Call for EUNIS Congress Organisation

Introduction

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 information systems in higher education.

Congress will be entitled \textit{EUNISnn - the m-th international Congress of European University Information Systems} (\(n\) is the year; \(m\) is the ordinal number).

Dates: the Congress is normally held in the first two weeks of June in the given year.

A template of the agreement between EUNIS and the local organisers of the EUNIS Congress will be proposed.

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
- Geographic position in Europe
- Travel arrangements from different parts of Europe
- Incentives at host institution

Application procedure

The submission will include the following items:

1. Presentation of the Host Institution - a EUNIS regular member
   - The Institution general presentation
   - The informatics department(s)
   - The Information Systems services at the Institution

2. Presentation of the City
   - The city and its surrounding area
   - How to reach the venues
     - Air and ground transportation to the city
     - Transportation inside the Congress area

3. Proposed venues
   - Theatres, rooms, and halls for the Congress itself (size, location, distance between venues)
   - Reception spaces for new delegates and “informal pre-congress get-together” event
Pre-congress seminars rooms  
Sponsors and exhibitors venues (close to the conference rooms)  
Reception by the civic authorities  
Gala dinner

4. Proposed accommodation  
   Hotels in the surroundings  
   Budget accommodation  
   Serviced apartments  
   Transportation accommodations/venues

5. A first proposal of Committees

The Organisation Committee will be mostly made of representatives of the Institution (including the committee chair), plus EUNIS executive secretary, Board delegates and assistants. The OC is in charge of:
- The general organisation
- Number of expected attendees
- Proposed fees
- Web site registration/accommodation
- Choosing a marketing company
- A first draft for the event budget
- Negotiating the sponsorships and exhibitions (through EUNIS)
- Airport transfers
- Meals and refreshments
- Social program

The Scientific Committee will be made of High Executives of the Institution, the OC chair, EUNIS members, especially Board members and Task Forces leaders, Senior Scholars from HE Institutions selected together by the Institution and EUNIS Board. The SC is in charge of:
- The scientific organisation in general
- Choosing a name for the Congress, the tracks and a program
- Establishing the important dates
- Organising the “Call for Paper” web system including referees
- Selecting the presentations
- Inviting keynote speakers
- Defining the final agenda and program

The President of EUNIS chairs the SC.