

Guidelines for Host 2020 EUA Annual Conference and General Assembly

EUA Annual Conferences are a unique platform for discussion, and an unrivalled opportunity for university leaders to network with peers from Europe. Through these events, university leaders can contribute to shaping policy at European level and gain valuable information on the latest trends and developments. The annual General Assembly of all EUA members is also an integral part of the Annual Conference.

- Period: early to mid April
- Event days: Thursday and Friday, with statutory and pre-conference meetings on Wednesday
- Expected attendance: 400-450

Requirements

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

- Easily accessible location from across Europe (international airport hub)
- For the statutory and pre-conference meetings on Wednesday:
 - 1 room for the Board Meeting in the morning (15 persons)
 - 1 room for the Secretaries General Meeting in the morning (40 persons, square) + 2 breakout rooms (15 persons)
 - 1 room for the Council meeting in the afternoon (70-80 persons, Ushape or square)
 - 1 room for the Leadership Roundtable in the afternoon after the Council meeting (150 persons, theatre) + 3 breakout rooms (40-50 persons, square)
 - Catering area (100-150 persons) for lunch, coffee breaks and reception
 - All rooms equipped with audio-visual equipment (and sound system / microphones if needed)
- For the conference sessions, including EUA General Assembly (Thursday + Friday):
 - 1 plenary room with a capacity of 450-500 persons
 - 3-4 breakout rooms, each with a capacity of 120-160 persons, close to the plenary room
 - All rooms equipped with audio-visual equipment, and sound system/microphones if needed
- 1 room to accommodate ad hoc meetings and EUA secretariat (15 persons)
- Registration desk and cloakroom in the entrance area of the venue
- Catering area with a capacity of 450 persons for coffee breaks and lunches
- Exhibition area that can accommodate 5-10 sponsor stands of 6sqm (optional)
- Support staff for the preparation and the duration of the conference
- Technical support during the conference
- Student helpers during the conference
- A venue for the networking reception and dinner that can accommodate 400-450 persons, preferably close to the conference venue
- Local transport, if necessary
- Hotels, preferably within walking distance of the conference venue
- Stable Wi-Fi network, capable of handling 450+ simultaneous logins
- Facilities for streaming and video recording
- Capacity to handle online registration payments

Division of responsibilities

EUA:

- 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 registration process:
 - Setting up and managing the registration tool (Aventri)
 - Sending invitations and reminders to register
 - Processing received registrations (checking membership status, sending confirmations)
 - Dealing with email requests from participants
- Managing the marketing, PR and international press relations
- Preparing conference 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
- Providing support staff for the preparation & duration of the conference
- Providing technical support staff during the conference
- Providing student helpers during the conference
- Providing photographer during the conference (optional)
- Dealing with the financial side of the registration process:
 - Collecting participant registration fees in EUR via bank transfer and online credit card provider
 - Recording of payments in the EUA registration tool
 - Sending payment receipts/payment reminders via the EUA registration tool
 - Sending out debit notes/invoices on request
- Managing all VAT-related issues
- Providing contents related to local issues for website
- 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)
- Printing of conference materials:
 - List of participants
 - Programme booklet
 - Name plates for speakers
 - Name badges for participants
 - Notepads and pens (if applicable)
 - Directional signage
- Providing and preparing participant bags
- Organising conference catering (coffee breaks & lunches, water for speakers)
- Organising networking reception and dinner
- Managing the local/national press relations

Financial management

The following costs will need to be covered by the host out of the revenue from registration fees and possible support from local authorities/other sponsors (potential sponsors will need to be approved by EUA):

- Session room rental including audio-visual equipment (if not offered as host in-kind contribution)
- Technical support (if not offered as host in-kind contribution)
- Student helpers
- Photographer
- Conference materials (bags, list of participants, programme booklet, name plates, badges, signage)
- Catering (coffee breaks, lunches, reception, dinner, water for speakers)
- Travel and accommodation of key players (EUA Board members, plenary speakers, EUA staff)

EUA and the host will not charge their respective staff time that is necessary to carry out their responsibilities as indicated above. EUA 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 using the official template*, together with an official endorsement by the Executive Head of the institution, should be sent by email to **events@eua.eu**.

Additional information may be requested during the application processing phase. The final selection will be made in **January 2019**. Following the selection, EUA staff will make a site visit to the proposed location.

The deadline for submission of full bids is 7 November 2018.

**please contact events@eua.eu for the template to be used*