

Call for Expression of Interest to Host 2019 AAC and AGM

Dear APQN members,

Warmest greetings from the APQN Board and the Secretariat!

The APQN Board is seeking **Expressions of Interest (Eoi)** from member organizations to co-host **2019 APQN Annual Conference (AAC) and Annual General Meeting (AGM)**. We welcome Eoi to host the conferences from all members (it is not the practice to hold the consecutive event in the same country.)

AAC and AGM are major events of the year and good opportunities for members to update themselves on the latest trends in quality assurance and liaise with their colleagues in the region. They focus on improving quality assurance in education, academic and practical exchanges and communications, not involving any political issues of any country. The goal is “*Dissolving Boundaries for a Quality Region*” and the mission is to “*enhance the quality of higher education in Asia and the Pacific region through building the capacity of quality assurance agencies and extending the cooperation between them*”.

The responsibilities of the local host:

- Making the following drafts and submit to the APQN Board: 1) the overall theme and 4 sub-topics; 2) the budget; and 3) the proposed registration fee (no more than 300 USD).
- Handling onsite registrations. The registration fees are used by the local host, but 50 USD per international participant will be submitted to APQN to meet its overheads and processing charges. APQN Board members and invited keynote speakers (no more than 4) will be registration waivers while for local participants; the host can have its own decision.
- Being responsible for the expenditure, including the registration kit (the programmes; the booklets of participants; conference materials, etc.), 3 buffets, 4 coffee breaks, a half-day excursion including a meal (the participants could be charged a small fee as a guarantee and help the organizers to book transportation and meals), travel of the keynote speakers, complimentary gifts and certificates for chairs and speakers, and other related items.
- Arranging for all the venues (including Board meetings and other committee meetings on sidelines of conference) and the conference facilities, including a paper printer for Secretariat, a computer and a slide show for PPTs each session room, Wi-Fi for AAC, 3-5 good photos from each session, etc. upon informing by APQN Secretariat at least 7 days before AAC.
- Arranging up-dating the registrants and handling the queries on travel, accommodation and visa, providing invitation letter for visa application and

facilitating the visa procedure, if needed. Setting up a web-site of 2018 AAC with all the necessary information for participants, if possible.

- Conducting onsite or online evaluation survey of AAC and AGM and write a report on the result; writing an AAC report with photos to be published in APQNews.
- Publishing APQN Proceeding of the selected papers with the financial support from APQN, whose first responsibility and rights should be APQN.

The Responsibilities of APQN:

- Supporting in announcing and popularizing the conference information to its members and mailing list subscribers and handling the online conference registration.
- Preparing the timeline for the AAC and AGM, developing the whole Programme made up of 1 finance committee meeting, 2 board meetings, 1 APQR Council meeting, 1 quality awarding ceremony with local dances and songs; keynote speeches; panel discussions; parallel sessions, workshops and relative meetings.
- Identifying keynote speakers and communicating with them about the topic speeches and open speeches.
- Calling for the AAC papers, reviewing the submitted papers and contacting with the authors on the papers and presentations, giving guidelines to the paper presenters as well as the chairs of different meetings.
- Calling for: 1) the application for APQN Quality Award; 2) the applications for sponsorship; and 3) hosting of next AAC and AGM, and reviewing the three categories of the applicants.
- Informing the local host the exact number of different the venues and the conference facilities, such as a paper printer for Secretariat, a computer and a slide show for PPTs each session room, Wi-Fi for AAC, 1 group photo, 3-5 good photos from each session, etc. at least 7 days before AAC.
- Uploading Presentation PPTs and photos to APQN website, publishing all kinds of AAC reports in APQNews and helping the local host to publish the Proceeding.

APQN requests a brief proposal covering its interest and capability. The annexes are the *Guidelines for EoI to host 2019 AAC and AGM* and *Sample Budget*, which could be used for your reference.

Initial EoI should be made to the Board of APQN through the APQN Secretariat by email to Lingfei Zhang at apqnsecretariat@163.com as well as 948661302@qq.com , which is kindly requested to submit by **February 25, 2018.**

Best regards

Lingfei (Administrator)

APQN Board
December 10, 2017

Annex 1:

Guidelines for EoI to host 2019 AAC and AGM

The EoI should cover the following information and needs to be sent to apqnsecretariat@163.com as well as 948661302@qq.com. The deadline of submitting EoI and proposed budget is **February 25, 2018**.

1. Name of host agency and contact details and motivation for organizing the APQN Annual Conference (no more than 500 words)
2. Suggestions on an overall theme and sub-topics of the Conference
3. Expected both international and national contribution to the enhancement of quality assurance (no more than 500 words)
4. Experience in organizing similar events; financial support from the (local) ministry or a similar body, if any.
5. Information about the proposed venue; information about the travel and accommodation cost (location, price range...)
6. Management and administrative structure of organizing the Conference
7. Draft budget (in US dollars) (50 USD per international participant will be extracted from the registration fee to APQN's overheads and processing charges.)
8. Possibilities for sponsorship from local commercial or public organizations to assist the participation of delegates from less-developed countries.

Annex 2: Sample Budget for APQN Conference and AGM

Income			Expense	
Item		Amount (USD)	Item	Amount (USD)
1. Registration fee	1.1 APQN member		1. Conference materials (booklet of participants, papers, etc.)	
	1.2 Foreigner		2. Meeting rooms	
	1.3 Local		3. Three Meals and four coffee breaks	
2.From the host			4. Air ticket and accommodations of keynote speakers	
3.From the ministry (or a similar body)			5. Complimentary gifts for chairs and speakers	
4.Others			6. Transportation and 2 meals cost for keynote speakers and the Board members	
			7. a half-day excursion including a meal	
Total			Total	