****

**EDEN Annual Conference hosting criteria 2026**

**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.*

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

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

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

|  |  |  |
| --- | --- | --- |
| **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) |  |  |

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

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

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

Please note, that most of the tasks are carried out or guided by EDEN DLE Secretariat: registration, paper admission, communication with the participants, most of the organization that is possible remotely. We also provide most of the templates that are updated by the information provided by the hosts.

*The general rule is that everybody attending the conference will pay a fee, including the delegates from the host, except for those who contribute with speeches, organization or in other way.*

*Submitted by: Date:*