



## ARACIS

### Full application form to host INQAAHE Forum 2024

*Form filled in on March 14, 2022*

#### 1. Official Support

##### a. Host Agency

The Romanian Agency for Quality Assurance in Higher Education (ARACIS)

59 Marasti, sector 1, postal code 011464, Bucharest, Romania

Email: [cristina.ghitulica@aracis.ro](mailto:cristina.ghitulica@aracis.ro)

[secretariat@aracis.ro](mailto:secretariat@aracis.ro)

Phone: +4021 206 7602

The Romanian Agency for Quality Assurance in Higher Education (ARACIS) is a full member of INQAAHE.

The same as the preliminary proposal (expression of interest), this full application is endorsed by the ARACIS' President of the Council, who acts as the legal representative of the agency, and developed by the staff of the agency, coordinated by the chief officer. The application was developed in collaboration with University POLITEHNICA of Bucharest.

##### b. Sponsoring Ministry or Agency

ARACIS proposes to organise the INQAAHE Forum 2024 in partnership and at the premises of the University POLITEHNICA of Bucharest (UPB).

For this Forum, the organisers will benefit from the support of the Romanian Ministry of Education which encourages the hosting in Romania of such events that contribute to increasing international visibility of our country and embedding quality culture in higher education in the region. The implication of the ministry will lead to increased visibility of the event at the level of the higher education system, as well as in general, in the society.



## 2. Location and Space

Location: University POLITEHNICA of Bucharest (UPB)

Address: 313 Splaiul Independentei, sector 6, postal code 060042, Bucharest, Romania

The Romanian Agency for Quality Assurance in Higher Education (ARACIS) proposes to organize the INQAAHE FORUM 2024 at the University POLITEHNICA of Bucharest (UPB). UPB was founded in 1818 and is the largest and most prestigious technical university in Romania. At present, UPB conducts educational activities in engineering fields, organized in 15 faculties, for over 95 bachelor programs and 180 master programs. 48 study programs are thought in English, German or French. Well over 30,000 students are studying at all levels, out of each 2200 are doctoral candidates. The academic staff comprises over 1,300 teachers, 25% being full professors. UPB research activities are amongst the top priorities of the university with two of the most important research hubs in the region – The Research Center for Advanced Materials, Products, and Processes - CAMPUS and the Research Center for Intelligent Products, Processes and Services - PRECIS. These buildings offer state of the art facilities, and the labs occupy 50% of the entire surface.

### a. Venue

University POLITEHNICA is located in Bucharest, the capital city of Romania.

Bucharest has good connections with all capitals and important cities all over the world. International flights arrive at Henri Coanda International Airport, the largest airport in Romania, located about 19 km north of Bucharest center.

The list of airlines, directly connected to the Henri Coanda International Airport, is available [here](#). The Airport and City Center is assured by public transport and airport stops [Bucharest Airports - Bucharest Henri Coandă International Airport - Bus](#)

University POLITEHNICA of Bucharest proposes to host the events of the INQAAHE FORUM 2024 in two modern buildings - **UPB AULA** and **Central Library**, located next to each other, in the middle of campus. The UPB campus can be reached from two main avenues, depending on the options of the participants for the hotels. Access to all rooms and facilities of the Aula and Library is done by lift, stairs, or ramp.

The campus provides a large parking suitable for cars and busses that serves both buildings.

Also, hotels are located within walking distance. The other recommended hotels (please see point 3 of the application) are in the range of 4 km of the university – in this case transportation will be provided by UPB by buses/minibuses.



UPB AULA



Central Library



Overview of the two buildings

Figure 1. The main venue for the event

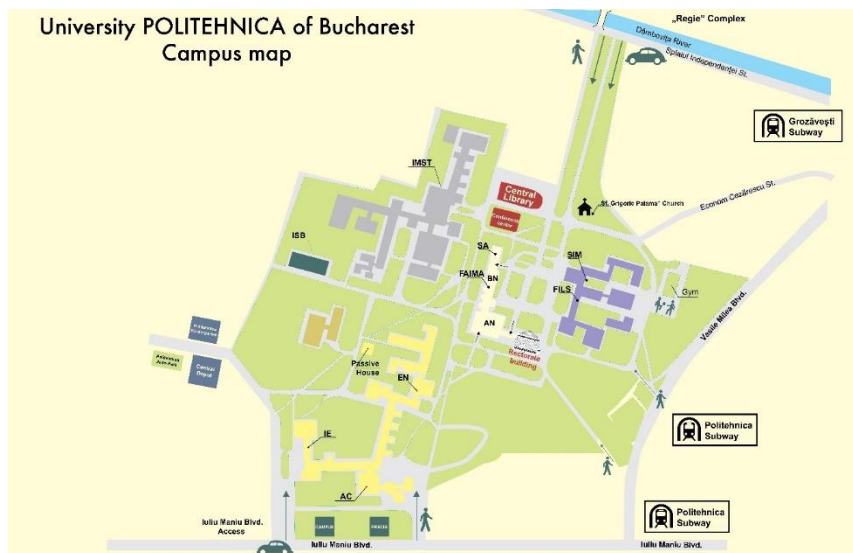


Figure 2. UPB Campus Map

### b. Plenary room

We propose to organize the plenary sessions in the modern university Conference Center - the UPB AULA.

The construction consists of a single volume which comprises basement, ground floor and two upper floors. The main conference hall represents the core of the Aula,

all other spaces being designed around it. The conference room, with a capacity of 1100 seats, is sized and equipped in accordance with modern standards. The participants can enter the room both from the ground and from the upper floors.

The Conference room has a circular shape, with a diameter of 34 m. The seats for the audience are placed on rows in amphitheater shape. Professional event lights in the main hall, as well as natural light along the circular corridors and resting/networking areas is ensured.

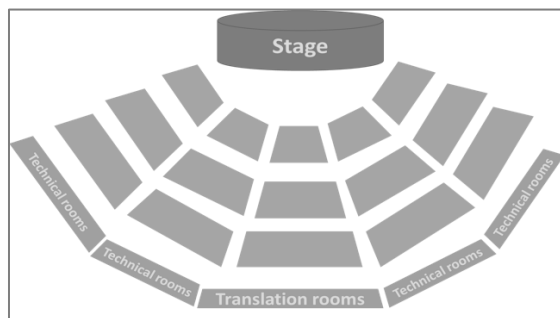
The room is equipped in accordance with current standards, it has an integrated event sound system, professional television cameras, laptops, projection screens, microphones. Six cabins for simultaneous translations are in direct connection with the room, as well as the cabins for the lighting and sound director, respectively the CCTV car.

The participants have easy access to the cloak room (80 sqm) and toilets, which are found on the ground floor.

Inside the building there are ample spaces that allow the organization of workshops, presentations, training courses, exhibitions, poster sessions, spaces for the secretariat of the conferences and other events.

The ground floor has direct access from the outside and serves as networking space, able to accommodate up to 600 persons.

All spaces have ventilation systems and access to high-speed Wi-Fi. Throughout the duration of the event, UPB provides full technical support.



*Figure 3. Aula UPB. Amphitheatre arrangement*



*Figure 4. Photos from the AULA*





Regarding the streaming and video recording, UPB has its own television studio, fully equipped with audio-video editing and production equipment, as detailed below.

- general broadcasting center;
- TV studio, with editing and media creation equipment;
- 5 full HD cameras and professional prompter;
- completely equipped television van, with five cameras, and live broadcasting capabilities.

### **c. Available breakout rooms**

UPB proposes to organize the breakout sessions within the premises of the Central Library – located in a one-minute walking distance.

The proposed spaces in the building of the Central Library are distributed on all four floors. The building has three sections with specific destination rooms: reading rooms, rooms for study, rooms intended for the computerized documentation, and several conference rooms especially designed to host conferences, trainings, workshops, and other types of scientific events. The rooms are equipped with modular furniture that allows various arrangements, adapted to the characteristics of the event and the needs of the participants. All rooms benefit from natural light (as seen in Figure 5).

UPB can set-up up to 10 rooms for the break-out sessions with seating capacity varying from 30 up to 140 places (totalling 600 places). The rooms are equipped with modular furniture that allows various arrangements: U-shaped, classroom, chevron, auditorium etc. The modular furniture also allows working in small groups, if necessary.

The rooms have a similar interior design, with an integrated sound system, equipped with laptop, projection screen, video, microphones, and wireless acoustic (ceiling speakers) and a mixer amplifier, perfectly adapted for both in-person and online events. Recording of events is possible.

All spaces have ventilation system, and also high-speed internet and wireless hotspots. Throughout the duration of the conference, UPB provides technical support. All floors offer easy access to toilets.

The building provides large spaces for networking on its halls.



*Figure 5. Conference Rooms – Central Library*

#### **d. Registration Area**

The registration desk will be located on the ground floor of the UPB Conference Center, in the main lobby. The Registration area has a capacity of 600 people. The space has a wide glazed surface, which ensures natural light, and benefits easy access to the cloak room and toilets.

According to the specific needs of the event, UPB will set up the registration desks. In addition, the members of the event team will contribute to the easy registration of the participants. All the bags, backpacks and personal items can be stored safely in the luggage room.

Access to the Aula is done by stairs and ramp, directly from the parking.



Figure 5. Registration area – photos from other events

### e. Poster sessions

The exhibition area will be located in the foyers on the 2<sup>nd</sup> floor of the Aula, with a surface of 125 sqm. The premises shall be equipped with foldable walls which allow easy display of the posters.

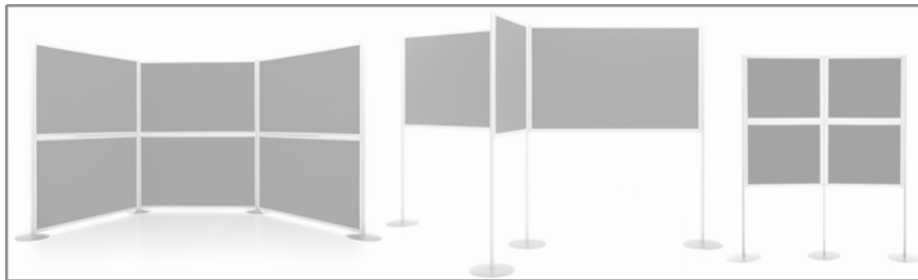


Figure 6. Exhibition area

### f. Board Room

For the organization of the Board meeting, we propose the Council Room in the UPB Central Library. The Council room is located on 2<sup>nd</sup> floor and has a capacity of 35 places. The furniture in the room offers a rectangular arrangement. It has a modern projection and sound system, being equipped with laptop, projection screen, video systems, microphones and speakers. It is possible to record and broadcast the meeting if needed. Access to internet and full tech support are provided along the event.



Figure 7. UPB Council Room for the Board meeting



### **g. Technology**

For the whole duration of the event, UPB provides free Wi-Fi – usernames and passwords are distributed to the participants for access to a dedicated, safe high-speed network capable of handling 1200 simultaneous connections. Both buildings, as well as the lobbies, halls or the technical cabins, have access to the Wi-Fi network and also have cable internet.

The spaces from both buildings provide performant technical equipment to project presentations electronically. UPB can also provide technical support. In case of a hybrid event, UPB has teleconference facilities to accommodate remote access for those attending virtually.

Regarding the streaming and video recording, UPB has its own television studio, fully equipped with audio-video editing and production equipment, as detailed below.

- general broadcasting center;
- TV studio, with editing and media creation equipment;
- 5 full HD cameras and professional prompter;
- completely equipped television van, with five cameras, and live broadcasting capabilities.

The conference rooms have an integrated sound system, being equipped with laptop, projection screen, video equipment, microphones and speakers. Recording of the meetings can be provided.

### **h. Refreshments**

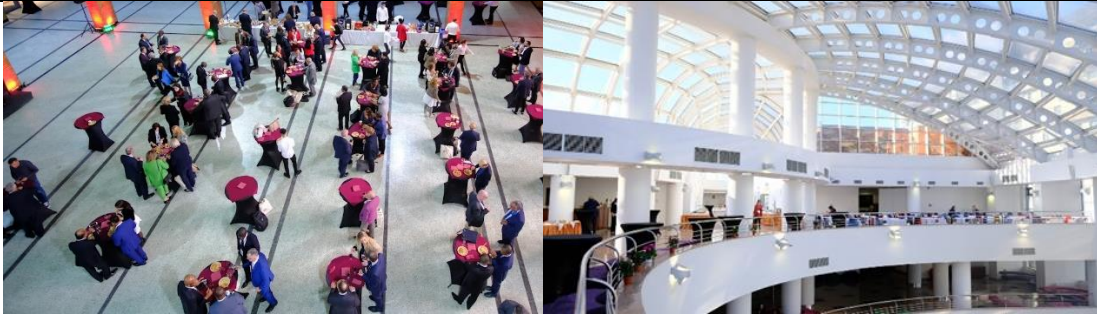
For lunches, coffee breaks and networking, we propose the area on the ground floor of the Aula and the halls of the Central Library (2<sup>nd</sup> and 4<sup>th</sup> floors). The area located on the ground floor of the Aula has a capacity of accommodating 600 people. The halls in the Central Library have the same design and can host more than 400 people each. UPB provides low and/or tall cocktail tables. The final decision regarding the setting arrangements will be taken with the forum organisers.

Meals will consist of both traditional and international cuisine, and there will also be vegetarian choices or other types of food for special ailments, according to the needs of the participants.

Both locations have easy access to cloakroom and toilets (and include accessibility for special needs).

**As host, UPB will organise refreshments and meals during the event.**





*Figure 8. Images from the 2 locations during coffee breaks*

### **i. Social Programme**

UPB proposes to organize the conference dinner at one of the venues below. The decision regarding the final location for the dinner venue will be made together with INQAAHE staff. UPB will provide busses for the transportation of the participants to and from the dinner.

#### **The Palace of Parliament**

<http://cic.cdep.ro/ro/sali/sala-unirii>

**UNIRII Hall** is a generous hall with a total area of 2,226 sqm. It can accommodate up to 800 guests.



*Figure 9. Unirii Hall in the Palace of Parliament*

**The Reception Hall** has a surface of 1,000 sqm, and a maximum capacity of 550 guests (for dinner).



*Figure 10. Reception Hall in the Palace of Parliament*

## The Romanian Athenaeum

<https://www.fge.org.ro/>

It is an architectural jewel whose uniqueness and merits were recognized by the fact that it was classified as a historical monument in 2004 and it is part of the European heritage since 2007, which is granted to sites that have a strong symbolic value for European history and heritage.

Opened in 1888, the ornate, domed, circular building is the city's most prestigious concert hall and home of the "George Enescu" Philharmonic and of the George Enescu Festival.

**The Hall (Foyer)** has a surface of 400 sqm and a maximum capacity of 330 guests.



*Figure 11. The Hall in the Romanian Athenaeum*

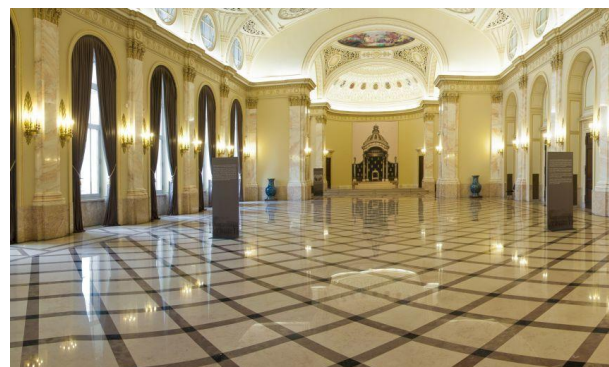
## The Royal Palace

<http://www.mnar.arts.ro/>

It is a monumental building situated in Bucharet, on Calea Victoriei.

The Palace is the largest and most significant royal residence in the country, containing emblematic official spaces such as the Throne Hall, the Royal Dining Hall and the monumental Voivodes' Staircase.

**The Throne Hall** has a surface of 300 sqm and a maximum capacity of 330 guests.



*Figure 12. The Throne Hall in the Royal Palace*

## Athenee Palace Hilton Bucharest

<https://www.hilton.com/en/hotels/buhhitw-athenee-palace-hilton-bucharest/events/>

Landmark hotel in the heart of the city, with over a century of heritage, and winner of Romania's Leading Hotel Award 2017 - by World Travel Awards.

**Le Diplomate Ballroom** has a surface of 300 sqm and a maximum capacity of 350 guests.



*Figure 13. Le Diplomate Ballroom in the Athenee Palace Hilton Bucharest*

*All these sites offer the possibility of a tour before the dinner, being part of the cultural and historical heritage of Bucharest.*

During dinner, the participants will enjoy an artistic program - classical music offered by the students from the National University of Music in Bucharest and the Romanian Philharmonic and/or modern dance moments with students from the University of Arts in Bucharest (Figure 14). The artistic program will be covered by UPB.

We propose, if INQAAHE will agree, that the informal reception to facilitate networking and conversation take place in the evening before the Forum.



*Figure 14. Photos from the events organized at UPB*



## j. Pre-Forum Workshops

The Pre-Forum Workshops can be organized in the conference rooms of the Central Library. We propose the rooms located on the 2<sup>nd</sup> and 4<sup>th</sup> floors which are similarly designed both in terms of technical equipment and arrangement. Here there are 4 conferences rooms of 70 places and 2 conference room for 140 places.

The rooms are equipped with modular furniture that allows various arrangements, adapted to the characteristics of the event and the needs of the participants. The modular furniture also allows working in small groups, if necessary.

The rooms have a similar interior design, with an integrated sound system, equipped with laptop, projection screen, video and microphones. The mixer amplifier allows the recording if necessary to ensure the broadcasting for the online guests.

All spaces have ventilation system, and also high-speed internet and wireless hotspots. Throughout the duration of the workshops, UPB provides technical support. For coffee breaks and networking we propose the halls available on both floors. In these spaces, we will provide cocktail tables.



*Figure 15. Workshop rooms and halls for coffee breaks*

## k. Pre and Post Forum cultural events

For the social programme, UPB proposes both cultural and scientific visits.

For **cultural visits** we propose visits to the Palace of Parliament, the National Art Museum, or a guided tour of Bucharest.





[The Palace of Parliament](#) is the second largest administrative building in the world, after the Pentagon. It took 20,000 workers and 700 architects to build it. The palace boasts 12 stories, 1,100 rooms, a 328-foot-long lobby and four underground levels, including an enormous nuclear bunker. Today, it houses Romania's Parliament and serves as an international conference center. Built and furnished exclusively

with Romanian materials, the building reflects the work of the best artisans in the country. The interior is a luxurious display of crystal chandeliers, mosaics, oak paneling, marble, gold leaf, stained-glass windows, and floors covered in rich carpets.

### **Cultural Guided Bucharest tour, including visit to the National Art Museum**

The guide will present to the participants the history and relevance of important buildings in central Bucharest, including the old city area, followed by a visit to the National Art Museum.



[The National Museum of Art of Romania](#) is the country's prime holder of Romanian, European and Oriental art. Located in the former Royal Palace in Bucharest, it includes the National Gallery (Romanian medieval and modern art) and the European Art Gallery. Apart from numerous temporary exhibitions, visitors can also join guided tours of the former Throne Hall and other spaces of historical relevance.

For the **Scientific program** we propose the UPB research centres CAMPUS and PRECIS and the [Extreme Light Infrastructure – Nuclear Physics \(ELI-NP\)](#) facilities in Măgurele, 6 km South of Bucharest. Extreme Light Infrastructure (ELI) will be the only European and International Centre for high-level research on ultra-high intensity laser, laser-matter interaction and secondary sources with unparalleled possibilities. Its pulse peak power and briefness will go beyond the current state-of-the-art by several orders of magnitude. Because of its unique properties, this multidisciplinary facility will provide magnificent new opportunities to study the fundamental processes unfolded during light-matter interaction. ELI will create a platform, where Extreme Light applications for the benefit of society will be dynamically promoted.



*The Center for Advanced Research on New Materials, Products and Innovative Processes (CAMPUS)* is the UPB's advanced research & development center for multi - and inter - disciplinary technologies. CAMPUS is uniquely designed, both from the infrastructure point of view, as well as functionality. It holds a 7-storey state-of-the-art green and intelligent building with unconventional power sources, energy recovery, reuse of resources, and intelligent management systems. The building itself is a working lab. It integrates 42 advanced research and innovation labs, spread over more than 8,000 square meters.

*The Research Center for Innovative Products, Processes and Services (PRECIS)* has as general objective the extension of the current infrastructure and research activities of the university POLITEHNICA of Bucharest, in order to achieve technology transfer and development of products, processes and next-generation services, mainly for industry and health. 28 advanced research and innovation labs, spread over more than 8,000 square meters, are focused on products, processes and services that include intelligent methods and technologies oriented on adaptive and innovative industrial processes, systems for increasing the quality of life, autonomous cognitive systems, cloud services and the future of the Internet, the mobile smart society and digital medicine.

### 3. Hotel and transportation

#### a. Hotel

The participants can be accommodated at the hotels below.

The first 3 hotels are situated within walking distance from the university and the others are in the range of 4 km of the university – in this case transportation will be provided by UPB by buses/minibuses. UPB will be responsible for the block booking and negotiation of preferential rates at the recommended hotels. UPB has good cooperation with the hotels and can offer support with the booking.

#### **Ambiance Hotel 3\***

<http://ambiance-hotel.ro>

Hotel Rooms: 20

#### **Hotel Yesterday 3\***

<https://yesterday.ro/>

Hotel Rooms: 60

#### **ibis Bucharest Politehnica Hotel 4\***

<https://all.accor.com/hotel/B1S0/index.en.shtml>

Hotel Rooms: 160

#### **Novotel Bucharest City Centre Hotel 4\***

<https://all.accor.com/hotel/5558/index.en.shtml>

Hotel Rooms: 240

#### **Union Plaza Hotel Bucharest 4\***

<https://unionplaza.ro/>

Hotel Rooms: 95

#### **Radisson Blue Hotel 5\***

<https://www.radissonblu.com/en/hotel-bucharest>

Hotel Rooms: 424

UPB also has its own hotel, UPB Guest House 4\*, and we offer it for accommodation to the INQAAHE staff and speakers. The hotel has 32 rooms: single, double and apartments.

#### **b. Transport access**

During the event, UPB can provide buses and minibuses for the transportation of the participants to the activities included in the programme. A detailed schedule will be organized for the transportation. The participants will be guided by the student volunteers and staff for the whole duration of the event.

### **4. Administration and Coordination**

#### **a. Management Structure**

The Director of the ARACIS Accreditation Department, Prof. dr. eng. Simona Lache (who is also a member of the INQAAHE Board), and the ARACIS General Director, Prof. dr. eng. Daniela-Cristina Ghițulică will ensure the management activities for organising the INQAAHE Forum.

The person nominated by ARACIS to act as appointed representative and who will report regarding the organisational matters, on a regular basis to the INQAAHE Secretariat, will be Mrs. Adina Nică, the Head of the International Relations, Projects Implementation, Communication and Events Organising Service.



## **b. Staffing**

### **ARACIS**

Presently, the number of hired staff of ARACIS is 56, with different positions who cover all the agency's activities.

The ARACIS International Relations, Projects, Cooperation and Research Direction is in charge of a variety of activities, including the organization of events, by its specialized Service. This Service has 5 hired people who, together with their colleagues from the other Departments (Economic – 2 persons, IT – 2 persons, Public Procurement – 2 persons, Administrative Office – 2 persons, President's Office – 1 person, the Compartment for relations with the socio-economic environment – 1 person), will conduct the preparations for hosting, including visa assistance, payment and registration processing, marketing and website development and other promotion activities. Thus, ARACIS will have an event team consisting of 15 persons.

### **UPB**

#### **Support staff**

UPB will assemble an event team consisting of 30 persons and 1 student volunteer per every 10 participants, which will ensure the logistic and organizational support during the event.

#### **Technical support**

UPB provides continuous technical support for the optimum use of the equipment in the rooms. Throughout the duration of the conference, a qualified person from the UPB IT staff will provide technical support in each room.

#### **Student volunteers**

UPB has a large student body and will be able to ensure 1 student per 10 participants (the university has as many as 15 separate student associations).

## **c. Visa Assistance and Invitations**

UPB and ARACIS will assist participants with travel, accommodation, and Visa requirements, including providing letters of invitation, if the case. The International Relations Department in the Ministry of Education could provide assistance in that sense, if ever needed.





## 5. Marketing and Promotion

### a. Forum Website

ARACIS has its own website: [www.aracis.ro](http://www.aracis.ro) which is permanently updated with relevant information related to the agency's activities. ARACIS already took the necessary steps in order to implement, in the future months, a website facelift to obtain a more interactive and attractive website.

The agency acknowledges the importance of having a special website dedicated to the Forum which will contain all the necessary information on: speakers, workshops, programme, venue and accommodation, transportation, visa assistance, contact (it will be created a Forum-specific email address and a specific contact form) etc.

Thus, ARACIS will contract the services of a company specialized in creating and managing websites; this company will create an attractive Forum website, with information clearly communicated and with appropriate graphic design, in order to motivate interested attendees to register for the Forum and also to provide them all the necessary logistical and administrative details.

The website will be managed by this specialized company and by the ARACIS IT Department (who is composed by three people), with the support of the International Relations, Projects, Cooperation and Research Direction and of the Economic Direction staff (for payment arrangements).

The event website will have facilities for online registration, online payment arrangements and hotel booking.

### b. General promotion

ARACIS, through its Direction of International Relations, Projects Cooperation and Research, will create electronic marketing materials, such as emails which will be disseminated to the Romanian higher education institutions' representatives, to its own national (professors and students) and international expert evaluators, to national relevant stakeholders etc. Also, the agency will elaborate specific posts to be published on the event website, the ARACIS and UPB websites and the ARACIS and UPB Facebook pages.

The promotion emails/ materials will be sent to the ARACIS' partner agencies, too: the Hungarian Accreditation Committee (MAB), the National Agency for Quality Assurance in Education and Research – Republic of Moldova (ANACEC) and the National Evaluation and Accreditation Agency – Bulgaria (NEAA).

ARACIS will also promote the Forum through its own review, „Quality Assurance Review for Higher Education” (QAR) which is edited every year. QAR is an academic publication which focuses on aspects related to quality assurance in higher education in Romania. The journal aims to be an instrument for the transfer



of best practices and to support communication between internal and external experts, as well as to contribute to the development of a quality assurance culture. QAR is indexed in the following international catalogues and databases: EBSCO, UlrichsWeb and J-Gate.

Among the local academic community and Romanian relevant stakeholders, the promotion activities will be also realised through the agency's online Newsletter which appears four times a year.

ARACIS will contract the services of a specialized company in order to elaborate a flyer which will be distributed at various national, regional and European conferences and events, such as ARACIS training sessions, National Council of Rectors conferences, national university consortia meetings, conferences organised by the Romanian higher education institutions, events organised by the above-mentioned partner agencies, CEENQA and ENQA periodic meetings etc.

In order to promote and disseminate the results of the event, we also propose, if INQAAHE agrees, to publish the Forum proceedings (online and hard-copy versions).

The Forum and its activities will also be covered on Euronews Romania platforms. UPB and the media entity have a collaborative relationship and a good experience in covering such important events.

As we already mentioned, the role of the Ministry of Education will be very important for promotion the Forum and for increasing the visibility of the event at the Romanian higher education system and, in general, in the society. The International Relations Department in the Ministry will contribute, as well, in promoting the Forum amongst the Ministry's European and international partners.

All the general promotion activities will be realised according to a marketing schedule proposed by ARACIS and approved by INQAAHE.

### **c. Onsite materials**

UPB can provide the services of its Printing House - Poli Press - to print out various materials dedicated to the event - badges, programme booklet, list of participants, name plates, signage.

### **d. Post-Forum promotion**

During the event, the UPB media team will record highlights and important moments of the event – as well as take photos of the significant sections of the program. After the forum, the event team will provide photos, videos and content adapted to social media, which can be distributed both to media partners and to participating



institutions and people in order to published across a variety of channels. UPB will also ensure presence in important national media outlets.

The post-Forum activities will also be covered at a certain extent on Euronews Romania platforms, given the UPB – Euronews Romania collaborative relationship.

## 6. Budget

### a. Financial Arrangements - Forum

The costs for Forum organising are met from delegate fees and ARACIS and UPB co-financing (with the support of the Ministry of Education), as we will detail below.

The registration fee was established so as to cover all organisation costs and the fixed amount of 50 EUR per head.

Any surplus, if it will exist, will be transferred to the INQAAHE, because ARACIS cannot keep in its own budget any funds resulted from such activities.

### b. Financial Arrangements – Pre-Forum Workshops

The fee for the pre-Forum workshops was established so to cover all organisation costs (including the accommodation and travel expenses – on economy class for the workshop presenters). Any surplus, if it will exist, will be transferred to the INQAAHE, because ARACIS cannot keep in its own budget any funds resulted from such activities.

### c. Budget

For this stage, we propose a preliminary budget and, if our application is approved, we will prepare, in consultation with INQAAHE, the final budget for the event.

The proposed sources of revenue to support the Forum will consist of:

- **registration fees**, approximately 175.500 USD (approx. 157.950 EUR) - we supposed that the event will have up to 270 participants who will pay a registration fee and we consider an average of 650 USD registration fee/person (some participants are INQAAHE members, some not, some of them will participate to pre-Forum workshops, some not etc.).

From these revenues, it will be covered the costs with creating and managing the event website; the elaboration and publishing costs of a flyer (online and hard copy); other promotion materials; the transport (at economic class) and hotel costs of the Pre-Forum Workshops presenters; the transport, hotel and

registration costs (and gifts) for the keynote speakers and Pre-Forum Workshop facilitators; meals and coffee breaks (except the costs of Gala dinner); rent cost for the Gala dinner location; pre and post Forum cultural events costs; gifts for Pre-Forum workshops presenters and facilitators and for Keynote speakers; fuel costs for local transportation; the fixed amount of 50 EUR/ head from the registration fee to be transferred to INQAAHE.

- **ARACIS co-financing** (the following are costs which will be supported by ARACIS own revenues, unrelated to the revenues obtained by the registration fees): the agency’s staff costs with organising the event; up to ten free rooms from the delegates from less developed countries (LDCs); the costs for the participation to the event of its guests (at the opening ceremony and social events); the Forum folder (which contains the event programme, a notebook, a pen etc.); the elaboration and publishing costs of the Forum proceedings (online and hard copy); the gala dinner.
- **UPB co-financing, with the support of the Ministry of Education** (the following are costs which will be supported by UPB, unrelated to the revenues obtained by the registration fees): the university’s staff costs with organising the event; the full technical support; the streaming and video recording; the buses and minibuses for local transportation of the participants to the activities included in the programme; the artistic program - classical music offered by the students from the National University of Music in Bucharest and the Romanian Philharmonic and/or modern dance moments with students from the University of Arts in Bucharest; the spaces for the Forum and Pre-Forum workshops, as we described in the section 2 of the application.

#### Estimated preliminary budget for INQAAHE 2024 Forum organising

Expense type	Unit cost EUR (estimated)	Quantity (estimated)	Total cost EUR (estimated)	Description
Event website	5.000	1	5.000	creation and management of the event website
Flyer	3	300	900	for Forum promotion, before the event
Other promotion materials	6.000	1	6.000	Roll-ups (6), banners (2), posters (10), badges (300), support with speaker's name (40)





Travel - <i>Pre-Forum workshops presenters</i>	1.000	6	6.000	an average cost for 6 Pre-Forum workshops presenters (it will depend on their home location)
Accommodation - <i>Pre-Forum workshops presenters</i>	750	6	4.500	150 EUR x 5 nights x 6 presenters
Travel - <i>Keynote Speakers and Pre-Forum Workshop Facilitators</i>	1.000	20	20.000	an average cost for 20 Keynote Speakers and Pre-Forum Workshop Facilitators (it will depend on their home location)
Accommodation - <i>Keynote Speakers and Pre-Forum Workshop Facilitators</i>	750	20	15.000	150 EUR/night x 5 nights x 20 persons
Cultural event/ s	30	300	9.000	
Gifts (for <i>Pre-Forum workshops presenters and facilitators and for Keynote speakers</i> )	30	26	780	Pre-Forum presenters, Keynote speakers and facilitators
Everyday meals and coffee breaks (including an informal reception)	160	300	48.000	40 EUR/day x 4 days x 300 persons
Rent costs for the Gala dinner location	6.000	1	6.000	
Fuel costs for local transportation (including the transportation for the cultural events)	2.000	1	2.000	2 buses and 5 minibuses for 4 days



Fixed amount of 50 EUR/ head from the registration fee to be transferred to INQAAHE	50	270	13.500	We consider that from the maximum number of 300 participants, 30 will not pay a delegate fee, namely Keynote Speakers and Pre-Forum Workshop Facilitators and INQAAHE Board guests
<b>Total costs covered from the registration fees</b>			<b>136.680 EUR</b>	
Accommodation for 10 participants from LDCs (150 EUR x 5 nights x 10 LDCs participants)	750	10	7.500	covered by ARACIS
Costs for the participation to the event of its guests (at the opening ceremony and social events)	100	20	2.000	covered by ARACIS
Forum folder (which contains the event programme, a notebook, a pen etc.)	40	320	12.800	covered by ARACIS
Forum proceedings (for the dissemination of the Forum results)	14	300	4.200	covered by ARACIS
Gala dinner	60	300	18.000	covered by ARACIS
<b>Total costs covered by ARACIS</b>			<b>44.500 EUR</b>	
Costs with full technical support and free internet access	2.000	1	2.000	covered by UPB
Streaming and video recording	2.000	1	2.000	covered by UPB



Buses and minibuses for local transportation of the participants to the activities included in the programme	1.000	1	1.000	covered by UPB
Artistic program	40	300	12.000	covered by UPB
Spaces for the Forum and Pre-Forum workshops (4 days)	32.000	1	32.000	covered by UPB
<b>Total costs covered by UPB</b>			<b>49.000 EUR</b>	

<b>Total event costs</b>	<b>230.180 EUR</b>
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\* This is an estimated preliminary budget; if our application will be approved, we will elaborate, in close collaboration with INQAAHE, a final budget which will include all Forum costs.

\*\* The main revenues of the Forum come from the registration fees. We estimated these revenues, as it follows: we consider an average of 650 USD registration fee/person (some participants are INQAAHE members, some not, some of them will participate to pre-Forum workshops, some not etc.) x 270 participants (approx. 30 persons will not pay a registration fee) = 175.500 USD, respectively 157.950 EUR.

\*\*\* This estimated preliminary budget do not include the costs related to the accompanying persons. For these persons who plan to attend any of the INQAAHE event receptions or dinner functions, additional charges will be assessed to the registration fee to cover these costs. In addition, a listing of optional activities should be available to accompanying persons which will result in further additional charges.

## 7. Additional Sources of Support

### a. Exhibitors

In case if our application will be approved, the local organising committee will analyse the possibilities to have a trade exhibition, for companies which can present their job offers and possible partnerships for technology transfer and/ or for the



higher education institutions which will have the opportunity to present their educational offers. The committee will propose fees for exhibitors.

The space for exhibition will be provided by UPB.

### **b. Sponsorships**

In organising the event, ARACIS and UPB will have their co-financing part, as we mentioned above (please see point 6.c).

The UPB co-financing will be ensured with the support of the Romanian Ministry of Education. Each year, the Romanian Ministry of Education allocates a special budget for the university projects, according to the legislation, for special actions and events, such as: student competitions, scientific conferences, events which can contribute to the internationalization of the universities, symposia, annual conferences of the international associations and so on.

## **8. Fees**

### **a. Forum and Workshop Fees**

The proposed fees for 2024 Forum are the same with those already approved for 2022 Forum:

- For INQAAHE members: Forum – 550 USD, Forum + 1 Workshop – 650 USD, Forum + 2 Workshops – 700 USD;
- For non members: Forum – 580 USD, Forum + 1 Workshop – 710 USD, Forum + 2 Workshops – 760 USD.

As we already mentioned, the registration fees were established so as to cover all organisation costs and the fixed amount of 50 EUR per head. Any surplus, if it will exist, will be transferred to the INQAAHE, because ARACIS cannot keep in its own budget any funds resulted from such activities.

### **b. Payment Mechanism**

As a potential host agency, ARACIS fulfils both the financial and legal conditions to collect payments on time.

ARACIS will take the necessary steps in order to arrange the online payment facility, through the event website. The payment of the registration fee may be completed via Bank transfer, too.





### **c. Tracking System**

ARACIS will open a dedicated account for the Forum.

The agency will report registration progress at intervals agreed with INQAAHE and will provide complete registration lists to INQAAHE prior to the Forum and after the Forum.

## **9. Special Attendees**

### **a. Local Delegates**

ARACIS will disseminate the information regarding the Forum among its collaborators and relevant stakeholders and will invite them to register to the Forum, with a reasonable proportion of local to international delegates.

The agency will organise a one-day workshop for local participants, before the Forum.

### **b. Board Guests**

The guests of the INQAAHE Board will not be charged a delegate fee.

### **c. Keynote Speakers and Pre-Forum Workshop Facilitators**

ARACIS will cover, from the registration fees, the transport, hotel and registration costs (and gifts) to keynote speakers and Pre-Forum Workshop facilitators.

The agency will also cover the costs for the participation to the event of its guests (at the opening ceremony and social events).

### **d. Accompanying Persons Programme**

UPB will provide staff members with local knowledge to lead the optional tours or shopping trips. For the social programme of the accompanying persons, UPB proposes:

*Shopping trip on Victory Avenue (Calea Victoriei): it is Bucharest's oldest and arguably, most charming street. Between the two world wars, Calea Victoriei developed into one of the most fashionable streets in the city. Tourists that stroll along this street can discover some of the most stunning buildings in the city,*



*including the Cantacuzino Palace, the historical Revolution Square, the Military Club, the CEC Headquarters and the National History Museum.*

*Visit to Cotroceni Palace and Museum - a former royal residence built between 1679 and 1681, the palace was home to King Carol I. A very important collection of medieval art can be seen here. The new wing serves as the seat of the Romanian Presidency. Across the palace, you can visit the Botanical Garden. Opened in 1891, the garden features over 5,000 varieties of plants from Romania and around the world.*

*Visit the Old city center: The Historical Center of Bucharest, or the Old Town, as it is called by the locals, is one of the most beloved and attractive areas in Bucharest, a place steeped in buildings built in neoclassical and neo-baroque style. Many of these buildings have terraces, cafes, restaurants, and shops on the ground floor brimming with foreign tourists, but also locals, most of the year. The architecture is wonderful, there are many old buildings to visit and lots of shops and restaurants to experience.*

*Thematic excursions in the outskirts of Bucharest can also be organized, for example to a [spa](#) location or a [riding](#) facility. Also, if appropriate, an excursion at the [Peles Palace](#), situated in the mountain area at 100 km, can be proposed.*

#### **e. Arrangements for delegates from less developed countries**

ARACIS supports the idea to offer equality of opportunities for delegates from less developed countries (LDCs) in order to join this kind of events.

Thus, ARACIS agrees to offer reduced fees (a discount of up to 50% of the registration fee) for up to 10 participants from LDCs. The agency will find sponsorship for free hotel rooms for up to 10 participants from LDCs.

## **10. Governance**

#### **a. INQAAHE event programme committee**

ARACIS will nominate a representative to take part of the Programme Committee; the agency's representative will be either an ARACIS Council member or a person with high managing position in the ARACIS technical staff.

#### **b. Local Organising Committee**

ARACIS will establish a local organising committee to oversee and support the responsibilities of the agency, as the host of 2024 Forum.



Probably, the committee will have approximately five people: one member of the ARACIS Executive Board, the ARACIS General Director, the ARACIS Economic Director, the ARACIS International Relations Director and the UBP International Relations Director.

## 11. Timing of the event

### a. Dates

The proposed dates of the Forum are:

February 26 - 29, 2024

or April 22 - 26, 2024.

Nevertheless, we advise to choose the date in April, as it is more likely to have a pleasant weather.

## 12. Contribution of the INQAAHE event to enhancing QA in HE in the host country

For ARACIS the international dimension of quality assurance in higher education was and remains an important element in its activity. Thus, since it was established in 2005, ARACIS is a member of INQAAHE and participates in the activities of the Network. ARACIS is also member of ENQA, CEENQA, ENAEE and is EQAR registered. The agency is represented in the INQAAHE Board of Directors, in the ENQA and CEENQA Board and in the EUR-ACE® Label Committee (LC).

Recently, ARACIS participated in projects implemented together with international partners, such as: ESQA, TARGET, DEQAR and currently it is partner in two new approved ERASMUS+ projects.

Building-up the International Dimension of Quality Assurance Assessment in Higher Education is a priority not only for the agency itself but also for agencies in the Eastern Europe region, where many quality assurance agencies continue to develop their procedures and engage in new activities.

For the region, organizing the Forum should become an important opportunity for sharing experience on quality assurance evaluation with INQAAHE member agencies from other regions.

As international dimension of higher education is growing and joint evaluations become current practice, ARACIS and all INQAAHE participating agencies should benefit of wide international knowledge on standards and procedures, in synergy with the European Standards and Guidelines (ESG) - based ones, applied in the European Higher Education Area.

### 13. Other relevant information

In addition to the support of the Ministry of Education, ARACIS and UPB will benefit from the support of other relevant institutions and policymakers. This support will not be a financial one, but an administrative, logistic and event dissemination support.

Thus, these partnerships will both increase visibility and support for this event, while incurring no cost for promotion, thus positively impacting the overall budget of the event.

Below you can find a list of institutions and organisations that offered Letters of support (the letters are in the Annex) for the event:

- The Romanian Ministry of Education;
- Euronews Romania;
- Radio France International Romania;
- The National Union of Students from Romania (UNSR);
- The National Alliance of Student Organisations in Romania (ANOSR).

We also attach the Letter of support offered by the University POLITEHNICA of Bucharest.

**President**

**Associate Professor, Ph.D Octavian-Mădălin BUNOIU**

A handwritten signature in blue ink, appearing to read 'Bunoiu'.

**General Director**

**Professor eng., Ph.D Daniela-Cristina GHIȚULICĂ**

A handwritten signature in blue ink, appearing to read 'ghitulica'.