



## **Request for Proposals to Host ForumEA Week 2024: Europe, Middle East, and Africa (EMEA) and Career-Integrated Global Learning (CIGL) Conferences**

The Forum welcomes proposals to host ForumEA week in mid-late October 2024.

The Forum is a 501(c)(3) non-profit, membership association recognized by the U.S. Department of Justice and the Federal Trade Commission as the [Standards Development Organization \(SDO\)](#) for the field of education abroad. The Forum provides [training](#) and [resources](#) to education abroad professionals and its [Standards of Good Practice](#) are recognized as the definitive means by which the quality of education abroad programs may be judged. The Forum's mission is to cultivate educators who champion high quality education abroad experiences that ignite curiosity, impact lives, and contribute to a better world.

In support of our mission, we offer ForumEA Week, which includes two signature events aimed at engaging up to 800 international educators in dialogue, networking, and professional development opportunities in a different location in the EMEA region on alternate years. These events educate, inspire, and help attendees to establish meaningful connections and partnerships in the region.

ForumEA Week hosts hold the attention of the international education community before, during, and after the event. Hosting the event showcases all your country has to offer and distinguishes you as a leader in the sector.

### **About the Events**

#### ***Career-Integrated Global Learning Conference (CIGL)***

The goal of the CIGL conference is to bridge applied learning and international education around themes that help prepare students and colleagues for the changing world of work. It will take place over the first 2.5 days of the conference week with an expected number of 200-300 participants.

The Forum held its inaugural Career-Integrated Global Learning Conference (CIGL) in 2022 in Italy.

## ***Europe, Middle East and Africa Conference (EMEA)***

The goal of The Forum's Europe, Middle East, and Africa (EMEA) Conference is to create a space for shared dialogue to explore the pressing issues shaping the future of international education in these regions. The EMEA Conference spans over 3 days after the CIGL conference with an in-depth focus on and exploration of a theme that will be selected by The Forum's EMEA Conference Committee. We expect 400-500 participants for this event.

The Forum on Education Abroad has organized a European Conference every other year since 2012, and in 2022 broadened the conference region to include the Middle East and Africa. Past hosts include University College Dublin (Ireland), Universitat Pompeu Fabra (Spain), College Year in Athens (Greece), NYU Prague (Czech Republic) and Università Cattolica del Sacro Cuore (Italy).

Holding both events in the same week in one location encourages participation in both conferences while maximizing travel budgets and minimizing the carbon footprint of attendees.

The conference schedule has flexibility to account for space and speaker availability; a tentative schedule for ForumEA week 2024 is as follows:

- Day 0 – Staff begins on-site preparations
- Day 1 – CIGL registration, welcome and plenary, concurrent sessions, exhibit hall, evening reception
- Day 2 – CIGL concurrent sessions, exhibit hall, afternoon plenary
- Day 3 – CIGL internship site visits, exhibit hall, morning and afternoon workshops, EMEA opening reception
- Day 4 – EMEA plenary, concurrent sessions, exhibit hall
- Day 5 – EMEA concurrent sessions, exhibit hall, celebratory toast

Each day will include two coffee breaks and one lunch break.

## **Host Benefits**

Conference hosts benefit from international exposure for the host organization and country, a boost to the local economy, increased visibility of higher education initiatives in the host country, opportunities for professional development and networking for members of the local international education community, a platform to share your expertise, and the chance to distinguish your country as a leader in international education.

Even before attendees arrive, the exposure a host destination receives through conference promotion is substantial. When participants arrive, they infuse money into your local economy, learn about the country's higher education system, and share stories about their experiences on social media. They leave with fond memories, new professional connections, and new reasons to promote your country as a destination to their students.

Specifically, the host institution of ForumEA Week 2024 will receive:

- Acknowledgement of the institution/organization's role on The Forum's website, which receives over 350,000 views annually, on a page dedicated to the Conference Host
- Acknowledgement in the Forum News (electronic newsletter with over 5000 subscribers)
- Acknowledgement in all EMEA and CIGL printed material and communications
- Promotion of the institution/organization's conference-related events on The Forum website
- Prominent display of their logo at both receptions along with Reception Sponsor and Forum Logo
- The opportunity to select from Sponsorship opportunities before they are made available to general public.

## HOW TO SUBMIT A PROPOSAL

**Hosts and associated institutions receive significant visibility and reputational benefits, along with financial input into the region and superb networking opportunities. Please also note, that this is a competitive process, and that The Forum relies on input from our hosts to ensure successful and affordable delivery of these two events.**

**The submission process is a simple one, but please contact us at the email below should you have questions while preparing your materials.**

The Forum welcomes submissions from a variety of proposers including individual institutions, consortia, and government agencies, with preference given to those that can demonstrate their organizational capacity to deliver conferences of this size.

Review the host requirements and timeline below.

- Describe in detail how your institution/organization/location proposes to meet the requirements.
- Include 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).
- **Submit your proposal to [conference@forumea.org](mailto:conference@forumea.org) by January 20, 2023.**

## Host Requirements

### ***Membership Requirements***

Membership in The Forum and alignment with The Forum's *Standards of Good Practice for Education Abroad* are strongly recommended, however proposals from institutions that are not currently members may be considered on a case-by-case basis.

### ***Facility Requirements***

- A centralized location in which six session rooms (for concurrent sessions/workshops) can be conducted between 8:30am-5pm the entire week 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 450-500.) Two or more session rooms should have the ability to be configured to allow for small group breakout discussions. 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 450-500 participants for EMEA and 200-300 participants for CIGL 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.
- **Function space** for morning and afternoon coffee breaks, celebration toast: Must have capacity for 450-500 participants for EMEA and 200-300 participants for CIGL. This could be an open space, large room/hall, or the same space as the luncheon.
- **Exhibit hall space for sponsors and exhibitors:** Must be able to fit 20-25 exhibit hall tables.
- **Auditorium or function space for Plenary:** seating capacity of at least 450-500 for EMEA and 200-300 for CIGL, 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 conference in the event of any problems.
- **Office/storage space:** a table and at least 6 chairs during the conference, with access to a computer and printer, and space to store up to 15 boxes of conference materials.
- Registration Area: three 6-8 foot/2-3 meter tables for registration. Must have access to power for computers and printer and be in a central, visible, inside location, preferably in proximity to the plenary space and session rooms.
- One venue for reception to accommodate 450-500 people (reception style), including service capacity for bars and light hors d'oeuvres.
- All meeting/function space should be provided on a complimentary basis.

### ***Local Arrangement Requirements***

- Transportation information: 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).
- 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.
- Promotion of the conferences through local and regional networks.
- 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.
- 1 representative to serve on the CIGL conference committee.
- 1 representative to serve on the EMEA conference committee.
- Three to five volunteers of the event to assist participants and provide general assistance to The Forum staff.

## Timeline

Submit your proposal to [conference@forumea.org](mailto:conference@forumea.org) by January 20, 2023.

The Forum will notify the institution of the status of the proposal within one month of the submission deadline.

The Forum will confirm a host 18 months in advance of the anticipated date of the event in order to allow for adequate planning time.

### ***Hosting Timeline/Schedule***

Description	Timeline	Schedule
Function space reserved	16-18 months prior to event	April – June 2023
Conference Committee Convenes	16 months prior to event	June 2023
Hotel information	12-16 months prior to event	June - October 2023
Catering contact	12 months prior to event	October 2023
Transportation information	6 months prior to event	April 2024

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 \_\_\_\_\_

Printed Name and Title of Representative \_\_\_\_\_

Date \_\_\_\_\_

Please submit this proposal by e-mail to: [conference@forumea.org](mailto:conference@forumea.org) by JANUARY 20, 2023.