EUROPEAN UNIVERSITY ASSOCIATION | EVENT

Call for host

2028 European Quality Assurance Forum

Deadline for applications: 31 January 2027

Since its first edition in 2006, the European Quality Assurance Forum (EQAF), organised by the European University Association (EUA), the European Association for Quality Assurance in Higher Education (ENQA), the European Association for the Applied Sciences in Higher Education (EURASHE) and the European Students' Union (ESU), has become **the premier event for the quality assurance of higher education in Europe** with participants from across Europe and beyond.

As the largest annual gathering of the European quality assurance community, EQAF provides a platform for discussion, professional development and exchange of experiences among the main stakeholders in this field, including representatives of higher education institutions and quality assurance agencies, as well as students, researchers and policy makers.

We are looking for EUA member universities to help us to make EQAF 2028 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 Wednesday afternoon to Friday noon
- Expected attendance: 450-500

EUA commits to organising sustainable events and will work together with the selected host of EQAF 2028 to put relevant measures in place.

Criteria

The host must be an EUA member, i.e. located in the European Higher Education Area (EHEA), and able to offer:

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- An easily accessible location from across Europe (by international air and train travel).
- 1 plenary room with capacity for 500-550 persons.
- 3 parallel session rooms with capacity for 150-200 people each, close to the plenary room.
- 10 breakout rooms with capacity for 40-80 persons each, close to the plenary room (some rooms must have moveable tables and chairs).
- Exhibition area for posters (to be confirmed if required).
- 1 meeting room to accommodate the Programme Committee (15 persons) and 1 room to accommodate the EUA secretariat.
- 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 for 500 persons for the networking reception, coffee breaks and lunches (with some seating available).
- Support staff for the preparation of the Forum, as well as during the event.
- Technical support during the Forum:
  - Facilities for streaming;
  - Video recording;
  - Online speakers;
  - Hybrid event (for online and on-site participants, if necessary).
- 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 collect registration fees through online payments (compatible payment gateways will be communicated by EUA) and through bank transfer. **The host is responsible for collecting registration fees. Therefore applicants must ensure, before submitting their bid, that they are capable of doing so.**

EUA's responsibilities

- Deciding on the programme, including the conference 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 webpage.
- 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 marketing, PR and international press relations.
- Setting up and managing the event app.
- Preparing conference materials:
    - Name badges for participants (Excel list)
    - Programme

The host university's responsibilities

- Providing the necessary function areas, session/meeting rooms and AV equipment.
- Providing support staff for the preparation of the Forum, as well as during the event.
- Providing technical support staff during the Forum.
- Providing student helpers during the Forum.
- Providing a photographer during the Forum (optional).
- Dealing with the financial side of the registration process:
    - Collecting participant registration fees in Euro 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 local information for the event webpage and app.
- Block booking and negotiation of preferential 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 (badges, signage – including a printed programme for the entrance in a format no smaller than A1 size.
- Organising conference catering (networking reception, coffee breaks & lunches, water for speakers/participants).
- Organising the Forum dinner.
- Managing 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 selected 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 **31 January 2027**, 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 completed **official bid template** (found under the downloads section), 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 2028** *(Wednesday to Friday)*;
    - 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 2027**. Following the selection, EUA staff will make a site visit to the proposed location.