



**ENSE**

EUROPEAN NETWORK  
OF SPORT EDUCATION

## **ENSE Forum 2021**

**Bidding Guidelines**

## Contents

|  |   |
|--|---|
| About ENSE.....                              | 3 |
| About the ENSE Forum.....                    | 3 |
| Expectations and Responsibilities .....      | 4 |
| Host .....                                   | 4 |
| ENSE.....                                    | 4 |
| Cost-Profit Sharing.....                     | 4 |
| Host Requirements.....                       | 5 |
| Membership .....                             | 5 |
| Scheduling .....                             | 5 |
| Venue .....                                  | 5 |
| Delegates.....                               | 5 |
| Technical.....                               | 5 |
| Catering .....                               | 6 |
| Accommodation .....                          | 6 |
| Bidding Procedure, Evaluation and Award..... | 7 |
| Bidding Materials .....                      | 7 |
| Timeline .....                               | 7 |
| Submission.....                              | 7 |

## About ENSE

The European Network of Sport Education (ENSE, formerly known as ENSSEE) is an international non-profit organisation and has been active in the field of sport education in Europe since 1989. The organisation focuses on projects aimed at developing and promoting the sector of sport education at the European level, especially as they relate to physical education, coaching, management, social inclusion, as well as health and physical activity.

As the first organisation of its kind, ENSE enjoys a strong reputation across the continent and is a leader in regards to sport education and policy.

ENSE's role in the complex organisational environment of sport is defined through four factors: the network's expertise in the subject of sport education, the network's membership diversity, its relationships to several other European organisations — including the European Council's Expert Group on Human Resources Development in Sport — and a team combining academic and practical expertise.

## About the ENSE Forum

The ENSE Forum, which is held every two years, is intended as a meeting point for everyone interested in the sectors of sport and sport education at the European level, especially as they relate to physical education, coaching, management, social inclusion, as well as health and physical activity.

As such, the Forum is a prime opportunity to share policy and academic developments, present current and recent projects, and develop new partnerships and initiatives.

| Year             | Host   |
|------------------|--|
| <b>2021</b>      | <i>TBD</i>   |
| <b>2019</b>      | University of Vienna   |
| <b>2017</b>      | University of Aarhus   |
| <b>2015</b>      | University of Rome 'Foro Italico'                                    |
| <b>2013</b>      | Hanzehogeschool Groningen  |
| <b>1989-2011</b> | See <a href="http://www.sporteducation.eu">www.sporteducation.eu</a> |

## Expectations and Responsibilities

### Host

- The local host wishes to promote its institution in the field of sport education in Europe
- The local host wishes to exchange and network with actors in the field of sport education in Europe
- The local host appoints a dedicated Forum Manager who coordinates the administrative and logistical requirements of the Forum and serves as the main contact with the ENSE Secretariat.
- The local host uses all avenues to promote the event and engage sponsors.
- The local host endeavours to add local flavour to the programme, namely through the location, food and social programme
- The local host sources and manage any required staff or volunteers for the event.
- The local host is, with the support of ENSE, responsible for online registration, data management, abstract submission and final programme
- The local host is responsible, together with ENSE, for producing a Forum website (or equivalent web presence) and for designing any graphical materials (e.g. banners, flyers, etc.) associated with the Forum.
- The local host invites and hosts a member of the ENSE Secretariat or Board for a pre-Forum site visit.

### ENSE

- ENSE is the owner of the Forum and, as such, all decisions must be made with the agreement of both parties.
- ENSE is responsible for promoting the event through its channels, projects and other events.
- ENSE endeavours to link the Forum to dissemination and multiplier activities related to its current projects, with a view of maximising the attendance and resources dedicated to the Forum.
- The ENSE Secretariat works closely with the local host to support and coordinate the delivery of the Forum.

### Cost-Profit Sharing

The local host is responsible for bearing all costs related to venue, catering, accreditation materials, banners, and key note speakers. Other costs, such as travel and accommodation of other speakers and ENSE board/staff, are shared based upon further agreement between both parties.

As such, any profits made from the event – namely through the collection of registration fees and sponsorships – are kept in their entirety by the local host.

## Host Requirements

### Membership

The host is a paying member of ENSE in good standing as of 1 July 2019 and maintains its membership in good standing with ENSE until at least the end of 2021.

### Scheduling

The ENSE Forum is a 2-day event to be held on date to be determined between August and October 2021.

| Period           | Day 1                        | Day 2                          |
|------------------|------------------------------|--------------------------------|
| <b>Morning</b>   | ENSE Board Meeting           | ENSE Forum                     |
| <b>Afternoon</b> | ENSE Forum                   | ENSE Forum<br>General Assembly |
| <b>Evening</b>   | Dinner / Event / Sightseeing | Dinner                         |

### Venue

- A total of 3-4 session rooms under one roof, connected to a single Local Area Network. The session rooms should meet the following criteria:
  - One ca. 150 seat plenary room
  - Two to three rooms with ca. 50-75 seats for breakout sessions
- One boardroom with ca. 20 seats
- One back office room for 2-3 people
- One larger, open area for registration, posters, catering, and exhibitors (if applicable).
- Locked storage (e.g. for coats or bags)

### Delegates

A smaller, intimate gathering, the ENSE Forum has historically welcomed between 100 and 150 delegates. Though we wish to keep this intimate nature, we are also open to growing that number.

### Technical

- Wi-Fi available for all attendees and presenters.
- Screens, projectors, and audio-visual equipment present in plenary room, breakout rooms and boardroom.

## Catering

Catering can be sourced in-house or externally, at the discretion of host. Strong preference for sustainable and locally sourced, healthy food. Catering should be covered in registration fee. Overall, catering should include:

- 2 lunches
- 3 coffee breaks
- Water available continuously during both days
- 2 dinners

## Accommodation

Hosts should secure discounted pre-booking rates for delegates at a hotel ideally within walking distance of venue. Attendees are responsible for confirming their booking before the mutually agreed upon deadline with the hotel.

## Bidding Procedure, Evaluation and Award

### Bidding Materials

The following Materials are required for any Bid to host the ENSE Forum 2021

- A signed letter of support from the Vice-Chancellor, Dean or Head of Institution or Department
- A one to two-page letter outlining your motivations and concept for the ENSE Forum 2021
- A short description and/or outline of the space/rooms proposed to host the Forum.
- A draft budget for the Forum - considering costs for the venue, technical supplies, catering, promotional materials, keynote speaker support, and any other relevant costs.

The following documents are not required, but would bolster any prospective bid

- A signed letter of support from other relevant stakeholders (e.g. city, government or sponsors)
- Examples of previously hosted events or congresses

### Timeline

| Date                                  | Milestone  |
|---------------------------------------|--|
| <b>Mid-June 2019</b>                  | Opening of Bidding Period                              |
| <b>August 15 2019</b>                 | Closing of Bidding Period                              |
| <b>End of August 2019</b>             | Evaluation of bids, consultation with ENSE Board       |
| <b>Early September 2019</b>           | Selection of winning bid, confirmation with local host |
| <b>September 27<sup>th</sup> 2019</b> | Announcement of next host at 2019 ENSE Forum           |

### Submission

All bids and relevant materials should be sent to [info@sporteducation.eu](mailto:info@sporteducation.eu)