



European Agroforestry Federation

Guidelines for Expressions of Interest to Host the 2028 European Agroforestry Conference (EURAF 2028)

1. INTRODUCTION

The European Agroforestry Federation (EURAF) is seeking Expressions of Interest from affiliated organisations willing to host the 2028 European Agroforestry Conference (EURAF 2028).

Building on the achievements of the previous EURAF conferences, the 2028 edition is expected to attract around 400 participants from all across Europe and beyond. A particular focus will be on 'underrepresented' groups, such as civil society, farmers, youth groups, women, etc.

In submitting an Expression of Interest to host the 2028 European Agroforestry Conference, a candidate organisation indicates its acceptance of the procedures and obligations arising out of a successful application (indicated in this document).

2. BENEFITS TO AND RESPONSIBILITIES OF THE HOST COUNTRY

The host organisation/country will be responsible for:

- Identifying the host organisation for EURAF 2028, which undertakes to deliver the Conference and submits a letter indicating its institutional support.
- Securing the necessary financial and human resources to ensure the delivery of a world-class event.
- Approve major contractual agreements for the Conference.
- Creating, recruiting members of, and organising the workflow of the organising committee, the scientific committee and associated task forces.
- The management of all local logistical and hosting issues, including securing and organising the venue, the catering and the required support staff, securing accommodation, providing visa and protocol support to registered delegates.
- The development and provision of at least three side events such as field visits (costs to be borne by those registering for them)
- Establishing and managing the budgetary, organisational and institutional structures and systems required to deliver a successful Conference and provide a full financial reporting.
- Developing and implementing marketing, public relations and communications plans ahead of and after the Conference.

The host organisations' budget must include:

- All Conference costs, including venue, audiovisual and Internet equipment, catering, including lunch and coffee breaks.
- Free passes for EURAF staff (up to four) and Board (up to six)

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- 6-8 media passes (including farm visits & excursions), granting a 100% fee waiver to authorised journalists reporting on the activities of the Conference in national and international media;
- Developing and successfully implementing a resource mobilisation plan to ensure the full funding of the Conference, this should preferably include e.g. scholarships for participants from underrepresented groups, such as youth, students.
- Communication and dissemination activities.
- An overview of the planned budget and preliminary expenses should be sent to the Treasurers of EURAF (representing the Board) a year before the event date and every three months afterwards.
- After the event, in case the incoming budget exceeds the expenses, the difference (surplus) will be transferred to EURAF's savings account and used for the organisation of the next edition. In case the expenses exceed the incoming budget, the costs will be covered by the Conference Organiser.

The successful applicant will:

- Have a track record in agroforestry, sustainable rural development, agroecology and related fields;
- Display active programmes in agroforestry, including agroforestry research and development;
- Be committed to advancing agroforestry in the country and the region;
- Have links with international research and development agroforestry programmes; and
- Offer points of interest and amenities that could add value to the participants' visit to the host country.

Venue requirements (to be proposed by host):

- Hotel accommodation close to the venue, in a variety of price ranges, including accessibility for people with restricted mobility (e.g., wheelchairs);
- A room large enough for plenary sessions with and at least four smaller rooms for parallel sessions, an exhibition space that can accommodate at least 200 posters, and associated catering facilities;
- High-speed Wi-Fi to all the participants, audiovisual equipment in the plenary room and the parallel session rooms;
- Optionally, equipment to allow recording and broadcasting for online participants.
- Two or more staff offices for the duration of the event, plus at least one day prior to the first day of the EURAF Conference. Also, a dedicated space for the EURAF General Assembly taking place on one of the days of the conference.
- Reasonable charges for associated services (e.g., catering, audio-visuals, meeting room, printing costs, rental costs for poster boards, comparative costs of hotel rooms, etc.).

3. GOVERNANCE ROLES AND RESPONSIBILITY

The Board (supervisory role) shall:

- Follow the progress of the Conference organisation and provide expertise when needed.

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- Approve the overall Conference strategy, theme, dates and venue.
- Formally establish the Organisers Committee and appoint its Chair and members.
- Receive and review regular progress and financial reports from the OC.
- Ensure the Conference operates in compliance with all legal and regulatory requirements.

The Secretariat (supporting role) shall provide ongoing professional support to the Organising Committee (OC) including:

- Scheduling OC meetings, distributing agendas, taking and circulating minutes.
- Advising the OC on past practices, organisational policies and legal requirements to ensure consistency.
- Sharing the organisational updates with the Board and acting as an intermediary between the OC and the Board and the Executive Committee of EURAF.

4. EXPRESSION OF INTEREST

The Expression of Interest should include:

- A cover letter (max one page), indicating the location, venue and the duration of the conference;
- Two-three topics suggested as overarching theme for the congress;
- Unless the applicant (affiliated organisation) is the official host, the name and address of the institution in charge of administrative, financial and procedural matters (e.g. registration, budgeting, etc);
- Names and contact information of (at least) two persons with whom the Board of EURAF can follow up with.

Others:

- Letter(s) of support from agricultural, forestry, or agroforestry organisations in the country and the region;
- Any other documents not exceeding two pages.

The Expression of Interest should be submitted via email to ga2026@euraf.net by 14th June 2026.

4. SELECTION

The Expressions of Interest will be reviewed by the Board of EURAF.

Affiliated organisations may be asked for additional information as necessary to inform key decisions.

Based on the criteria above, the General Assembly of EURAF may vote to select the host of the next edition.

The successful hosts will be notified by 30th June 2026, in case the decision will not be announced publicly at the next European Agroforestry Conference, scheduled to be held in Neuchâtel, Switzerland (June 22nd-26th 2026).

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