: _____

City and Country of Proposed Conference: _____

Item #	Conference Site Accessibility Criteria	Yes	No
1.	**IN ADVANCE**		
a)	Have you appointed a coordinator to address the needs of people who use AAC to use as a resource before and during the conference? (Is this person available by phone or in advance, by email?)		
b)	Have you considered the need for contingency plans, especially at outside venues (example: lifts at train stations being out of order)?		
2.	**AIRPORT**		
a)	Can the airport provide sufficient access to aircraft and terminal buildings, to ensure smooth handling of conference attendees and associated luggage?		
b)	Ensure that additional assistance is pre-arranged for conference attendee arrival, particularly those with disabilities		
c)	Ensure airport security personnel and staff are aware of conference attendee arrival / departure airlines, days, and times, to ensure sufficiency of numbers and training		
3.	**CONFERENCE SITE PARKING**		
a)	Is handicapped parking available at conference site? If so, how many spaces?		
b)	Is the parking easily accessible to the main entrance of the Conference?		
c)	If parking is located in a multi-level garage, are elevators easily accessible?		
d)	Are handicapped spaces at least 12 ft./3.65 m. wide?		
4.	**CONFERENCE VENUE**		
a)	Have you named a Conference Coordinator for people who use AAC in advance to be available to advise on individual requests / issues?		
b)	Does the site have reasonable distances between conference rooms, dining rooms, etc.?		
c)	Do the lifts / elevators accommodate at least one large wheelchair and facilitator?		
d)	Does one restroom / lavatory/ WC (at least) have an adult change table?		
e)	Is the information about the location of the restroom(s) / lavatory (ies) / WC(s) posted?		
5.	**DISABILITY SENSITIVITY TRAINING FOR STAFF**		
a)	Will training for facility staff about disability issues been planned?		

Item #	Conference Site Accessibility Criteria	Yes	No
6.	**CONFERENCE ENTRANCE**		
a)	Are main doors power operated?		
b)	Are curbs to the entrance cut out?		
c)	Is the walkway to the entrance on a continuous surface without steps or step gradations?		
d)	Is there front door access for wheelchairs?		
7.	**CONFERENCE ROOMS**		
a)	Are public rooms spacious and accessible with plenty of room around tables for wheelchairs and facilitators?		
b)	Are all conference rooms (including exhibits, plenary session rooms) located on the main entrance floor?		
c)	If not, are non-freight elevators available and easily accessible to get to the conference rooms?		
d)	Does a security guard or maintenance person need to be contacted to gain access to special elevators for wheelchairs?		
e)	Are elevator controls placed at heights of 54"/137.16 cm. or less?		
f)	Are conference room doors at least 32'/81.28 cm. wide?		
g)	Are conference rooms large enough to accommodate at least 10 persons in wheelchairs?		
h)	Will conference site arrange room to accomplish this accommodation?		
i)	Can speaker platforms be accessed by persons in wheelchairs?		
J)	If you ticked "Yes" for i), how is this accommodated:		
k)	Are there accommodations for other special needs (e.g. hearing or visual impairment?		
l)	For the Forum for People Who Use AAC: is the room large enough to accommodate as many people as you expect and wheelchairs in a circle or other arrangement which allows eye contact? Is the environment quiet?		
8.	**RESTROOMS / LAVATORIES / WCs**		
a)	Are they accessible to persons in a wheelchair?		
b)	Is the doorway to the toilet at least 32"/81.28 cm. wide?		

Site Accessibility Checklist
ISAAC BIENNIAL CONFERENCE RFP – Conference Rome

Item #	Conference Site Accessibility Criteria	Yes	No
c)	Is the toilet area at least 3 feet/90 cm wide and 5 feet/150cm deep?		
d)	Are there special grab bars installed?		
e)	Male Urinal Basin Height (cm or inches) off the floor:		
f)	Are wash basins and towel dispensers accessible from a wheelchair?		
g)	Will they be equipped / staffed with a hoist and/or an attendant?		
9.	**SAFETY**		
a)	Are plans in place for evacuating persons in wheelchairs, if necessary?		
b)	Do floors have a non-slip surface?		
c)	Are there warning systems accessible to person with sensory impairments?		
10.	**WATER FOUNTAINS**		
a)	Are fountains no higher than 36"/91.44 cm.?		
b)	Are the spout and controls at the front of the fountain?		
11.	**PUBLIC TELEPHONES**		
a)	Is at least one public phone accessible to persons in wheelchairs?		
b)	Is the height no more than 54"/137.16cm.?		
c)	Are speaker phones available for public use?		
12.	**RESTAURANTS / FOOD STANDS**		
a)	Are these wheelchair accessible?		
b)	Can furniture be moved to accommodate those using wheelchair?		
c)	Are less expensive options available which are easily accessible?		
13.	**MEALS**		
a)	Is there the capability to provide for a variety of health and / or religiously required dietary restrictions (ie. peanut, nut, lactose, vegetarian, kosher, hallal, etc)		
b)	Is there the capability for the mincing or liquidizing of food?		
c)	Will all meals have food choices that are soft and easy to chew?		
d)	Will the following food suggestions be taken into consideration? Soup and hard rolls are difficult to eat; flaky pastry is very messy. Sandwiches, quiche, and soft bread are much easier to eat, with bananas being essential		

Item #	Conference Site Accessibility Criteria	Yes	No
14.	ADDITIONAL COMMENTS REGARDING CONFERENCE SITE ACCESSIBILITY		
	Provide any additional details here:		

Item #	Conference Site Accessibility Criteria	Yes	No
15.	**TRANSPORTATION TO AND WITHIN SITE** (NOTE: Vehicles should be able to hold large luggage; ie: hoist, commode, etc.)		
a)	Is there enough wheelchair accessible transportation available between hotels and the conference site? (Please provide times of service)		
b)	Is wheelchair accessible transportation available to and from the airport?		
c)	Is wheelchair accessible transportation available to and from the train / subway/ tube station?		
d)	Is wheelchair accessible transportation available for local travel to restaurants and places of interest?		
e)	Have you collected information on where and how to obtain accessible transportation? (Please provide costs, if any, and times of service)		
f)	Are accessibility maps available?		
g)	Will you be able to provide accessible transport for social events?		
h)	Additional Comments		

Item #	Conference Site Accessibility Criteria	Yes	No
16.	**SOCIAL ACTIVITIES**		
	Comment on the accessibility of any special social events being considered:		

Item #	Conference Site Accessibility Criteria	Yes	No
17.	**LOCAL RESTAURANTS**		
a)	Are there wheelchair accessible restaurants in the hotels?		
b)	Are there wheelchair accessible restaurants within a reasonable distance from the hotel?		
c)	Are there accommodations for other special needs, such as visual or hearing impaired? If so, please describe below:		

Item #	Conference Site Accessibility Criteria	Yes	No
18.	**LOCAL HOTEL ACCESSIBILITY**		
a)	Do the major hotels being considered have rooms specifically for persons in wheelchairs (door width at least 32"/81.28 cm. for room and bath; adequate room between the beds to manoeuvre a wheelchair; grab bars for toilet and bath)?		
b)	Are guest rooms large enough to accommodate a commode or hoist?		
c)	Is there access possible all around the bed in guest rooms?		
d)	Are bathrooms in guest rooms able to accommodate a wheelchair next to the bath and toilet?		
e)	Are roll-in showers available? If so, are they large enough to hold a shower chair?		
f)	For each hotel being considered, list the number of guest rooms that would be available to conference registrants using wheelchairs. Hotel Name:_____ # of Rooms:_____ Hotel Name:_____ # of Rooms:_____ Hotel Name:_____ # of Rooms:_____ Hotel Name:_____ # of Rooms:_____		
g)	Are elevators easily accessible to persons in wheelchairs?		
h)	Describe the process for conducting an emergency evacuation of any venue, with respect to ensuring the safety and security of all individuals with special needs		
i)	Additional Comments (add page if necessary)		

Item #	Conference Site Accessibility Criteria	Yes	No
19.	**OTHER THINGS TO NOTE**		
	TIMING • Workshops for people who use AAC should be held late morning or early afternoons. • People who use AAC take longer to eat, so meetings over lunch or immediately after lunch don't work well. CONTENT OF FORUM FOR PEOPLE WHO USE AAC • Because many people have literacy difficulties, written material in visual presentations should be limited; if it is used, it should be read out. • Give adequate time for people to become confident of speaking in a group (at least 1 hour). • Take time to interpret symbol users' communication. POSTER PRESENTATION • It is recommended that an audio cassette be available to assist people who have literacy or visual problems to understand the presentation. • Posters should be arranged at a height conducive to viewing by people using wheelchairs.		

APPENDIX C — ISAAC Conference Rome Key Milestones and Responsibilities

Responsibilities of ISAAC International Conference Rome

Area	Specific Responsibilities	Due Date	Responsibility Of
Conference Setup	- Scheduling of Conference Dates - Research, Site Selection and Contract Negotiation of Location/Conference Site/Conference Hotel - Format of Conference - Program for persons who use AAC - Identify specific conference information technology tool (software, infrastructure) requirements. - Other Events Held During Conference (pending budgetary approval): <blockquote> - ISAAC Executive Board Meeting - ISAAC Council Meeting - An AAC camp is encouraged prior to the conference, with a separate budget and organizing committee – CCC - Pre-conference workshops - CCC - Welcome Reception – CCC - General Membership Meeting (during Main Conference) - ISAAC - President's Reception (evening during Main Conference) – ISAAC, CCC, Hotel - Awards ceremony - ISAAC - Opening and Closing Ceremonies - ISAAC, CCC - ISAAC Outstanding Consumer Lecture - ISAAC Committees (e.g., Publications, BUILD, LEAD, Research), Chapter Presidents and individual Chapter meetings during conference days - ISAAC - Social Event to be organized by the Conference Organizing Committee to take advantage of host site location(s). Registrants generally pay separately for these events. Preference is given to proposals that have limited extra charge items. </blockquote>		ISAAC International Conference Co-Chairs (CCC) Conference Organizing Company (or "PCO")

Responsibilities of ISAAC International Conference Rome

Area	Specific Responsibilities	Due Date	Responsibility Of
Conference Registration	• Conference Meeting Room Requirements • Conference Attendee Hotel Requirements • Conference and Hotel On-Line Registration • Coordinate with ISAAC International and CCC handling of registrant queries / requests for information (email, telephone, etc) • ISAAC International self manages online conference registration, payments, and data integration (sharing of data between multiple systems and platforms)		ISAAC International CCC PCO
Conference Marketing and Promotion	• International and local marketing and promotion		ISAAC International CCC
Conference Sponsorship	• International and local sponsorship opportunities – Sponsorship person • Government • Corporate • Institutional		ISAAC International with local lead generation by CCC.

Responsibilities of ISAAC International Conference Rome

Area	Specific Responsibilities	Due Date	Responsibility Of
Scientific and Professional Program	• Issue Call for Papers; email submission of papers must be an option – ISAAC, CCC • Review and modify functionality of online paper submission and review system – ISAAC, CCC • Manage in-house software to generate "conflict-free" schedule solutions • Solicit invited presentations, special sessions and keynote speaker - CCC • Review submissions (accept/reject) – ISAAC, CCC, Research Committee (form a committee) • Research stream will be integrated into the overall program (announcements, Call for Papers, registration etc.), and organized and papers selected by Conference 2024 Co-Chairs • Schedule professional and scientific sessions: times, rooms, coordinators, session chairs, and notify persons submitting presentations – CCC with support of ISAAC International • Confirm keynote speakers and special sessions; advise sponsors of time, date and location of presentation. – ISAAC and CCC • Coordinate room, audiovisual, and electrical needs with persons responsible for local arrangements – CCC with venue and PCO • Provide necessary materials for official program and conference app - PCO • Provide promotional material regarding the professional and scientific program in advance – ISAAC and CCC • Obtain continuing education credits, if appropriate - ISAAC • Provide on-site announcements of any program changes – ISAAC, CCC		ISAAC International CCC PCO
Exhibit Program	• Develop exhibitor prospectus and solicit commercial exhibitors		ISAAC International with local lead generation by CCC.

Responsibilities of ISAAC International Conference Rome

Area	Specific Responsibilities	Due Date	Responsibility Of
Special Events	• Plan and coordinate social activities for attendees, including all food and beverage requirements. • Assist persons coordinating special pre-conference seminars or instructional courses, as applicable • Venue review, sourcing and contract review/negotiations as required. • Coordinate ISAAC Special Events within the program including (pending budgetary approval): ➢ General Membership meeting ➢ ISAAC Council Meeting ➢ ISAAC Executive Board Meeting ➢ Welcome Reception ➢ President's Reception ➢ Evening Social Event ➢ Awards Presentations ➢ Other professional events planned by ISAAC committees or chapters		ISAAC International CCC PCO (event management coordination)
Promotion of the Biennial Conference and ISAAC	• Produce and distribute advance announcements • Internationally advertise the Conference • Provide the ISAAC E-News, the Membership Directory, and the AAC Journal with advance promotional material and tourist information to promote conference attendance • Promote Conference in ISAAC affiliated publications • Issue press releases prior to the Conference • Encourage local and regional attendance at the Conference • Arrange publicity and press coverage and social media coverage of the actual Conference		ISAAC International, ISAAC Italy, CCC

Responsibilities of ISAAC International Conference Rome

Area	Specific Responsibilities	Due Date	Responsibility Of
Local Arrangements	• Final selection and contracting of the conference rooms and site- ISAAC, CCC, Local Rome Tourist Boards • Secure conference hotel(s) after determining accessibility, including entrances, common areas, and fully accessible hotel rooms • Arrange alternative housing accommodations (as appropriate) at lower cost and at a reasonable distance from site • Develop advance registration materials for conference and housing • Coordinate and manage conference housing allocations / conference hotel reservations • Confirm housing/registration applications • Coordinate and secure volunteers • Coordinate and secure audiovisual equipment and electrical needs for professional program and special events; assign person to assist with audiovisual needs and problems • Develop and coordinate services for persons with special needs as appropriate (e.g., transportation to and from site; attendants if needed; sign language interpreter; braille materials). This could also include extra attendants to relieve the attendants people bring with them. Signage should clearly indicate directions and services relevant to people who use AAC. • Provision of simultaneous translation provision and delivery platform(s). • Securing language translators (on-site or remote as required). • Provide information about transportation to and from airports, etc. • Provide on-site registration desk/materials/badges and persons to provide those services • Obtain necessary materials for exhibitors, coordinate exhibitor logistical arrangements during March-July, 2024 timeframe.		ISAAC International CCC PCO Local Rome Tourist Boards

Responsibilities of ISAAC International Conference Rome

Area	Specific Responsibilities	Due Date	Responsibility Of
Local Arrangements (cont.)	• Handle special complimentary registrations and accommodations • Provide safety for all exhibitors' equipment at night, registration monies, and special equipment including ISAAC's and the 2024 conference booths. • Develop list of registrants/means for participants to contact each other • Ensure that refreshments (e.g., coffee, tea, juices, fruit) are available in conference area with straws at each site in addition to blender stations • Recruit and train on-site assistants • Have information re: the availability of internet/fax/duplicating/paging/email and secretarial services at hotels or conference sites • Ensure printing of delegate nametags, and ensure accurate management of session attendance tracking, as required. • Assist with any ISAAC membership efforts during the conference		PCO, CCC, ISAAC International
Finances	• Develop preliminary and final budgets • Solicit necessary "up front" income • Establish account: keep daily accounts; make deposits and payments; facilitate any audits necessary • Solicit sponsors and donated services • Set registration fee in consultation with the CCC • Plan and/or coordinate special money-making activities within the conference • Submit final financial report following the conference to the ISAAC Executive Board		ISAAC International

Responsibilities of ISAAC International Conference Rome

Area	Specific Responsibilities	Due Date	Responsibility Of
Reporting	• Communicate regularly between all stakeholders, via email and attendance at regularly scheduled co-chairs' meetings • Provide advance registration, program and budgetary information to the CCC • Submit operational and implementation plans • Design a conference evaluation form in collaboration with ISAAC Executive Board • Submit final report on Conference within 3 months post-Conference - CCC • Provide an oral report on the conference to the Executive Board at the EB meeting that precedes the Conference - CCC		ISAAC International CCC PCO

APPENDIX D — Sample Program-at-a-Glance
(taken from Conference 2018)

PROGRAM AT A GLANCE

Key

Monday, 23rd July

Chapter Presidents Meeting (08:00-09:00) - Room 4

^T**Opening Ceremonies (09:00-10:30) - Arena 1**

Morning Tea (10:30-11:00)

Morning Session (11:00-12.30)

Arena 1a	11:00-12:30	**Stream: Communication Accessible Schools**
		1376 Systemic Change for AAC *Rosie Clark*
		1048 Louis's literacy and communication journey evidenced in a whole school approach *Liesl Harper & Phillipa Tonkin*
		1223 Empowering educators in AAC – Identifying, planning and implementing communication change within special education settings. *Janelle Sampson & Sarah McKenzie*
Arena 1b^T	11:00-11:45	**Stream: Multilingual AAC**
		1112 ^{EW}Using AAC to help multicultural children learn their second language in a daycare setting *Iina Heikurainen, Pauliina Viljanen, & Filippa Andersson*
	11:45-12:30	**Stream: Communication Partner Training**
		1114 ^{EW}A new tool for coaching communication partners: An interactive online program *Iina Heikurainen, Pauliina Viljanen, Pauliina Olasmaa, Mirja Uosukainen, & Paulina Lönnroth*
Central C	11:00-12:00	**Stream: Communication Self-Advocacy**
		1229 Retail inclusion – the problem of complaining *Susan Balandin, Erin Wilson, Kevin Murfitt, & Sue Taylor*
		1246 There is such a thing as a stupid question *Siobhan Daley*
Room 4	11:00-12:30	**Stream: Communication AACcess**
		1049 CapAACity building across Victorian communities: the Communication Access Network *Denise West, Hilary Johnson, Meg Irwin, & Katie Lyon*
		1271 Communication Is Always An Issue Of Access *Georgia Cranko & Andy Smidt*
		1031 Use Easy English. AACcess All Areas What is the research saying? *Cathy Basterfield*

Room 5	11:00-12:30	**Stream: Social Media**
	1212	The Implementation of a Cross-Age Peer E-Mentoring Programme for Youth Who Use AAC *Emma Grace, Parimala Raghavendra, Jessica Shipman Gunson, & Julie McMillan*
	1167	Usability of a Social Media Interface Designed for Individuals with Intellectual Developmental Disability *Shira Havousha, Tal Lebel, & Patrice L. (Tamar) Weiss*
	1281	Using Twitter to Access the Human Right of Communication for People Who Use AAC *Bronwyn Hemsley, Stuart Palmer, Stephen Dann, & Susan Balandin*
Room 6	11:00-11:30	**Stream: AAC and Rett Syndrome**
	1399	Parent Communication during shared reading with girls with Rett Syndrome: The impact of print referencing *Allison Dennis*
	11:30-12:30	**Stream: AAC and Autism Spectrum**
	1065	[IW]Autism and Sensory Processing Challenges: recognise and regulate for communication and learning. *Fiona Beauchamp & Haylee Parfett*
Room 7	11:00-11:45	**Stream: AAC and Intellectual Disability**
	1318	[EP]We Need a Voice too: AAC for the Adult with intellectual Disabilities *Elisabeth Fletcher & Traci Peplinski*
	11:45-12:30	**Stream: System Design**
	1391	[EP]Free and Low-Cost Software Tools to Help Develop Vocabulary for AAC Systems *Russell Cross*
Room 8	11:00-12:30	**Stream: AACcess to Recreation**
	1087	[IW]Get Moving: The Positive Impact of Physical Movement and Creative Expression On Health and Wellbeing *Melinda Smith, Beth Moulam, Emma Green, Dale Gonelli, Laurence Byrne, & Catrin Anderson*
Room 9	11:00-12:30	**Stream: Sibling Relationships**
	1225	Connected through Communication *Nicole Tsourlenes & Jennifer Tsourlenes*
	1220	Sisterly Love *Rhiannon Hopton & Kim Hopton*
	1337	KiwiChat Sibling Camp: A Camp Experience for the Siblings of Children with Complex Communication Needs *Jessamy Bell, Mike Ninces, Jenna Land, & Sally Clendon*

Lunch (12:30-14:00)

Meetings

Room 4	12:45-14:00	Meeting: Research Committee
Room 6	12:45-14:00	Meeting: LEAD
Room 9[T]	12:45-14:00	Meeting: Asia Pacific Networking

Poster Session - Group A (14:00-15:30)

Afternoon Session 1 (14.00-15.30)

Arena 1a | 14:00-15:30 | **Stream: Communication Accessible Schools**

1226   A whole school approach to AAC: A school's perspective
Cale Begley

1019   Eight Months with Universal Core: How a Teacher-Led Approach Changed One Self-Contained Classroom
Lisa Erwin-Davidson

1102   Wear Your Words: Creating Communication AACcess in Schools
Deanna Morrow, Jennifer Erickson, & Danielle Deschaine

Arena 1b | 14:00-15:00 | **Stream: Emergency Preparation and Response**

1239   [IW]Are you ready? Emergencies, Disasters, and People who use AAC and Their Families
Amy Goldman, Gabriela Berlanga Ramírez, Dean Sutherland, & Carolyn Phillips

15:00-15:30   1039   AAC 101: Developing a Basic Course for First Responders in Communicating with Individuals Using AAC
Sharon Mankey & Mariesa Rang

Central C | 14:00-15:30 | **Stream: AACcess to AAC - Movement**

1347   [IW]Teaching movements for communication
Claire Cotter & Melissa Riepsamen

Room 4 | 14:00-15:30 | **Stream: AAC for Healthcare Settings**

1139   Dynamic Trends in AAC Service Delivery in Pediatric Acute Care: A Retrospective Review
Rachel Santiago, Michelle Howard, & John Costello

1333   Exploring graphical representation of pain-related vocabulary as preferred by children without disabilities
Nina Gerber & Ensa Johnson

1252   Preferences of South African patients and nurses on the content requirements of ICU communication boards
Ariné Kuyler & Ensa Johnson

Room 5 | 14:00-15:30 | **Stream: An Occupational Perspective**

1123   Accessing AAC: The Power of an Occupational Perspective
Anne Addison, Leila Nicol, Kim Bates, & Katrina Macleod

1117   To Mount or not to Mount: The Impact of Mounting AAC Devices on Children's Communication
Anne Addison, Leila Nicol, & Tom Griffiths

1100   AACcessing Resources to Promote AAC Competencies for the Generalist Practitioner through Interdisciplinary Collaboration and Mentorship.
Annabeth Martino & Mara Jonet

Room 7	14:00-15:30	**Stream: Factors in Assistive Technology Success**
		1046 Speech pathologist perspectives on parent rejection and abandonment of AAC systems: A qualitative study *Alison Moorcroft, Nerina Scarinci, & Carly Meyer*
		1324 Clinician's Knowledge and Use of Factors that Predict, Moderate, and Mediate AAC Communication Outcomes *Stephanie Sievers, David Trembath, & Marleen Westerveld*
		1219 Evaluation of Project Core Professional Development Modules: Usage Data and Participant Reported Value *Lori Geist, Penelope Hatch, & Karen Erickson*
Room 8	14:00-15:30	**Stream: Understanding Belonging and Inclusion**
		1359 Immured, Suspended, Provisioned: The Meaning of Home for People with Complex Communication (Access) Needs *Betty-Jean Dee-Price*
		1028 Using Community to Develop Self Worth and Social Identity of Complex Communicators *Paula Herrington & Dianna Finlay*
Room 9ᵀ	14:00-15:00	**Stream: BUILDing Emerging AAC Capacity**
		1192 The Preliminary Study of AAC Professional Training in China *Tao Wei Wang, Chih-Kang Yang, Yi Chu, & Jing Shan Xu*
		1421 Training Paraprofessionals to Facilitate Social Communication for Students with Autism Spectrum Disorder who use AAC *Ya Wen Cheng, Ya Ping Wu, & Ming Chung Chen*

Yarning Circle - Town Hall Meeting (14:30-16:30) - Room 6

Afternoon Tea (15.30-16:00)

Afternoon Session 2 (16:00-17:30)

Arena 1b	16:00-17:00	**Stream: AAC and Rett Syndrome**
		1272 ᴵᵂRett Syndrome: time to move and time to communicate *Linda Burkhart & Fiona Beauchamp*
	17:00-17:30	1343 International Guidelines for Management of Communication in Rett Syndrome *Gillian Townend, Theresa Bartolotta, Anna Urbanowicz, Helena Wandin, & Leopold Curfs*
Central C	16:00-17:00	**Stream: Communication AACcess**
		1434 ᴵᵂAACcessible written information *Hilary Johnson, Katie Lyon, & Rebecca Gallo*
		1207 Speech impairment: Deep Neural Network (DNN) to enhance voice banking process for everyone *Nicolas Mazars*

Room 5	16:00-17:00	**Stream: BUILDing Emerging AAC Capacity**
		1215 AAC in Croatia – current practice and challenge *Ružica Magušić, Jasmina Ivšac Pavliša,* *Katarina Škorvaga, Klara Popčević, et al.*
		1214 Engaging with AAC in Fiji *Gwendalyn Webb, Terri Walker, & Cecilia Yee*
	17:00-17:30	**Stream: Professional Development in AAC**
		1308 Hands On Activities for Teaching AAC: Why and How *Vicki Haddix*
Room 7	16:00-17:30	**Stream: Language and Literacy**
		1287 Literacy for all. Beginning our journey, building language, creating shared vision, whole school AAC approach. *Joanna Pickering*
		1211 Writing for the future *Kim Hopton*
		1041 Visual Literacy Supports for Students who use AAC *Pati King-DeBaun*
Room 8	16:00-17:30	**Stream: Mental Health and Wellbeing**
		1302 Augmented Speakers and Mental Health: Let's Talk About It! *Kathy Howery & Monica Braat*
		1181 Mental Health Matters: perceptions of people with complex communication needs regarding mental health and wellbeing *Eleanor Watson, Pammi Raghavendra, & Ruth Crocker*
		1396 Early Development of Emotional Competence Tool for Children using AAC: Its Application in Different Communities *Ji Young Na, Gabriela Alejandra Rodríguez Rangel,* *& Birgitte Brandt*
Room 9ᵀ	16:00-17:00	**Stream: Preventing and Responding to Abuse**
		1266 Primary and secondary violence prevention programmes for persons with communication disabilities *Robyn White, Amanda Nyberg, Juan Bornman,* *Ulrika Ferm, & Ensa Johnson*
		1198 How to fight sexual abuse? Support for victims to file a complaint by using AAC *Ingeborg Thümmel, Andrea Erdélyi, & Tina Meinen*
	17:00-17:30	**Stream: AAC and Angelman Syndrome**
		1141 Integrating AAC and Antecedent Intervention Strategies to Improve Problem Behaviors for Children with Angelman Syndrome *Ming Chung Chen, Yu Cheng Lin, Ya Ping Wu,* *& Chien Chuan Ko*

Publications Committee Meeting (16:30-17:30) - Room 4

Welcome Reception (18:00-20:00) - Gold Coast Convention and Exhibition Centre

Tuesday, 24th July

Tobii Dynavox Learning Lounge (all day) - Room 9

Morning Session 1 (08:30-10.30)

Arena 1a 09:00-10:30 **Stream: Communication Accessible Schools**

1230 Learning head-tapping, eye-gaze and PODD: A Catholic high school's response to communication access
Max Price & Frankie Roberts

1387 'But I'm just a teacher' - leading change in schools from the bottom up.
Olivia Hepburn

1082 Communication Accessible Schools: A Pipe Dream or a Reality?
Haylee Parfett

Arena 1b 08:30-10:30 **Stream: AAC and Autism Spectrum**

1244 ᴵᵂPractical Strategies for Providing Basic AAC Intervention for Very Early Communicators with Autism
Cynthia Cress

Central Aᵀ 08:30-10:30 **Stream: AAC and Autism Spectrum**

1013 AAC and Autism: A Framework for Building Communicative Competence
Betsy Caporale

1113 Improving Communication in Children with Autism Spectrum Disorder Using AAC: Three Case Studies
Xueyun Su, Aihe Li, & Stephen von Tetzchner

1115 Moving beyond object requesting with AAC: A communication intervention for children with autism spectrum disorder
Kristy Logan, Teresa Iacono, & David Trembath

1242 Video-based modelling interventions for individuals with autism who use AAC: From research to practice
Abirami Thirumanickam, Parimala Raghavendra, Julie McMillan, & Willem van Steenbrugg

Central C 08:30-10:30 **Stream: Voice Input and Speech Recognition**

1346 Home AACtivation: Possibility and potential for environmental control systems
Trina Phuah

1018 Use of Mainstream Intelligent Digital Assistants by People Who Use Speech Generating Devices
Diane Nelson Bryen & Yoo Sun Chung

1322 The Speech Intelligibility and Consistency of Six Adults with Down Syndrome
Chrstine Holyfield & Kathryn Drager

1186 VocaTempo: voice input communication aid app for children and teens with dysarthria
Rebecca Bright, Mark Hawley, Simon Judge, Daniel Cooper, Francesco Costarelli et al.

APPENDIX E — Conference Committee Responsibilities

Conference Committee Responsibilities

Area	Specific Responsibilities
Scientific and Professional Program	• Issue Call for Papers • Review and modify functionality of online paper submission and review system • Solicit invited presentations, special sessions and keynote speaker • Review submissions (accept/reject) • Research stream will be integrated into the overall program (announcements, Call for Papers, registration etc.), and organized and papers selected by Conference Rome Co-Chairs • Schedule professional and scientific sessions: times, rooms, coordinators, session chairs, and notify persons submitting presentations • Confirm keynote speakers and special sessions; advise sponsors of time, date and location of presentation. • Coordinate room, audiovisual, and electrical needs with persons responsible for local arrangements • Provide necessary materials for official program and or proceedings • Provide promotional material regarding the professional and scientific program in advance • Obtain continuing education credits, if appropriate • Provide on-site announcements of any program changes
Exhibit Program	• Develop exhibitor prospectus and solicit commercial exhibitors

Special Events	• Plan and coordinate social activities for attendees – CCC (form a committee)
	• Assist persons coordinating special pre- or post-conference seminars or instructional courses, if applicable – CCC (form a committee)
	• Coordinate ISAAC Special Events within the program including (pending budgetary approval):
	   ➢ General Membership meeting
	   ➢ ISAAC Council Meeting
	   ➢ ISAAC Executive Board Meeting
	   ➢ Welcome Reception
	   ➢ President's Reception
	   ➢ Evening Social Event
	   ➢ Awards Presentations
	   ➢ Other professional events planned by ISAAC committees or chapters

Conference Committee Responsibilities

Area	Specific Responsibilities
Promotion of the Biennial Conference and ISAAC	- Produce and distribute advance announcements - Internationally advertise the Conference - Provide the ISAAC E-News, the Membership Directory, and the AAC Journal with advance promotional material and tourist information to promote conference attendance - Promote Conference in ISAAC affiliated publications - Issue press releases prior to the Conference - Encourage local and regional attendance at the Conference - Arrange publicity and press coverage of the actual Conference
Local Arrangements	- Final selection and contracting of the conference rooms and site - Secure conference hotels after determining accessibility, including entrances, common areas, and fully accessible hotel rooms - Arrange alternative housing accommodations at lower cost and at a reasonable distance from site - Develop advance registration materials for conference and housing - Coordinate housing allocations - Confirm housing/registration applications - Coordinate and secure volunteers - Coordinate and secure audiovisual equipment and electrical needs for professional program and special events; assign person to assist with audiovisual needs and problems - Develop and coordinate services for persons with special needs as appropriate (e.g., transportation to and from site; attendants if needed; sign language interpreter; brailled materials). This could also include extra attendants to relieve the attendants people bring with them. Signage should clearly indicate directions and services relevant to people who use AAC. - Provision of simultaneous translation delivery platform - Securing language translators - Provide information about transportation to and from airports, etc. - Provide on-site registration desk/materials/badges and persons to provide those services - Obtain necessary materials for exhibitors

Conference Committee Responsibilities

Area	Specific Responsibilities
Local Arrangements (cont.)	• Handle special complimentary registrations and accommodations • Provide safety for all exhibitor's equipment at night, registration monies, and special equipment including ISAAC's and the 2018 conference booths. • Develop list of registrants/means for participants to contact each other • Ensure that refreshments (e.g., coffee, tea, juices, fruit) are available in conference area with straws at each site in addition to blender stations • Recruit and train on-site assistants • Have information re: the availability of fax/duplicating/paging/email and secretarial services at hotels or conference sites • Assist with any ISAAC membership efforts during the conference
Finances	• Develop preliminary and final budgets • Solicit necessary "up front" income • Establish account: keep daily accounts; make deposits and payments; facilitate any audits necessary • Solicit sponsors and donated services • Set registration fee in consultation with the CCC • Plan and/or coordinate special money-making activities within the conference • Submit final financial report following the conference to the ISAAC Executive Board
Reporting	• Communicate regularly between all stakeholders • Provide advance registration, program and budgetary information to the CCC • Submit operational and implementation plans • Design a conference evaluation form in collaboration with ISAAC Executive Board • Submit final report on Conference within 3 months post-Conference • Provide an oral report on the conference to the Executive Board at the EB meeting that precedes the Conference

APPENDIX F — Conference Organizational Chart

CONFERENCE Rome ORGANIZATIONAL STRUCTURE

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┌─────────────────────────────────┐
│     ISAAC Executive Board       │
│   on behalf of ISAAC Council    │
└─────────────────────────────────┘
                 │
                 ▼
┌─────────────────────────────────┐        ┌─────────────────────────────┐
│                                 │        │   Official Publications:    │
│      ISAAC International         │───────▶│    AAC Journal, E-News      │
│                                 │        │                             │
└─────────────────────────────────┘        └─────────────────────────────┘
         │                │
         ▼                ▼
   ┌──────────┐     ┌──────────┐
   │   CCC    │     │   PCO    │
   └──────────┘     └──────────┘
        │
   ┌────┼──────────────┐
   ▼    ▼              ▼
┌────────┐ ┌──────────┐ ┌──────────┐
│ Local  │ │Scientific│ │  Other   │
│Arrange-│ │ Program  │ │ Working  │
│ ments  │ │          │ │Committees│
└────────┘ └──────────┘ └──────────┘
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