



## **Requirements for hosting a conference or forum**

(Section 5 of [INQAAHE Procedures Manual](#))

There will be three basic steps to completing the application, review, and final selection process.

The first step will be submission of a brief preliminary proposal to the INQAAHE Secretariat expressing an interest in hosting either of the events. The preliminary proposal must include a letter of intent and responses to a required set of parameters. No later than 30 days following the deadline date for receiving preliminary proposals, the Board will complete a review and inform the applicant of its willingness to entertain submission of a full application.

The second step will be the submission of a full application which responds in detail to all requirements outlined below. All full applications will be submitted to the INQAAHE Secretariat and reviewed by the Board for completeness prior to distribution to the INQAAHE membership for voting at the General Assembly meeting. The Board reserves the right to ask for additional information with regard to any submitted application prior to sharing it with the INQAAHE membership if any aspect of the proposal requires clarification or shows cause for concern. All applications deemed by the Board to be complete with no cause for concern will be distributed to the INQAAHE voting full membership, along with a comparison grid of the applications against the application requirements. This grid will be developed by the Board to provide greater ease of review by the voting members.

The third and final step will be the presentation of the final set of accepted applications to the INQAAHE voting membership at the General Assembly meeting.

### ***Step 1 – Submission of the Preliminary Proposal***

On October 31, in 2018 the INQAAHE Secretariat distributes a call for hosting the 2021 Conference. Interested agencies must submit their brief preliminary proposal by December 4 in order to be considered for review. These proposals are intended to provide a general overview of information and are not expected to include detailed information on each item listed below. Thus, the preliminary proposal should be no more than 2-3 pages in length.

The preliminary proposal must include a formal letter of intent to host the forum, and information addressing the following items:

- Name of organization and type of membership held in INQAAHE.
- Proposed location of the conference or forum:
  - Agencies interested in hosting events should note that INQAAHE avoids offering consecutive events in the same region or continent.
- A statement of reasons for wanting the conference or forum in the proposed location, including the perceived positive impact on INQAAHE, as well as the region, should a conference be held in the proposed location.

- Brief description of experience in hosting conferences and other meetings, including a description of the agency’s prior involvement at INQAAHE conferences or fora.
- Brief outline of staff support available for event planning.
- Travel considerations, including ease of travelling to the proposed conference location, ability for attendees to obtain visas, or an explanation of how the host agency plans to deal with any barriers that might impede access to the event by the full membership of INQAAHE.
- Relative cost for attendees.

By January 31, the INQAAHE Board will notify all potential applicants of its decisions to accept or reject the preliminary proposals that were submitted for review. All agencies whose preliminary proposals are accepted by the Board will be asked to submit a full application for hosting the event. The Board’s decisions will be based on INQAAHE’s tradition of holding meetings in varying locations (with no two consecutive events in the same region), as well as the ability of the membership to travel to the proposed location and membership safety. In addition, the Board will only ask agencies to submit full proposals if there is sufficient reason to believe that there is adequate support and experience for hosting an INQAAHE event.

Agencies asked to submit full applications will be given a deadline date for submission of the proposal that is received a minimum of 30 days prior to the upcoming General Assembly meeting. This deadline date will allow distribution to the full INQAAHE membership for voting purposes.

## ***Step II – Submission of the Full Application***

Full applications for hosting the INQAAHE conference or forum must be submitted by the deadline date set by the Board. This deadline date will be a minimum of 30 days prior to the next scheduled General Assembly meeting of INQAAHE, but may be longer depending on when the meeting is scheduled.

The application must cover all of the following requirements outlined below and include documented evidence to support the narrative, but may also include other information on matters which the applicant deems relevant.

### **1. Host Agency**

The applicant should be a member of INQAAHE and the application must be made by the chief officer of the agency acting for and on behalf of the governing authority of the agency.

### **2. Sponsoring Ministry or Agency.**

It is highly desirable that the application be accompanied by supporting documentation from the relevant ministry or similar body particularly where financial or other support from the ministry is an essential part of the application.

### **3. Venue**

Applicants should bear in mind the considerable distances and cost incurred by delegates in travelling to the conference or forum. Ready access to a hub airport and a centre city location is very desirable. There should be available parking near or at the venue for those travelling by car.

The venue should have a lift/ramp to all floors/rooms. It is considered particularly convenient when the conference venue and principal hotel are in the same location.

#### **4. Plenary room**

The plenary room must have a capacity for up to 400 participants (Conference) or 120 participants (Forum). The speaker(s) must be visible for all participants. There should be a stage, preferably with a lectern. AV facilities and easy access to toilets should be available.

Natural light has the preference.

#### **5. Available breakout rooms**

There must be a sufficient number of rooms for the conference or forum. Generally, a room large enough to hold all participants is required for plenary sessions and up to four or more additional rooms are usually required for parallel break-out sessions. Rooms for parallel sessions should be close enough to allow participants to get to the session location within a limited amount of time. AV facilities and easy access to toilets should be available. There should be a pleasant general ambience.

#### **6. Registration Area**

The Registration Area should be easy accessible and big enough to receive all participants, Conference: 400 participants; Forum: 120 participants.

#### **7. Hotel accommodation**

Delegates represent a wide range of agencies and while 4\* and 3\* hotels are required for most delegates some budget accommodation should also be available. Accommodation and travel expenses for keynote speakers are a charge on the conference and host agency.

Rooms at the principal hotel should have internet access.

#### **8. Transport access**

The venue should be in, or next to, the main conference/forum hotel. Other accommodation should be close to the venue with ease of access to the meeting hotel through walking or public transportation. It is desirable from the point of view of delegates and organisers that coaching to the venue is not required.

#### **9. Conference/forum package**

The application document should set out the management and administrative structure which the hosts will make available in preparing for and in the administration of the conference or forum. In particular clear lines of responsibility should be specified. Where more than one agency is involved in the bid, the membership of the local organising committee should be described. In all organisation matters, the host agency via a single appointed representative will report on a regular basis to the INQAAHE Secretariat.

#### **10. Financial arrangements and support**

The biennial conference and the biennial INQAAHE members' workshop are organised on the basis that no financial liability falls on the Network. All costs are met from delegate fees (which must be approved by the INQAAHE Board), sponsorship or other support secured by the host agency. INQAAHE will expect to receive a fixed amount from the registration fee, normally 50 Euro per head, and a 50% share in any surplus, although the network will not be responsible for any deficit, which will fall to the host agency. Pre-conference workshops are held on a programme discussed with the hosts and decided by the Programme Committee and Board

and attract a separate fee and presenters at these workshops give their services on a pro bono basis. Surpluses from these workshops form part of the Network income and should be reimbursed to the Secretariat at the conclusion of the event.

### **11. Arrangements for Conference and Forum**

Assigning adequate administrative support to the organization and management of the conference or forum is of paramount importance in guaranteeing a successful event. Applications should, therefore, outline the staffing and other resources which will be made available to insure a well-organized event. The application should outline the support that will be made available both before and during the event with regard to handling registrations and other aspects of organisation.

During the event, back office facilities where event management can occur should be available to conference/forum host staff and the INQAAHE Secretariat. This includes access to phones, fax, e-mail, facilities, photocopier and printer. "Hot-desking" is normal in these circumstances. Some reasonable Internet access in the venue for delegates has become expected in recent years.

### **12. Arrangements for Board Meetings**

The Board of the Network will hold two or three meetings during the event including a full day meeting on the day before the event opening. The host agency is expected to make necessary arrangements for accommodation, facilities and refreshments for a board meeting of 14 persons.

### **13. Arrangements for workshops**

The day preceding the biennial Conference opening is devoted to workshops for both new and established agencies. These are usually held in or adjacent to the main conference facility. The host agency provides facilities for these workshops and an additional fee is charged. In general workshops are held in the morning and in the afternoon and while coffee breaks should be arranged lunch does not have to be provided free of charge. Workshops that are linked to an INQAAHE event may also be accessible for non-INQAAHE members.

### **14. Advertising and Print**

Most advertising and recruitment for the event is conducted electronically. Proposals should include plans for hardcopy brochures, programme, conference/forum bags etc. It has become the practice for the host agency to publish conference papers on CD Rom in advance of the conference. For a Forum this is not necessary as there are no parallel sessions in which papers are presented. A list of participants should be included in the package. It should be noted that recent experience indicates a limited need for hardcopy brochures and these may be produced from the website.

### **15. Conference or Forum website**

The event website is the most critical aspect of pre-conference/forum activity and the most expensive. A successful bid agency is likely to have a very good website for their own purposes and must investigate and propose a satisfactory event website. It is likely that registration and hotel bookings will be made online (whether in conjunction with local organisers or not) and time spent in planning the website will avoid considerable frustration at a later stage.

Different hotels of various price types need to be offered on the website; also information about the visa procedures should be available well in advance.

## **16. Conference or Forum programme committee**

The Board appoints a Programme Committee to which the hosts nominate one representative. The Theme, Keynote Speaker(s), and Conference Programme are decided by the Board on the advice of this committee. For Conferences only the committee invites and receives proposals for papers and arranges for these to be refereed. Three special documents about reviewing the paper requirements have been developed (cf. Annex 1-3).

### **17a. Conference Programme**

- Official Opening: Host agencies should plan on 3-4 speakers at the official opening: Host Speaker, INQAAHE President, Minister or similar. The host and network speakers should confine themselves to 3-4 minutes and the third speaker should be advised that speeches are usually brief! The opening may be followed by an informal reception.
- The Programme Committee on which the host agency will have representation will arrange keynote speakers. There are usually three keynote speakers at the bi-annual conference. Advice on particularly good keynote speakers of standing will be welcome, once the conference theme has been determined.
- Parallel sessions of which there may be 4 require tight organisation to ensure punctuality. Hosts should plan on the basis of having four rooms for up to 70 people available with a host staff member or similar in attendance at each session to ensure smooth running. Hosts may recommend suitable chairs for these sessions who possess (in addition to the requisite chairing and linguistic skills) a commitment to good organisation and punctuality.
- Hosts should arrange to make available one room to facilitate the session for the regional networks.
- One session of the Biennial Conference is comprised of the General Assembly of the Network.
- Usually at least one Board meeting that lasts a full day is organised. Normally this meeting will coincide with the pre-conference workshops.

### **17b. Forum Programme**

- There is no formal long keynote. The sessions are introduced by a selected leader on that topic, who provides a sheet of discussion questions on that topic. During the remaining time there will be breakout group discussions.
- One session of the Biennial Forum is comprised of the General Assembly of the Network.
- Usually at least one Board meeting that lasts a full day is organised. Normally this meeting will coincide with the pre-forum workshops.

## **18. Social Programme**

An INQAAHE Conference will at least require two social events: an informal reception and a more formal dinner event. Provision for these functions should be made in the financial estimates submitted with the bid. While the cost can come from conference or forum fees past experience has shown that local or corporate sponsorship can be particularly welcome in meeting these substantial costs. While hosts will wish to promote the national or regional culture and cuisine of the country, it is best for the host to provide a variety of food options that can appeal to participants from a variety of world regions.

## **19. Pre- and post- event tours and events**

Information and booking assistance for delegates in organising activities before and after the event may be included where the host committee finds this convenient. It is usually unnecessary for the hosts to organise such events.

## **20. Timing of the event**

Both events are usually held between March and May. Exact dates should be proposed in the bid. Information on the availability of the main locations should also be included.

## **21. Exhibitors**

The host committee should indicate whether a trade exhibition will be organised and the proposed fees for exhibitors.

## **22. Local Delegates**

One of the major benefits of hosting the Conference is to spread local awareness of global activities in quality assurance. Host agencies will usually wish to have a number of local delegates at the Biennial Conference and delegate fees from local delegates can be particularly welcome. However, it is important that the proportion of local to international delegates does not distort the nature or purpose of the conference. It should be noted that local delegates other than invited guests such as those of the host agency and the ministry (official opening and final dinner) are not acceptable at the smaller INQAAHE forum because of the nature of this event. Local organisers may wish to precede or follow the forum with a short (one day) workshop for international and local participants.

## **23. Guests**

There are two kinds of guests. Guests of the INQAAHE Board represent major international bodies such as UNESCO and are not charged a delegate fee. In addition the transport, hotel and registration costs of and relatively modest gifts to keynote speakers are covered by the host agency (Their attendance at events on the Social Programme is also a charge on the hosts). Guests of the host agency are guests at the opening ceremony and social events and the costs incurred are met by the host agency. They are usually representatives of sponsors including those of the Education Ministry.

## **24. Accompanying Persons Programme**

Accompanying persons are those who accompany delegates to the conference but do not participate in the official conference programme. For accompanying persons who plan to attend any of the conference or forum receptions or dinner functions, additional charges may be assessed to the registration fee to cover these costs. In addition, a listing of optional activities should be available to accompanying persons which may result in further additional charges. These activities may run parallel to main conference sessions. The nature of these activities depends on the conference location, but it is usually not advisable to arrange coach tours to distant locations. The provision of good staff members with local knowledge from the host agency to lead optional tours or shopping trips is probably of more importance.

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

Sponsorship from local commercial or public agencies to assist the participation of delegates from less developed countries (LDCs) will be particularly welcomed by the Board. In addition, host agencies are asked to consider offering reduced fees for participants from LDCs.

(Note: Less developed countries as defined by UNESCO).

## **26. Contribution of conference to enhancing quality assurance in HE in host country**

The bid document may outline particular contributions which the event may present in developing a quality culture in higher education in the host country.

### ***Step III – Presentation of Proposals at the General Assembly***

All organizations whose full applications have been accepted for review and subsequently distributed to the full membership for voting purposes at the General Assembly meeting are expected to have representatives present to share a short presentation about their proposal during the meeting. As per the Constitution, the INQAAHE Board reserves the right to make a recommendation to the General Assembly, although it may or may not do so depending upon the quality of the applications.

The presentation offered by each applicant agency to the General Assembly should be no longer than 5-8 minutes in length and must include information about the location and how INQAAHE and the local, regional and global QA community will benefit from having the next conference or forum held in the specified country.

Once all applicant organizations have presented their proposals, the voting members present at the General Assembly will be provided with paper ballots distributed by the Secretariat. The final selection will be based on the proposal that receives the most votes. In the case of a tie, a second round of voting will occur between the proposals which received the highest tied votes.

## **Income and Expenditure regarding the Conference/Forum**

### **Income**

Participants' Registration Fees for each Conference/Forum and pre-conference Workshops will be agreed with the Board. Sufficient fees to cover the costs may be retained with the surplus being paid to INQAAHE. INQAAHE expects to receive a fixed amount from the registration fee, normally 50 Euro per head, and a 50% share in any surplus, although the network will not be responsible for any share in a deficit.

### **Expenditure**

The expenditure consists of:

- the conference and forum venue
- staffing and all other administration costs
- opening Reception
- coaching for all participants to conference/forum events
- tea, coffee, and lunch for all participants
- conference/forum dinner
- informal evening event
- conference bags, badges and other materials
- gifts for speakers
- travel and accommodation for keynote speakers
- rooms, refreshments and facilities for board meeting

- costs relating to publicity, print, advertising and promotion including conference website
- any costs relating to exhibition

Accommodation and travel expenses for keynote speakers at an INQAAHE Conference are a charge on the conference and host agency. Guests of the INQAAHE Board represent major international bodies such as UNESCO and are not charged a delegate fee.

If speakers wish to travel business class then they pay the additional fare. Other participants have to pay their travel and accommodation by themselves. People from less developed countries can apply for support from the INQAAHE Development Fund. Guests of the host agency are guests at the opening ceremony and social events and the costs incurred are met by the host agency.

The Forum is open only to INQAAHE members. It is low-key and low-cost. Leaders, presenters and chairs are selected from member agency participants who are intending to attend. Accommodation provision is restricted to advising on a range of hotels. If there is a Forum dinner, the cost is in addition to the basic Forum cost.

### **Committee Structure for INQAAHE Forum**

To oversee an INQAAHE biennial Forum, the INQAAHE Board will appoint a Programme Committee (PC) of at least two members. This will contain at least one Board member and the Chair of the Local Organising Committee (LOC). The PC will be chaired by one of the INQAAHE Board members on it.

The Chair of the Local Organising Committee will be attached to the INQAAHE Board as an observer.

The Program Committee should propose to the Board for the Board's approval:

- a timeline for the Forum organisation
- the title and topics of the Forum
- plans for addressing the topics, including possible workshop leaders and presenters
- the budget
- the registration fee for the conference and any associated work shops
- the venue (if it varies from the one mentioned in your proposal)

The Program Committee will carry out the following responsibilities:

- Plan the detailed program schedule of the Forum.
- Arrange for workshop leaders and other presenters on the selected topics.
- Give guidelines to leaders, presenters and session / workshop chairs.
- Liaise with the INQAAHE Board and the LOC.

The Local Organising Committee is responsible for the following:

- Announcing the Forum electronically through the local agency's website or a dedicated website linked to the agency and INQAAHE websites.



- Liaising with INQAAHE Secretariat in setting and implementing the schedule of Forum announcements.
- Handling the Forum registration.
- Liaising with INQAAHE Secretariat any specially funded/supported registrants.
- Updating the registrants and handling the queries from them on travel, accommodation and visa requirements.
- Facilitating the visa requirements of the registrants, including providing letters of invitation, where necessary, for visa purposes (this cannot usually be done by the Secretariat, unless the Forum is being held in the country where the Secretariat is based).
- Overseeing the venue arrangements.
- Planning and overseeing the catering and transport arrangements for the Forum, and liaising with the INQAAHE Secretariat re associated INQAAHE meetings.
- On-site management of technical support, and photocopying and computing facilities, during the days of the Forum.
- Supporting the plenaries and parallel sessions with room allocations and name boards.
- Providing the final list of participants with contact details before the beginning of the Forum.