

EUA Annual Conference and General Assembly Call for Hosts 2018 and 2019

Deadline for applications: 16 December 2016

EUA Annual Conferences are a unique platform for discussion, and an unrivalled opportunity for university leaders to network with peers from Europe. Through these events, university leaders can contribute to shaping policy at European level, and gain valuable information on the latest trends and developments. The annual General Assembly of all EUA members is also an integral part of the Annual Conference.

EUA is currently looking for member universities to host the Annual Conference and General Assembly in **2018** and **2019**.

Criteria

The Call for Hosts is open to **EUA member universities** who are able to offer:

- An easily accessible location from across Europe (international airport hub)
- For the statutory meetings:
 - 1 room for the Board Meeting (15 persons)
 - 1 room for the Secretaries General Meeting (40 persons, square) + 2 breakout rooms (15 persons)
 - 1 room for the Council meeting (70-80 persons, Ushape or square)
 - All rooms equipped with audio-visual equipment (and sound system / microphones if needed)
- For the conference sessions (including General Assembly)
 - 1 plenary room that can accommodate 400 to 450 persons
 - 3-4 breakout rooms that can each accommodate 100-150 participants, close to the plenary room
 - All rooms equipped with audio-visual equipment (and sound system/microphones if needed)
- Catering area for 400 to 450 persons for coffee breaks and lunches
- Exhibition area (e.g. for poster sessions)
- Technical support for the duration of the meeting
- Capacity to handle online registration payments
- Stable Wi-Fi network, capable of handling 400 simultaneous logins
- An office for the EUA secretariat with a copying machine and a printer
- A registration desk in the entrance area of the venue
- Support staff for the preparation and the duration of the conference
- Student helpers (about 1 student per 40 participants)
- A conference dinner venue, preferably close to the conference venue
- Local transport, if necessary
- Hotels, preferably within walking distance of the conference venue
- Facilities for streaming and video recording (optional)

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 conference venue (2-4 star hotels). Detailed information about the hotels and access information is appreciated. Hotel booking will be done directly by the conference participants.
- Printing of conference materials (badges, programme booklet, list of participants, name plates, signage)
- Preparation of conference 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. Below mentioned costs will be paid by the host out of the revenue from registration fees and possible support from local authorities/other sponsors*:

- Conference room rental including audio-visual equipment
- Technical support
- Conference materials (bags, badges, programme booklet, list of participants, signage)
- Catering (coffee breaks, lunches, reception, dinner)
- Conference support staff
- Travel and accommodation of key players, including EUA staff

**potential sponsors will need to be approved by EUA*

Applications

Applications should be sent by email to annual-conference@eua.be by **16 December 2016**, 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 400 participants
- Proposal of dates in late March/early April 2018 and/or 2019 (*please note there is a preference for having the event on a Thursday and Friday, with the statutory meetings on Wednesday*)
- Details of any potential sponsors or other funding sources
- Contact details of liaison person

Applications to host the conference 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.