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**EDEN Annual Conference hosting criteria 2024**

**Name of the host applicant institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Represented by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*There might be criteria which you are not able to meet fully. Please indicate them and explain in comments.*

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| **Conference venue** | **Check box** | **Comments** |
| Public transport access to the venue |[ ]   |
| Attractiveness of the host city incl. safety |[ ]   |
| Organizational and technical infrastructure |[ ]   |

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| **General background of the host institution** | **Check box** | **Comments** |
| Academic background of the applying host institution |[ ]   |
| International background of the applying host institution |[ ]   |
| National position and impact of the applying host institution |[ ]   |
| Open-distance-e-learning, learning innovation position and referable activities of the applying host |[ ]   |
| Strength of the team proposed for co-operation with EDEN |[ ]   |

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| **Academic support** | **Check box** | **Comments** |
| Involvement in evaluation of submissions – Program Committee members |[ ]   |

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| **Logistics support** | **Check box** | **Comments** |
| Conference rooms and public/common places for free |[ ]   |
| Equipment – laptop beamers for free |[ ]   |
| Wi-Fi for delegates for free |[ ]   |
| Internet in rooms for free |[ ]   |
| Poster boards for free |[ ]   |
| Meeting room for EDEN Board during the event (1 day) |[ ]   |
| A room in the venue for the President of EDEN DLE for meetings during all the conference |[ ]   |
| Coordinator of technical and logistic affairs from the host institution available (no fee for EDEN) |[ ]   |
| Free access to printer for EDEN secretariat  |[ ]   |
| Student helpers recruitment (no costs for EDEN) |[ ]   |

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|  **Organizational and sponsoring support** | **Check box** | **Comments** |
| Support in finding service providers – catering, conference dinner |[ ]   |

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| **Implementation management** | **Check box** | **Comments** |
| Managing registrations |[ ]   |
| **Financial support** | **Check box** | **Comments** |
| Host sponsoring the conference welcome reception |[ ]   |
| Sponsoring one keynote (travel, hotel) |[ ]   |

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| **Marketing, promotion** | **Check box** | **Comments** |
| Support to marketing – web |[ ]   |
| Support to marketing – email campaigns |[ ]   |
| Involve one corporate partner at least |[ ]   |
| Involve one conference sponsor at least  |[ ]   |

*The general rule is that everybody attending the conference will pay a fee, including the delegates from the host.*

*Submitted by: Date:*