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 Name of School hosting the Congress, represented by Name of the Representative.

Under this Agreement, of 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 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:
   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 2015 in Prague and at the World Planning Schools Congress in July 2016 in Rio de Janeiro 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 an 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 send to the 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 Date (at the latest 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 with final programme, list of participants, abstracts and statistics – 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 specific persons,
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 listed in article 10 in 7.1 (below) to organise their activity during the Congress,
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;

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 in Congress, namely:

a) ensuring that the AESOP profile 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 profile 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, in the Congress venue, to set up an “AESOP Secretary’s General 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 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 as follows:

1) to define scientific content of the Congress, namely:
   a) approval on the tracks / topics of the sessions,
   b) communication with partners and speakers 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 web site 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 facilitate contacts with AESOP partner organisations listed in article 10 7.2 (below);

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 Events Officer

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

Events Officer: Gerhard Schimak

4.2.2. The AESOP Events 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) advice 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) channel positions, advises and decisions of AESOP towards 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 Events 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 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) Main theme, Name and communication details of the contact person;
   b) Number of papers submitted, Number of papers accepted, Acceptance rate (all data per track);
   c) Number of Authors, Distribution of authors by country, Number of countries represented (by authors);
   d) Number of final registered participants;
   e) Statistics of “no-shows” (accepted), paper withdrawals, and 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 have been agreed (in Euro):

<table>
<thead>
<tr>
<th>Participants from AESOP member institutions &amp; individual AESOP members</th>
<th>Early registration (till Date)</th>
<th>Late (after) &amp; on-spot registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Others (non-members of AESOP)</td>
<td>€: [___]</td>
<td>€: [___]</td>
</tr>
<tr>
<td>Discount students’ fee (without meals and reception)</td>
<td>€: [___]</td>
<td>€: [___]</td>
</tr>
<tr>
<td>One-day participation (only for participants who are not in the Congress programme)</td>
<td>€: [___]</td>
<td>€: [___]</td>
</tr>
</tbody>
</table>

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 for free.

7) The tutors of the PhD workshop are entitled to join Congress for free.

8) The members of LOC are entitled to join the Congress 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 for free.

10) One representative of each AESOP partner organisation which has Memorandum of Understanding signed with AESOP is entitled to join the Congress for free. The partner organisations offered one complimentary registration each are the following: European Council of Spatial Planners (ECTP-CEU), European Urban Research Association (EURA), European Regional Science Association (ERSA), International Federation for Housing and Planning (IFHP), International Society of City and Regional Planners (ISOCARP), European Spatial Observation Network (ESPON), URBACT, European Commission – Directorate General for Regional and Urban Policy.

11) Invited keynote speakers are entitled to join the Congress for free.

12) AESOP Honorary members are entitled to join the Congress 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) 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 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) 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 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 Event Officer.

Name of institution: 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: