

# THE FORUM ON EDUCATION ABROAD

## REQUEST FOR PROPOSAL

### HOST OF THE 2018 EUROPEAN CONFERENCE

#### How to complete the RFP

After reviewing the description of the event, host requirements, host benefits and timeline below, please describe in detail how your institution/organization/location proposes to meet the requirements.

Successful proposals will describe how the institution/organization can meet the requirements detailed below, by including supporting documentation in electronic format (such as facility floor plans, city, and/or campus maps; food service options; and links to websites of nearby hotels, airports, and public transportation). The Forum would like to confirm a host 18 months in advance of the anticipated date of the event in order to allow for adequate time to plan the conference. Please complete and submit no later than January 13, 2017.

#### 1. Event Description

The Forum on Education Abroad plans to conduct its fourth European Conference in mid-late October, 2018 for an expected 400-500 participants. The Forum welcomes its member institutions/organizations to submit a proposal to host the European Conference. The European Conference spans over 3 days with an in-depth focus on and exploration of a theme that will be selected by The Forum's European Conference Committee.

The conference schedule has flexibility to account for space and speaker availability; a tentative schedule for the European conference is as follows:

- Day 1 – registration and information, pre-conference workshops, early evening welcome reception
- Day 2 - registration and information, morning and afternoon concurrent sessions, lunch, morning and afternoon coffee breaks, afternoon plenary
- Day 3 - registration and information, concurrent morning and afternoon conference sessions, lunch, celebration toast

#### 2. Host Requirements

The host of the European Conference provides the following:

##### Facility Requirements:

- A centralized location in which five- six meeting/session rooms (for concurrent sessions) can be conducted between 8:30am-5pm on Day 2 and Day 3 of the conference
  - Meeting/session room requirements: Each session room must have capacity for 50-100 participants. (Total combined capacity of available rooms must be 400-500.) Two or more spaces should have the ability to be configured to allow for small group breakout discussion work. Session rooms should be located roughly in the same proximity to allow for ease of moving between sessions and locating the rooms.
  - Luncheon space requirements: Must have capacity for 400-500 participants with the ability for buffet or plated lunch to be served; podium or stand with microphone for plenary speaker, adequate A/V support for speaker to be heard in room, and staging if necessary.
  - Function space for morning and afternoon coffee breaks, celebration toast: Must have capacity for 400-500 participants. This could be an open space, large room/hall, or the same space as the luncheon.
  - Auditorium or function space for Plenary: seating capacity of at least 350, stage, screen and projector, podium with microphone, lighting, sound, etc.
  - Audio/Visual Services – access to reliable WiFi for session presenters, computer-projector capacity in each session room, speakers for sound. An Audio Visual technician should be on hand during the sessions in the event of any problems.

- One room to serve as storage and office during the conference, with access to a computer and printer
- One venue for an early evening reception to accommodate 400-500 people (reception style), including service capacity for bars, and light hors d'oeuvres
- All meeting/function space should be provided on a complimentary basis or at a reduced rate.

### Local Arrangement Requirements:

- Local hotel information (special rate, contacts, walking time/distance to conference facilities); The Forum will make direct contact to reserve a room block.
- Catering contact information/preferred vendor list; The Forum will make and pay for catering arrangements. Please include a sample breakdown of costs for a typical coffee break, lunch and reception menu at a recommended caterer to indicate expected meal expenses.
- Pertinent transportation information – including a summary of directions, distance, cost and transportation options from nearest airport, local/campus map and parking details (to be provided on website and in confirmation to participants).
- A staff member that will serve as the chief contact for The Forum and who will assist in confirming meeting/function space reservations as well as provide details for the local arrangement requirements listed above. A phone number should be provided for someone who can be reached during all Conference activities in the event of question or problems.
- Three to five volunteers for Day 1 and Day 2, two volunteers for Day 3 of the event to assist participants and provide general assistance to The Forum staff.

### 3. Host Benefits

The host institution of The Forum on Education Abroad's European Conference will receive the following:

- Acknowledgement of the institution/organization's role on The Forum's website, in the *Forum News* (electronic newsletter) and in all European conference printed material and communications, including the institution/organization's logo. Promotion of any institution/organization events on The Forum website.
- Logo will be displayed at the Opening Reception along with Reception Sponsor and Forum Logo.
- Host institution will be able to select from Sponsorship opportunities before they are made available to general public.
  - Institution to supply the official logo to be used.
- Ten complimentary conference registrations if all venues can be included free of charge. Complimentary registration numbers will be amended if venue space is offered at a reduced rate, but is not complimentary.

### 4. Implementation Plan

Once documentation is submitted to indicate that the facilities meet the criteria, The Forum will notify the institution within one month regarding the status of the proposal.

### 5. Hosting Timeline/Schedule

Description	Timeline	Schedule
Function space reserved	16-18 months prior to event	April – June 2017
Hotel information	12-16 months prior to event	June - October 2017
Catering contact	12 months prior to event	October 2017
Transportation information	6 months prior to event	April 2018

WE AGREE THAT WE HAVE THE FUNCTION SPACE AS DESCRIBED ABOVE, AND AUTHORIZE THE FORUM TO PROCEED WITH OUR INSTITUTION/ORGANIZATION AS A CANDIDATE.

_____	_____	_____	_____
Institution/Organization	Signature of Representative	Title of Representative	Date

Please submit this proposal by e-mail to: [conference@forumea.org](mailto:conference@forumea.org) by JANUARY 13, 2017.