# Call for Host 2023

The EUA Funding Forum is a biennial European event for university leaders and managers, policy-makers, as well as researchers, to share, learn, grow and improve in strategic governance and funding matters.

Notably, the Funding Forum seeks to:

- look to the future of European funding for universities and their challenges;
- explore new ideas to bring money into higher education;
- help university leaders design adequate strategies in response to funding changes;
- discuss both funder and student perspectives on sustainable funding.

EUA is currently looking for member universities to host the **2023 EUA Funding Forum** in **October 2023**.

## Criteria

The Call for Host 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 accommodate 300 persons
- 5-6 breakout rooms, each with a capacity of 60-80 persons, close to the plenary room
- All rooms equipped with audio-visual equipment (and sound system/microphones if needed)
- The plenary room should have the audio-visual equipment needed for a potential hybrid event/sessions (with speakers joining online, being able to interact with the audience, the chair and the speakers).
- 1 room for the Steering Committee meeting (15 persons)
- Catering area for 300 persons for coffee breaks and lunches
- Exhibition area that can accommodate 5-10 sponsor stands of 6sqm
- Open space such as a student foyer or lobby to host networking session, this area should be close to the catering area or plenary room.
- Technical support for the duration of the meeting
- Capacity to handle online registration payments
- Stable Wi-Fi network, capable of handling 300 simultaneous logins
- An office for the EUA secretariat with a PC and printer
- A registration desk in the entrance area of the venue
- Support staff for the preparation and the duration of the Forum
- Student helpers (about 1 student per 40 participants)

- A venue for the key player reception that can accommodate 50 persons, preferably at or close to the event venue
- A venue for the Forum dinner that can accommodate 200 to 300 persons, preferably close to the event venue
- Local transport, if necessary
- Hotels, preferably within walking distance of the Forum venue
- Facilities for streaming and video recording (preferred)

## Host responsibilities

In coordination with EUA, the local host will be responsible for the following:

- The host actively promotes the event to enhance national participation as well as interest from local/national media. The host leadership commits to taking part in the event programme as appropriate and promotes the event to local/national policymakers
- Block booking and negotiation of preferred rates at local hotels close to the Forum venue (2-4 star hotels). Detailed information about the hotels and access information is appreciated. Hotel booking will be done directly by the Forum participants.
- Printing of Forum materials (badges, programme booklet, list of participants, name plates, signage)
- Organisation of catering (coffee breaks, lunches, reception, dinner)
- Hiring of student helpers
- Hiring of a photographer
- Organisation of a social programme (optional)

## Financial management

The host is responsible for the collection of participant registration fees, the level of which will be determined between EUA and the host. The host is in charge of managing all VAT-related issues. The following costs will be paid by the host out of the revenue from registration fees and possible support from local authorities/other sponsors*:

- Session room rental including audio-visual equipment (if not offered as host in-kind contribution)
- Technical support
- Forum materials (badges, programme booklet -if any -, signage)
- Catering (coffee breaks, lunches, reception, dinner)
- Forum support staff
- Travel and accommodation of key players, including EUA staff

EUA and the host will sign a Partnership Agreement to specify their respective responsibilities.

*potential sponsors will need to be approved by EUA

# Applications

Applications should be sent by email to Funding@eua.eu by 30 October 2022, 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 250 participants
    - Proposal of dates in October 2023 *(please note there is a preference for having the event on a Thursday and Friday, with a Welcome reception on Wednesday evening)*
    - Details of any potential sponsors or other funding sources
    - Contact details of liaison person

Applications to host the Forum in a hotel or in a conference centre will not be considered. EUA takes into account geographic balance in deciding upon the location of its conferences, as well as ease of access.

Additional information may be requested during the application processing phase. The final selection will be made in November 2022. Following the selection, EUA staff will make a site visit to the proposed location.