

Call for Host 2024-2025

2024 and 2025 European Quality Assurance Forum

Deadline for applications: 27 January 2023

Since 2006, the European Quality Assurance Forum (EQAF), organised by [EUA](#), [ENQA](#), [EURASHE](#) and [ESU](#), has become **the premier event for quality assurance in Europe** with participants from across Europe and beyond. As the largest annual gathering of the European higher education quality assurance community, EQAF provides a platform for discussion, professional development and exchange of experiences among the main stakeholders in this field, including representatives from higher education institutions and quality assurance agencies, students, researchers and policy makers.

We are looking for EUA member universities to help us continue to make EQAF a memorable experience for a large number of stakeholders, while gaining visibility for their own institution. **Joint bids between universities and members of the other organising associations are strongly encouraged.**

- Period: mid to late November
- Event days: from Thursday afternoon to Saturday noon
- Expected attendance: 450-500
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EUA commits to organising sustainable events and will work together with the selected host to this purpose.

Criteria

Host must be an EUA member located in the European Higher Education Area (EHEA) and able to offer:

- Easily accessible location from across Europe (international air and train travel hub)
- 1 plenary room with a capacity of 500-550 persons
- 3 parallel plenary rooms with a capacity of 150-200 people each, close to the plenary room

- 10 breakout rooms with a capacity of 40-80 persons each, close to the plenary room
- 1 meeting room to accommodate the Programme Committee and EUA secretariat (15 persons)
- All rooms equipped with audio-visual equipment, and sound system/microphones if needed
- Registration desk and cloakroom in the entrance area of the venue
- Catering area with a capacity of 500 persons for the networking reception, coffee breaks and lunches
- Support staff for the preparation and the duration of the Forum
- Technical support during the Forum:
 - Facilities for streaming
 - Video recording
 - Online speakers
 - Hybrid event (online and onsite participants)
- Student helpers during the Forum
- A venue for the optional Forum dinner that can accommodate 250 persons, preferably close to the Forum venue
- Hotels, preferably within walking distance of the Forum venue
- Stable Wi-Fi network, capable of handling 500 simultaneous logins
- Capacity to handle online registration payments

EUA responsibilities

- Deciding on the programme, including theme, keynote speakers and parallel/breakout sessions
- Liaising with/briefing of speakers and chairpersons
- Managing key players (collection of presentations, bios, photos, accommodation requirements)
- Managing and sending the call for papers/workshops, reviewing submissions, sending notifications
- Setting up and managing the event website
- Managing the registration process:
 - Setting up and managing the registration tool (Cvent)
 - 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
- Setting up and managing the event app

- Preparing conference materials:
 - Programme brochure (ready-to-print PDF)
 - Name badges for participants (Excel list)

Host responsibilities

- Providing the necessary function areas, session/meeting rooms and AV equipment
- Providing support staff for the preparation & duration of the Forum
- Providing technical support staff during the Forum
- Providing student helpers during the Forum
- Providing photographer during the Forum (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 and event app
- 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:
 - Programme (100 copies max)
 - Name badges for participants
 - Directional signage
- Organising conference catering (networking reception, coffee breaks & lunches, water for speakers/participants)
- Organising optional Forum 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):

- EUA and host support staff
- 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
- Forum materials (programme, badges, signage)
- Catering (coffee breaks, lunches, networking reception, Forum dinner, water for speakers)
- Travel and accommodation of key players (Programme Committee, speakers, EUA staff)

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

Applications

Applications should be sent by email to eqaf@eua.eu by **27 January 2023**, including

- A cover letter explaining the advantages of the location
- An official endorsement by the executive head of the institution (rector, president, vice-chancellor)
- The [official bid template](#) filled-in and including
 - A detailed description of the proposed venues, session rooms and function areas as stipulated in the criteria
 - Breakdown of costs for rooms and equipment (if not offered as host in-kind contribution)
 - Breakdown of costs for coffee breaks, lunches and dinner based on 450 participants
 - Proposal of dates in **November 2024 and/or 2025** (*Thursday to Saturday*)
 - Details of any potential sponsors or other funding sources
 - Contact details of liaison person

Additional information may be requested during the application processing phase. The final selection will be made in **February 2023**. Following the selection, EUA staff will make a site visit to the proposed location.