

## Host the European University Association Annual Conference and General Assembly Spring 2012

**Deadline for applications: 30 September 2010**

*EUA Annual Conferences are a unique platform for discussion, and an unrivalled opportunity for university leaders to network with peers from Europe and other parts of the world. Through these events individual university leaders can contribute to shaping policy at European level, and gain valuable information on the latest trends and developments. EUA takes account of geographic balance in deciding upon the location of its conferences as well as of ease of access. The annual General Assembly of all members is also an integral part of the Annual Conference.*

### **Criteria**

- Applications should be from EUA members only
- An easily accessible location from across Europe (airport hub)
- Institutions should be able to offer:
  - One plenary room that can comfortably accommodate at least 500 persons
  - 18 breakout rooms that can each accommodate 30 participants, and are in close vicinity to the plenary room
  - All rooms equipped with audio-visual equipment (and sound system/microphones if needed)
  - Catering area for 500 persons for coffee breaks and lunches
  - Technical support for the duration of the conference
  - An office for the EUA secretariat office with a copying machine and a printer
  - A registration desk at the entrance venue
  - Support staff for the preparation of the conference and for the duration of the conference
  - Student helpers (about 1 student per 40 participants)
  - Conference dinner, preferably close to the conference venue
  - Local transport, if necessary
  - Hotels, preferably within walking distance of the conference venue.

*Applications to host the conference in a hotel or in a conference centre will not be considered.*

### **Conference host's 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 conference participants
- Printing of conference materials, preparation of conference bags. Materials will be sent approximately one to two weeks before the event
- Printing of nameplates, name badges
- Organising catering and dinners
- Hiring and training conference staff
- Making all practical arrangements at the conference venue
- Optional, organising a social programme

## **Financial criteria**

The host has to cover the following costs:

- Conference room rental
- Technical equipment
- Conference materials
- Coffee breaks
- Conference support

*The host may turn to sponsors to cover additional costs. Please note, however, that sponsors must be pre-approved by EUA.*

## **Applications**

Applications should be sent by email to EUA by **30 September 2010**, and should include:

- A cover letter that explains the assets of the location, signed by the University Rector or President
- A detailed description of conference venue and rooms
- Contact details of liaison person
- Breakdown of costs for rooms and equipment, organisation and coffee breaks
- Quote for lunches and dinner
- Details of any potential sponsors

*EUA will give priority to universities that have not already organised EUA Annual Conferences in the past.*

Please send your application (and any questions) to:

**Reka Sipos**

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