
**Agreement on Congress
between
Association of European Schools of Planning (AESOP)
and
Name of the University/School**

1. Parties of the Agreement

This Agreement on the AESOP Congress 20XX ("Agreement") is made between the Association of European Schools of Planning (AESOP), represented by the President Name of AESOP President and the Secretary General Name of Secretary General, and the Name of School hosting the Congress, represented by Name of the Representative.

Under this Agreement, the University/School hosting the Congress will organise the AESOP Congress in 20XX in Name of the City, hosted by the Name of the University/School.

2. Dates and duration of the Congress

The dates of XX to XX July 20XX are envisaged for the Congress, excluding the session of Executive Committee and the Council of Representatives, which shall be organised on Date and Date respectively.

The PhD Workshop will be held in Name of the City, hosted by Name of the University/School from XX to XX July 20XX, followed by the optional stay for the workshop participants during the Congress.

3. Local Organising Committee

The Local Organising Committee (LOC) of the Congress was established by the Name of the University/School, presided by the Chair and Deputy Chair.

The everyday contact between the Parties of the Agreement will be held by the Contact Person, who is agreed to be Name of the Contact Person.

3.1. Members of LOC

3.1.1. The Local Organizing Committee shall consist of:

1) Representative part, including:

- a) Chair: Name
- b) Deputy Chair: Name
- c) Contact Person: Name and e-mail address

and other members:

- d) Name of the member of LOC
 - e) Name of the member of LOC
 - f) Name of the member of LOC
- 2) Executive part (optional):
 - a) Name of the member of LOC
 - b) Name of the member of LOC
 - c) Name of the member of LOC

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 co-chairs;
- 3) to present the Congress venue and general concept of the event to the AESOP members at the AESOP Congress in July 20XX in Name of the City and in July 20XX in Name of the City as well as to the members of the Council of Representatives at the respective meetings of the Council;
- 4) to create a well organised congress webpage, where all possible information on the congress will be uploaded. This web page shall be maintained and updated regularly, well before the various deadlines, and shall remain accessible on the web at least for one year after the Congress. The website should necessarily include a link to the main AESOP webpage;
- 5) to set the various deadlines;
- 6) to prepare informational materials about the Congress and to distribute them to potential

participants, namely:

- a) first announcement and call for abstracts;
 - b) traditional paper flyers and brochures to be sent to the AESOP members by the AESOP Secretariat General;
 - c) Congress programme to be distributed via AESOP information media as well as Congress web site;
 - d) any Congress information on Congress web site starting in June 2016;
 - e) Congress abstracts and authorized full papers to be made available via Congress web site at the beginning 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 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 papers 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 (optional);
- 9) to subscribe an insurance policy 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, YAGA) 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.

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 / topics of the sessions,
 - b) to communicate with partners and 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 Conferences Officer

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

Conferences Officer: **Name of AESOP Conferences Officer**

4.2.2. The AESOP Conferences 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;
- 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 towards the LOC.

5. Congress theme and tracks

- 1) The theme of the Congress is:

Name of the theme of the Congress

- 2) Tracks (topic sessions) will be as follows:
 - a) **Name of the track**
 - b) **Name of the track**
 - c) **Name of the track**
 - d) **...**
- 3) Any change in tracks owing to small or enormous number of relevant papers should be agreed mutually between LOC and AESOP Conferences 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 communication 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):

	Early registration (till Date)	Late (after) & on-spot registration
Participants from AESOP member institutions & individual AESOP members	€: [...]	€: [...]

	Early registration (till Date)	Late (after) & on-spot registration
Others (Non-members of AESOP)	€: [...]	€: [...]
Discount students' fee for students from AESOP member institutions	€: [...]	€: [...]
One-day participation (only for participants who are not in the Congress programme)	€: [...]	€: [...]

- 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, 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 and the congress dinner at a reduced price.
- 7) The tutors of the PhD workshop are entitled to join Congress.
- 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 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 **Name of the University/School**.
- 2) The costs defined in 1) include namely:
 - a) the rent for the Congress precincts, facilities and equipment (if applicable),
 - b) social events,
 - 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 **Name of the University/School**.
- 5) At the conclusion of the Congress, the **Name of the University/School** 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 two original signed copies to be held by: **Name of the Chair of LOC**, and the Secretary General of AESOP, **Name of the AESOP SG**.

A copy of this agreement is kept by AESOP Conferences Officer.

Name of the University/School

The Chair of LOC:

Name of the Chair of LOC

Date: **Date**

Place: Name of the Place

Signature:

AESOP

The President of AESOP:

Name of the President of AESOP

Date: **Date**

Place: Name of the Place

Signature: