CALL FOR PROPOSALS

INQAAHE Conference 2029

Host the global quality assurance community

INQAAHE alternates each year between two major global events: The INQAAHE Forum focuses on thematic deep-dives and collaborative exploration, while the INQAAHE Conference serves as INQAAHE's flagship biennial gathering.

INQAAHE presents this Call for Proposals to host the INQAAHE Conference 2029.

The INQAAHE Conference is a biennial gathering of professionals, experts, and policymakers from around the world aimed at facilitating discussion on emerging issues and sharing best practices in higher education quality assurance.

The Conference features:

- A 2-day full programme of plenary and breakout sessions
- Pre-Conference workshops
- A meeting with regional QA networks
- The INQAAHE General Assembly
- Extensive opportunities for networking and professional exchange

Proposal Timeline

Preliminary proposals (expressions of interest) due: December 1, 2026
Final proposals due: March 15, 2027

The **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 April 2027 in Doha (Qatar), where the General Assembly of INQAAHE will vote on the winning proposal.

INQAAHE Secretariat
C. Enric Granados, 33 · 08007 Barcelona · Tel: +34 93 268 89 50 · secretariat@inqaahe.org

Previous Event Locations and Hosts:

INQAAHE alternates annually between the INQAAHE Forum and the INQAAHE Conference, with each event hosted in a different location. Recent INQAAHE events are planned for or have been held in:

Medellín, Colombia (2028) • Doha, Qatar (2027) • Sun City, South Africa (2026) • Tokyo, Japan (2025) • Bucharest, Romania (2024) • Astana, Kazakhstan (2023) • Mexico City, Mexico (2022) • Glasgow, United Kingdom – online (2021) • Moscow, Russia – online (2020) • Colombo, Sri Lanka (2019) • Mauritius (2018) • Manama, Bahrain (2017)

INQAAHE is committed to strong regional diversity and to bringing its global community to different parts of the world. If you do not see a recent host from your region, we warmly encourage you to submit an application — we would be delighted to consider hosting INQAAHE in your country and to showcase your national context and culture.

INQAAHE Conference 2029 Proposal Guidelines

General Considerations

Delivery mode

The INQAAHE Conference is an in-person event, with consideration of selected live-streamed sessions, such as the regional networks meeting.

Eligible applicants

Expressions of interest are sought from INQAAHE Full member agencies.

Potential attendees/target public

INQAAHE events are targeted towards professionals and experts in quality assurance and/or higher education, from agencies and institutions, both members and non-members.

Proposal submission process

The process for submitting an expression of interest to host the 2029 INQAAHE Conference includes a preliminary proposal and, once approved, a full proposal and presentation for the General Assembly, according to the following timeline:

STEP	DATE	DETAILS
1. Preliminary proposal	December 1, 2026	Expressions of interest are due (2–3 pages of relevant information, as outlined in the proposal guidelines).
2. Board review	January 15, 2027	The Board reviews applications and invites eligible applicants to submit a detailed final proposal.
3. Final proposal	March 15, 2027	Final proposals by invited finalists are due.

4. Presentation & voting	April, 2027	Presentation to the General Assembly at the 2027 INQAAHE Conference in Doha (Qatar), followed by online voting.

Benefits of hosting

Hosting an international conference of this scale is a unique opportunity to showcase the progress and innovation in your tertiary education and quality assurance systems, attracting global attention far beyond your country and region. It also positions your agency and institutions as leaders in the field, fostering international collaboration, drawing potential partnerships, and enhancing your global reputation. This event not only highlights your educational strengths but also stimulates exchanges that can have lasting impacts on both local and international levels. Ultimately, hosting an INQAAHE Conference is a valuable service to the entire community.

Geographical considerations

Agencies interested in hosting an event should note that, in order to provide the Network's members with 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 decision 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 easily and safely. Considering the venues for the INQAAHE annual events for the last ten years, *preferences* for hosting the INQAAHE Conference 2029 will be given to the following regions:

- Asia-Pacific,
- North America, and
- Western Europe.

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, for 2029, acceptable months are early March, end of April, May, and early June.

Conference structure

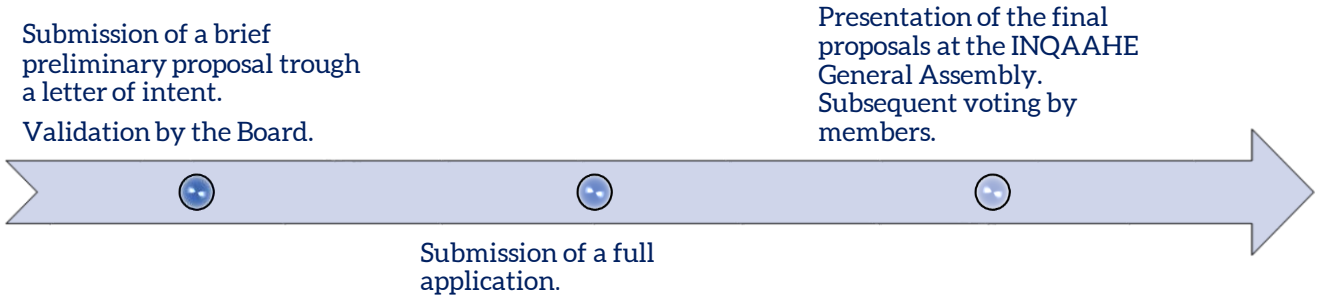
The typical structure of the Conference is as follows, although is subject to improvements and adjustments over time.

- **Day 0:** The INQAAHE Board typically meets the day before the Conference begins.
- **Day 1:** Pre-Conference workshops that last between 3 to 6 hours, followed by a regional networks meeting.
- **Day 2 & 3:** Opening events, concurrent parallel sessions, plenary sessions, a general assembly meeting, 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.)

A draft/blank agenda is included in the annexes of this document.

Application steps and requirements

Hosting an INQAAHE Conference involves a three-step application process:



1. **Preliminary proposal:** Submit a brief proposal, including a letter of intent and responses to specific criteria, to the INQAAHE Secretariat. The Board will review the proposal and decide whether to proceed to the next step.
2. **Full application:** If the preliminary proposal is accepted, submit a comprehensive application addressing all outlined requirements. The INQAAHE Secretariat will review applications for completeness before presenting them to the Board. The Board may request additional information if necessary.
3. **Presentation and voting:** Complete applications will be distributed to INQAAHE members for voting at the General Assembly. A comparison grid will be provided to aid members in their review.

The INQAAHE Board reserves the right to request additional information or reject incomplete applications.

Step I – Submission of the preliminary proposal

Interested agencies must submit their brief preliminary proposal by December 1, 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 and venue** of the INQAAHE event:
    - Agencies interested in hosting events should note that INQAAHE avoids offering consecutive events in the same region or continent.
- A **statement of motivation** for wanting the INQAAHE event in the proposed location and venue, 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 and venue, 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.
- Relative **cost for attendees** (registration fees, approximate accommodation costs, etc.).

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 March 15, 2027.

The application must cover all 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 must be a Full Member of INQAAHE, and the application should be submitted by the agency's chief officer with the authority of the governing body.

b. Institutional support

It is highly recommended that the application includes a letter of support from a relevant government ministry or agency, especially if financial or other assistance is being sought.

2. Location and Space

a. Venue

When selecting a venue for the INQAAHE Conference, consider the following factors:

- Accessibility: Choose a location with convenient transportation options, including a nearby hub airport and easy access for those traveling by car.
- Location: A central city location is preferable.
- Accessibility within the venue: Ensure the venue has a lift or ramp to accommodate all attendees.
- Co-location: If possible, consider venues where the Conference and the main hotel are located in the same building for added convenience.
- Security: Consideration for the security of attendees to the event needs to be taken into account and detailed in the proposal.

These factors will help minimize travel costs and inconveniences for delegates.

b. Meeting rooms

The conference venue should provide:

- A plenary room that can accommodate up to 300 participants, with clear visibility for all attendees and a stage with a lectern.
- Sufficient breakout rooms for parallel sessions, ensuring easy access and a comfortable environment.
- Essential facilities such as audiovisual equipment and restrooms in all rooms.
- Natural lighting whenever possible.

c. Registration area

- Accessibility: The registration area should be easily accessible to all participants.
- Capacity: It should be able to accommodate up to 300 people comfortably.
- Networking space: Providing designated areas for networking is desirable.

d. Poster sessions

A designated area within the venue should be reserved for poster presentations from participants/authors. The poster room will ideally be located in a high-traffic area where attendee can network, such as near the dining or refreshment areas.

e. Board room

The INQAAHE Board will hold a one-day meeting prior to the event. The host agency is expected to make all the necessary arrangements related to the facility, room, and refreshments for the approximately 14 persons.

f. Technology

Attendees should have access to free wi-fi services throughout the Conference venue. All presentation spaces should be equipped with the capacity to project presentations electronically. Availability of IT support would be advisable in plenary and in breakout session rooms, with basic English communication capacities.

Should any hybrid session or meeting be accessible remotely, it will be necessary to provide access to teleconference facilities to accommodate remote access for those attending virtually.

g. Refreshments

- **Standard offerings:** Hosts typically provide a midday meal and refreshments such as coffee and tea.
- **Budgetary considerations:** The cost of refreshments should be included in the overall Conference budget.

h. Social programme

- **Gala Dinner:** A traditional gala dinner is often included in Conference programs. The host should offer a variety of food options to cater for participants subject to food restrictions.
- **Cultural presentation:** Consider including a cultural performance or presentation to showcase the host country's traditions.
- **Networking reception:** A casual reception, typically held on the first day, provides an opportunity for networking and conversation.
- **Pre- and Post-Conference cultural events:** Cultural activities can enhance attendees' experience at the Conference and hosts are encouraged to arrange activities, if convenient. It is not an expectation that the host will pay the costs of tour activities.

- **Budgetary considerations:** Both the gala dinner and reception should be planned carefully and included in the conference budget. Local or corporate sponsorship can help offset costs.

i. Pre-Conference workshops

- **Timing:** Workshops typically take place on the day before the Conference begins.
- **Location**: They are usually held in or near the main Conference venue.
- **Facilities**: The host agency provides facilities for the workshops.
- **Registration**: An additional fee is charged for workshop participation.
- **Schedule**: Workshops are generally held in the morning and afternoon with coffee breaks provided.

3. Accommodation and transportation

a. Accommodation

Delegates represent a wide range of agencies and while 4-star and 3-star hotels are required for most delegates, some budget accommodation should also be available.

b. Transport access

The venue should be located in an area with a range of accommodation options. Other accommodation should be close to the venue with ease of access through walking or public transportation. If required, transportation from the main 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 outline the organizational structure that the host agency will establish to plan and manage the INQAAHE Conference. Clear lines of responsibility should be defined, especially if multiple agencies are involved. A single appointed representative from the host agency will be responsible for communicating regularly with the INQAAHE Secretariat regarding organizational matters.

b. Administrative support

Adequate administrative support is crucial for a successful INQAAHE Conference. Applications should outline the staffing and resources that will be allocated to ensure a well-organized event. This includes pre-event support for registration, visa assistance, payment processing, marketing, and website development. During the event, the host agency should have a staffing plan in place to register attendees, manage technology, and assist with event navigation. Back-office facilities, including access to email, photocopying, and printing, should be available to both host staff and the INQAAHE Secretariat.

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 official letters of invitation to the country when necessary.

d. Legal services

Conferences and Fora provide valuable opportunities for developing legal documentation that may require notarization. If possible, the host organization should identify a public notary who can be available during the event to assist with legal matters, including apostille services if needed.

5. Marketing and promotion

a. Conference website

The event website is one of the most critical aspects of an INQAAHE Conference. A successful bid agency is likely to have a functional, user-friendly, and visually appealing 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. Hosts should have the capacity to create, manage and update the website and registration mechanisms on a regular basis 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 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 through various means (bank transfers and card payments must be available options).

b. General promotion

Most advertising and recruitment for the event is conducted electronically. INQAAHE and the host will be co-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 in advance, whether in hard copy or electronically, a list of other confirmed attendees, the final programme, and any other documentation the host and/or INQAAHE may deem necessary for the proper development of the Conference.

6. Budget

a. Financial arrangements - Conference

The biennial Conference and the workshops are organised on the basis that no financial liability falls on INQAAHE. All costs are met from delegate fees, sponsorships or other support secured by the host agency and/or INQAAHE. 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.

b. Financial arrangements – Pre-Conference Workshops

INQAAHE pre-Conference workshops are held on a programme discussed with the hosts and decided by the INQAAHE Conference Working Group and Board and attract a separate fee. Facilitators 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 INQAAHE 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 that reflects the various events and requirements throughout the guidance should be submitted along with the application. 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 facilitators and keynote speakers, economy travel and accommodation for pre-Conference workshop facilitators and keynote speakers, facility and refreshments for the Board Meeting, marketing and promotion costs, website, visa assistance, and any exhibition costs.

d. Green policy

To promote environmental sustainability, we are committed to minimizing our event's ecological footprint. The host is highly advised to implement green initiatives, such as:

- Reducing plastic waste: eliminate single-use plastic items wherever possible, such as water bottles, cutlery, and straws. Reusable alternatives could be provided.
    - Eliminate the use of individual plastic bottles of mineral water whenever possible. Instead, water dispensers with reusable cups or bottles could be provided.
    - Plastic glasses could be replaced with paper or compostable alternatives.
    - Single-use plastic cutlery, straws, and stirrers could be avoided. Reusable options or biodegradable alternatives could be used instead.
- Food packaging could be minimized and made from recyclable or compostable materials whenever possible.
- Promoting recycling: clear recycling bins could be placed throughout the event venue to encourage proper waste disposal.
- Conserving water: water-saving measures shall be implemented, such as using low-flow fixtures and limiting water usage for non-essential purposes.

- Minimizing energy consumption: energy-efficient lighting and equipment and encouraging attendees to unplug electronics when not in use.

By implementing these green initiatives, we aim to create a more sustainable and environmentally friendly event. We encourage the host and attendees to participate in our efforts to reduce our carbon footprint.

7. Additional sources of support

a. Sponsorships

Sponsors can be suggested by the host or INQAAHE. They should clarify their financial contribution to the overall budget and their organization's fundraising experience. All sponsorships are subject to INQAAHE approval. The sponsorship policy and agreement outline the ways sponsors can contribute to the event, and the impact on the Conference budget should be specified.

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 2027 fees were voted at 525 USD for INQAAHE members, 160 USD for one pre-Conference workshop, and 240 USD for two pre-Conference 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. As previously mentioned, the official Conference website should centralize payment of registration fees, making available two main payment options: by bank transfer and card.

c. Tracking system

The host should have the capacity to track and regularly report to INQAAHE on registrations, as well as keep Conference 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. 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. The total number of guests will be agreed upon by INQAAHE and the host agency prior to the event and be part of the agreement signed between both parties.

c. Keynote speakers and Pre-Conference Workshop facilitators

Transport, hotel, and registration costs of 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.

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.

e. Arrangements for delegates from less developed countries

Host agencies are asked to consider offering reduced fees for participants from LICs/LDCs (as defined by UNESCO and the World Bank).

10. Governance

a. INQAAHE event programme committee

The Board appoints a Conference Working Group to which the hosts nominate one representative. The Working Group 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 working group: 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

As previously mentioned, the Conference dates should not fall on or near major bank holidays and observances, for the convenience and safety of attendees. 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. The proposal should indicate the potential benefit at HE quality culture level the event may have in the region.

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 are expected to have representatives **present a short version of their application during a General Assembly Meeting.**

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 of the General Assembly will vote virtually through an **online voting platform** once the Conference has finished. 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.

Annexes

Draft blank agreement

Agreements are negotiated and polished between INQAAHE and the host agency.

AGREEMENT TO HOST INQAAHE CONFERENCE 2029

Agreement Number: ---

This Agreement is made and entered into force on ---.

BETWEEN

The President, ---, on behalf of the International Network for Quality Assurance Agencies in Higher Education which is a worldwide Organization in the field of quality assurance (QA) in higher education (HE) (herein after called and referred to as "INQAAHE") established in --- and having its operational delegation at --- ON ONE PART.

AND

The President, ---, on behalf of --- (herein after called and referred to as "---") established in --- ON THE OTHER PART.

PURPOSE

As per INQAAHE procedure on ---, the General Assembly of INQAAHE approved the --- proposal to host the 2029 Conference in --- in compliance with the requirements outlined in the bid.

The hosting rights of --- cover all activities of INQAAHE Conference 2029 including pre-Conference workshops (hereinafter known as 'workshops').

Once executed, this document forms a contractual agreement between INQAAHE and ---. Each party will be responsible for executing the terms of this agreement based on the guidelines, finance and responsibilities detailed herein.

CONDITIONS

The two parties hereby agree to the following conditions:

Article 1: Subject Matter of the Agreement

The INQAAHE Conference 2029 and workshops will be offered under the terms and conditions set out in this Agreement. With the signature of the Agreement, --- agrees to organize the INQAAHE Conference 2029 and workshops, acting on its own responsibility.

Article 2: Responsibilities of INQAAHE

2.1 Conference

a) Establish a Conference theme, sub-themes, and a call for proposals, in collaboration with ---.

b) Develop the content (selection of sub-themes, speakers, presentation modality of sessions, programme, ensure the consistency of the whole programme and its enforcement/implementation) for INQAAHE Conference 2029, and regional networks meeting materials in collaboration with --- and provide marketing support and distribution of the same.

c) Invite qualified presenters, keynote speakers and a master of ceremony in collaboration with ---.

d) Provide tokens of Appreciation to keynote speakers, Conference presenters and others as decided by INQAAHE.

e) Produce, distribute, and administer the INQAAHE Conference 2029 feedback survey and internally disseminate results of the survey.

f) Promote the Conference on INQAAHE website as well as e-communication channels and social media to maximize its exposure to potential participants in collaboration with ---.

g) Develop, in conjunction with ---, a structured sponsorship plan for Conference 2029.

2.2 Workshops

a) Design and develop the workshop theme, programme and content.

b) Invite qualified workshop facilitators in collaboration with ---.

c) Promote the workshops on INQAAHE website as well as e-communication channels and social media to maximize its exposure to potential participants in collaboration with ---.

d) Provide Tokens of Appreciation to workshop facilitators and others as decided by INQAAHE.

e) Produce and distribute the supporting materials of workshops, as well as administer the workshop satisfaction survey and collate the findings and distribute them internally.

2.3 Right of Approval

a) As the INQAAHE Conference, regional network meeting, and workshops are INQAAHE events, INQAAHE retains the right to approve any and all arrangements for the three (3) events including, but not limited to:

- theme and sub-themes of INQAAHE Conference 2029, regional network meeting and workshops
- the call for session proposals
- programme details and marketing collaterals for the INQAAHE Conference 2029 and workshops
- invite facilitators and/or presenters
- the use of logos on Conference materials, posters and/or banners
- policies surrounding sponsorship activities and acceptance of sponsorships
- budget, after consensus agreed between INQAAHE and ---

Article 3: Responsibilities of ---

3.1 INQAAHE Conference 2029

a) Form a 'Local Organizing Committee' to work in close cooperation with INQAAHE.

b) Support the organization of the INQAAHE Conference 2029, regional networks meeting and workshops programme in collaboration with INQAAHE in terms of facilities, equipment, and marketing support.

c) Create an INQAAHE Conference 2029 website for notification, distribution and registration of INQAAHE Conference 2029 information logistics such as programme details, hotels, travel information and the like, and participants for the Conference, workshops and social events. The registration form should include a section on data protection if both INQAAHE and --- want to share the attendee's personal information with the rest of registered attendees.

d) Share with INQAAHE the preliminary announcements of INQAAHE Conference 2029 regional networks meeting and workshops, registration announcements and final programme announcements to INQAAHE members and the general public.

e) Organize other pre-Conference, Conference and post-Conference activities as discussed and agreed with INQAAHE, including those presented as part of --- bid for hosting. Such activities include, but are not limited to:

- Opening Ceremony
- Welcoming Reception
- Gala Dinner
- Award Ceremony (may be part of Gala Dinner or similar)
- General Assembly meeting (logistics)
- Regional Networks meeting (logistics)
- INQAAHE Board meeting (logistics)
- Social or cultural activities.

f) Identify and invite high-level government representative(s) to the opening ceremony, including a person holding high office, or equivalent in the host's cultural context.

g) Nominate a high-level speaker.

h) Provide the venue to facilitate the event, inclusive of INQAAHE Conference 2029, social events such as the welcoming reception, gala dinner, award ceremony, as well as providing equipment such as projection

screens/white boards with the ability to display presentations. Free wifi connection for on-site participants should be also made available. --- should provide an English-speaking IT team making sure an IT staff is available in each room at all times (to support presentation display and recording of plenary sessions.

i) Provide morning and afternoon coffee breaks and luncheons during the Conference sessions, workshops and Board Meeting.

j) Manage registration formalities for the event and update the INQAAHE Secretariat on a weekly basis and provide attendance of registration desk on the days.

k) Provide an independent bank account for the management of INQAAHE Conference 2029 registration and/or sponsorship, which can be audited by INQAAHE.

l) Allow registrants to pay by credit card or by bank transfer and allow registrants to pay by card or by transfer. Cash or on-site payments are not recommended.

m) Provide administrative support preceding and during the event such as attendance of the registration desk, checking registration for workshops, printing of programmes or other materials as required, and the like.

n) As the host will do its possible for assisting registrants with travel, accommodation, and visa requirements. The host should facilitate the visa process, via letters of invitation where necessary. Provide clear information about visa pathways on the Conference website.

o) Partner with INQAAHE to develop a structured sponsorship strategy for the Conference. Seek other appropriate organizations such as government agencies, industry, strategic partners and the like to be sponsors of the INQAAHE Conference 2029.

p) Arrange, organize, and bear the expenses of the additional meeting at --- venue-related items including the venue, projector and screen, and Internet facilities for the INQAAHE Board hybrid Meeting.

q) Identify appropriate accommodation options in the vicinity of the INQAAHE Conference event venue. This includes the possibility of negotiating on special or preferential rates with the management of the accommodation properties, to the extent a minimum number of participants is guaranteed.

r) Ensure appropriate interpretation (----English) for online sessions, if needed.

s) Make the arrangements and buy the return air passage (economy class) from home country to --- and back and hotel expenses as specified by the local organizing committee for **4 keynote speakers** (including a top of 3 nights of hotel per speaker). Any request for business class should be decided between --- and INQAAHE.

t) Conference registration fees should be waived for INQAAHE Secretariat staff (3 staff members) and for --- staff (3 staff members).

u) Manage official photos and videos and collaborate with INQAAHE to promote the event in social media applications. Ownership rights to these materials are to be shared between INQAAHE and ---.

v) Design, in conjunction with INQAAHE, a contingency plan if the Conference cannot proceed in-person due to global or regional emergencies. If many members cannot travel to the Conference due to global or regional emergencies, plan, in conjunction with INQAAHE, mitigation options for meaningful 100% online participation at a reasonable and practicable time.

3.2 Workshops

a) Design and develop promotional and workshop materials in cooperation with INQAAHE, where applicable.

b) Provide the venue to facilitate the workshops, inclusive of required rooms and equipment such as projection screen/whiteboard with the ability to display presentations. Free internet wifi connection for on-site participants should be also made available. --- should provide an English-speaking IT team making sure an IT staff is available in each room at all times (to support presentation display and recording of all sessions).

c) Provide morning tea, lunch and afternoon tea during the workshops.

d) Manage registration formalities, including attendance of registration desk on the day.

e) Make the arrangements and buy the return air passage (economy class) from home country to --- and back and hotel expenses as specified by the local organizing committee for **4 workshop facilitators** (including a top of 4 nights of hotel per speaker). Any request for business class should be decided between --- and INQAAHE. These

expenses should be covered by the workshops budget, and the Conference budget if the former is not sufficient to cover the costs.

f) Negotiation with nearby accommodation facilities to provide a discounted rate to participants, if possible, to the extent a minimum of participants is required.

Article 4: Finance

4.1 --- will be responsible for all costs associated with the INQAAHE Conference 2029 and workshops and --- is entitled to collect all revenues, i.e. registrations, sponsorships and so on generated from the INQAAHE Conference 2029 and workshops.

4.2 The applicable fee for the rights to host the INQAAHE Conference 2029 is USD$70 per registrant and is payable to INQAAHE within thirty (30) days from the issue by INQAAHE of the respective invoice, after the closing ceremony of the event.

4.3 INQAAHE will expect a fifty percent (50%) share of any surplus (defined as the profit remaining after relevant expenses are deducted from event-related revenue) although INQAAHE will not be responsible for any deficit, which will fall on ---.

4.4 Any deviations from ---'s proposed Conference pricing must be approved by INQAAHE. The agreed Conference and workshops fees are set as follows:

4.5 Workshops are held on a programme discussed with JUAA and decided by INQAAHE and attract a separate fee. All revenue from these workshops after subtracting related expenses should be reimbursed to INQAAHE within thirty (30) days from the issue by INQAAHE of the respective invoice, after the closing ceremony of the event.

4.6 --- will issue the invoices of the INQAAHE Conference 2029 registration fees and workshop fees and will deal with all the cancellations and refunds (in the case they are accepted).

4.7 Establish a cancellation policy to ensure transparency and fairness for all parties involved (including notice period, fee cancellation, refunds, emergency cancellations) (see example in annex).

4.8 Establish a GDPR rules and regulations as well as a privacy policy for registered participants (see example in annex).

4.9 --- has a right to invite local participants (non-members of INQAAHE), e.g, representatives of higher education institutions of ---, to the Conference and/or workshops at a 10% discounted rate.

4.10 --- will allocate a budget of up to --- USD for travel costs and accommodation for up to 8 speakers (up to 4) and workshop facilitators (up to 4).

Article 5: Protocol

5.1. --- shall give due consideration to the position and standing of the INQAAHE Board of Directors during the Opening Ceremony, luncheons, Gala Dinner, Award Ceremony and any other activities during the INQAAHE Conference 2029 as and when and where necessary.

5.2 --- should ensure that reasonable and legally required accommodations are in place to support persons with disabilities to participate in the Conference, ensure equity in provisions, and preserve the dignity of all participants.

Article 6: Timeline

6.1. The expected timeline of the event preparation is as follows. The schedule can be adjusted as needed by mutual agreement of the parties.

- Launch of call for proposals by ---.
- Deadline for submission: No later than ---.
- Conference website launched. No later than ---.
- Preliminary schedule posted on Conference website. No later than ---.
- Registration opens. No later than ---.
- Workshops and INQAAHE Conference ---.

6.2 Detailed activity plan is annexed.

Article 7: Communication

7.1. The entity acting as data controller shall be the person representing INQAAHE for the signature of this Agreement.

Any communication addressed to the INQAAHE should be sent to the address of the Secretariat at:

INQAAHE Secretariat

Any formal communication addressed by e-mail to INQAAHE shall be sent to the following email address: ---

Any communication from INQAAHE to --- shall be sent to the following address:

Any e-mail communication from INQAAHE to --- shall be sent to: ---

Article 8: Settlement of Dispute

8.1. Settlement of disputes shall take place according to --- law.

8.2. --- bears responsibility for ensuring that Conference plans and processes conform with legal requirements in Japan.

Article 9: Force Majeure/Excuse of Performance Cancellation

9.1. The performance of this Agreement is subject to the occurrence of any circumstance beyond the control of either party – including but not limited to Acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, advisory against travel to or within --- by the "World Health Organization", declaration of a "Severe" risk of terrorist attack by --- authorities, actual terrorist attack within --- within 21 days of beginning of this program, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal, inadvisable or commercially impracticable (in whole or in part) to provide, or for groups in general to use, the event facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer that ten (10) days – after learning of such basis.

- All pre-payments made by Conference attendees shall be refunded within thirty (30) days of written confirmation that this event would not take place.
- In the event --- and INQAAHE decide to hold the Conference despite such circumstances, or if the group decides to move the Conference to a virtual format, --- and INQAAHE shall negotiate a reduction of any fees or costs related to a reduced-sized or virtual meeting and honor any lower rate, as agreed.
- Any written notice given by either party to the other party shall be in English and shall be sent by registered airmail, fax, or electronic mail to the respective addresses as set forth first above. Any notices sent by registered airmail shall be deemed to have been served seven (7) days after posting. Any notice sent by fax or electronic mail shall be deemed to have been served one (1) day after dispatch, subject to confirmation by registered airmail.
- All notices, demands and other communications mentioned above shall be deemed to have been given at the time of receipt.

9.2. The parties agree that a significant downturn in the world or --- economy after the execution of this contract is a supervening event outside the control of either party and could have a negative impact on the attendance at the INQAAHE Conference. Therefore, should a significant economic downtown occur, as defined below, the parties agree to adjust the terms of the contract to mutually agreeable levels and activities that are more realistic and attainable considering the economic realities. Said adjustments shall be made without liability to either party. A significant downturn in the economy shall be defined as a decline of 5% or more in the leading economic indicators. The relevant indicators shall be for changes between the month this contract is executed and the third month prior to the month of the event contemplated by this agreement.

Date: Signed: INQAAHE President	Date: Signed: Host agency representative

Tentative/blank agenda

PRE-CONFERENCE WORKSHOPS DAY			
START	END	AGENDA	
09:00	16:00	Registration Room	
09:30	12:00	**WORKSHOP 1** Room *Title* Facilitators	**WORKSHOP 2** Room *Title* Facilitators
12:00	13:00	LUNCH Room	
13:00	15:30	**WORKSHOP 5** Room *Title* Facilitators	**WORKSHOP 4** Room *Title* Facilitators
15:30	16:00	COFFEE BREAK Room	
16:00	17:30	**Regional Networks Meeting** Room	
18:00	20:00	**Cocktail** Venue	

CONFERENCE DAY 1		
START	END	AGENDA
08:00	16:00	Registration Room
09:00	10:00	**Opening Ceremony** Room Opening remarks by Host agency President INQAAHE President Country Ministry of Education representative Other personalities
10:30	11:15	**Session 1 keynote** Room *Title*

CONFERENCE DAY 1					
		Facilitator			
11:15	12:45	**Parallel sessions** Room			
		Session A Room *Title* Facilitator	**Session B** Room *Title* Facilitator	**Session C** Room *Title* Facilitator	**Session D** Room *Title* Facilitator
12:45	13:30	LUNCH Room			
13:30	14:15	**Session 2 keynote** Room *Title* Facilitator			
14:15	15:45	**Parallel sessions** Room			
		Session A Room *Title* Facilitator	**Session B** Room *Title* Facilitator	**Session C** Room *Title* Facilitator	**Session D** Room *Title* Facilitator
15:45	16:15	COFFEE BREAK Room			
16:15	17:15	**Panel discussion** Room *Title* Facilitator			
19:00	00:00	**Gala Dinner** Venue			

CONFERENCE DAY 2		
START	END	AGENDA
09:00	09:45	**Keynote** Room *Title* Facilitator
09:45	10:15	COFFEE BREAK Room

CONFERENCE DAY 2					
10:15	11:00	**Session 3 keynote** Room *Title* Facilitator			
11:00	12:30	**Parallel sessions** Room			
		Session A Room *Title* Facilitator	**Session B** Room *Title* Facilitator	**Session C** Room *Title* Facilitator	**Session D** Room *Title* Facilitator
12:30	13:30	LUNCH Room			
13:30	14:15	**Session 4 keynote** Room *Title* Facilitator			
14:15	15:45	**Parallel sessions** Room			
		Session A Room *Title* Facilitator	**Session B** Room *Title* Facilitator	**Session C** Room *Title* Facilitator	**Session D** Room *Title* Facilitator
15:45	16:15	COFFEE BREAK Room			
16:15	16:45	**Conference takeaways** Room Facilitator **Closing remarks** Room Facilitator			
16:45	18:00	**INQAAHE General Assembly Meeting** Room			
End of day 2					

CONFERENCE DAY 3
Social events – half day

- **Option A**
- **Option B**
- **Option C**