

## Terms and Conditions for hosting ENAI conferences

### Context

From 2018 all European Network for Academic Integrity (ENAI) conferences are being held annually in different locations. The location and organiser of each conference will be decided at least two years in advance.

Experience shows that organizing ENAI conference increases visibility of hosting institution and helps to raise awareness of academic integrity issues in particular country. Hosting institution has also an opportunity to benefit from experts' presence and organize local workshop for their students and staff.

### Eligibility

The organiser will normally be an institutional member of ENAI at the date of the proposal and continue to be a member until the completion of the conference. Exceptions may apply if co-hosting with another organisation.

### Dates

Invitations will be sent annually to ENAI institutional members, normally at least six months before the next conference, asking for proposals to host future conferences.

An expression of interest for hosting a future conference can be submitted at any time, but needs to be received at least 5 months before the Annual General Meeting (AGM) when the proposal will be considered.

The full proposal should be submitted at least 2 months before the AGM when it will be considered.

The ENAI Board may set different dates for particular call.

### Content of the application

The proposal should include

- The name of the institution and team members
- The year and approximate dates for the proposed conference
- Statement about motivation and experience
- Details of the venue, including capacity
- Transport links and accessibility from major airports
- Accommodation options
- Special features for the conference programme (in addition to presentations and workshops)
- Specific conference topics and themes



- Suggested keynote speakers
- Ideas for social programme
- Costings, expected conference fee
- Possible additional grants/awards available for participants, with any conditions
- Possible benefits for the organising country and institution
- Possible benefits for ENAI
- Marketing and promotion considerations

The organizer is obliged to use the standard conference name (European Conference on Ethics and Integrity in Academia), webpage ([www.academicintegrity.eu/conference](http://www.academicintegrity.eu/conference)) and e-mail address ([conference@academicintegrity.eu](mailto:conference@academicintegrity.eu)). The organizer shall propose the financial settings in accordance with ENAI internal guidelines.

In order to fulfil this condition, conference sponsors may be asked to transfer their money directly to the ENAI bank account.

### **Procedure**

All communications about hosting conferences should be emailed to [info@academicintegrity.eu](mailto:info@academicintegrity.eu).

All eligible proposals received by the deadline will be circulated in advance of the AGM to ENAI members.

Those submitting proposals will have an opportunity to present their case at the AGM, which will normally coincide with an ENAI conference.

Following the presentation of proposals, all ENAI members attending the AGM will vote on the proposals.

Unsuccessful applicants may ask to be reconsidered for hosting a conference in a future year.

### **Final provisions**

The ENAI Board reserves the right not to consider proposals that do not meet the above conditions.

The ENAI Board reserves the right to disallow a proposal or ask for deferral of a proposed conference to a later year, before it is presented at the AGM, to ensure geographical diversity of conference locations.

In case of any doubts or disputes, ENAI Board decides.

Any appeals can be referred to ENAI AGM, which has the superior decisive power given by the ENAI Constitution.

*Version 2022*

In Brno on 27<sup>th</sup> of September, 2022

Tomáš Foltýnek  
President of the Board