Guidelines for Host
EUA-CDE Annual Meeting

The EUA-CDE Annual Meeting is the largest and most comprehensive gathering of professionals and experts working on doctoral education and research training. It is an opportunity to build new partnerships and exchange practices and interact with European and national policy makers, funding organisations, quality assurance agencies, global partners and other relevant stakeholders.

- Period: mid June
- Event days: Thursday and Friday, with pre-meeting workshop and reception on Wednesday afternoon
- Expected attendance: 200-250

Requirements

Host must be an EUA-CDE member located in the EHEA and able to offer:

- Easily accessible location from across Europe (international airport hub)
- 1 plenary room with a capacity of 250-300 persons
- 4-5 breakout rooms, each with a capacity of 60-70 persons, close to the plenary room
- All rooms equipped with audio-visual equipment, and sound system/microphones if needed
- 1 meeting room to accommodate the Steering Committee and secretariat (20 persons)
- Registration desk and cloakroom in the entrance area of the venue
- Catering area with a capacity of 250 persons for coffee breaks, lunches and reception
- Support staff for the preparation and the duration of the event
- Technical support during the event
- Student helpers during the event
- A venue for the networking dinner that can accommodate 250 persons, preferably close to the event venue
- Local transport, if necessary
- Hotels, preferably within walking distance of the event venue
- Stable Wi-Fi network, capable of handling 250+ simultaneous logins
- Facilities for streaming and video recording

Division of responsibilities

EUA-CDE:

- Deciding on the programme, including theme, keynote speakers and parallel sessions
- Liaising with/briefing of speakers and chairpersons
- Managing key players (collection of presentations, bios, photos, accommodation requirements)
- Preparing and sending the call for presentations/papers, reviewing submissions, sending notifications
- Setting up and managing the event website
- Managing the entire registration process:
    - Setting up and managing the registration tool
    - Sending invitations and reminders to register
    - Processing received registrations (checking membership status, sending confirmations)
    - Dealing with email requests from participants
    - Collecting participant registration fees via bank transfer and online credit card provider (in EUR) and sending out payment related messages

- Managing the marketing, PR and international press relations
- Preparing the event materials:
    - List of participants (ready-to-print PDF)
    - Programme booklet (ready-to-print PDF)
    - Name plates for speakers (ready-to-print Word)
    - Name badges for participants (Excel list)

Host:

- Providing the necessary function areas, session/meeting rooms and AV equipment (host in-kind contribution)
- Providing support staff for the preparation & duration of the event (host in-kind contribution)
- Providing technical support staff during the event
- Providing student helpers during the event
- Providing photographer during the event (optional)
- Providing contents for website (related to local issues)
- Block booking and negotiation of preferred rates at local hotels for participants (booking will be done directly by the participants)
- Block booking of hotel rooms for key players (rooming list will be managed by EUA-CDE)
- Printing of event materials:
    - List of participants
    - Programme booklet
    - Name plates for speakers
    - Name badges for participants
    - Notepads and pens (if applicable)
    - Directional signage
- Preparing participant bags (supplied by EUA-CDE)
- Organising event catering (coffee breaks & lunches, water for speakers)
- Organising reception and networking dinner
- Managing the local/national press relations

Financial management

The following costs will be covered by EUA-CDE:

- Technical support (if not offered as host in-kind contribution)
- Student helpers
- Photographer
- Event materials (list of participants, programme booklet, name plates, badges, signage)
- Catering (coffee breaks, lunches, reception, networking dinner, water for speakers)
- Travel and accommodation of key players (Steering Committee, speakers, EUA staff)

The host will not charge EUA-CDE for the staff time necessary to ensure the effective overall functioning of the event. In return for providing the necessary function areas and session rooms in kind, appropriate visibility of the host will be assured. The host logo and name will be prominently displayed on the event materials. Host publications can also be included in the participant bags and displayed during the event.

The host may turn to sponsors to cover some of the costs. Potential sponsors will need to be approved by EUA-CDE. The host will be offered 7 fee-waivers for the event.

EUA-CDE and the host will sign a Partnership Agreement, outlining the respective responsibilities and including an estimated budget, agreed by both parties.

Application

A completed bid template (see separate file), together with an official endorsement by the Executive Head of the institution, should be sent by email to **events@eua-cde.org.**

Additional information may be requested during the application processing phase.

The deadline for submission of full bids for the 2020 EUA-CDE Annual Meeting is 3 December 2018. The final selection will be made in January 2019. Following the selection, EUA-CDE staff will make a site visit to the proposed location.