



Call for Host 2019

Deadline for applications: 15 December 2017

The **European Learning & Teaching Forum** is an EUA event that provides an opportunity for institutional representatives to meet and discuss developments in learning and teaching at European universities. The topics span from good practice in teaching enhancement and institutional strategies through to national and European policies. The Forum is in particular aimed at institutional leadership and management with responsibility for learning and teaching, directors of learning centres and learning labs, and academic staff and researchers, but also welcomes policy makers and other interested stakeholders. The Forum builds on EUA's work with its member universities on this topic. Alongside the bottom-up approach, the Forum makes use of EUA's extensive policy work in European higher education.

EUA is currently looking for member universities to host the **2nd European Learning & Teaching Forum** in **February 2019**.

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 350 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)
- 1 room for the Steering Committee meeting (15 persons)
- Catering area for 350 persons for coffee breaks and lunches
- Exhibition area that can accommodate 5-10 sponsor stands of 6sqm
- Technical support for the duration of the meeting
- Capacity to handle online registration payments
- Stable Wi-Fi network, capable of handling 350 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 300 to 350 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:

- 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)
- Preparation of participant bags
- Organisation of catering (coffee breaks, lunches, reception, dinner)
- Hiring of student helpers
- 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 (bags, badges, programme booklet, list of participants, 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 LTForum@eua.be by **15 December 2017**, including:

- A cover letter explaining the assets of the location
- An official endorsement by the executive head of the institution (rector, president, vice-chancellor)
- 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 300 participants
- Proposal of dates in **mid to late February 2019** (*please note there is a preference for having the event on a Thursday and Friday, with the key player 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 **February 2018**. Following the selection, EUA staff will make a site visit to the proposed location.