

## APPENDIX B

### AGREEMENT ON AESOP [YEAR] CONGRESS

#### 1. Parties of the Agreement

This Agreement on the AESOP Congress [Year] ("Agreement") is made by and between the Association of European Schools of Planning (AESOP), represented by the President [Name] and the Secretary General [Name], and the [Institution, Department Name], represented by [Name, Position].

Under this Agreement, the [Institution, Department Name] will organise the AESOP Congress in [Year] in [Place].

#### 2. Dates and duration of the Congress

The dates of [Dates, Year] are envisaged for the Congress, excluding the session of Executive Committee and the Council of Representatives, which shall be organised on [Date and Date, Year], respectively.

The PhD Workshop will be held in [Place], hosted by [Institution Name] from [Dates, Year], followed by an optional stay for the workshop participants during the Congress.

#### 3. Local Organising Committee

The Local Organising Committee (LOC) of the Congress is presided by the Chair and a Deputy Chair. The everyday contact between the Parties of the Agreement will be held by the Contact Person, who is agreed to be [Name].

##### 3.1. Members of LOC

3.1.1. The Local Organizing Committee shall consist of:

Representative part, including:

- a) Chair: Name
- b) Deputy Chair: Name

and other members:

[List Names and Affiliations]

3.1.2. If the Contact Person for any reason failed to act provisionally or permanently, the LOC shall nominate a new Contact Person without any delay.

3.1.3. The Local Organization Committee may wish to establish any other bodies to help the development and organising the Congress.

### 3.2. Responsibilities of the LOC

#### 3.2.1. The responsibilities of the LOC are as follows:

- 1) to provide AESOP with any relevant information without any delay, through the Contact Person or in any other way if necessary;
- 2) to propose the tracks and nominations for track co-chairs; and nominations for keynote speakers and invited persons;
- 3) to present the Congress venue and general concept of the event to the AESOP members at the AESOP CoRep meeting in spring [Year] and at the AESOP Congress in [Place] in July [Year] as well as to present the state of preparations at the CoRep meeting in Spring [Congress Year];
- 4) to create all the contents necessary to the development of a well organised congress webpage, where all possible information on the congress will be uploaded. The contents of the web page shall be maintained and updated regularly, well before the various deadlines. The website should necessarily be incorporated in the main AESOP webpage;
- 5) to set the various deadlines for the preparations of the AESOP [Year] Congress in agreement with the ExCo;
- 6) to prepare informational materials about the Congress and to distribute them to potential participants, namely:
  - a) first announcement and call for abstracts;
  - b) digital flyers and brochures to be sent to the AESOP members by the AESOP Secretariat General;
  - c) Congress programme to be distributed, at least three weeks before the start of the Congress, via AESOP information media as well as Congress web site;
  - d) any Congress information on Congress web site starting in September [Year before Congress Year];
  - e) An ebook with Congress abstracts is to be made available via Congress web site at the beginning of the Congress and an ebook of authorized full papers should be available via Congress web site before the submission of the report within three months after the end of the Congress; ;
  - f) Congress brochure in printed form with final programme and list of participants and (optional) as App with more detailed information, to be distributed to the participants at the beginning of the Congress;
- 7) to organise the very Congress, namely:
  - a) venue and technical facilities;
  - b) accommodation (with a wide range of prices and categories) and meals / refreshments for the participants, invited persons and speakers, and accompanying persons;
  - c) programmes for mobile workshops, possible Congress tours and possible accompanying persons' other activities;
  - d) organisation of airport pick-up services if required for a specific list of a maximum of twelve persons defined by AESOP and other persons defined by the LOC;

- e) hiring the staff for the Congress during its meetings (personnel congress desk, registration, payments, handing over Congress materials, assistance for administrative matters; student assistants; hostesses, etc.);
  - f) organising the assessment of the abstracts submitted for the Congress through track chairs, under the AESOP guidelines for quality, and providing track chairs with all necessary directions and assistance;
  - g) facilitating selection of the Best Conference Paper in coordination with the chair of the Award Committee;
  - h) encouraging AESOP partner organisations to organise their activities during the Congress (see article 4.1, 6);
  - i) scheduling the Congress track sessions and securing that in each room where sessions will be held, there is a person with the responsibility to assist the speakers technically, and organizationally, and to take care in case an accident occurs;
- 8) to organise the post-Congress tours;
- 9) to subscribe an insurance policy, where possible, covering operation risks from the organisation of events (optional);
- 10) to cover the costs of the Congress and payments to AESOP as agreed below in article 7.2. of the Agreement;
- 11) to prepare and send to AESOP Executive Committee the Congress Report and the Financial Report as stated in articles 6 and 7.2. (below);
- 12) to ensure visibility and to facilitate the AESOP activities during the Congress, namely:
- a) ensuring that the AESOP visual identity elements (symbols and signs such as the flag, logo, etc.) are well visible in the venue of the Congress, and well visible on the website, and that the logo and the other AESOP visual identity elements are printed on all material and documents distributed;
  - b) ensuring that AESOP name and logo are embedded into logo of the Congress;
  - c) ensuring that all the elements listed in a) and b) follow precisely AESOP Identity Guidelines;
  - d) handing the flag over to the representative organizing the next AESOP Congress;
  - e) providing free of charge the appropriate spaces (rooms, amphitheatres, etc.) for the AESOP activities prior and during the Congress (meetings of Executive Committee, Council of Representatives, General Assembly, Young Academics General Assembly, Thematic Groups meetings, Editorial Boards meetings), and include in the printed and website programme the necessary details for these meetings (room, day, time, etc.);
  - f) including in the printed and website programme the announcement of the award of the specific AESOP Awards during the AESOP General Assembly (Best Published Paper Award, Best Congress Paper Award, Excellence in Teaching Award);
  - g) providing free of charge the appropriate space with three work places in the Congress venue, to set up an “AESOP General Secretary's Office” with access to computer, printer, and Internet during the whole event;
  - h) printing of the material for AESOP meetings (GA, ExCo, CoRep, YA-GA) by the

organisers (files sent by the Secretariat General 2 weeks ahead of the beginning of the Congress).

3.2.2. The LOC may wish to establish on their account any working units and/or to hire any staff, etc., so that their responsibilities could be accomplished.

3.2.3. The Organiser is responsible for communicating with the participants (sending emails, exchanging etc.). AESOP is accountable for collecting the fees and for the Conference Management System (CMS) that collects data and registration through the AESOP site. The LOC should appoint, at the latest by the beginning of September [Year before the Congress], at least three people who will act as a task force for the implementation of the CMS in cooperation with AESOP. The exchange of data, the legal responsibility for privacy protection, and the pecuniary consequences of delay or failure in communicating and managing data are the responsibility of each organisation and will be detailed in a technical Annex to this contract if necessary. The LOC can use the AESOP data only for the purpose of the [Year of the Congress] Congress.

## **4. AESOP**

### **4.1 Responsibilities of AESOP**

The responsibilities of AESOP are the following:

- 1) to define scientific content of the Congress, namely:
  - a) to approve the tracks and their titles,
  - b) to communicate with partners and keynote speakers in cooperation with LOC as far as the Congress is concerned,
- 2) to provide the LOC the Visual Guidelines of AESOP, including the AESOP logo for the purpose of organising of the Congress;
- 3) to provide the LOC on time with any advice and/or expertise including written material that are relevant to the organisation of the Congress;
- 4) to distribute to the AESOP members the information via own AESOP channels, including AESOP website and Newsletter, in order to promote on time the attendance of the Congress;
- 5) to provide the LOC with any required official letters or any other documents which may help LOC to get the sponsorship or other kind of help;
- 6) to provide the LOC with the contact addresses of organisations, which have a cooperation agreement (Memorandum of Understanding) with AESOP and to facilitate contacts with these AESOP partner organisations;
- 7) to provide the LOC on time with all information necessary so that the printed material and the website can satisfy the requirements of article 3 of this document.

### **4.2 AESOP Conference Officer**

4.2.1. For the working contact between AESOP and the LOC, the Conference Officer who is a member of the ExCo represents the AESOP Executive Committee.

Conference Officer: [Name]

4.2.2. The AESOP Conference Officer will namely:

- 1) submit the proposals of LOC for the decisions about the Congress to be made by AESOP Executive Committee, including:
  - a) proposals for the tracks,
  - b) nominations for the keynote speakers and invited persons,
  - c) nominations for track co-chairs;
  - d) advise on the format of the abstracts and the way(s) how they will be submitted and assessed;
- 2) advise on the format of the abstracts and the way(s) how they will be submitted;
- 3) follow the progress of the preparation of the Congress, and secure deadlines in co-operation with LOC and AESOP;
- 4) report on the Congress preparation to the Council of Representatives and Executive Committee on request;
- 5) forward advices, positions on issues and decisions of AESOP to the LOC.

## 5. Congress theme and tracks

1) The general theme of the Congress is:

[Theme]

2) Tracks and titles will be as follows:

[List no more than 18 along with Thematic Groups, which are associated with particular tracks]

- 3) Any change in tracks owing to low or high number of relevant papers should be agreed mutually between LOC and AESOP Conference Officer.
- 4) The track co-chairs will be appointed by AESOP based on LOC's proposal.

## 6. Congress General Report

- 1) At the conclusion of the Congress, the LOC will prepare a final Congress General Report. This report shall contain general basic information (Key lectures, track chairs, round tables etc.) as well as statistical data of the Congress, useful information for the future and detailed comments on the successes and failures of the congress organisation, so that future congress organizers improve and AESOP increases steadily its congress quality.
- 2) More specifically, the statistical data must include:
  - a) For key lecturers, topic, name and contact details of the presenting persons;

- b) Number of papers submitted, number of papers accepted, acceptance rate (all data per track);
  - c) Number of authors (by gender), distribution of authors by country, number of countries represented (by authors);
  - d) Number of final registered participants;
  - e) Statistics of (accepted) “no-shows”, paper withdrawals, and (average) track sessions’ attendance;
  - f) Number of Schools represented;
  - g) Number of editions/proceedings of the congress published with a ISBN Reference (if applicable);
  - h) Name of the publisher of the proceedings (if applicable).
- 3) This report will be submitted to the AESOP within three months after the end of the Congress. This report is different from the Financial Report described in article 7.

## 7. Financial arrangements

### 7.1. Congress fees

- 1) All participants of the Congress are obliged to pay appropriate congress fees except for invited persons agreed between the parties of the Agreement.
- 2) The following fees, including VAT, have been agreed (in Euro):

<b>Categories</b>	<b>Early registration</b>	<b>Late and on-site</b>
Participants from AESOP Member Schools, discounted fee*		
Participants from AESOP Member Schools, regular fee		
Participants from AESOP Non-member Schools, discounted fee*		
Participants from AESOP Non-member Schools, regular fee		
Student fee for participants of AESOP Member Schools		
Student fee for participants of AESOP Non-member Schools		
PhD workshop for participants of AESOP Member Schools**		
PhD workshop for participants of AESOP Non-member Schools**		
One-day participation (only for participants who are not in the Congress programme)		
Accompanying persons****		
All online sessions		
All online sessions and keynote lectures		
Congress Dinner		

Welcome Reception	<i>Included in the registration fee</i>	<i>Included in the registration fee</i>
Mobile workshop***	<i>Generally free of charge</i>	<i>Generally free of charge</i>
Post-congress tour		

- *\*The discounted fee applies to participants whose country of affiliation (not residence) is one with a GNI Per Capita less than \$30.000, for 2023 these are the following: Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czechia, Estonia, Georgia, Greece, Hungary, Kazakhstan, Kosovo, Latvia, Lithuania, Malta, Moldova, Montenegro, North Macedonia, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Türkiye or Ukraine.*

*\*\* PhD workshop fee includes participation in the workshop, accommodation 3 nights (usually), mid-day meals (4 days usually), social programme; participation in the Congress and Welcome Reception; Congress Dinner with a discount; transport from the PhD location to the Congress Location*

*\*\*\* The mobile workshop is generally free of charge for registered delegates (unless there exist special fees, e.g. transportation or entrance tickets to various spaces). The groups are limited in size and are available on the first come, first served principle.*

*\*\*\*\* The accompanying person fee includes the congress badge, access to the sponsorship exhibition and publication fair, the Welcome Reception, the mobile workshop, congress lunches, a city tour, a museum visit and the opportunity to join the Congress Dinner for a fee.*

- 3) Any change of fees will need amendment of this Agreement.
- 4) The fee will cover participation at all sessions of the Congress, participation at welcome reception and a workshop, Congress materials, lunches and beverages during the breaks during the main Congress days.
- 5) The fee for other (tourist, cultural, programme for accompanying persons, congress dinner etc.) events can be charged separately on the request of a participant.
- 6) The participants of the PhD workshop are entitled to join the Congress for free and the congress dinner at a reduced price.
- 7) The mentors of the PhD workshop are entitled to join Congress for free and are invited to the Congress dinner for free.
- 8) The members of LOC are entitled to join the Congress and are invited to the Congress dinner for free.
- 9) The members of the AESOP Executive Committee and up to two assistants of the AESOP Secretary General are entitled to join the Congress and the Congress dinner for free.
- 10) Up to twelve persons nominated by AESOP, including Honorary AESOP members, former AESOP Presidents and Secretary Generals and representatives of partner organisations, which have a Memorandum of Understanding signed with AESOP are entitled to join the Congress and the congress dinner for free. A list should be provided two weeks before the Congress.
- 11) If AESOP nominates more than twelve persons listed in 10), the costs for these persons exceeding the number of twelve (congress fee for AESOP Members/early registration and eventually congress dinner) can be deducted from the 10% payment rate according to article 7.2 of this Agreement.
- 12) Invited keynote speakers are entitled to join the Congress for free and are invited to the Congress dinner for free.
- 13) The members of the particular units of the institution organising the congress are entitled to

join the congress at a reduced price (e.g. same as the students fee).

## 7.2. Agreement on financial participation of AESOP

- 1) The entire cost connected to the activities of the Congress are born and paid locally, and will be covered by the [Institution].
- 2) The costs defined in 1) include namely:
  - a) the rent for the Congress precincts, facilities and equipment (if applicable),
  - b) social events, apart from Congress dinner (e.g. the track chairs dinner)
  - c) invited persons (including accommodation, travel expenses, meals and social events),
  - d) local administration and staff,
  - e) local overhead costs,
  - f) printing costs of hand-outs, Congress material, AESOP committees' material.
- 3) The costs defined in 1) and 2) do not include the cost of the site visit(s) or the cost of visit(s) of AESOP Officials (which are borne by AESOP).
- 4) Support for specific activities connected to the Congress, such as PhD Workshop, costs for AESOP Awards, etc., stand apart the costs to be covered by the Consortium.
- 5) At the conclusion of the Congress, the Consortium will prepare a final budget breakdown, a list of participants and fees paid by them and a written Congress Financial Report, including final financial statistics. This report will be submitted to the AESOP within three months after the end of the Congress. This report is different from the Congress General Report described in article 6.
- 6) AESOP budget will obtain the 10% rate from the collected Congress fees (including VAT) according to the article 7.1., point 2) within five months after the Congress has been finished. Any delay of the payment to AESOP will be charged by 0.01% per day.

## 8. Final Article

The present agreement is issued in three original signed copies to be held by: [Name] as LOC Chair (one original copy), the Secretary General of AESOP, [Name] (two original copies), and a digital copy of this agreement is kept by the AESOP Conference Officer [Name].

[Institution]  
[Department]  
[Name]

Place, Year-Month-Day

Signature:

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AESOP  
The President

[Name]

Place, Year-Month-Day

Signature:

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AESOP  
The Secretary General

[Name]

Place, Year-Month-Day

Signature:

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