CALL OF INTEREST
to host a European Seminar
on the Three Cycle System
(Information Project on Higher Education Reform)

Introduction

As a result of the successful tender submitted by EUA to the European Commission in August 2005, the Association started to work on a new service project that will be carried out in close cooperation its partners EURASHE, EAIE, ESIB and Tuning.

The **Information Project on Higher Education Reform** aims at supporting European higher education institutions in implementing reforms, through the dissemination of reference material and the training of Bologna Promoters active at national level.

The project includes the organisation of a training seminar for the Bologna Promoters on the three cycle system.

EUA members interested in hosting this event are invited to submit an application following the instructions below. Please note that only institutions from the 25 EU Member States, the EEA countries and the Candidate countries can apply in the frame of this European Commission project.

Theme and date of the seminar

The theme and date for the 2-day seminar are set below. The programme of the seminar will be developed by EUA in agreement with the European Commission.

Seminar		
Theme	**Dates**	**Participants**
Three Cycle System	22-23 June 2006 (2-day seminar)	~ 100-150 Bologna Promoters

Applications

Applications should be sent to EUA **by Wednesday 1 March 2006**. The name and contact details of the responsible person should be sent with the price quote (preferably by e-mail) to:

Sylvie Brochu
Project Manager
E-mail: sylvie.brochu@eua.be
Tel: +32-2 233 54 12
Fax: +32-2 230 57 51

EUA
European University Association

Requirements

Members wishing to make an application are asked to provide EUA with a price quote along the following lines. Please include any other information which may be relevant to support your proposal.

Rooms and equipment

- 1 Plenary room (for 150 persons) equipped with a laptop connected to a data projector and screen, microphones at the top table and a good sound system
- 8 to 10 Work Groups Rooms (for 15-20 persons) all equipped with a laptop connected to a data projector and screen
- 1 separate office for the EUA secretariat with a copying machine and a printer
- 1 registration desk/area at the venue entrance

The budget should include required technical support at the venue to ensure the smooth running of the event. No staff is required for registering the participants.

Catering

- 4 coffee breaks (150 persons)
- 2 buffet lunches (150 persons)
- 1 dinner (150 persons)

The budget should include any staff required to organise catering.

Additional information to be provided for the selection

Staff
Provide the name and profile of a contact person for the logistical organisation of the event throughout the preparation time (4-5 months)

Hotels

Hotels should be close to the venue and include categories ranging from 2 to 4 stars. A block-booking of 150 hotel rooms 4 to 5 months before the event should be possible. Please provide detailed information about the solution you suggest.

Social programme

Besides the meeting itself, an optional social programme will be proposed to the participants. It should include a post-seminar excursion and dinner. Enclose information about the possibilities you recommend in your city/region

International airport

The city airport should have regular and preferably direct connections with the biggest European cities.

Local transport

A shuttle bus should be provided if the hotels are more than 15 minutes walking distance from the Conference venue or if easy trip by public transport is not possible. Please include it in your price quote if it is a solution you recommend.