



EUA-CDE Annual Meeting

CALL FOR HOST 2019

Deadline for applications: 28 February 2018

The Annual Meeting of EUA-CDE is the largest and most comprehensive gathering of professionals and experts working on doctoral education and research training. It is an opportunity to build new partnerships and exchange practices and interact with European and national policy makers, funding organisations, quality assurance agencies, global partners and other relevant stakeholders.

EUA-CDE is currently looking for member institutions to host the **12th EUA-CDE Annual Meeting in June 2019**. About 250 participants, coming from more than 100 institutions from 25 countries, are expected to attend the event.

Criteria

The Call for Host is open to **EUA-CDE member institutions** who are able to offer:

- ✓ An easily accessible location from across Europe (international airport)
- ✓ 1 plenary room with a capacity of 300 persons
- ✓ 4-5 breakout rooms, each with a capacity of 60-70 persons, close to the plenary room
- ✓ 1 room for the Steering Committee meeting (20 persons)
- ✓ All rooms equipped with audio-visual equipment (and sound system/microphones if needed)
- ✓ Catering area for 300 persons for coffee breaks and lunches
- ✓ A conference dinner location, preferably close to the event venue
- ✓ Registration desk in the entrance area of the venue
- ✓ Support staff for the preparation and for the duration of the event, including student helpers
- ✓ Technical support for the duration of the event
- ✓ Hotels, preferably within walking distance of the event venue
- ✓ Local transport, if necessary
- ✓ Stable Wi-Fi network, capable of handling 250+ simultaneous logins
- ✓ Facilities for streaming and video recording (optional)

In order to ensure the geographical balance of our events, institutions in regions/countries where EUA-CDE events have been recently held, or where events are planned, are highly unlikely to be chosen as host for 2019.

In case your institution is interested in hosting the EUA-CDE Annual Meeting in 2020 or beyond, you are welcome to send in your application as well.

Host responsibilities

In coordination with EUA-CDE, the host will be responsible for the following:

- ✓ Block booking and negotiation of preferred rates at local hotels close to the event venue (2-4 star hotels). Detailed information about the hotels and access information is appreciated. Participants will be responsible for making their own reservations.
- ✓ Printing of conference materials (badges, programme booklet, list of participants, name plates, signage)
- ✓ Preparation of conference bags
- ✓ Organisation of catering (coffee breaks, lunches, dinner)
- ✓ Hiring of student helpers
- ✓ Organisation of a social programme (optional)

Financial management

- ✓ EUA-CDE will set and collect registration fees to cover the costs of organising the event.
- ✓ EUA-CDE will cover the costs of catering, printing of conference materials and hiring the necessary student helpers to assist during the event.
- ✓ The host will not charge EUA for the staff time necessary to ensure the effective overall functioning of the event.
- ✓ The host is expected to offer the event venue and technical equipment as in-kind contribution. In exchange, appropriate visibility of the host is assured. The host logo, name, photo, etc. will be prominently displayed and promoted on the event materials (event website, invitation letter, etc.). Host publications can also be included in the delegate bags and displayed during the event.
- ✓ The host will be offered 7 fee-waivers for the event.
- ✓ The host may turn to sponsors to cover some of the costs. Potential sponsors will need to be approved by EUA-CDE.
- ✓ EUA and the host will sign a Partnership Agreement to specify the responsibilities of each partner.

Application

The application should be sent by email to events@eua-cde.org by **28 February 2018**, 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 catering based on 250 participants, including unit prices for coffee breaks, lunches and dinner
- ✓ Proposal of dates in **mid June 2019** when the event could take place (*please note there is a preference for having the event from Thursday to Friday*)
- ✓ Contact details of liaison person

Additional information may be requested during the application processing phase.

The final selection will be made in **April 2018**. Following the selection, EUA staff will make a site visit to the proposed location.