**Bid template**

**2026/2027 EUA-CDE Thematic Workshop**

Please complete all sections below and return this form, together with an official endorsement by the executive head of the institution, by email to [**events@eua-cde.org**](mailto:events@eua-cde.org)**.**

**The deadline for submission of full bids is 31 December 2024.**

**Venue**

**Accessibility**

*Describe where the institution is located in the city and how it can be accessed by public transportation from an international airport, including average travel time.*

Click or tap here to enter text.

**Hotels**

*Provide a list of hotels, including location/distance from the venue and estimated rates per night including breakfast.*

Click or tap here to enter text.

**Session and meeting rooms**

*Describe the proposed rooms:*

* *capacity in theatre / classroom / square layout where applicable*
* *location (floor and building)*
* *fixed or movable furniture*
* *standard available equipment (PC, screen, projector, microphones)*

*Add floor plans and/or pictures if available.*

**Plenary room**

Click or tap here to enter text.

**Breakout rooms (4-5)**

Click or tap here to enter text.

**Steering Committee meeting room (can accommodate approx.. 20 persons)**

Click or tap here to enter text.

**Room for secretariat (small)**

Click or tap here to enter text.

**Function areas**

*Describe the proposed function areas:*

* *size in sqm*
* *capacity in standing/seated arrangement*
* *location (floor and building)*
* *available furniture*

*Add floor plans and/or pictures if available.*

**Registration desk**

Click or tap here to enter text.

**Cloakroom**

Click or tap here to enter text.

**Catering area**

Click or tap here to enter text.

**Workshop dinner venue**

Click or tap here to enter text.

**Facilities**

**Wi-Fi network**

*Describe the Wi-Fi facilities, including capacity of the network, use of general or personalised login/password.*

Click or tap here to enter text.

**Streaming and video recording**

*Describe the available equipment and whether an external provider is needed or not.*

Click or tap here to enter text.

**Hybrid event solution (equipment)**

*Describe the type of online event you would be able to host (remote speaker, interaction with onsite/online audience) etc. EUA uses Cvent for its registration and event app. It can also be used to host hybrid events depending on your equipment and your tools.*

Click or tap here to enter text.

**Breakdown of costs**

**Catering**

*Provide estimated unit costs for the items below*

**Coffee break***(coffee, tea, juice, water, biscuits/fruit)*

Click or tap here to enter text.

**Lunch** *(buffet with hot and cold fingerfood, salads, soft drinks, water, coffee/tea)*

Click or tap here to enter text.

**Dinner** *(welcome drink, 3-course seated or buffet dinner, wine, water, coffee/tea)*

Click or tap here to enter text.

**Event materials**

*Provide estimated unit costs for the items below*

**Badges & lanyards***(including badge holders if name tags are not laminated)*

Click or tap here to enter text.

**Printed programme** *(1 page double sided, colour print, A4)*

Click or tap here to enter text.

**Staff**

**Support staff**

*Confirm availability for the preparation and duration of the event*

Click or tap here to enter text.

**Technical support**

*Confirm availability for the duration of the event + cost if applicable*

Click or tap here to enter text.

**Student helpers**

*Confirm availability for the duration of the event + cost if applicable*

Click or tap here to enter text.

**Miscellaneous**

**Proposal of dates**

*Indicate in which year you would like to host the event and which dates would be most suitable in mid January (Thursday and Friday)*

Click or tap here to enter text.

**Liaison person**

*Indicate full contact details of the person for any further communications about this bid.*

Click or tap here to enter text.

**Sustainability**

**EUA-CDE is committed to holding sustainable events, through actions such as printing less, ordering 50% of vegetarian catering and using drinking fountains if available.**

*(Optional) Feel free to include information on sustainability practices at your university, either below or as an attachment*

Click or tap here to enter text.