

## Call for the EUNIS Congress Organisation

### Introduction

Every year EUNIS organises the Annual Congress, which is co-organised and hosted by one of its regular members institutions and usually attended by 300+ participants from many HEIs across Europe and beyond.

The goal of the Congress is to provide an opportunity for IT professionals from European higher education and research institutions to meet and exchange ideas and best practices. Thus the Congress should also give access to liaise with a range of different suppliers and organisations which have an impact on the development and use of IT in higher education.

The Congress is hosted by a EUNIS regular member institution (“the Institution”). The Institution is selected by EUNIS Board from a list of proposals approximately two years before the event takes place.

The EUNIS Board of Directors takes the following factors into account in making its choice:

- Quality of the venue (e.g. auditorium capacity and facilities for coffee breaks, meals, space for exhibits, handicapped accessibilities).
- Travel arrangements from different parts of Europe, and from the airport to the host city.
- Incentives at host institution.

### Application procedure

The application should be no longer than 10 pages/slides (preferably in pdf format). The application have to be filled out entirely in English and sent by email to: [info@eunis.org](mailto:info@eunis.org)

EUNIS reserves the right to ask for any clarification or additional information about the application.

- Congress will be entitled EUNIS [year] – [numer] international Congress of European University Information Systems.
- Dates: the Congress is usually held in the first two weeks of June of the given year at a date that does not collide or approach other major IT conferences.
- Congress website will be hosted on the EUNIS servers and domain.
- Congress hashtag will be #EUNISnn, e.g. #EUNIS25.
- A template of the agreement between EUNIS and the local organisers of the EUNIS Congress will be proposed by EUNIS.

The application should include the following items:

#### 1. Presentation of the host institution:

- The general information about the Institution
- The IT services at the Institution

#### 2. Presentation of the city:

- The city and its surrounding area
- How to reach the city

- Transportation in the Congress area

### 3. Proposed venues:

- Auditorium, rooms, reception space, halls for the Congress itself (size, location, distance between different spaces)
- Sponsors and exhibitors venue (close to the auditorium)
- EUNIS pre-congress seminars/workshops rooms
- Informal pre-congress “get together” event’s venue
- Welcome reception venue (usually hosted by the civic authorities)
- Gala dinner venue

### 4. Proposed accommodation:

- Hotels in the surroundings
- Budget accommodation

### 5. Roadmap and estimated budget

### 6. Communication/promotion plan

### 7. A first proposal of Committees:

The Organising Committee (OC) will be mostly made of representatives of the Institution (including the committee chair), plus Board delegates and assistants. The OC is in charge of:

- The general organisation
- Proposed fees
- Establishing the important dates
- The Congress website
- The Congress marketing
- Negotiating the sponsorships and exhibitions
- Establishing and managing the Congress budget
- Registrations (& optionally accommodation booking and airport transfers)
- Meals and refreshments
- Managing Congress spaces, audio-visual and other resources
- Social program
- Congress evaluation

The Scientific Committee (SC) will be made of High Executives of the Institution, the OC chair, EUNIS members, especially Board members and Special Interest Groups leaders, Senior Scholars from HE Institutions selected together by the Institution and EUNIS Board. The President of EUNIS chairs the SC.

The SC is in charge of:

- The scientific organisation in general
- Choosing a name for the Congress, the tracks and the program
- Establishing the important dates
- Organising the “Call for Paper” web system including reviewers
- Selecting the presentations
- Inviting keynote speakers
- Defining the final agenda and the program
- Organising a Best Paper Award
- Publishing the Congress Proceedings that must be openly available online when the Congress starts
- Selecting a set of papers to be submitted to an indexed journal as required by EUNIS

Optionally a Programme Committee can be created.