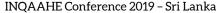# CALL FOR PROPOSALS
INQAAHE CONFERENCE 2025

The Board of Directors of INQAAHE presents this call for proposals to host:

INQAAHE Conference 2025

The INQAAHE Conference is a biennial gathering of quality assurance professionals from around the world to discuss emerging issues and best practice in higher education quality assurance. The event offers an enhancement platform for QA professionals and HE policymakers and other key stakeholders and features pre-Conference workshops, a regional networks meeting, a 2-day Conference around emerging issues delivered through interactive learning sessions, networking events, and an INQAAHE General Assembly meeting.

INQAAHE Conference 2019 – Sri Lanka

INQAAHE Conference 2021 – United Kingdom (online)

Preliminary proposals (expression of interest) due: ~~January 31, 2023~~ March 2, 2023

Final proposals due: ~~February 28, 2023~~ March 10, 2023

This preliminary proposal (expression of interest) should include 2-3 pages of relevant information, as outlined in the proposal guidelines. Successful applicants will be asked to submit a more detailed final proposal. If the proposal meets the general requirements, applicants will be invited to give a short presentation at the INQAAHE Conference in June 2023 in Astana (Kazakhstan), where the General Assembly of INQAAHE will vote on the winning proposal.

Previous Conferences:

Madrid 2011, Taipei 2013, Chicago 2015, Manama 2017, Colombo 2019, Glasgow 2021, Astana 2023.

INQAAHE Conference 2025 Proposal Guidelines

General Considerations

COVID

Due to the continued uncertainty around the feasibility of large face-to-face gatherings, international travel restrictions combined with the financial risk associated with having to cancel at late notice, the INQAAHE Board has decided that the prudent option is to plan future INQAAHE events in a hybrid mode. An in-person event will always be the preferred option if the context allows it. Given the local context and considering that there may still be a need to follow health protocols, the host shall address matters appertain to their readiness for such measures.

Participants

INQAAHE is a world-wide association of over 300 quality assurance providers that are active in the theory and practice of quality assurance in higher education including higher education institutions, individual affiliates, and network partners. The Board of INQAAHE seeks expressions of interest from member agencies in hosting the biennial Conference of 2025.

Overview of Process

The process includes a preliminary proposal and once approved, a full proposal and presentation for the General Assembly, according to the following timeline:

- ~~January 31, 2023~~ March 2, 2023: Preliminary proposal (expression of interest) due. This document should include 2-3 pages of relevant information, as outlined in the proposal guidelines.
- ~~February 7, 2023~~ March 10, 2023: The INQAAHE Board approves applications that meet the general requirements and invites applicants to submit a more detailed final proposal.
- ~~February 28, 2023~~ April 2, 2023: Final proposals due for the invited finalists.
- ~~First quarter of 2023~~: Presentation to the General Assembly of INQAAHE.

Benefits of Hosting

The INQAAHE Conference is an excellent opportunity to have firsthand exposure to quality assurance practices internationally, introduce QA professionals from around the world to your higher education system and culture, and to demonstrate leadership internationally. Hosts are encouraged to invite a wide range of participants from their local context, to experience the discussions and exchange with attendees. Typically, high-level officials from the host country participate in the ceremonial activities, enhancing the profile of the agency within its own country. Hosting can have some financial benefit as well, depending on costs and ability to gain sponsorships. Above all, hosting is a tremendous service to all the professionals of INQAAHE.

Geographical Considerations

Agencies interested in hosting an event should note that, in order to provide the Network members the greatest opportunity for attendance, it is not the practice to hold events in the same region or continent where a recent Conference or Forum took place, if alternate locations are available. 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. Considering the venues for the INQAAHE annual events for the last ten years, *preferences* for hosting the INQAAHE Conference 2025 will be given to the following regions:

- East and Southeast Asia

- South America and the Caribbean

- North America, and

- Francophone Africa.

Forums have been recently (or will be) held in the following locations: Windhoek 2010, Melbourne 2012, Tallinn 2014, Fiji 2016, Mauritius 2018, Moscow 2020, Mexico 2022, Bucharest 2024.

In addition, INQAAHE's larger, biennial Conferences have been or will be held in the following locations: Madrid 2011, Taipei 2013, Chicago 2015, Manama 2017, Colombo 2019, Glasgow 2021, Astana 2023.

Conference Dates

The proposed dates of the Conference should not fall on or near major religious holidays and observances, for the convenience and safety of attendees. Generally acceptable date ranges are February 26-29, 2025, and April 15-May 16, 2025.

Conference Structure

The typical structure of the Conference has been as follows, although is subject to improvements and adjustments over time.

Day 1: Pre-Conference. Four longer workshops offered in two time slots, followed by a large regional networks meeting.

Day 2 & 3: Opening events, concurrent workshops, plenary sessions, and a gala dinner.

Day 4: Optional cultural events or tours. (Arranged by host but costs do not need to be included in the conference fee.)

In addition, the INQAAHE Board of Directors typically meets the day before the Conference begins and on Day 4.

Application Steps and Requirements

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 the Conference. The preliminary proposal must include a letter of intent and responses to a required set of parameters. 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 regards 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 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 I – Submission of the Preliminary Proposal

Interested agencies must submit their brief preliminary proposal by ~~January 31, 2023~~ March 2, 2023, 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 INQAAHE Conference, and information addressing the following items:

- Name of hosting organization and type of INQAAHE membership;

- Proposed location of the INQAAHE event:

    o 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 INQAAHE event in the proposed location, including the perceived positive impact on INQAAHE, as well as the region, should an INQAAHE 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 INQAAHE 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.

The INQAAHE Board will notify all potential applicants of its decisions to accept or reject the preliminary proposals that were submitted for review. 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. All agencies whose preliminary proposals are accepted by the Board will be asked to submit a full application for hosting the event.

Step II – Submission of the Full Application

Full applications for hosting the INQAAHE Conference must be submitted by ~~February 28, 2023~~ April 2, 2023.

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. **Official Support**
    a. **Host Agency**
    The applicant should be a Full 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.

    b. **Sponsoring Ministry or Agency**
    It is highly desirable that the application is 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.

2. **Location and Space**
    a. **Venue**
    Applicants should bear in mind the considerable distances and cost incurred by delegates in travelling to the INQAAHE Conference. 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 INQAAHE event venue and principal hotel are in the same location.

    b. **Plenary room**
    The plenary room must have a capacity for up to 300 participants. The speaker(s) and/or workshop facilitator(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.

    c. **Available breakout rooms**
    There must be a sufficient number of rooms for the INQAAHE Conference. 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.

d. Registration Area

The Registration Area should be easily accessible and big enough to receive all participants. It should have a capacity for up to 300 participants. Rooms or space for networking is considered desirable.

e. Poster sessions

Space should be provided somewhere in the venue for accepted poster sessions from members.

f. Board Room

The INQAAHE Board will hold two meetings during the event. The host agency is expected to make all the necessary arrangements related to the facility, room, and refreshments for the two Board meetings of approximately 14 persons.

g. Technology

Attendees should have access to wi-fi services throughout the Conference venue. All presentation spaces should be equipped with the capacity to project presentations electronically. In case of a hybrid event, it will be necessary to provide access to teleconference facilities to accommodate remote access for those attending virtually.

h. Refreshments

Typically hosts provide a midday meal, as well as coffee and tea services. The host's plan for these arrangements should be reflected in the budget.

i. Social Programme

The Conference typically includes a gala dinner where awards are given and the attendees can enjoy a meal that reflects the traditions of the host. 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.

The gala dinner need not be extravagant but should be planned with care to ensure a pleasant event. Often there is a cultural presentation of some kind. The host's plans for these arrangements should be reflected in the budget. While the cost can come from the event fees, past experience has shown that local or corporate sponsorship can be particularly welcome in meeting these substantial costs.

Similarly, an informal reception to facilitate networking and conversation should take place at some point during the Conference and should be reflected in the budget.

j. Pre-Conference Workshops

The day preceding the Conference opening is devoted to applied workshops. These are usually held in or adjacent to the main event facility. The host agency provides facilities for these workshops and an additional registration 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.

k. Pre and Post Conference cultural events

These cultural activities can enhance attendees' experience at the Conference and hosts are encouraged to arrange activities, if convenient. There is not an expectation that the host will pay the costs of tour activities.

3. **Hotel and transportation**
    a. **Hotel**

    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. Rooms at the principal hotel should have internet access.

    b. **Transport access**

    The meeting venue should be in, or very near, the main INQAAHE Conference hotel. Other accommodation should be close to the venue with ease of access 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. If required, transportation from the main(s) hotel(s) to the event venue and back must be covered by the host. In addition, the host should provide transportation to the gala dinner if it is not easily accessible by walking or public transportation.

4. **Administration and Coordination**
    a. **Management Structure**

    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 INQAAHE Conference. In particular, clear lines of responsibility should be specified. Should there be more than one agency 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.

    b. **Staffing**

    Assigning adequate administrative support to the organization and management of the INQAAHE Conference is of paramount importance to guarantee 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 regards to handling registrations and other aspects of organisation.

    Prior to the event, the agency should communicate regarding its staffing capacity to conduct the preparations for hosting, including visa assistance, payment and registration processing, marketing and website development, and other promotion and planning.

    For the period during the event, the agency should communicate regarding its staffing plan (staff, contractors, volunteers) to register and assist attendees, run technologies, and ensure attendees find events in a timely manner. Back-office facilities where event management can occur should be available to the 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.

    c. **Visa Assistance and Invitations**

    The host is responsible for assisting registrants with travel, accommodation, and visa requirements. The host should facilitate the visa process, including providing letters of invitation where necessary.

5. **Marketing and Promotion**
    a. **Conference Website**

The event website is the most critical aspect of an INQAAHE Conference 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. A host should have the capacity to create and manage the website and registration mechanisms with very little administrative support from INQAAHE.

The information on the website should be clearly communicated and the graphic design should be attractive. The website should motivate attendees to register for the Conference, as well as provide them with all the necessary logistical details required for their planning.

At a minimum, the website should feature information on speakers, workshops, draft programme, venue and accommodations, transportation and visa assistance, and welcome messages from INQAAHE leadership and hosts. Participants should be able to register for the Conference through the website and make payment arrangements.

b. General promotion

Most advertising and recruitment for the event is conducted electronically. The host will be responsible for creating electronic marketing materials, such as attractive emails and blog posts, as well as creating a proposed marketing schedule. The host should also market the Conference in its own region at various conference and events, as applicable. The host will be responsible for developing targeted invitees and attendees in its region and reaching out to individuals and groups for participation.

In addition, it is useful to have at least one professional looking hard-copy material to bring to various conferences to promote the upcoming Conference.

c. Onsite materials

Hosts should have a plan for onsite promotion and programme distribution, such as notebooks/bags/etc. Attendees should receive, whether in hard copy or electronically (such as an app) a list of other attendees, programme, any official documents necessary for the General Assembly meeting.

d. Post-Conference promotion

It is desirable to have post-Conference promotion of particular sessions or workshops. The hosts should consider how they will plan for this during the Conference (once the programme is determined), such as taking video of a popular session.

6. Budget

a. Financial Arrangements - Conference

The biennial INQAAHE Conference and the workshops 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 70 USD 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. In the event that the Conference meetings are held at a hotel that offers complimentary staff rooms, those rooms should be split between the host and the INQAAHE secretariat.

b. Financial Arrangements – Pre-Conference Workshops

INQAAHE 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. 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. Note that accommodation and travel expenses for the workshop presenters should be on economy class and covered by the host.

c. Budget

A preliminary budget should be submitted that reflects the various events and requirements throughout the guidance. It should reflect the proposed sources of revenue to support the Conference (fees, sponsorships, other support).

In the final budget, expenses should include, but are not limited to the following costs: venue, staffing and administration, opening reception, transportation for participants to all events, lunch and tea/coffee, gala dinner, informal reception, event badges/bags and other materials, small gifts for pre-Conference workshop presenters and keynote speakers, economy travel and accommodation for pre-Conference workshop presenters and keynote speakers, facility and refreshments for Board meetings, marketing and promotion costs, website, visa assistance, and any exhibition costs.

7. Additional Sources of Support

a. Exhibitors

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

b. Sponsorships

The host should indicate the extent to which sponsorships will contribute to the overall budget, as well as the organization's experience in pursuing funding. Note that all sponsorships are subject to approval by the INQAAHE Board.

8. Fees

a. Conference and Workshop Fees

The host will propose a fee range that the members will know prior to voting. The INQAAHE General Assembly is sensitive to fees due to the wide diversity in ability to pay across regions and countries. For reference, Conference 2023 fees were voted at 500 USD for the Forum, 150 USD for one pre-Forum workshop, and 250 USD for two pre-Forum workshops. Proposals above this amount may have some challenges being approved. The final proposal should discuss the extent to which sponsorships or other creative measures may be used to keep costs reasonable for members.

b. Payment Mechanism

The host must have the financial and legal capacity to collect payments in a timely manner from registrants from countries around the world. On site payment is exceedingly complicated and is highly discouraged.

c. Tracking System

The host should have the capacity to track and regularly report on registrations, as well as keep INQAAHE funds in a dedicated account. The host will be expected to report registration progress at agreed intervals, as well as provide complete registration lists to INQAAHE staff prior to the Conference and updated lists after the Conference.

9. **Special Attendees**
    a. **Local Delegates**
    One of the major benefits of hosting an INQAAHE 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 INQAAHE Biennial event 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 event, particularly in the case of the Conference as the overall attendance is smaller than the Conference. Local organisers are welcome to precede or follow the Conference with a short (one day) workshop for local participants.

    b. **Board Guests**
    Guests of the INQAAHE Board represent major international bodies such as UNESCO and are not charged a delegate fee.

    c. **Keynote Speakers and Pre-Conference Workshop Facilitators**
    Transport, hotel, and registration costs (and relatively modest gifts) to keynote speakers and Pre-Conference Workshop facilitators are covered by the host agency. 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.

    d. **Accompanying Persons Programme**
    Accompanying persons are those who accompany delegates to the INQAAHE Conference but do not participate in the official event programme. For accompanying persons who plan to attend any of the INQAAHE event 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 INQAAHE Conference sessions. The nature of these activities depends on the event 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.

    e. **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).

10. **Governance**
    a. **INQAAHE event programme committee**
    The Board appoints a Programme Committee to which the hosts nominate one representative. The Program Committee shall plan the detailed schedule for the Conference, arrange for workshop presenters, give guidelines to the presenters, and liaise with the Board and the Local Organising Committee. The INQAAHE Board will approve the following, based on the advice of this committee: Conference theme, keynote speaker(s), workshop facilitator(s), event programme, organizational timeline, budget, registration fees, and venue changes.

    b. **Local Organising Committee**

The host is encouraged to form a local organising committee to oversee and support the responsibilities of the host.

11. Timing of the event
a. Dates
The proposed dates of the Conference should not fall on or near major religious holidays and observances, for the convenience and safety of attendees. Generally acceptable date ranges are February 26-29, 2024, and April 15-May 16, 2024. Dates should be specified in the bid.

12. Contribution of the INQAAHE event to enhancing QA in HE in the 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 by the Board prior to the event and subsequently distributed to the 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 INQAAHE event held in the specified country. This presentation can be done in person or virtually.

Once all applicant organizations have presented their proposals, the voting members present at the General Assembly will vote (in person or virtually) through a ballot process. 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.