INQAAHE CONFERENCE 2027 PROPOSAL

Step II – Submission of the Final Application

1. **Official Support**

    a. **Host Agency**

    National Assessment and Accreditation Council (NAAC), India is a Full-Member of INQAAHE and the application is made by the Director of NAAC. Professor Ganesan Kannabiran, Director, National Assessment and Accreditation Council, P.O. Box No. 1075, Nagarbhavi, Bangalore -560072, Karnataka, India; Tel.:+91-80-23210267; Email: director@naac.org.in, director.naac@gmail.com; mobile:+919036034677

    b. **Institutional Support**

    NAAC is an autonomous institution of the University Grants Commission (UGC), Ministry of Education, Government of India. The financial support for hosting INQAAHE 2027 Conference lies with NAAC itself.

2. **Location and Space**

    a. **Venue**

    Location will be a premium Star Hotel at New Delhi as per international standards and shall be booked by the host for INQAAHE-2027 Conference. The location of the Hotel is right in the heart of the central city. Ample parking facilities are available in the Hotel premises itself. Being a premium Star Hotel, all floors are connected with lifts, wherever necessary with ramps also. Host has planned in such a way the INQAAHE Conference - 2027 Event Venue and the Principal Hotel shall be one and the same. In addition, there are several Star Hotels in the near vicinity. Needless to mention New Delhi International Airport is well connected with most of the major Airports across the globe.

    b. **Meeting rooms**
    Plenary room

    The venue is having the capacity to accommodate participants up to 300 with all the AV facilities including a separate stage along with podiums for plenary. The plenary and breakout rooms have easy access to toilets.
    Available breakout rooms

    Sufficient number of rooms (Including additional rooms) for conference is available to conduct plenary sessions and parallel breakout sessions with required AV facilities and excellent ambience.

    c. **Registration Area**

    The venue is having a large Registration Area to receive all the participants with separate rooms for networking and support.

    d. **Poster sessions**

    Ample separate space is available for the poster sessions throughout the Conference at the Principal Hotel Venue.

    e. **Board Room**

    All requisite facilities including refreshments for Board meetings will be made available at the Principal Hotel Venue.

f. Technology

The conference will have advanced technology for live telecast with background LED screens and parallel displays at pivotal points for presentations and for communications. Throughout the conference facilities for live relay will also be available. High speed wi-fi connectivity is accessible throughout the venue for smooth functioning.

g. Refreshments

The mid day meal along with two coffee breaks shall be provided time-to-time and the same shall be reflected in the budget for the conference.

h. Social Programme

India culture and heritage is highly rich and during the gala dinner the cultural events shall also be showcased. The host will also try the guests to experience the regional/national culture and cuisine of the country keeping in view the choices of international attendees. It will also be ensured that the same gets reflected in the budget. The arrangement pertaining to the food and programmes for informal reception shall also be done to facilitate networking. NAAC shall also get local or corporate sponsorship for the cultural events.

Pre- and post-conference cultural events

Cultural activities for the attendees and accompanying persons shall be arranged during Pre and Post-Conference along with city tour with guide. The host will sponsor this event in collaboration with the State Tourism department. Tourist locations near New Delhi will also be explored.

i. Pre-Conference Workshops

The pre-conference workshops also shall be planned accordingly keeping in view the requirements prescribed in the morning session (0930 hrs to 1230 hrs) and evening session (1400 hrs to 1700 hrs) in the Main Conference Venue hotel. Two coffee breaks for Pre-Conference workshops shall be arranged. The mid-day meal may be provided (on chargeable basis). Registration fees shall be charged for workshop participation.

3. Accommodation and transportation

a. Accommodation

The Majority of the Guests can stay at the Principal Hotel itself. Also depending upon the budget in the near vicinity of the Principal Hotel there are several 4 Star and 3 Star Hotel categories (as per international standards) with necessary requirements as prescribed shall be blocked for the Guests by the host for the conference.

b. Transport access

The Indira Gandhi International Airport at Palam, New Delhi is well connected to international destinations. The venue along with accommodation will be preferably made in the central business district. The city is well accessible with metro train facilities, luxury bus, taxi etc. to commute within the city from the chosen Principal Hotel venue. Wherever required, transport facilities shall be arranged.

4. Administration and Coordination

a. Management Structure

With the rich expertise of organizing Global Summit, International Conferences, including INQAAHE 6th Biennial International Conference at Bangalore, NAAC shall have International Advisory Committee, National Advisory Committee, Programme Advisory Committee at three major levels. In addition to this NAAC will have Local Advisory Committee, Registration Committee, Cultural Committee, Reception Committee, Venue Committee, Hospitality Committee, etc. for smooth and highly decentralized operations for the success of the Conference and clear line of communication to the INQAAHE Secretariat.

b. Administrative support

The NAAC is having at present about 70 full-time equivalent (FTE) staff members under various cadres. The executive director is the head of the organization, followed by senior advisers, deputy advisers, assistant advisers, administrative and liaisoning officials, and Professional assistant, consultants and similar. The complete set of staff shall be assigned with specific responsibilities pertaining to the successful organization of the event. With the earlier experience of organizing similar events the NAAC shall host the event successfully. Further the NAAC shall also appoint single point contact with INQAAHE for smooth operations and conduct of event. In addition, separate INQAAHE Secretariat Camp at the Venue with facilities including, fax, email, photocopier, printing

colour and b/w, computers, laptops, helpdesk shall be created. Venue background design and technology display contractors for smooth displays and presentations including videography and photography goes without saying.

c. Visa Assistance and Invitations

The visa process for India is very simple and further e-Visa system / on arrival visa is available for select countries. Improved online visa application services, detailed information on entry criteria, and helplines make travel easier for foreign nationals. In addition to this NAAC shall also facilitate the visa applications by sending invitation letters and upon confirmation shall facilitate with the Ministry of External Affairs.

d. Legal Services

The host will arrange legal services who will be available throughout the event.

5. Marketing and Promotion

a. Conference Website

NAAC is having a dedicated website for the stakeholder's information. In addition, a separate website dedicated to INQAAHE Conference with detailed information shall be designed and be available for the attendees and interested parties with requisite information on speakers, workshops, draft programme, venue and accommodations, transportation and visa assistance, online registration, online payments and welcome messages from INQAAHE leadership and hosts etc.

b. General promotion

The electronic marketing materials, such as attractive emails, micro video clips, and blog posts, etc., shall be created and made available on the host website. The information shall also be circulated for further promotion to attract registration from as many countries as possible. In addition to this, a hard-copy material/ brochure shall also be brought out.

c. Onsite materials

The onsite materials, hard copies and electronic copies shall be prepared and planned accordingly including eco-friendly bag, note pads, reading materials, brochures, name batches, cultural event invitations, gala dinner invitations, etc.

Post-Conference

Complete videography, photography of the event shall be done and will be hosted in the host website. The host shall assist INQAAHE on follow-up activities of the Conference outcome. There will be significant press and media coverage of the event. In addition, social media outreach will also be carried out as required.

6. Budget

a. Financial Arrangements – Conference

All costs shall be met from the delegate fees, sponsorship or other support secured by the host agency. An amount of 70 USD per head shall be sent to INQAAHE which shall be included in the registration fees itself from the chargeable registered participants. The amount of registration fee to be charged per person from the registered participants will have the approval of the INQAAHE Board. Any surplus out of the registration fees received an amount of 50% shall be sent to INQAAHE as per the existing norms.

b. Financial Arrangements – Pre-Conference Workshops

Since Pre-Conference workshop registration and Conference registration are two different entities, Pre-Conference workshop fees to be charged per person from the registered participants for Pre-Conference with the approval of the INQAAHE Board. Any surplus out of the Pre-Conference workshop fees received shall be sent to INQAAHE as per the existing norms.

c. Budget

Total budget for the Conference will be approximately US$91,475, out of which an amount of US$33,800 shall be met by NAAC and sponsorships. The host may have exhibitors mostly related to the Higher Education Institutions and a moderate fee from the exhibitors shall be charged depending upon the venue costing. The macro budget under broad headings including revenue and expenditure is detailed as below:

Revenue		
Sl. No.	**Item**	**Revenue in US$**
1.	Pre-Conference Workshops @100 for 60 participants	6,000
2.	Conference Registration @ $550 for 75 Delegates outside the country	41,250
3.	Conference Registration @ $235 for 75 Delegates from India	17,625
4.	Conference Registration @ $235 for 20 Delegates from SAARC countries	4,700
	Total Revenue	**69,575**
	Less: Amount to be shared with INQAAHE towards Registration fee of $70 for 170 Delegates	11,900
	Budget Available	**57,675**

Expenditure		
Sl. No.	**Item**	**Expenditure in US$**
1.	Venue Charges for Pre-Conference Workshop (Hall, AV, Refreshments, etc)	4,000
2.	Venue Charges for Conference for 2 days (Hall, AV, etc) including plenary session and 4 breakout halls	10,000
3.	Lunch and Refreshments for 2 days for 170 delegates @ $50	17,000
4.	Gala Dinners and Cultural Programme for 225 Delegates @ $35	7,875
5.	Local Transport arrangements for Delegates and INQAAHE Directors/Officers	3,500
6.	International Travel and Local accommodation and travel for 14 INQAAHE Delegates @ $2150	30,100
7.	Mementos for 14 INQAAHE and speakers, Conference Kit for all delegates, etc.	17,000
8.	Contingencies & Misc expenses	2,000
	Total Expenditure	**91,475**
	Contribution from NAAC Plus Sponsorships and Revenue from Exhibition	**33,800**

d. **Green Policy**

Absolute environment friendly materials shall be used including jute bags, etc. In addition energy efficient lighting and systems will be in place.

7. **Additional Sources of Support**

a. **Sponsorships**

The NAAC shall try to get sponsorships which will contribute to the overall budget. All sponsorships shall have the INQAAHE Board's approval. The host may have exhibitors mostly related to the Higher Education Institutions and a moderate fee from the exhibitors shall be charged depending upon the venue costing.

8. **Fees**

a. **Conference and Workshop Fees**

The tentative fee is indicated in the budget and the same would be decided upon approval from INQAAHE.

> **b. Payment Mechanism**
> NAAC shall accept only Online payments. NAAC has the financial and legal capacity to collect payments in a timely manner from registrants from countries around the world.

> **c. Tracking System**
> NAAC shall be having a tracking system to ensure the attendees participation, registration status and the updated list on timely basis shall be shared with INQAAHE. NAAC shall also have a dedicated account to keep INQAAHE funds.

9. **Special Attendees**
   a. Local Delegates
   NAAC shall identify potential local attendees keeping in view the objective of the conference. INQAAHE awareness among the local Higher Education Institutions is one of key component for the invitation and the NAAC shall charge registration fees in accordance with the venue and other related costing. A short one-day workshop may be arranged for the local Higher Education Institutions to precede the Conference for local participants.

   b. Board Guests
   The INQAAHE Board guests and major international bodies such as UNESCO shall not be charged registration fees.

   c. Keynote Speakers and Pre-Conference Workshop Facilitators
   Transport, hotel and registration fees and relatively modest gifts to keynote speakers and Pre-Conference Workshop Speakers/facilitators are covered by the NAAC. The cost pertaining to the guest felicitation at the opening ceremony, social events shall be met by the host agency.

   d. Accompanying Persons Programme
   In the present context, NAAC shall plan and devise the Accompanying Persons Programme. Lunch and coffee break costs along with gala dinner and event reception costs shall be worked out for the accompanying persons separately. Accompanying persons require any programmes other than what is planned may be arranged at reasonable cost (minimum 10 accompanying persons' request).

   e. Arrangements for delegates from less developed countries
   Taking the precedence of the earlier INQAAHE conference and present context NAAC shall plan and devise arrangements for delegates from less developed countries and low-income countries which will be subsidized. NAAC also will look for collaborative arrangements with local commercial or public agencies.

10. **Governance**
    a. INQAAHE event programme committee
    The host shall adhere to both the programme committee and local organizing committee guidelines. The Local Organizing Committee advise the INQAAHE Board for Conference theme, keynote speaker(s), workshop facilitator(s), event programme, organizational timeline, budget, registration fees, and venue changes, if any.

    b. Local Organizing Committee
    The host shall adhere to form the local organizing committee as suggested by NAAC earlier also in the same step 2 of the proforma.

11. **Timing of the event**
    a. Dates
    The tentative dates for the INQAAHE Conference 2027 in the order of preference 16-17 April 2027 to be hosted by the National Assessment and Accreditation Council (NAAC), India.

12. **Contribution of the INQAAHE event to enhancing QA in HE in the host country**
    The host country's Cabinet has approved the New National Education Policy – 2020 (NEP-2020) which involves paradigm shift. The country is opened up in a big way for Internationalization of Higher Education Institutions, mutual recognition, blended and online learning, flexibility in the system, joint offing of programmes and research. This resulted in globally accepted good practices of binary accreditation also and moving away from grading. The

Conference will have an impact of the quality culture among the Higher Education Institutions by and large and in particular External Quality Assurance Agencies in the immediate Asia-Pacific Region. NAAC has always lent a helping hand to the neighbouring countries to establish EQA systems, developing manuals/standards, participation in their onsite visit processes and involving. NAAC's significant contributions international levels include hosting several EQA international delegations and also sending out NAAC staff for international visits to EQA Agencies/Conferences. NAAC has joint publications through COL, UNESCO-IEP, APQN, etc. NAAC participation in the CHEA-CIQG in its annual event at CHEA as a founding member is worth mentioning. Thus, enhancing Quality Assurance practices in and around the country.