

APPLY FOR FORUM & ASSEMBLY 20XX

ABOUT ENAS

The European Network of Academic Sports Services (ENAS) is the association of Sports Offices in Higher Education Institutions in Europe. It is a non-governmental, international alliance with a common interest in the promotion of higher education sport and physical activity. ENAS was founded in 1997 in Chambéry, France and currently has over 100 members from 21 countries in Europe.

THE ENAS FORUM & ASSEMBLY

The Annual event is organised by our members (you?), normally, at the beginning of November. It is the most important ENAS event of the year and an invaluable tool for achieving the goals of ENAS.

The event attracts around 130 delegates from the European Higher Education System, including senior managers of University Sport, government officials and their representatives, Sport policy makers, Vice-Chancellors, Sport Directors and, Organizations of student representatives.

For an overview of previous events, [click here](#).

ATTACHMENTS

- ▶ ENAS F&A Agreement (*template*)
- ▶ ENAS F&A Budget (*template*)

CONTACT

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DEADLINES & SITE VISITS

Hosts are requested to organise an ENAS EC Meeting approximately 2 years before the event is taking place to allow for inspection of the venue and accommodation arrangements. In mutual agreement this can be replaced by a site visit.

- ▶ Forum & Assembly 2019 – Application deadline 30 November 2017 – February 2018 EC Meeting
- ▶ Forum & Assembly 2020 – Application deadline 30 November 2018 – February 2019 EC Meeting
- ▶ Forum & Assembly 2021 – Application deadline 30 November 2017 – February 2020 EC Meeting

PREPARE YOUR BIDBOOK

Include the following elements in your application document:

I. Where, when, why?

Tell us more about: host country - host city – host University - climate - (student) sports. Suggest dates in beginning of November.

II. Accessibility?

Tell us more about: main airport - second airport - flight times - prices - travel options from the airport(s) to the Conference venue. Indicate if airport pickup for participants is feasible.

III. Conference venue

Tell us more about the venue – available rooms – prices.

IV. Accommodation

Tell us more about the accommodation – available rooms – prices (single/twin). Provide photos of the venue.

V. Catering

Tell us more about the meals that will be served at the Conference.

VI. Conference format

Tell us more about the conference format (general outline) – start/end of lectures and planning of social activities and the sports programme. Suggest a possible theme for the Conference.

1 Theme

2 Format – programme outline

3 Sports programme

4 Social programme

VII. Budget

Provide the draft conference budget on the budget template.

Submit your full application to host the ENAS Forum & Assembly together with the F&A Agreement and Budget [here](#).

In case several institutions apply to host the ENAS Forum & Assembly in the same year, the ENAS Executive Committee takes the following elements into account to decide which Institution is deemed more appropriate and communicates with all potential hosts to see whether it is possible to extend the application to a different year.

The following elements are taken into account:

1 Agree with the ENAS agreement for the conference.

2 Regional preferences (Country never organized before, neither Neighbor countries in last few years, potential for new members, and so on)

3 Explicit support from local authorities (Rector/President, Mayor,...)

4 Special event/celebration in the University/city/country

5 Number of years within our network

6 Financial Support (10.000,00 euros, minimum)

7 Easy travel (international airport, price)

8 Accommodation in one hotel available

9 Experience on similar organizations

10 Formal application with all details asked