Call to Host the EuHEA Conference in 2028

This document will provide you with the most important information that you will need to submit an application to take on the role of host institution of the EuHEA Conference in 2028. The document is organized as follows:

1. General Capabilities
2. Duration, Time of Year
3. Space Requirements
4. Food and Beverages
5. Budget/Fees/Finances
6. Fundraising and Sponsorship
7. Roles and Division of Responsibilities
8. Code of Conduct
9. Application
10. Decision on Acceptance

EuHEA is interested in receiving proposals from academic health economics organizations to host the 2028 conference of the association. We welcome proposals from universities and national organizations as well as established health economics research centers. Your proposal should outline your capabilities in the following areas:

1. General Capabilities

Physical Capacity: you should be able to demonstrate that you have access to facilities for plenary sessions, registration, poster and exhibit space, up to 15 parallel sessions, meals and accommodation all reasonably close to each other and for up to 1,000 conference participants. University facilities are the preferred venue.

Site Access: your location should be easily accessible from abroad and be relatively close to an international airport, including good airport ground transportation at reasonable cost. Local transportation should also be available at reasonable cost. Ideally, most conference participants should be able to walk to the conference venue from their accommodation within a reasonable amount of time.

2. Duration, Time of Year

The conference should run for three days adjoining a weekend, allowing time for pre-conference sessions, affiliated sessions, and an opening reception taking place on the evening before the main conference. The conference should take place between mid of June and mid of July 2028 to ensure the greatest attendance.

3. Space Requirements

EuHEA conferences require a relatively compact space where all venues are within a close distance to each other. Generally, we require the following:

  Registration Area: Large central area with space for tables for material pick up, on-site registration, message board, storage for luggage, coats, conference materials, etc.

  Internet Access: Free wireless access for all conference attendees, dedicated internet access for on-site registration.

  Exhibits: Space for 25-50 exhibits, ranging from table-top to full trade show set-ups.

  Posters: Space for 100 poster board set-ups.

  Refreshments: Space for people to meet during break times for refreshments or to discuss posters.

  Rooms for parallel sessions: around 15 rooms, easily accessible from the central area with an average capacity of 80 and a minimum of 50. Should be able to deal with centralized internet distribution of PPT and PDF presentations.

  Plenary Space: Room for up to 800 people. Two spaces may also be adequate with a capacity of up to 700, but a single space is the preferred option.

  Depending on the location, rooms and conference facilities should be air-conditioned.

  Office space: A separate room with some office desks where speakers can review their presentation and prepare for their session.

4. Food and Beverages

The EuHEA conference shall have an opening reception on the evening of the day before the main conference and a gala event on the evening of the first or the second conference day. Both events are in the responsibility of the Local Organizing Committee (LOC), but their format has to be agreed by EuHEA. Lunches should be provided on all conference days. During breaks in the morning and afternoon, coffee, tea, fresh fruits and sweets should be offered. Chilled drinking water should be easily available to attendees throughout the conference. No additional fees (beyond conference

registration fees) shall be charged to participants for the opening reception or the gala event.

5. Budget/Fees/Finances

The conference registration fees should be fixed at a modest level. A distinction should be made between early-bird and regular registration fees, and a discount of 30-40% on the early-bird/regular registration fees shall be granted to students (typically around 75% of participants register early-bird; around 20% of all participants are students). We suggest a registration fee between 420 and 480 Euro for early-bird and 480 and 540 for regular registration (in 2025 prices). The fees must be sufficient to cover basic costs and maintain a 10% contingency reserve. Part of the conference registration fees is used to cover the administrative costs of the LOC and EuHEA. The LOC generally bears the risk of a deficit, but EuHEA is willing to share this risk up to an amount to be determined between the host organization and EuHEA. Any surplus generated by the conference is split equally between the host organization and EuHEA.

6. Fundraising and Sponsorship

A desirable feature of the proposal to host a EuHEA conference is a carefully designed fundraising plan. Usually the local/provincial/national government agencies of the host institution(s) are able to provide some core support. Some of this support may be in-kind (e.g., free use of convention facility, hosting a reception). The extent of local events depends largely on fundraising, as registration fees are required to support basic conference administration and operations. Funds may be provided by a variety of Academic Publishers, NGOs, Consultancies, Pharmaceutical Firms, Information Technology Firms and Universities. The statement below spells out the official policy on funding and sponsorship adopted by the EuHEA Executive Committee. Proposals for sponsorship should be accompanied by a declaration of the objectives of the sponsor.

EuHEA accepts general conference sponsorship. Scientific sessions are never sponsored (although attendees may have travel and registration costs covered by a sponsor). Sponsorship of scholarships for participants from low- and middle-income countries is actively encouraged. Sponsorship of breakfasts, workshops, etc. is usually allowed, and in some cases the LOC may, in consultation with EuHEA, allow sponsorship of specific items (social events, bags, etc.). Regarding private firms' sponsorships, preference shall be given to the option of a common pool for sponsoring PhD students.

7. Roles and Division of Responsibilities

The ultimate responsibility for the conference rests with the EuHEA Executive Committee, acting through the President. On a practical level, the responsibilities are divided between the LOC, the EuHEA Secretariat, and on occasion, a professional congress consultant (PCO) or destination management company (DMC).

Operations: the LOC is responsible for gathering a group (about 20) of students and staff to serve as technical support to the sessions and during the entire conference. Its responsibility also extends to the registration, printing, and other administrative tasks in preparation and during the conference.

The LOC, in partnership with EuHEA, is responsible for the promotion of the conference, planning, and implementation of plenary sessions, pre-conference sessions and workshops, parallel and poster sessions, and has primary responsibility for fundraising, social events, conference receptions, and the gala event.

EuHEA is responsible for the scientific content of the conference. It collaborates with the LOC in the choice of the conference title and in the selection of invited speakers. It selects the co-chairs of the Scientific Committee (SC), a senior academic of the host country and a member of EuHEA's Executive Committee, who will govern the review and selection of papers submitted for presentation. Abstract collection and review coordination is handled by the SC's co-chairs in cooperation with EuHEA Secretariat. Administration will be handled through conference management platform (ConfTool).

Website and Conference App: A website is constructed at least two years prior to the conference by the LOC in collaboration with the EuHEA Secretariat and hosted on the EuHEA domain. EuHEA will also provide a conference app with an interface to ConfTool, which can be administrated by the LOC/SC to provide details on the conference program and local information about the conference.

Registration: Conference participants register through a dedicated platform (via ConfTool or on a separate domain organized by the LOC if required) to administrate conference fees at the host organization. On-site registration (typically 5%) must be organized by the LOC (a higher fee can be charged for on-site registration to cover administrative costs of the LOC and host institution).

Financial Management: The final budget is drafted by the LOC in collaboration with the EuHEA President and the EuHEA Secretariat. Budgetary authority is devolved to the appropriate level.

8. Code of Conduct

EuHEA has a code of conduct for its events, specifying what behavior is deemed inappropriate and responses to such behavior. The code of conduct must apply throughout the entire conference and will have to be communicated through appropriate channels during the conference and enforced, together with EuHEA. Participants shall acknowledge and confirm adherence to the code of conduct at registration.

9. Application

Your application must contain the following items:

- Your motivation for organizing this conference

- A description of the venue (see 1 above)

- Information on facilities (see 3 above)

- Suggestions for possible dates

- A budget plan, including costs (management, facilities, catering, receptions and gala event, miscellaneous) and revenues (sponsorship, conference fees) for different scenarios of participation numbers (600, 700, 800, 900, 1000).

The application document should have a length of about 8-10 pages.

Please submit your proposal specifying the above details and including a provisional budget via email to stefan.boes@unilu.ch

Deadline for Application: February 15, 2026

10. Decision on Acceptance

Decision will be taken by the Delegates of EuHEA following a proposal by the Executive Committee during the General Assembly of EuHEA in June 2026.

The Executive Committee will evaluate all elements of an application, including the location, its distances from the airport and the city center, venues of the social events, conformance with space requirements, quality of food and beverage provision, and registration fees. As a further selection criterion, EuHEA will consider geographical rotation of the host venues. Members of the EuHEA Executive Committee may conduct site visits.