



GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST THE ANNUAL CANQATE CONFERENCE

1.0 Introduction

1.1 The prospective host¹ must carefully consider **all of the requirements outlined in this document.**

1.2 An Expression of Interest to host the annual CANQATE Conference and the Pre Conference Workshop should be made, in writing, to the Network Secretariat² by **July 31 of the year prior to the hosting of the Conference.**

1.3 A Proposal must be submitted along with the Expression of Interest to host the conference. The proposal must include information that demonstrates the ability and/or commitment to meet the requirements listed under the headings from 2.1-2.20.

1.4 The prospective host must submit a brief statement on its expectations and the specific contributions which the event may present in the development a **Quality Culture** in tertiary education in the host country.

1.5 All proposals for the hosting of the annual Conference including Pre Conference Workshop will be reviewed by a selection panel that will make recommendations to the Annual General Meeting, based on agreed upon criteria and applied scores.

2.0 Requirements for Hosting a CANQATE Conference

2.1 Host Country

The prospective host must be a member of CANQATE and the Expression of Interest must be signed by the Head (e.g. chief executive officer/executive director/principal) of the member organization acting for and on behalf of the governing authority of the member organization.

¹ **“Prospective Host”** refers to a member organization (which covers accrediting agencies, universities and other tertiary institutions, evaluation agencies and similar organizations)

² **Network Secretariat** – the contact details depend on the location of the President as the Secretariat moves with each new President.

2.2 Sponsoring Ministry/Agency/Institution

It is highly desirable that the Expression of Interest 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 hosting process.

2.3. Venue

The Conference venue should be located within easy access to an airport. The venue should be disable person friendly with elevators/ramps to all floors/rooms. Where possible, the Conference venue should be the principal hotel or in close proximity thereto. Parking facilities should be available near to or at the venue.

2.4 Facilities

The following facilities should be available at the proposed conference venue:

- a. A room available for plenary sessions which can accommodate approximately 120 participants.
- b. The room should include a stage, preferably with a lectern.
- c. Audio visual facilities, including flipcharts should be available in all rooms
- d. There should be easy access to toilets facilities
- e. There should be an easily accessible Registration Area – this should be a size that could accommodate approximately 20 persons at any one time
- f. There should be at least 3 additional rooms for concurrent sessions.
- g. All rooms must be air conditioned
- h. The general ambience of the surroundings should be one that is welcoming and conducive to a high quality conference.

2.6 Hotel Accommodation

Participants generally have various needs and while 4* and 3* hotels are desirable, more affordable accommodation should also be made available. Special rates for conference participants should be negotiated by the host agency/institution on behalf of CANQATE for the conference hotel. Additionally, more affordable options should be made known to participants.

2.7 Transport Access

The host organization must make arrangements for safe, comfortable and reliable ground transfers from and to the airport and to and from designated hotels to the conference. This may be facilitated either through sponsorship to cover the cost or it may be included in the participants' registration fees.

2.8 Conference Package

Costs for catering such as lunches, breaks, conference materials and official social events must be included in the Conference Package. As far as possible, sponsorship should be sought for social events and national memorabilia.

2.9 Organization and Management

The Expression of Interest should describe the management and administrative mechanisms which the host will put in place for the preparation and hosting of the conference e.g. the appointment of a Local Organizing Committee or Steering Committee. This Local Organizing or Steering Committee should include volunteers from other national agencies, government departments or institutions. In the six months prior the conference the host organization must report on a monthly basis to the executive of CANQATE on progress with the planning for the conference. .

2.10 Financial Arrangements and Support

- Membership fees are to be paid directly to CANQATE Secretariat.
- The Conference and Pre Conference Workshop fees must be paid directly to the host organization.
- The host organization must ensure that all costs are met from participants fees (which must be approved by the Board of Management, CANQATE) and sponsorship or other support secured by the prospective host. Any surpluses from the events will form part of the income of the host.
- All deficits must be covered by the host organization.
- The Network will not be responsible for any deficit, which may fall on the host organization.

2.11 Arrangements for the Conference and Pre Conference Workshop

The Proposal should outline the staffing and other facilities which will be available during the event for the Registration and other aspects of organization. A Conference Secretariat for the organization of the event should be made available to members of the CANQATE Board of Management and to presenters. This should include access to telephones, fax, email, photocopier, and printer facilities. There should also be reasonable internet access in the venue for participants.

2.12. Arrangements for the Visit of CANQATE Board of Management Meeting to Host Country

It is normal practice for the host organization to make non-financial arrangements for accommodation. The host will be expected to make arrangements for the facilities its meeting and provide refreshments for a visit by the CANQATE Board of Management. It is normal practice for this visit to be conducted, at least six months before the Conference. The aim of the visit is to review the progress of the organization for the event, to conduct a site visit at the proposed conference venue to verify the adequacy.

2.13. Arrangements for the CANQATE Board Meeting

The Board of Management will hold a meeting on the day before the Pre Conference Workshop. The host organization will be expected to make necessary non-financial arrangements for accommodation. The host organization will make arrangements for facilities and refreshments for the meeting.

2.14 Advertising and Publication

Advertising and publication for the conference will be primarily facilitated using online media such as the CANQATE website and email. In addition to which, the host must make arrangements for the publication of hardcopy brochures, programmes, and the sourcing of conference bags which should contain the CANQATE logo. It may be more cost-effective for the host organization to publish conference papers on CD Rom/UBS sticks in advance of the Conference. A list of participants should be included in the conference materials provided to participants.

2.15 Conference Website

The CANQATE website will be the main source for advertising and promoting the Conference. However, the host organization will also be responsible for advertising and promoting the Pre-Conference and Conference Workshop on its website and in other appropriate media including Twitter, Facebook and so on.

2.16 Conference Programme Committee

The CANQATE Board of Management appoints a Programme Committee and another representative from CANQATE to which the host organization approves three (3) representatives from the Local Organizing Committee or Steering Committee to serve on this committee. The quorum for this Committee will be three persons which one must be the Programme Committee.

The Theme, Keynote Speaker(s) and Conference Programme are decided by the CANQATE Board of Management on the advice of the Programme Committee. The Programme Committee also invites and receives proposals for papers to be presented at the Conference. The topic and

presenter(s) for the Pre Conference Workshop are also decided by the Board of Management on the advice of the Programme Committee.

2.17 Social Programme

The CANQATE Conference will require at least two (2) social events: a formal opening ceremony and reception and a dinner/event with a cultural show are suggested. In addition, an optional tour at an additional cost to participants can be offered.

2.18 Timing and the Duration of the Pre Conference Workshop and Conference

The annual Conference and Pre Conference Workshop takes place in October of each year, preferably during the first week of the month. The Conference (including the Pre Conference Workshops) is normally held for three (3) days – one (1) day for the Pre Conference and two (2) days for the Conference.

2.19 Exhibitors

The host committee should indicate whether an exhibition will be organized during the Conference. This may be a revenue-generating activity which may be used for marketing and promotional purposes by businesses and institutions offering products or services related to tertiary education. Any fees paid by exhibitors are included in the revenue earned by the host agency/institution/organization.

2.20 Local Participants

The host organization may offer a special rate to local participants in order to ensure that the Conference and Pre Conference Workshop are well attended by participants from the host country.

2.21 Conference Fees

The CANQATE is seeking to maintain a conference fee which is accessible to most economically. The host may want to offer group rates, student rates and early bird rates. Proposed conference fees must be approved by the Board of Management of CANQATE.