



European Quality Assurance Forum

Call for Hosts 2019 and 2020

Since 2006, the European Quality Assurance Forum (EQAF), organised by EUA, ENQA, EURASHE and ESU, has become **the premier event for quality assurance (QA) in Europe** with each year more than 400 participants from across Europe and beyond. As the largest annual gathering of the European higher education QA 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 QA agencies, students, researchers and policy makers.

Following more than a decade of successful EQAFs, **the organisers are looking for universities to host EQAF in November 2019 and 2020 (the 14th and 15th editions of the Forum)**. We would like to offer EUA member universities the opportunity to help us continue to make EQAF a memorable experience for a large number of stakeholders, while gaining visibility for your own institution. **Joint bids between universities and members of the other organising associations are strongly encouraged**. The organisers would also like to encourage applications from countries where EQAF has not previously been held.

The Call for Hosts is open to EUA member universities who are able to offer:

- An easily accessible location from across Europe (international airport hub)
- 1 plenary room that can comfortably accommodate at least 450 people, with AV equipment
- 3 parallel plenary rooms for at least 150 people each, with AV equipment, close to the plenary room
- 10 breakout rooms for 40-80 people each, with a computer and projector, close to the plenary room
- Catering area for at least 450 people for coffee and lunch breaks
- Technical support
- Support staff for the preparation of EQAF
- Capacity to handle online registration payments

EQAF is a full-costing event, which means that **all costs related to the organisation are fully covered by the revenue it raises**. In order to do so, the organisers and hosts will rely on two types of funding: revenue from registration fees and support from local authorities/other sponsors. It should be noted that the EQAF organisers are not-for-profit organisations, which means that the financial management will be entirely planned to enable costs to be covered at a minimal risk level with no intention of making a profit on the event.

To receive further details on the conditions of hosting EQAF and the process for submitting a full bid, please contact the EQAF team at:

QAForum@eua.be
Tel: +32 2 230 55 44

Full bids to host a future EQAF should be submitted by 30 April 2018