



International  
Council on Education for Teaching  
*... Improving educational experiences  
and outcomes in all parts of the world ...*

**ICET**  
**Conference**  
**Planners'**  
**Handbook**

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## **The International Council on Education for Teaching (ICET)**

Founded in 1953, ICET was part of a major cooperative effort by the world's education community to provide quality education for its citizens. Since then, ICET has continued to emphasize international cooperation in educational development to improve the quality of teacher education and to expand global educational opportunities. Scholars, administrators, practitioners from universities, colleges, departments and institutes of education as well as members of government ministries, the teaching profession and business leaders interested in educational development are invited to participate in ICET and share their ideas, research and experience with professionals from around the world.

The mission of ICET is to improve the educational experiences and outcomes of learners in all parts of the world by providing opportunities for those involved in their education to share knowledge, practice, resources, and expertise and establish active partnerships that are designed to enhance the quality of teaching and learning and improve life opportunities for young people.

### **ICET's Global Mission and Goals**

- To foster international cooperation in improving the quality of preparation of teachers, administrators and other education specialists through the development of national, regional and international networks.
- To promote cooperation between higher education institutions, government and the private sector to develop a worldwide network of resources for innovative programs in international educational development.
- To provide an international forum for the exchange of information and the discussion of issues and trends in education and development.
- To assist educational personnel training institutions all over the world to respond to the need for improved facilities, diversified curricula and alternative and non-traditional educational methods.

***For further information on ICET our website is: <http://www.icet4u.org/>***

## Call for proposals to host an ICET World Assembly

The conference nomination committee of the International Council on the Education of Teachers (ICET) invites proposals from institutions of higher education or organizations interested in hosting an International Council on Education for Teaching, World Assembly. It is recommended that before a proposal is submitted all sections of this handbook should be read.

If interested in organizing an Assembly you are required to complete a copy of the proposal, together with a signed cover letter from the local organizer(s) and submit them to:

Professor James O'Meara  
ICET President  
Dean of the College of Education  
KL-429A  
Texas A&M International University  
5201 University Boulevard  
Laredo Texas 78041  
[james.omeara@tamiu.edu](mailto:james.omeara@tamiu.edu)  
Telephone [+1 956-326-3145](tel:+19563263145)

### Conference Convener's Reflection

*The benefits of being a conference organizer are both personal and professional. From a personal side you get to meet so many people you wouldn't otherwise meet, because you are the conference organizer, and during the social events you get to meet even more people, because you know their names and a little bit about them. From a professional point of view you get to learn about the work of people in the field as you oversee the development of the program and you can follow up on the things that really interest you. From a selfish point of view, organizing a conference increases your reputation as people know who you are and if the conference is good and runs well, then your reputation, both as an organizer and as a person in the field increases. This is not the reason you do it, but it is a positive outcome.*

**Tony Townsend – Convener of the 2003 World Assembly Melbourne, Australia**

# ICET Proposal Guidelines

To enable ICET Board of Directors to make an informed choice and to help local organizers begin the process of planning, the conference committee has put together the following guidelines for preparing a proposal.

Please complete the attached ICET World Assembly Hosting document. Some points to consider but are not limited to are: The proposal should begin with a brief overview summarizing the advantages of the proposed site and hosts for the conference, including benefits of the location, strengths of the hosting institution and organizers, and any special opportunities offered by the location or hosts.

In addition, the proposal should include the following information:

## **Organization**

1. An individual to serve as point of contact for correspondence (and his/her contact information)
2. A list of local organizers, their organizational affiliations, and their proposed roles, including (but not limited to) conference chair(s), program chair(s), doctoral consortium chair(s), workshops & tutorials chair(s), and publications chair(s). Organizers are encouraged to review the list of chairs from recent conferences in considering the roles that they establish. The proposal should indicate which organizers are members of ICET and describe any previous experience organizing other similar conferences.
3. A plan indicating who will be responsible for conference finances, including budget, pursuing sponsorship and external funding; conference logistics; and publicity.
4. A plan for administrative and clerical support of the organizers.
5. The endorsement of an institutional representative (Provost, Dean, and/or Department Chair)

## **Program**

1. Proposed theme
2. Proposed special sessions

## **Logistics**

1. Proposed dates. The ICET Worlds Assembly is usually hosted in the summer between June 20<sup>th</sup>-July 30<sup>th</sup>, but depending on geographical location some have been held in January during some Winter Sessions.
2. A description of the facilities that will be used for the meetings, including number of rooms and their capacities.

3. A description of the housing alternatives that will be available for participants with estimated costs, distance and transportation options to/from the possible meeting venues. (Organizers should attempt to obtain low-cost housing for graduate students and travellers on tight budgets.)
4. A description of accessibility for national and international travellers (i.e., closest domestic and international airports, available ground transportation).
5. An outline of who will do the catering and what equipment will be available to the caterer, including tables, plates, glasses, cutlery etc.
6. A description of the conference dinner venue and associated catering.
7. Possible site(s) and format(s) for a banquet or special social event

### **Financials**

1. Preliminary budget. (Organizers may contact the conference committee for samples of recent budgets.)
2. Financial or in-kind contribution from the hosting organization (optional)
3. Commitments for external funding or in-kind contributions (optional)
4. Plans for soliciting external funding or support

The conference nomination committee recognizes that all elements of the proposal are tentative. Where there are several possibilities (e.g., for meeting locations), the proposal should indicate that. Where concrete commitments have already been obtained, the proposal should indicate that as well.

### **Conference Convener's Reflection**

*The major challenges of being a conference organizer are balancing all the competing requirements at the same time...overseeing the budget, trying to make it balance, organizing the accommodation needs of people, making sure that the program does not have people doing multiple presentations at the same time, keeping tough with the keynote speakers to ensure that they are ready to present and get to the right place at the right time, thinking about the tourist options and social options that are a necessary part of the conference and perhaps the biggest of all, trying to negotiate the possibility of people from difficult countries in the world in terms of them being able to present and actually getting to the conference in the first place. This may involve writing letters to support people getting visas and even negotiating with national authorities to make sure that people who want to attend get to do so. The other major issue is that as conference organizer, you may not get to see as many papers as you want, as your task during the conference is to keep it running. Of course most of this happens before the conference starts, so as the conference continues you can become more relaxed...if your planning was good in the first place.*

**Tony Townsend – Convener of the 2011 World Assembly Glasgow, Scotland**

## Criteria for Evaluating Proposals

The conference committee will use the following criteria in evaluating proposals

- Conference organizers
  - Have they been active and contributing members of the ICET community?
  - Do they have all the important roles covered? And enough people involved to make it manageable? [Clarified question that previously just asked if they had a good organizational structure]
  - What experience do they have with conference organizing?
  - How strong does the support of the local institution appear to be?
  - Is there a plan for administrative support? [added here, and in
- Program
  - How well does the theme focus attention on important issues for the field?
  - Will the theme and program elements attract broad and diverse (disciplinary, cultural and geographic) participation?
  - Are the theme and program likely to attract new participants to the conference?
- Location
  - Is the proposed location desirable for conference participants (e.g., is it a popular tourist destination or off the beaten track)?
  - How convenient and affordable is travel for both domestic and overseas participants?
  - Does it bring the conference to a new location?

### **Conference Convener's Reflection**

*For us in Jamaica a major challenge was that we do not have adequate facilities to host a conference like ICET on campus. Thus we had to rent conference space which was very expensive. We did however make the commitment knowing this in advance. Perhaps the lesson to be learned is to ensure you have figured out how you will be able to finance the event. There are so many costs involved that are unknown or not foreseen especially if you do not have prior experience with conference organization.*

**Carole Gentles Convener of the 2016 World Assembly 2016**

- Facilities
  - Are the meeting facilities appropriate and convenient to housing?
  - Is inexpensive housing available for graduate students and others with limited budgets?
  - Are there sites or opportunities for special conference events (banquets, social events) that have special appeal?
  
- Dates
  - Are the dates within the acceptable range for conference?
  - Have the organizers checked for potential conflicts with other conferences?
  - If the dates are outside the range, is the organizers argument for those dates compelling?
  
- Finances
  - Are conference fees affordable for different levels of participants?
  - Is the proposed budget realistic?
  - Do the organizers have a sound plan for possibly pursuing external funding, including someone identified with this responsibility?

## **Reviewing Conference Papers**

One of the most demanding tasks in organizing an academic conference is the process for reviewing papers. Conference conveners need to be clear in their advertising on dates for delegates to submit conference papers.

What is also important is for the conveners to organize a team of reviewers both locally and internationally. Efficient distribution of papers, together with reviewing guidelines needs to be undertaken as quickly as possible, and reviewers be given a date, by which they must return the paper to the review committee.

### ***Conference Convener's Reflection***

*The most challenging aspect for me was managing the review and referee process of abstracts and papers. This is a huge task that can be overwhelming.*

***Carole Gentles Convenor of the 2016 World Assembly 2016***



## An Example of a Referee's Report

### REFEREE'S REPORT

#### OVERALL RATING

Score each item out of on a range from zero to 10. For detailed criteria for evaluating each item, see the COMMENTS section which commences on the next page. If your comments add up to a score of 75% or above and you have no further comments, it is sufficient to complete this page alone.

EVALUATION CRITERIA	SCORE
1. Significance of Themes	8
2. Relevance of Themes	8
3. Clarity of Thematic Focus	8
4. Relationship to Literature	6
5. Research Design and Data	NA
6. Data Analysis and Use of Data	NA
7. Use of Theory	5
8. Critical Qualities	9
9. Clarity of Conclusions	8
10. Quality of Communication	8
<b>TOTAL SCORE %</b> If some categories are not applicable in evaluating this particular paper, mark n.a. (not applicable) and calculate score as % average score across relevant items.	

On the basis of the above evaluation, my recommendation is ... (mark with 'X'):

ACCEPT

ACCEPT WITH MINOR REVISIONS

RESUBMIT WITH MAJOR REVISIONS

REJECT

As a guide, the following are indicative score ranges:

- Accept (without qualification): 75-100%
- Accept with minor revisions: 60-75%
- Resubmit after major revisions: 40-60%
- Reject: Below 40%

If any of the above applies, and particularly if you have recommended rejection or revision, then please elaborate:

### **1. Significance of Themes**

- Is this a topic that needs addressing? Is the area investigated by the paper: timely? important? in need of addressing because it has been neglected? Intrinsically interesting? filling a gap in current knowledge? (The paper does not have to be all of these things to be significant; it is sufficient to measure it against one of these forms of significance.)
- By addressing these themes, does this paper make a useful contribution? Is it itself significant?

**REFEREE COMMENTS:**

### **2. Relevance of Themes**

- Are these themes relevant to this publication? If not, is there a more appropriate place for publication?

**REFEREE COMMENTS:**

### **3. Clarity of Thematic Focus**

- Are the author's themes clearly stated?
- Does the paper follow through by addressing these themes, consistently and cogently?

**REFEREE COMMENTS:**

### **4. Relationship to Literature**

- Does the paper demonstrate an adequate understanding of the current literature in the field?
- Does it connect with the literature in a way which might be useful to the development of our understanding in the area it addresses?

**REFEREE COMMENTS:**

### **5. Research Design and Data**

- Has the research, or equivalent intellectual work upon which the paper is based, been well designed?
- Does the paper demonstrate adequate use of evidence, informational input or other intellectual raw materials in support of its case?

**REFEREE COMMENTS:**

## **6. Data Analysis and Use of Data**

- Has the interpretative potential of the data been adequately realised?
- Has the data been used effectively to advance the themes that the paper sets out to address?

**REFEREE COMMENTS:**

## **7. Use of Theory**

- Does the paper use theory in meaningful way?
- Does it develop or employ theoretical concepts in such a way as to make plausible generalisations?

**REFEREE COMMENTS:**

## **8. Critical Qualities**

- Does the paper demonstrate a critical self-awareness of the author's own perspectives and interests?
- Does it show awareness of the possibility of alternative or competing perspectives: such as other cultural, social, political, theoretical or intellectual perspectives?
- Does it show an awareness of the practical implications of the ideas it is advancing?

**REFEREE COMMENTS:**

## 9. Clarity of Conclusions

- Are the conclusions of the paper clearly stated?
- Cohesiveness of paper: do the conclusions adequately tie together the other elements of the paper (such as theory, data and critical perspectives)?

**REFEREE COMMENTS:**

## 10. Quality of Communication

- Does the paper clearly express its case, measured against the technical language of the field and the reading capacities of an academic, tertiary student and professional readership?
- What is the standard of the writing, including spelling and grammar? If you will be recommending publication with revisions, please make specific suggestions or list errors.

**IMPORTANT, PLEASE INDICATE:**

From an editorial point of view, this paper is of a publishable standard as is.

This paper requires minor proofing by an colleague or critical friend of the author.

This paper requires thorough reworking by a professional editor. (For instance, where the author's first language is not English.)

**REFEREE COMMENTS:**

### ***Convener's Reflection***

*The review of papers constituted a test in finding enough reviewers for 127 papers; I was grateful for the offers to review the papers for presentation and for constructive comments that were provided. Since this was a worldwide conference, papers were of varying quality; it was disappointing that a number of the reviewed papers were never resubmitted after those reviews were returned to the authors.*

***Shirley Van Nuland – Convener of the 2014 World Assembly Oshawa Canada.***

## Important Questions to Ask before the Conference

### Catering - food and beverage

- What is the catering?
- Will the style of the event be formal, semi-formal or informal?
- If the conference is in a hotel, can the hotel provide all catering, including dinners?
- What type of food will be served, e.g. canapés or sit-down, table-service or buffet?
- When will the food/beverages be served, e.g. before, during or after the main event?
- For all-day conferences, have you ensured there are enough breaks for delegates to be comfortable?
- Have you thought about making sure food can be served in a separate room/area to where the conference is being held to allow for a change of scenery?

### *Conference Convener's Reflection*

*I believe that what really counts is that delegates are comfortable, enjoy the food and the conference. I was so pleased everyone was satisfied with the food and accommodation.*

*Carole Gentles Convener of the 2014 World Assembly 201*

### Catering company

- Will you be using an external catering company?
- Have you requested quotes from caterers prior to event?
- Does it fit within the budget?
- Have you compiled the catering company's contact details including:
  - Function Coordinator's name;
  - Function Coordinator's office number;
  - Caterer's on site
  - Event Coordinator's name; and
  - Caterer's on site Event Coordinator's mobile number.
- Are there sufficient facilities for the Caterer's' set-up, e.g. kitchen space available?
- Is power required and available?
- Is there space for a bar to be set up if required?

- Have you asked the caterer prior to the event when they require final numbers?
- Have you set a time to meet the caterer at the venue to go over all of their logistics, including power requirements, parking, arrival and departures for staff (parking and unloading) and suitable space for them to set up.
- Have you discussed with the caterer how things will be set up, including layout of tables, selfserve areas, etc.?
- Have you completed a running sheet for the caterer at least one week prior to the event, explaining when their staff should arrive, when the food should be ready to be served and cleared away, when the service should stop and when they should be bumping out?
- If you are serving alcohol, do you need to ensure the venue/caterers have the relevant licences?
- Are the beverages appropriate for the time of day?
- Do you require bar staff & wait staff to serve beverages?
- Do you have sufficient equipment, e.g. glasses, etc.?
- Do you require power for urns, etc.?
- Do you require ice buckets? Who will provide these?
- Do you require water at the lectern for the speaker/s?

### **Signage**

- Is signage required? E.g. parking signage, signage to conference room.
- Do you require a lectern banner?
- Who will put out/up the signage?
- Who will remove the signage?
- Who will return all borrowed signage?

### **Staffing for the event**

- Who will be main conference facilitator on the day/s?
- Will you have someone on the registration desk to mark off people as they arrive and distribute name badges?
- Do you require a staff member to meet caterers, suppliers or entertainers?
- What other staff requirements are there?
- Will you have a senior staff member responsible for other staff? Will staff be required to wear name badges?
- Will staff be paid? If so at what rate? Or will they be volunteers?
- Will they require catering and / or accommodation?
- Will you need to have a rehearsal/staff briefing prior to the event?
- Have you developed a contact sheet of all staff and suppliers?

### **Security**

- Do you require security to patrol, bodyguard, open rooms, remove bollards, etc.?
  - Before the event?
  - During the event?
  - After the event?

## Conference Convener's Reflection

*It is nerve wracking worrying about the safety of your delegates - particularly so when you are hosting in a developing country..*

**Carole Gentles Convener of the 2016 World Assembly 2016**

### AV Equipment

- Are there any AV requirements such as platform/staging, microphones, speakers, lectern, multimedia screens, laptop, lighting, musical instruments, sound mixing equipment, cabling, etc.
- Have you organised to have a trial run of multimedia/AV equipment prior to the event? The AV person should show you how to work the equipment. Ensure you are familiar with how everything works.
- Are there lecterns, computers, screens and microphones in the room where delegates will be presenting?
- Have you organized to have an AV person on hand throughout the conference?

### Furniture and Infrastructure

- Do you need to hire any additional equipment? E.g. trestle tables for caterers, seating for guests.
- Where will you be getting the furniture from?
- Do you require assistance to arrange/remove the furniture?
- Do you require air-conditioning/heating?
- If outside, are marquees/umbrellas required?
- Do you have any other requirements?
- For example, toilets, refrigeration vans, or BBQs.
- Are there sufficient electrical outlets to operate the equipment

### Décor

- Do you require any floral arrangements?
- Do you require a table plan & place cards?
- Do you require menus / menu holders for the tables?

### Gifts

- Are gifts required for: a) Delegates; b) Special guests; c) Speakers; d) VIPs?
- Who will purchase the gifts?
- Have you considered using locally sourced products where possible?
- Are they appropriate? E.g. alcohol may not be OK for an international guest.
- When/how will the gifts be presented?
- What is the budget for gifts?



## Example Budget

ICET		
Income and Expenditure statement for the period ending March 18, 2015		
<b>Revenue</b>		
Registrations (Note 1)	Online	\$40,500.00
Registrations	Onsite/downtown cashier	\$7,163.90
Gross revenues		47,663.90
Less HST and Credit card discounts		- 5,562.88
Net Revenues		42,101.02
<b>Expenditures</b>		
<b>N1</b>	Printing	1,312.21
	Postage	66.96
<b>N2</b>	Honoraria	9,175.00
<b>N3</b>	Meals and Entertainment	13,221.35
<b>N4</b>	Accommodation	340.00
<b>N5</b>	Travel	3,766.97
<b>N6</b>	Conference Materials	1,392.01
<b>N7</b>	Refunds	1,321.38
<b>N8</b>	Chargeback/fraud	7,457.90
<b>N9</b>	ICET Transfer	3,025.00
		41,078.78
	Excess of Revenues over Expenditures	1,022.24
<b>Notes to Income and Expenditure Statement</b>		
<b>N1</b>	Includes posters, name badges, certificates, conference program, signage	
<b>N2</b>	Business 1	150.00
	Business 2	1000.00
	Business 3	2000.00
	Business 4	2000.00
	Business 5	500.00
	Business 6	400.00
	Volunteers (gift certificates)	2625.00
	Volunteer dinner	500.00
<b>N3</b>	<i>Gala dinner</i>	
	Wine	1019.32
	Dinner	2484.87
	Entertainment	400.00
	<i>Conference Meals</i>	
	Caterer A (Jun 16)	1851.79

	Caterer B (Jun 16 & 17)	2626.94	
	Caterer C (Jun 18)	1418.72	
	Caterer D (Jun 19)	1024.35	
	Caterer E(coffee/tea)	1032.26	
	Refreshemnts (muffins)	268.06	
	<i>Excursion</i>		
	Pickering Museum	181.48	
	<i>Planning Meetings</i>		
	Cite A	185.48	
	Cite B	70.16	
	Cite C	34.79	
	<i>Board of Directors</i>		
	Meeting	382.51	
	Reception	240.62	
<b>N4</b>	Tony Tin	340.00	
<b>N5</b>	Tony Tin	2526.12	
	Delegates (dinner)	97.00	
	Delegates (excursion)	254.25	
	Durham Transit (tickets)	889.60	
<b>N6</b>	Badges	215.77	
	Water bottles	1009.30	
	Signage	166.94	
<b>N7</b>	Person 1 (visa)	400**	
	Person 2 (over)	50**	
	Person 3 (visa)	482.66**	
	Person 4	275**	
	Person 5	300**	
<b>N8</b>	Chargeback	4250**	
	Fraud	3750**	
<b>**</b>	<b>These are gross amounts</b>		
<b>N9</b>	ICET Transfer @\$ 25.00 per registrant	3025.00	

### **Conference Convener's Reflection**

*The challenges that I encountered ranged from simple ones to quite serious ones with financial implications. Simple challenges included establishing and developing the planning guide early on and ensuring that the various activities due dates were included and who would take responsibility to complete each activity to complete it. One successful strategy was to determine the tasks that needed to be completed and allowing those with strengths in those areas to complete the task. Challenges included acquiring the support from senior administration from my faculty and some support staff. This was offset by the university's helpful senior administration and the faculty's hardworking administrative staff who volunteered their time in planning and working at the conference. Fraud occurred in a registration refund request which forced us to refund the payment twice. Future conveners must insist the all registration and payments to the conference organizers be made by credit card to which then a refund can be applied if needed.*

**Shirley Van Nuland – Convener of the 2014 World Assembly Oshawa Canada.**

## Example of an Evaluation Form

### Conference Evaluation Form

Please take a moment to provide us with feedback about the conference. Indicate the extent to which you are satisfied with the following aspects of the conference by marking your responses using the scale provided (1 = very dissatisfied to 5 = very satisfied. Please use N/A if not applicable).

Aspects	Scale					
	1	2	3	4	5	N/A
1. Communication / information prior to the conference						
2. Registration and conference fees						
3. Accommodations						
4. Interactions during conference						
5. Conference venue						
6. Conference space and facilities						
7. Length of conference						
8. Conference kit and conference book						
9. Conference theme and sub-theme						
10. Opening and closing ceremonies						
11. Keynotes sessions						
12. Symposium Sessions						
13. Concurrent (i.e., individual) sessions						
14. Refreshment arrangements						
15. Lunches						
16. Welcome Reception (Mon June 16 @ 3:30p.m)						
17. Gala Dinner						
18. Post-conference tour/workshops						
19. Opportunities to network						
20. Conference overall						

## Evaluation Form cont.

Questions:

What did you enjoy the most?

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What could we have done better?

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Any suggestions or additional comments regarding this conference?

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Thank you very much for completing this evaluation. Please pass this form to one of the volunteers or leave it at the Registration Desk.

### **Conference Convener's Reflection**

*Overall organizing the conference was a very satisfying experience, once we realised we had actually pulled it off and that based on feedback - our delegates enjoyed their visit to Jamaica. It was very helpful that we received input from previous conference conveners. Their help and guidance was invaluable. They were exceedingly kind and actually came to Jamaica earlier in the year to get a sense of what we were doing. That sort of support gives one the chance to see things from an outsider perspective - this makes you feel so much more confident going into the conference.*

**Carole Gentles Convener of the 2014 World Assembly 2016**

## World Assemblies

#	Year	Location	Theme
0	1953	Oxford*	Parent-Teacher Co-operation (ICET was founded during the WCOPT)
1	1954	Oslo*	Education for Teaching
2	1955	Istanbul*	Status of the Teaching Profession
3	1956	Manila*	The Teacher and the Well-being of Society
4	1957	Franfurt*	Teacher Shortage
5	1958	Rome*	Public Support for Education
6	1959	Washington*	Mutual Appreciation of Eastern and Western Cultural values
7	1960	Amsterdam*	Child Health and the School
8	1961	New Dehli*	Education for Responsibility
9	1962	Stockholm*	Education in a Technical Age
10	1963	Rio de Janiero*	Conditions of Work for Quality Teaching
11	1964	Paris*	Increasing International Understanding Through Teaching About the United Nations
12	1965	Addis Ababa*	Equal Opportunity Through Education
13	1966	Seoul*	Teachers Organizations in Educational Planning
14	1967	Vancouver*	Professional Responsibilities of Teacher Organizations
15	1968	Dublin*	Education and Human Rights
16	1969	Abidjan	International Priorities for Teacher Education
17	1970	Sydney	Teacher Education: The Challenge of the Seventies. International Perspectives on Theory and Practice.
18	1971	Kingston	Crisis and Change in Teacher Education. International Perspectives on Theory and Practice.
19	1972	London	Innovation Now! International Perspectives On Innovation In Teacher Education.
20	1973	Nairobi	National And Community Needs:The Challenge For Teacher Education
21	1974	Singapore	International Perspectives of Teacher education: Innovations and Trends
22	1975	West Berlin	International Perspectives of Teacher Education: Innovations and Trends
23	1976	Washington	International perspectives of teacher education: Innovations and Trends
24	1977	Lagos	Education for Development: International Perspectives on Expanding the Role of Teacher Education

25	1978	Rio de Janeiro	The Quest for Excellence in Teacher Education
26	1979	Seoul	Teacher Education and National Development. International Perspectives on the Role of Teacher Education in Nation Building
27	1980	Mar del Plata	The Democratization of Education. International Perspectives on the Preparation of Educational Personnel
28	1981	Cairo	Basic Education for the Real World. International Perspectives on Human Resource Development
29	1982	Rome	Preparing For The Profession Of Teaching : International Perspectives On The Preparation Of Educational Personnel
30	1983	Washington	The Redesign of Teacher Education for the Twenty-First Century
31	1984	Bangkok	Innovations in Teacher Education : The Pursuit of Excellence
32	1985	Vancouver	Education in the Information Age: The Impact on Teacher Education and Teaching
33	1986	Kingston	Cultural diversity and global interdependence: imperatives for teacher education
34	1987	Eindhoven	Teacher education and the world of work: new economic, social and professional imperatives for the 21st Century
35	1988	Sydney	Progress and Promise in Teacher Education
36	1989	Cairo	Improving the Quality of Teacher Education: An International Perspective (Moved from Beijing due to political unrest)
37	1990	Singapore	Improving the Quality of the Teaching Profession
38	1991	Lagos	Education For All: The Challenge of Teacher Education
39	1992	Paris	Teacher education in an era of global change
40	1993	Rio de Janeiro	Preparing Teachers to Preserve Life and Overcome Poverty
41	1994	Istanbul	Teacher's Role as a Guide for Learning to Learn
42	1995	Bandar Seri Begawan	Teaching tolerance for all: education strategies to promote global peace
43	1996	Amman	Teacher Education and School Reform
44	1997	Muscat	Promoting quality teacher education for an interconnected world
	1998	No Assembly	
	1999	No Assembly	
45	2000	Windhoek	Teacher Education In The New Millennium: The Quest For Excellence
46	2001	Santiago	Teacher Education And The Challenge Of Change
47	2002	Amsterdam	Teacher Education And The Achievement Agenda
48	2003	Melbourne	Teachers As Leaders: Teacher Education For A Global Profession

49	2004	Hong Kong	Teachers As Learners: Building Communities For Professional Development
50	2005	Pretoria	Teachers As Change Agents: Identity, Autonomy & Accountability
51	2006	Fortaleza	Local And Global Perspectives On Change In Teacher Education
52	2007	San Diego	Borders, Boundaries, Barriers & Frontiers: Promoting Quality In Teacher Education
53	2008	Braga	Learning, Leading And Linking: The Impact Of Policy And Research Upon Practice
54	2009	Muscat	Maintaining Strategic Agility: Managing Change And Assuring Quality In Education For Teaching
	2010	No Assembly	
55	2011	Glasgow	Teachers and Teacher Education: Towards excellence in curriculum, pedagogy and leadership
56	2012	Cape Coast	Innovations and Trends in Education
57	2013	Bangkok	Changing Global Perspective on the Role of Teacher and Teacher Education
58	2014	Oshawa	Moving Forward in Curriculum, Pedagogy and Leadership
59	2015	Naruto	Challenging disparities In Education
60	2016	Kingston	Teachers for a Better World: Creating Conditions for Quality Education - Pedagogy, Policy and Professionalism
61	2017	Brno	Re-thinking Teacher Professional Education: Using Research Findings for Better Learning

## Final Reflections

*My positive experiences from being a conference convenor were many and they center mainly on the people involved who generously gave of their time, expertise, and kindness to ensure success. The volunteers were there from a half day to the full time of the conference and gave unstintingly. These undergraduate and graduate students worked with a manager who was hired for the month preceding the conference to look after the details such as technical support in the presentation rooms, hosting the keynote speakers, looking after the registration table, preparing conference bags, loading the notebooks with presentations, etc. The unsung heroes of the conference were those folks in the print shop who would somehow manage to get extra printing done at 7 in the morning, the financial wizards who knew what reports I needed and completed them for me without any complaint, the communications experts who would just say, "Leave this with me", the photographer who would just show up, those external to the university who planned and advised and the list continues. My advice would be to work with a nucleus who you trust implicitly and explicitly. These are the ones who will follow through on what they say they will do. To me, these few are invaluable.*

**Shirley Van Nuland – Convener of the 2014 World Assembly Oshawa Canada.**

*Ensure you have strong administrative support. An efficient secretariat is key - without this you will be a wreck. Also you have to be willing to delegate responsibilities - but make sure those helping you are people whose support and commitment you trust. It is also nerve wracking worrying about the safety of your delegates - particularly so when you are hosting in a developing country. Plan to be less productive career - wise for the year you are organizing the conference - it takes a lot of time and mental energy so it may not be the year to plan to produce your own academic papers.*

**Carole Gentles Convener of the 2016 World Assembly 2016**

*One tip...pay attention to the small things... they are really important. People may not remember the names of all your keynote speakers, but they will remember if the food was not very good, or if there was not enough and if their bed was uncomfortable. So think about the things that have annoyed you at previous conferences...and make sure they don't happen at yours!*

**Tony Townsend – Convener of the 2011 World Assembly Glasgow, Scotland**