



INQAAHE

International Network for Quality Assurance Agencies in Higher Education

Application form to host the INQAAHE 2011 Conference

Please note that the numbers in the right column are referring to paragraphs of the INQAAHE Conference 2011 Bid Document. The deadline for submitting the application form and proposed budget is **1 March 2009**. Applications need to be send to inqaahe@nvaio.net

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APPLICATION FORM

❖ Name of host agency and contact details

ANECA. National Agency for Quality Assessment and Accreditation of Spain
ANECA. Agencia Nacional de Evaluación de la Calidad y Acreditación

ANECA
c/ Orense 11, 7ª planta
28020 Madrid
Spain
Phone: +34 91 417 8231
Fax: +34 91 556 86 42
www.aneca.es
direccion@aneca.es

❖ Motivation for organizing the INQAAHE Conference (max 200 words)

The motivation in ANECA for organizing the INQAAHE conference in 2011 is twofold. On the one hand, the agency has a commitment to maintain the internationalization of its activities as it has been made in the last years bridging Europe and Latin America in its agenda and the INQAAHE Conference is at the top of the quality assurance events at the global level. On the other hand, 2011 is a very relevant year for international affairs for ANECA because is the first year of the post-Bologna calendar from the European point of view and a good opportunity to celebrate this important event in Europe.

❖ Please indicate how the conference will contribute to enhance the quality assurance in the country where your organization is located (max 200 words)

At the national level, the event could be a very good chance for ANECA to assume the organisation taking into account the regional QA agencies of Spain to give more information about the Spanish QA system to our fellow organisations of INQAAHE. Thus, from the point of view of the objectives of the Conference, both the strategic points and interests of the QA biggest network in the world could also be aligned with the objectives of the regional networks (Europe and Latin America, in our case) and finally with the national ones, in order to contribute to the strengthening of the QA setting of Spain.

❖ Proposed dates of organizing the conference

March, 28th, 29th, 30th and 31st as the first proposal.

April, 4th, 5th, 6th and 7th, as a second possibility.

We bear in mind local (national) holidays and traditions.

❖ **Does your organization have experience with organizing similar events? If so please provide us with the name and date of the event and if possible the address of the conference website**

ANECA has a long experience organising these types of events at the national, international (European, Ibero-American) and involving jointly Europe and Latin-America, such as:

- ✓ ECA's Dissemination Conference regarding mutual recognition agreements regarding accreditation decisions (Barcelona, 2007) by the moment.
 - <http://www.ecaconsortium.net/conference/>
- ✓ The 10th Workshop of ECA members (Barcelona 2007)
 - <http://www.ecaconsortium.net/index.php?section=content&id=14>
- ✓ ALCUE (América Latina y el Caribe-Unión Europea) Seminar on Quality Assurance, (Madrid 2007)
 - <http://www.alcue.net/uealc/portal/event/EventView.do?evt=5&lg=49>
 - http://www.aneca.es/servicios/docs/070621_Alcue_prog.pdf
- ✓ ENQA General Assembly (Madrid 2006).
 - www.enqa.eu/eventitem.lasso?id=85&cont=pasteventDetail
- ✓ Implementing Quality Assurance Standards in the European Higher Education Area: the Way Forward (Santander 2006).
 - www.enqa.eu/eventitem.lasso?id=80&cont=pasteventDetail
- ✓ ENQA Workshop on student involvement in external quality assurance,
 - (Madrid 2006)
 - <http://www.enqa.eu/eventitem.lasso?id=76&cont=pasteventDetail>
- ✓ Seminar on Methodological Common Instruments for Assessment and Accreditation in the European Framework, (Santander 2004);
 - http://www.aneca.es/publicaciones/docs/publi_ponencias%20santander%202004.pdf
- ✓ First meeting of the European Consortium of Accreditation (ECA) (November 2003).
 - <http://www.ecaconsortium.net/index.php?section=content&id=14>
- ✓ Quality Assessment and Accreditation Common Area *in the European Union, Latin America and the Caribbean, EULAC*, (Madrid 2003).
 - http://www.aneca.es/activin/docs/agenda_seminario_madrid.pdf

- ❖ **Will the conference receive financial supported from the (local) ministry or a similar body? If so please attach a letter of evidence of this support**

In case of a positive answer, ANECA would include in its Action Plan for 2010 and 2011 the organisation of the Conference and therefore in the budget for those annual financial provisions. Financial support from the Ministry and the administrations located in Madrid would also be requested particularly to finance the accompanying social events (Gala Dinner, Visit to the University Carlos III, etc.).

- ❖ **Name, address and (public transport) accessibility of the proposed venue**

NH Eurobuilding***** (5 stars category)
Address: Padre Damián, 23, 28036 Madrid (España)
E-mail: nheurobuilding@nh-hotels.com
Tel.: +34.91.3537300
Fax: +34.91.3454576
<http://www.nh-hoteles.es/nh/es/hoteles/espana/madrid/nh-eurobuilding.html?type=services&action=search>

Average Price of the room 160 euros (Prices 2009)

Transportation from the airport:

By taxi (not rush hour), the price is around Euros 30 and it will take you 25 minutes.

By metro: around 20 minutes. Price of the ticket: 2 euros.

(Metro Line 10 -Santiago Bernabeu)

Ticket 2 €. From the airport of Madrid Barajas, first take Line 8 and then take Line 10 around 25 minutes.

http://www.metromadrid.es/export/sites/metro/comun/documentos/planos/Plan_oespsincorte08.pdf

- ❖ **Available accommodation (location, price range)**

€ 130/per night double single use (breakfast included) VAT (16%) not included

€ 160 double room (breakfast included) VAT (16%) not included

- ❖ **Please set out the management and administrative structure of organizing the Conference. Indicate the staff resources for organising the event, and the staffing and other facilities which will be available during the event for registration and other aspects of organisation.**

The structure in charge of organizing the event is as follows:

- Chair of the organising Committee: Gemma Rauret, Director of ANECA
- Project leader: Rafael Llavori, Head of the Unit for International Relations
- Co-ordinator of the Institutional Events: Head of Unit of Communication
- Staff resources: two people from the Unit of International resources (part time) and three people of the Unit of Communication (one person staff for institutional events, the web-master and the press liaison).

- For the booking and travel arrangements of the special guests and speakers, the services of the travel agency responsible for ANECA's travel and lodging logistics will be used: Barceló-American Express.

❖ **Provide draft budget (in Euros or US Dollars) including estimated registration fee, and main conference expenditures(You might use the attached budget scheme)**
(See Annex attached).

❖ **Indicate the expenditures for guests**

❖ **Indicate the expenditures for supporting delegates from less developed countries**
The best options for hotel are as follows (price at 2009):

Holiday Inn Hotel****

Plaza Carlos Trias Bertran, 4

28020 Madrid Tel. + 34 91 456 80 00

<http://www.ihotelsgroup.com/h/d/hi/1/en/hotel/tojsp?rpb=hotel&crUrl=/h/d/6c/1/en/hotelsearchresults>

€ 119/per night double single use (breakfast included)

€ 158 double room (breakfast included)

It is close to the venue, 20 minutes walking or 1 metro station (1 € ticket).

❖ **Overview of the proposed arrangements for Board Meetings and workshops**

The hotel chosen has a broad offer of rooms and areas for meetings and the possibility to adapt the spaces to a different amount of people. It has been tested in various meetings, one of them with 300 attendants. There are up to 24 rooms available ranging from very different sizes and location. This makes easier to arrange the different workshops, and meetings of all kind.

❖ **Indicate the communicative structure, who will be responsible for distributing final copies of conference papers, the editing of abstracts, papers and the advertising and printing process in general.**

The Unit for Communication of ANECA, which is in charge of the organisation of events, communication policies and the web-site will provide support to the overall issues throughout the whole Conference. As it was stated before, the Unit for International Relations will also be part of the working team in charge of providing support to the organisation of the whole event.

❖ **Does your organization have experience with developing conference websites? if so please provide us with evidence**

ANECA prepares specific web-sites and electronic environments for the particular projects developed (i.e. Training Course for Technical staff of accreditation agencies in Internal Quality Assurance Systems, "Project CINTAS" of RIACES, which is carried out twice a year);

Electronic platforms for the ex-ante programme accreditation and the evaluation of teaching staff, in both cases universities and individual applicants access by electronic means to the application forms and the information requested in the evaluation procedures.

❖ **Provide a (draft) structure of the conference programme including pre- and post workshops, if possible suggest keynote speakers**

Regardless that the conference programme should be enriched with the collective effort of the Board members and other experts, the suggestion and proposal for the programme conference would be as follows:

- Title: *Towards a sustainable evaluation: a polyhedral view* (institutions, QA agencies, students...)

The Conference focuses on the quest for different sustainable evaluation processes according to the various contexts and academic traditions. The need to rethink the evaluation processes in an on-going way to adapt them to the changing and innovative environment of higher education. One of the goals of the Conference could be the definition of a “tension area” between the information requested by the agencies to the HEIs and the information provided by them that could be defined as the “reasonable tension” that an evaluation model should withstand.

The conference could be split in three main parts each one focusing on one particular *face* of the polyhedron:

- Object of the evaluation
- Information available in the HEIs versus information relevant for agencies and students
- Evaluation models: does the context shape the model or vice versa?
- The cost of evaluation: impact and consequences

These “faces” or parts will be established by means of a survey before making the decision in order to ensure that the relevant topics for the different perspectives and regional settings of INQAAHE are included.

The proposal of key speakers is something that we consider should be a “collaborative task”. If the focus is considered acceptable, a proposal of key note speakers and experts for the different sessions could be circulated to the Board members and experts before making the decision. Then, the final programme with the appropriate speakers would be ready in a very early stage.

❖ **Provide a (draft) social programme**

The social programme will be as follows:

- Conference Gala dinner in the first evening of the conference: provided by the organizers jointly with the Ministry of Science and Innovation or the Regional Authority of Madrid. The attendants will be invited by the organisers. The dinner will include a show with special relevance to the cultural traditions of the host country.

- Optional delegate tour on Thursday after the end of the Conference to the Universidad Carlos III of Madrid, a public university located in the outskirts of Madrid. Reception by the authorities and a visit to the different facilities in the campus in order to get familiar to one remarkable institution of the organizational country.

The social programme could be tuned and improved in case the decision of the venue would be positive, because the involvement of public institutions (local and regional government, National Heritage locations run by the Crown, etc.) will be immediately achieved and a wide range of possibilities self-financed can also be obtained.

❖ **Provide suggestions for the accompanying persons programme**

Madrid City-tour visiting the Royal Palace and the main touristic places. Provided on Monday, Tuesday and Wednesday morning including lunch in a typical restaurant. Groups of 25 people max. The bus will pick up in the hotel of the venue and will leave the group in the same point at the end of the visit (Current prices in 2009: 85 € per person).

El Prado Museum. Provided on Monday, Tuesday and Wednesday morning. The people interested must be gathered at the museum's gate for a three hour visit. (Current prices 25 € per person)

Thyssen-Bornemisza Museum. Provided on Monday, Tuesday and Wednesday morning. The people interested must be gathered at the museum's gate for a three hour visit. (25 € per person).

A tour visit to the historical city of Toledo (60 km from Madrid) could be also facilitated for those interested.

❖ **Indicate and motivate the proportion of local and international delegates**

In the case of national delegates, ANECA will incorporate delegates from the regional quality assurance agencies of Spain in order to promote an active participation to our fellow-agencies in the country. At the international level, we wish emphasise the role played by both the European and the Latin-American colleagues in order to strengthen the "bridge" part that ANECA is playing between both regions since its foundation.

As a preliminary calculation, 6 delegates from the Spanish regional agencies would be involved and ten from the European-Latin American counterparts.

❖ **Are there possibilities for sponsorship from local commercial or public agencies to assist the participation of delegates from less developed countries? If so please provide the names of the involved actors**

Collaboration to the Department of Co-operation of the Spanish Ministry of Foreign Affairs will be requested for those cases included in its scope. For that purpose, ANECA will sign a special agreement with that office in order to formalise the collaboration.

