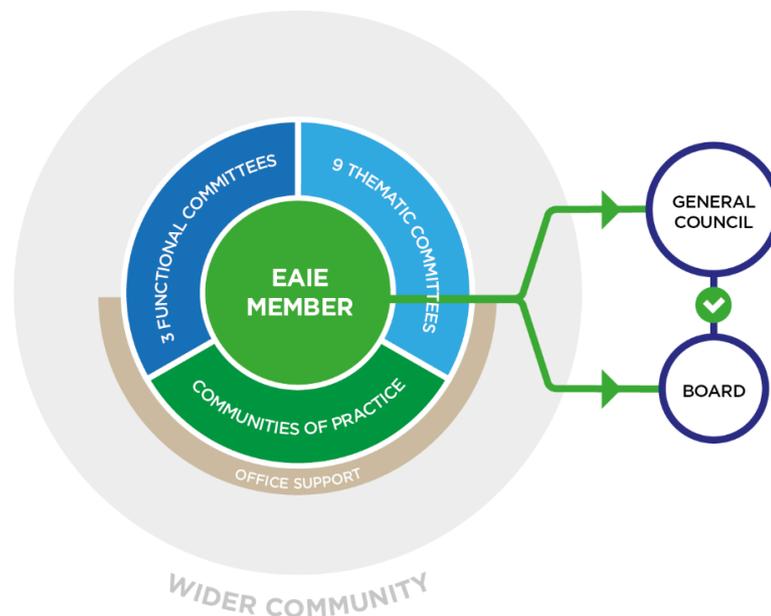


## 2026–2029 Conference Programme Committee (CPC) member profile

The EAIE is seeking **three (3)** new Conference Programme Committee (CPC) members with a commitment to advancing the EAIE’s vision and mission. CPC members are the innovative engineers behind the EAIE Annual Conference programme, stimulating state-of-the-art contributions from new speakers and identifying programme content that reflects the main issues in the internationalisation of higher education in Europe and the world. The Committee consists of the Chair and five members. The position requires a three-year commitment, from September 2026 to September 2029.



### Benefits

CPC members can expect to gain a broader knowledge of the field of International Higher Education by serving on the CPC. Other benefits include:

- Learn about emerging IHE developments and trends
- Expand your professional network.
- Directly contribute to the Association by enhancing programme development
- Enrich your professional and personal perspectives by being exposed to a broad range of topics within the international higher education field
- Travel and accommodation costs for in-person Committee meetings are covered by the EAIE
- A reduced volunteer registration fee for the EAIE Annual Conference

## Required skills and attributes

### **Proven professional experience in International Higher Education (IHE)**

Assuring high-quality programme content requires the ability to assess developments in all facets of the field. Therefore, having a broad knowledge of and demonstrated experience within international higher education is extremely important. Committee members should additionally be regular participants of the Annual Conference.

### **Demonstrated involvement within the EAIE**

Aside from being an EAIE member, the candidate should have experience in other areas of the EAIE as well, for example: attendance at the annual conference, having previously submitted session proposals for inclusion in the conference programme, participation in EAIE trainings, or volunteering in another way. This demonstrates knowledge in and familiarity with the work of the EAIE as well as the candidate's shared values and belief in the mission and vision of the EAIE.

### **Strong analytical and decision-making skills**

Developing and evaluating programme features requires critical thinking and the capacity to assimilate information quickly, reach balanced conclusions and articulate recommendations.

### **Understanding of teamwork**

Many people contribute their efforts toward the realisation of the Association's goals and objectives – no one does it alone. Well-developed interpersonal and intercultural communication skills are an essential element of effective teamwork.

### **Sound judgment, integrity and resilience**

Determining the conference programme requires the ability to subordinate special interests for the greater good of the Association, including the need to examine issues impartially, and to make and explain decisions that may not be popular with some members.

### **Commitment**

Serving as a member of the CPC requires a demonstrated commitment to the organisation and its mission and goals, in addition to dedicating the time to serve.

### **Reliability**

Designing and developing an exciting and innovative programme takes time and dedication. CPC members must be able to rely on each other to complete all reviews and tasks on time and be present and punctual when attending all meetings throughout the year.

Applications will be reviewed with the above aspects in mind.

### **Other desired attributes include:**

- Open-minded

- Willing to prioritize the EAIE's mission and collective success above personal interests.
- Global perspective
- Willingness and availability to serve
- Pro-active
- Well-connected
- Strong oral and written communication skills, including proficiency in using electronic tools of communication

### CPC role and responsibilities

The CPC reports to the EAIE Board and works in close cooperation with the Thematic Committees, the EAIE Board, and the EAIE Office in the development of the conference programme. The main focus of the CPC is to ensure a high-quality conference programme which is inclusive of content that meets the needs and interests of the EAIE's diverse membership.

The Committee reviews and makes the final selection of the various programme elements of the Annual Conference, such as the sessions, Ignites, and posters. Quality assurance, based on evaluations of all programme events, and forecasting, are also high priorities when developing all future conference programmes.

The Committee also actively develops a number of programme features such as Critical Conversation sessions and the EAIE Debate session, amongst other programme events as well. CPC members may serve as a chair for these developed sessions as well as for the Ignite sessions.

Additionally, two webinars are planned in the fall of each year, which are hosted by the CPC, in order to promote the call for proposals to the EAIE Community, and to align on the session proposal review process with the Thematic Committee members.

Serving as a CPC member offers the opportunity to be one of the creative minds behind the EAIE Annual Conference, the largest event of its kind in Europe. However, it is also a considerable commitment that does require time. CPC members must be prepared to travel in order to attend and actively participate in two in-person meetings (December and May) and at least two online scheduled CPC meetings (one-day meetings in both January and in February), as well as email exchanges and occasional (group) work outside of the meetings. **At times, meetings require a large amount of preparation, including individually reading and reviewing all 600+ proposals during a three-week period in November–December.**

Individual members may also be given specific tasks between meetings and then be asked to report back.

### Length of term

Successful applicants will be appointed for a three-year term, from September 2026 to September 2029. Committee members may be reappointed for one additional three-year term.

### Reimbursement

Travel (economy class), accommodation, and subsistence costs for in-person CPC meetings and any other necessary preparatory meetings are covered by the EAIE budget, in accordance with the defined guidelines.

### Eligibility Criteria

To be appointed as a member of the Conference Programme Committee, individuals must meet the following criteria:

- Current membership within the EAIE.
- As of September 2026, the candidate should not be serving in any other elected or appointed position within the EAIE.
- Applicants must sign the EAIE Commitment statement whilst applying

All EAIE members are welcome to apply. We are seeking to establish a diverse committee that represents all fields and regions of international higher education.

### Avoidance of conflicts of interest

In line with the **EAIE Code of Conduct**, individuals holding elected or appointed positions within EAIE governance or committee structures are not eligible to apply for EAIE grants or funding for activities outside the scope of their volunteer mandate during their term of service. This policy is designed to prevent any perceived conflict of interest and to uphold the impartiality of the Association's funding decisions.