

## ENQA Members' Forum and General Assembly 2025 and 2026

### Call for hosts

**ENQA invites member and affiliate agencies to apply to host the Members' Forum in 2025 and 2026 and General Assembly in 2026. Hosting an ENQA event is an excellent opportunity to showcase and bring visibility to your agency and the context in which it works.**

**The deadline for applications is 12 February 2024.**

#### About the events

ENQA holds two large events for members and affiliates each year:

- **The Members' Forum takes place in April** and has a programme designed to facilitate sharing of practice and experience between the membership, as well as an opportunity to discuss latest developments in quality assurance. A short General Assembly meeting is also included, to deal with statutory business.
- **The General Assembly takes place in October** and includes a half-day dedicated to statutory business. The rest of the programme is dedicated to discussing the latest developments in quality assurance and exploring topics relevant to the future development of ENQA. Note that the General Assembly in 2025 is already planned to be held in Brussels, in conjunction with the celebration of ENQA's 25<sup>th</sup> anniversary.

Both events are attended by ENQA members, affiliates and invited partners, and usually attract around 120-150 participants. Both events usually take place on a Thursday (full day) and Friday (up to lunch), with meetings of the Board and Agency Review Committee on Wednesday morning, and an optional social programme on Wednesday afternoon.

#### Eligibility

ENQA members and affiliates may apply to host the event, however priority is usually given to members, and then to affiliates that are quality assurance agencies in the EHEA. Previous hosts are welcome to apply again after a gap of minimum 5 years.

The selection will take into account the location of the hosts in order to ensure appropriate balance and coverage within the EHEA (proposals to host outside the EHEA will not be accepted). Ease of access from across the EHEA will also be considered.

Applications from agencies likely to be undergoing a review at the time of the event shall not be considered.

#### Host responsibilities

The selected host is expected to arrange the following:

- Venue with plenary room and catering area to accommodate 150 participants, as well as c.4-5 rooms for breakout sessions (exact requirements for breakout rooms can be discussed depending on the programme and venue provisions). The venue should be equipped with audio-visual equipment for presentations, but does not need to accommodate a hybrid event. Stable Wifi should be available for all participants.
- Catering for the duration of the programme (lunches and coffee breaks).
- Dinner on Thursday evening.
- Support staff for the preparation and implementation of the event.
- Meetings rooms for the Board and the Agency Review Committee on Wednesday morning.

- Participant badges.
- Hotel block booking at preferential rates for ENQA staff, Board, Agency Review Committee and speakers.
- A list of recommended hotels in different price brackets for participants, if possible with fixed rates. Participants are responsible for booking their own accommodations.
- Practical information for participants.
- Invitation letters for visa applications.

Hosts also have an opportunity to arrange a social programme for participants on the Wednesday afternoon/evening. This may include a presentation from the host on the local higher education and quality assurance system, a cultural excursion, and a reception or dinner. Please however note that this part of the programme is at the discretion of the hosts and not obligatory.

ENQA will take responsibility for:

- The structure, content and speakers for the event programme.
- The invitations and registration process.
- Communication with participants.
- Support staff for the preparation and implementation of the event.

## Resources

The core cost of the event is financed by ENQA. This will cover the venue, equipment, catering (including dinner on Thursday evening) and printed materials (if any) up to a maximum amount agreed in advance. For details of the available budget, please contact the ENQA secretariat.

ENQA will also cover costs associated with the meetings of the Board and the Agency Review Committee, as well as travel and accommodation for ENQA staff, Board, Agency Review Committee and invited speakers.

Any social programme offered on Wednesday afternoon must be financed by the host.

The staff costs of the host agency related to organising the event are not covered by the budget. The host agency is asked to provide this as an in-kind contribution.

## Application process

Applications to host should include the following information:

- Full details of the applicant organisation and motivations for hosting an ENQA event;
- Details of the capacity to provide the necessary arrangements for the event;
- Preliminary indications of venue and social programme (these do not need to be fixed);
- Preference for which event and year to host (and whether flexible to host alternatives if first choice is not available).

Applications should be sent by email to [secretariat@enqa.eu](mailto:secretariat@enqa.eu).

The deadline for applications is **Monday 12 February 2024**.

The Board will take a decision on hosts in their meeting on 28 February 2024. Applicants will be informed of the results in the following week.

Any questions may be addressed to the ENQA secretariat at [secretariat@enqa.eu](mailto:secretariat@enqa.eu).

## Hosts of previous and upcoming ENQA events

Year	Event	Host organisation	Location
2025	General Assembly		Brussels, Belgium
2024	General Assembly	MFHEA	Valletta, Malta
2024	Members' Forum	ZEvA	Hannover, Germany
2023	General Assembly	QQI	Dublin, Ireland
2023	Members' Forum	NCEQE	Tbilisi, Georgia
2022	General Assembly	UKÄ	Stockholm, Sweden
2022	Members' Forum	QAA	Cardiff, United Kingdom
2021	General Assembly	n/a	Online
2021	Members' Forum	n/a	Online
2020	General Assembly	n/a	Online
2020	Members' Forum	n/a	Online
2019	General Assembly	ANQA	Republic of Armenia, Yerevan
2019	Members' Forum	EKKA	Estonia, Tallinn
2018	General Assembly	IQAA	Astana, Kazakhstan
2018	Members' Forum	ACPUA	Zaragoza, Spain
2017	General Assembly	CIEP	Sèvres, France
2017	Members' Forum	NOKUT	Oslo, Norway
2016	General Assembly	QAA	Gloucester, United Kingdom
2016	Members' Forum	HAC	Budapest, Hungary
2015	General Assembly	QQI	Dublin, Ireland
2015	Members' Forum	AAC-DEVA	Córdoba, Spain
2014	General Assembly	ASHE	Zagreb, Croatia
2014	Members' Forum	NCPA	Saint Petersburg, Russia
2013	General Assembly	SKVC	Vilnius, Lithuania
2013	Members' Forum	Accreditation Commission	Prague, Czech Republic
2012	General Assembly	OAQ	Basel, Switzerland
2012	Members' Forum	AERES	Paris, France
2011	General Assembly	ARACIS	Bucharest, Romania
2011	Members' Forum	NVAO	The Hague, the Netherlands
2010	General Assembly	KKA	Helsinki, Finland