



## Hosting a future EAPRIL Conference

### EAPRIL

In 2006, the first Practice-based and Practitioner Research conference was organised in Leuven, by EARLI (the European Association for Research on Learning and Instruction). After the success of this first conference, two other conferences were organised, which finally led to the formal installation of EAPRIL in 2009, the European Association for Practitioner Research on Improving Learning. Since then, EAPRIL has experienced an expansive growth in terms of members and conference participants.

The mission of EAPRIL is to improve learning and professional development in a variety of contexts by promoting practice-based research. EAPRIL supports all research that has significant impact for learners and practitioners by bridging the worlds of practice, research, and policy. EAPRIL offers a platform for all sorts of practice-based researchers, practitioners, and policy makers to discuss, develop and share their research and practices.

### EAPRIL Conference

Our annual conferences bring together around 450-500 (practitioner-) researchers, practitioners, and policy makers. Hosting the EAPRIL Conference offers the guest location a once-in-a-lifetime opportunity to showcase its facilities, hospitality, and local customs to an engaging, interested and warm international community of (practitioner-) researchers, practitioners and policy makers in the fields of education & learning...

The conference is held over three days in the last week of November, preferably from Tuesday until Thursday. Possibly, also a pre-conference activity (i.e., school visits) could be organised the day before the start of the conference.





## Thinking about submitting your bid?

If you are considering submitting your bid to host one of the future EAPRIL conferences, please consult the preliminary checklist to see whether your location would be suitable:

1. Availability of a conference venue for three complete days during the last week of November to accommodate at least 450 participants for the EAPRIL conference

**Yes / No**

2. One large auditorium with a capacity of at least 400 participants or two medium auditoria (with streaming options) of 200-300 participants for keynotes and plenary sessions

**Yes / No**

3. A minimum of 10-15 session/workshop rooms for about 20-40 people available at the conference venue

**Yes / No**

4. Lunch facilities (catering) in or nearby (withing walking distance) the conference venue?

**Yes / No**

5. At least 550 hotel rooms in the host city and/or within 30 minutes reach of the conference venue

**Yes / No**

***Hotel capacity in city: .... number of hotels and ... number of hotel rooms***

***Hotel capacity nearby the city (30 minutes): .... number of hotels and ... number of hotel rooms***

6. Easily accessible through international travel (airport located nearby)

**Yes / No**

⇒ If your answer to any of the above questions is 'no', EAPRIL will be unable to accept your bid.

⇒ If all your answers are 'yes', please read the more detailed list of requirements on page 2

## CHECKLIST

When preparing your bid, please make sure to include the items below

### LOCAL SUPPORT

- Written commitment from a local organising committee that exists out of 5 persons maximum to assist with the (local) organisation of the conference i.e., the conference venue/rooms, social and conference activities such as school visits, the conference reception and the conference dinner, catering (lunches and coffee breaks), support of volunteers, hotel accommodation for participants, explore local funding opportunities....

### CONFERENCE VENUE

- Information on (possible) costs for conference venue/rooms
- Information on the halls/rooms at the conference venue (seating capacity and room set-up).
- Information on the technical facilities of the conference venue (AV equipment, support, WIFI, streaming options...)
- Information on the available exhibition space (e.g. suggested location, number of square meters, ...)
- Information on the available catering options
- Information on the services offered by the conference venue (technical assistance, student support, ...)
- Availability of a registration area at the venue with storage space and a desk for the EAPRIL Office.

### ACCOMODATION & DESTINATION

- Information on the city and region (general touristic information about landmarks, museums, monuments which might be of interest to the conference participant).
- key figures of rooms available in the conference city per hotel category (\*-\*\*\*\*\*), guest houses and student housing.
- Information on distance between conference venue and hotels (specified in minutes and means of transportation).

### TRAVEL

- International accessibility of the conference city (e.g., number of international flights, links to international hubs, train links etc.)
- Information on local transport systems and accessibility of the conference venue by public transport.

### SOCIAL ACTIVITIES

- Suggestions for the EAPRIL Opening Reception (a venue accommodating approx. 500-600 people).
- Suggestions for the EAPRIL Conference Dinner (a venue accommodating approx. 250 – 300 people).



- Suggestions for the School Visits i.e., 3-4 schools of different levels (primary, secondary and professional education) with special features or features that are typical for the hosting country.

#### HEALTH & SAFETY

- Confirmation that all conference locations are equipped to ensure a safe conference experience in accordance with the current health and safety regulations at the time of the Conference.

#### VAT

- Legal information on the local VAT regulations that apply for the organisation of educational conferences (preferably supported by legal texts/laws).

#### FINANCES

- Detailed information on the costs for venue hire, catering (lunch and coffee breaks), conference dinner, conference reception, ... Please take into account that our maximum budgets (incl. VAT) are the following:
  - Venue rental.: 23.000 EUR
  - Catering services
    - Lunch: 20 EUR per person per lunch
    - Coffee breaks: 6 EUR per person per coffee break
    - Reception: 25 EUR per person
    - Conference Dinner: 70 EUR per person

*The aim of the conference is to break even, covering both the conference costs and part the EAPRIL running costs for one year with the conference revenue. The proposed costs are up for negotiation and a more detailed budget will be agreed upon afterwards.*

Are you interested in submitting a bid? Please send it to the EAPRIL Office at [info@eapril.org](mailto:info@eapril.org). Each bid will be assessed by the EAPRIL Executive Board, who will evaluate each bid individually as well as in relation to other potential bids.