UNICollaboration

Cross-Disciplinary Organisation for Telecollaboration and Virtual Exchange in Higher Education

Proposal to Host the UNICollaboration Conference in 2026

Thanks to the great interest in the joint VALIANT/UNICollaboration Conference held at the University of Leon, Spain in February of 2024, UNICollaboration is planning to hold its next conference in 2026. If your institution is interested in hosting the conference, please complete and submit the following form by 9th December, 2024. If you have questions about the requirements, please email Sara Pittarello, Managing Director at sara.pittarello@unicollaboration.org.

Location and Contact
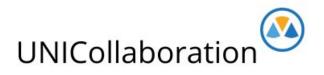
Name of hosting institution:

City and Country:

Local Chairs/Committee (please include names and email addresses):

About the host institution(s):

Prior involvement in VE/UNICollaboration:

Prior experience in hosting Conferences:

Conference Dates

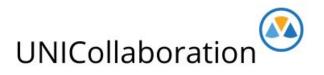Proposed Dates in 2026 (May/June):

Transportation

Please describe the best way to reach the hosting institution for those traveling from other countries. Include the name of the nearest airports, train stations, or bus stations and approximately how far the city or venue is from these.

Facilities

Please describe the number, capacity, and locations of rooms that your institution can make available. Please note, the 2024 conference was capped at 200 people, and we anticipate a slightly smaller conference (150). Thus, we will require a large room of some type for keynote sessions that can fit all attendees in addition to five smaller presentation rooms that can seat 30-40 attendees.

Technical Support

1. Please describe the wifi access that is available for attendees. This should include Eduroam as well as guest access for attendees from institutions without Eduroam.
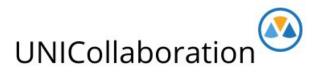
UNICollaboration - ASBL; Registration no: BE0782895017; VAT no: BE0782 895 017
Residential address: Stephanie Square Centre, Avenue Louise 65, Box 11, 1050 Brussels - Belgium
Email address: info@unicollaboration.org

2. Please describe the technical set-up for presentations in the rooms. This can also include microphones and recording facilities in larger rooms.

3. Do any rooms support online or mixed online/in person presentations? If so, please describe how many and the specific facilities for this.

4. During what hours would technical assistance be available?

Meals, Refreshments, and Coffee

1. Please describe what refreshments you can provide/include in the registration. This may include food and drink for coffee breaks, lunch, or even a dinner or reception.

2. For coffee breaks and lunches not included in the registration, please briefly list what cafes, restaurants or cafeterias are on-site or nearby where attendees can purchase items during the conference.

3. Would registration include an optional conference dinner or reception? If so, how much would this add to the estimated registration costs?

Estimated Registration Cost

Based on the above information, what is the estimated cost of the registration for attendees? Please note if this includes the optional conference dinner or reception.

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Below is a list of items we advise you consider when calculating the registration costs. Expenditure on the conference will be a mixture of fixed costs and variable costs. Registration fees should be calculated to cover these costs.
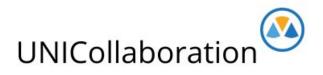
Fixed costs (these remain the same regardless of numbers participating) for example:

• Hire of technical equipment

• Website, ZOOM costs

• Signage

• Costs owed to UNICollaboration to support the JVE publication – 5.000 Euro

• Hire of rooms

• Technical support staff

• Student helpers

• Plenary speakers' expenses (travel and accommodation)

Variable costs (costs per person):

• Printing Costs (e.g. Conference attendance certificates, Conference materials, Lunch tickets, etc.)

• Coffee breaks

• Lunches

• Conference badges/name tags

• Welcome reception

• Bank charges

• Other miscellaneous items

Please indicate the estimated costs of Registration here, below are the steps on how to calculate them.

_____

_____

_____

_____

_____

Estimated costs of Registration

Here is an estimate of how to calculate these costs

Total variable costs per person

TOTAL EXPENDITURE = Total fixed costs (+ total variable costs per person x 150)

REGISTRATION FEE PER PARTICIPANT = Total expenditure divided by 150

INCOME = Registration fee x 150.

Please ensure that the total expenditure does not exceed the income.

UNICollaboration recommends calculating 150 participants as a break-even number.

Other

Please list any unique selling points of your venue, city, or context. This can include accessibility, ease of travel, affordability, or the potential inclusion of other special events as part of the conference (e.g. receptions, live music, tours):

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