

## CALL OF INTEREST

To host the Fifth European Quality Assurance Forum, November 2010

**Deadline for applications: 2 October 2009**

### Introduction

Following three successful European Quality Assurance Forums (the Fourth Forum will take place in Copenhagen on 19-21 November 2009), the Forum organisers are looking for an institution to host the fifth European Quality Assurance Forum, which will take place in **November 2010**.

The European Quality Assurance Forum (EQAF), co-organised by EUA, ENQA, EURASHE and ESU, is a European conference on quality assurance in higher education that brings together annually the main stakeholders in the field – universities and other higher education institutions, quality assurance agencies and students. It provides a unique platform for the higher education and QA communities to follow, shape and anticipate developments in the area.

The main objective of EQAF is to bring together the different actors of the European higher education and quality assurance communities on an annual basis for discussion and exchange on current issues in quality assurance in European higher education. The main purposes of this annual event are: to foster a dialogue on quality assurance that bridges national boundaries and leads to a truly European discussion on quality assurance in higher education and to create a common European understanding of quality assurance through a dialogue among different stakeholder groups and across geographical backgrounds.

EUA is currently looking for member institutions willing to host this Forum and would like to encourage institutions to submit a declaration of interest.

Please note that only institutions from the 27 EU Member States, EEA countries and Candidate countries may apply. We expect about 500 participants to attend the event. The deadline for submission of interest is 2 October 2009.

### Applications

Applications should be sent by email to EUA by **2 October 2009**. The applications should include:

- A cover letter that explains the assets of the location
- A detailed description of conference venue and rooms
- An official endorsement by the head or a vice-head of the institution (e.g. Rector/President or Vice-Rector/Vice-President)
- Contact details of liaison person
- Breakdown of costs for room rental and equipment, organisation (including staff costs and costs for student helpers) and coffee breaks
- Offer for lunches and dinner
- Any potential sponsors

Please send your application to:

Thérèse Zhang  
EUA Project Officer  
Email: [therese.zhang@eua.be](mailto:therese.zhang@eua.be)  
Tel: +32 2 230 55 44  
Fax: +32 2 230 57 51

Applications will be assessed and additional information may be requested. The final selection will be made in November 2009. After the selection, EUA staff will make a site visit to the selected location.

## Criteria

Bids will be selected based upon the following criteria:

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

Applications proposing to host the Forum 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 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 name tags;
- Organisation of catering and dinners;
- Hiring and training of conference staff;
- All practical arrangements at the conference venue;
- Optional, a social programme.

## Financial aspects

The Forum organisers have applied for a grant from the European Commission's Lifelong Learning Programme. The budget and details of the financial aspects are partially dependent on the Commission's decision, which is expected in July 2009. Details of the financial aspects will be negotiated with potential host candidates in October 2009.

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