Guidelines for Host
2021 and 2022 European Quality Assurance Forum

Since 2006, the European Quality Assurance Forum (EQAF), organised by <u>EUA</u>, <u>ENQA</u>, <u>EURASHE</u> and <u>ESU</u>, 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

EUA commits to organising sustainable events and will work together with the selected host to this purpose.

Requirements

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 airport 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
- 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
- Facilities for streaming and video recording (optional)
- Capacity to handle online registration payments

Division of responsibilities

EUA:

- 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)
- Preparing 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 (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 Forum materials:
    - List of participants (ready-to-print PDF)
    - Programme brochure (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 Forum
- Providing technical support staff during the Forum
- Providing student helpers during the Forum
- Providing photographer during the Forum (optional)
- Dealing with the registration fees:
    - 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 for website (local information)
- 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 Forum materials:
    - List of participants
    - Programme brochure
    - Name plates for speakers
    - Name badges for participants
    - Directional signage
- Providing and preparing participant bags
- Organising Forum catering (networking reception, coffee breaks & lunches, water for speakers/participants)
- Organising optional Forum dinner
- Managing the local/national press relations

Financial management

The organisational costs listed below need to be covered by the host out of the revenue from registration fees and any additional support (financial or in-kind) from local authorities/other sponsors *:

- 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 (bags, list of participants, programme brochure, name plates, 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 agree upon and sign a Partnership Agreement, outlining the respective responsibilities and including an estimated budget.

*potential sponsors will need to be approved by EUA

Application

The deadline for submission of bids for the 2021 and/or 2022 European Quality Assurance Forum is 17 January 2020.

A formal bid using the official template*, together with a letter of endorsement by the executive head of the institution, should be sent by email to **eqaf@eua.eu.**

Additional information may be requested during the application processing phase. The final selection will be made in **March 2020**. Following the selection, EUA staff will make a site visit to the proposed location.

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

Call for Host for other EUA events

EUA is also looking for member universities to host the 2021 and 2022 editions of the **European Learning & Teaching Forum** and the **EUA Annual Conference and General Assembly** (deadline for submission: 29 November 2019). The corresponding guidelines can be found on www.eua.eu or you can contact events@eua.eu for more information.

For any additional questions you may have about the guidelines for the European Quality Assurance Forum, please contact Anna Gover or Sabien De Hanscutter at eqaf@eua.eu