

**Call for Expressions of Interest in Hosting**

**UKCGE Annual Conference 2027**

The UK Council for Graduate Education is seeking a host institution for the Annual Conference in early July 2027.

The UKCGE Annual Conference is the Council's blue riband event and aims to champion and enhance postgraduate education. The conference usually attracts 100 to 150 delegates from HEIs across the UK, as well as internationally, to discuss the key issues affecting all aspects of postgraduate education. The conference offers the opportunity for colleagues to share research and practice with others from across the postgraduate community.

This document outlines the requirements for potential host institutions, as well as the application procedure.

**Dates**

The provisional dates for the conference are 1<sup>st</sup> & 2<sup>nd</sup> July 2027 (with the pre-cursor PGR to take place on 30<sup>th</sup> June) however this is open for negotiations with the host institution.

**General Location**

All geographical locations will be considered, however preference will be given to locations which are more easily accessible to colleagues travelling via public transport from across the UK and beyond.

**Conference Spaces Required**

- Main meeting room – with space to seat approximately 150 people.
- A Minimum of two additional rooms for parallel sessions (Seating approximately 50 people in each room).
- An additional room to be used as a "quiet space" for attendees to utilise throughout the conference.
- A space for catering for all delegates, with seating available
- A registration area
- An area for posters and/or a small exhibition space may also be considered
- A meeting room (capacity 15 – 20 people) for the UKCGE board to use as a venue for a meeting during the afternoon (30<sup>th</sup> June).

Please note that conference presentations take place in a variety of formats – including lecture style presentations, panel discussions, interactive workshops and round-table discussions (where a number of discussions take place simultaneously in the same room). The conference spaces should provide flexibility to accommodate all of these types of presentation. Additionally, the conference programme offers multiple sessions across each

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day, therefore the various conference rooms should be located close together with easy transition between them.

All conference spaces should be ADA compliant and fully accessible to all attendees regardless of mobility requirements.

### **Audio-Visual Facilities**

The main and parallel presentation rooms should have presentation facilities available – including large screens (or projectors) enabling all attendees to clearly see presentations. All rooms (particularly larger rooms) should be equipped with sound systems (including roving microphones for audience questions/comments). There should also be facilities to allow some presenters and audience members to connect remotely (eg via Teams or Zoom).

Good quality wi-fi access should be available for all attendees (access to Eduroam is preferable).

### **Catering Arrangements**

Catering for all attendees should be provided for the duration of the conference. For the main conference catering should be provided at the following times on each day:

- Morning arrival refreshments
- Morning Break
- Lunch
- Afternoon Break

All dietary requirements should be catered for.

### **Finances**

UKCGE will cover the cost of room hire, catering and other related costs for the 2 main conference days. However the host institution is requested to assist by helping to reduce these prices where possible, for example by allowing access to 'internal' rates.

There is space on the online application form for potential host institutions to indicate expected costs for the venue.

The cost of the pre-cursor PGR day will be covered by the host institution, however a nominal fee for attendance may be charged and any revenue generated by UKCGE from the sale of tickets to the PGR Day will be passed on to the host institution as a contribution to costs.

### **Host Institution Tickets**

The host institution will be provided with up to five free full conference places (including the conference dinner) for colleagues to attend the conference. This is in addition to any invited

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keynote speakers – who will be provided with free places to attend. Any additional places will be available to purchase at the UKCGE member rate.

### **Accommodation**

Accommodation for all attendees available should be available in reasonable proximity to the conference venue. This should include low cost options (e.g. Premier Inn or Travelodge) or University Halls accommodation.

### **Conference Dinner and other Social Activities**

A venue is required to host the conference dinner as well as other social activities.

The conference dinner usually takes place on the middle evening of the conference (so provisionally 1<sup>st</sup> July) and attracts between 50 to 80 people. The dinner may take place either on the same site as the main conference venue, or off-site. If it takes place on-site then it is preferable for the room used for dinner to not be one of the main conference rooms. Also, food provided should be different to that offered during the conference day. If the venue is off-site then it should be easily accessible travelling from the main conference venue and recommended accommodation.

The format of the dinner is not fixed, previous conference dinner have varied, including seated 3-course dinners, BBQs, sharing dishes and buffets. UKCGE are happy to consider any suggestion, however as the conference takes place in the summer – and towards the end of the academic year – a relaxed setting would be encouraged.

Suggestions for cultural and/or social activities are welcome – these would typically take place the evening before the main conference or between the end of the first day of conference and the conference dinner. Previous activities have included walking tours, quizzes and meetings for drinks, but other suggestions would be welcome.

### **Conference Themes and Presentations**

The main conference programme will be assembled by UKCGE (through a combination of invited keynotes and submitted abstracts), however there will be opportunities for the host institution to be represented on the conference programme (including a short welcoming address and student representation on the student experience panel). Colleagues from the host institution are welcome and encouraged to submit abstracts.

### **PGR Day – Pre-conference event**

There will also be opportunity for the institution to host a conference pre-cursor day aimed at PGRs. The exact format – and content - of the event may be decided by the host institution, however it should be open to PGRs from institutions across the UK to attend. UKCGE are happy to help facilitate ticket sales and also any calls for submissions if required.

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### **Application Process**

Institutions interested in hosting the conference should complete the expression of interest form on the UKCGE website. The deadline for submissions is Friday 24<sup>th</sup> April.

Institutions who have submitted, or are considering submitting, an expression of interest are encouraged to contact Angus Burns, UKCGE Events Officer – [a.n.burns@ukcge.ac.uk](mailto:a.n.burns@ukcge.ac.uk) - for a discussion about the requirements for the conference.

After the application deadline has passed a shortlist will be created of no more than three potential hosts. UKCGE staff may then undertake site visits to the shortlisted venues to assess in person the qualities of venues suggested, before a final decision is made.

When considering the shortlist UKCGE will take into consideration a broad selection of factors including the information given in the expression of interest. The Council also has a remit to represent as broad a selection of HEIs as possible, therefore priority may be given to venues whose geographic location and mission group status provides variety from recent host venues.

It is intended that a final decision on the host will be confirmed before and announced at the UKCGE Annual Conference 2026 in Liverpool.

### **Application Form**

Institutions can formally register an expression of interest in hosting the conference by completing the form on the UKCGE website. The form is split into the three sections and contains the following questions:

#### Section 1 - Contact & Venue Details

##### Primary Contact Details

First Name\*

Last Name\*

Job title\*

Email\*

##### Venue Details – *responses should include a brief description, including any costs.*

Name and Address of Proposed Venue\*

Description of Proposed Conference Space\*

Audio-Visual Details\*

Conference Catering Details\*

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Section 2 - Travel, Accommodation, Dinner & Social Activities

Travel & Accommodation – *responses should include distances from the conference venue and an approximate rate for accommodation*

Nearest Train Station(s)\*

Other nearby transport hubs

Nearby Accommodation\*

Conference Dinner & Social Activities – *responses should include distances from the conference venue and an approximate costs*

Dinner Venue Suggestions\*

Social Activities

Section 3 - PGR Day & Additional Details

PGR Day

Please provide a description of proposed PGR day activities

Additional Details

Please provide any additional information, about any aspect of the conference, that you would like to share.

Questions marked \* are required answers.

The deadline for submission is Friday 24th April 2026