AESOP

CONGRESS HANDBOOK

AESOP
CONGRESS HANDBOOK

v.1 Pantelis Skayannis (2010)
v.2 Zorica Nedović-Budić (2018)

The Association of European Schools of Planning (AESOP), since its foundation in 1987, has based much of its activity around the yearly Congresses, especially during the early period. AESOP is nowadays engaged in many other activities and events, yet the annual Congress is still the major undertaking of the Association. The Congress provides an opportunity for the international exchange of scientific ideas and achievements, networking among planning scholars and young academics, and a series of meetings directly or indirectly linked to AESOP.

AESOP Congresses are a point of reference for various groups connected to the field of planning, and generally, spatial sciences, e.g., journal committees and boards, publishers, research and funding agencies, as well as other 'sister' associations. In parallel to its own congresses, AESOP has participated in the organisation of the World Planning Schools Congress (WPSC) and, in the recent past, of joint conferences with the Association of the Collegiate Schools of Planning (ACSP, the US counterpart to AESOP) and is a signatory of the Shanghai declaration.

AESOP's institutional members (planning schools) host and organise the Congress. Such involvement allows the schools to gain a vast experience, benefits and visibility by presenting their activities, environment and achievements to planning scholars across Europe and the world. At the same time, the organiser schools provide a vital service to all AESOP members and Congress participants in enabling advancements in planning scholarship and practise. AESOP members also organise meetings and workshops as part of the AESOP thematic groups. The institutional and individual members are also active participants in conferences and meetings of various other associations. Efficient use of resources and environmental preservation is encouraged in all events organized by or associated with AESOP as per its Green Policy.

This Handbook is provided to assist the Congress Organiser in undertaking the necessary activities and ensuring a successful event. It comprises the following parts:

PART 1: Congress Activities / Programme
PART 2: Timeline
PART 3: Planning and Pre-Congress Organisation
PART 4: Management and Logistics
PART 5: Appendices

PART 1. Congress Activities / Programme

AESOP Congresses include a variety of formal and informal activities and events, with academic, business and social content. The Local Organising Committee (with approval by the AESOP Executive Committee) is responsible for selecting the appropriate activities and formats and scheduling the programme.

SCIENTIFIC PROGRAMME

Keynotes

Keynote presenters are selected among distinguished scholars, practitioners and leaders of various national or international organisations who are expected to deliver an inspiring and thought-provoking speech, related to the theme of the Congress. The keynotes are given during plenary sessions at the opening, closing or during the Congress. The number of keynotes and sessions vary from one to five, depending on the time allowed, the number of plenary sessions and possible coupling of keynotes per plenary. Preferably, the keynote presentations are followed by discussion and a Q&A period.

Full Paper Presentations

Full Papers are included in the regular sessions organised by tracks. The sessions are typically 90 minutes long and include 3-4 paper presentations and time for discussion / Q&A. Full papers present a developed research idea which is empirically tested with rigorous methodology and has specific findings. The full papers are generally equivalent to draft journal articles or book chapters. Depending on the local organiser and author's decision, except for the session's chairs, the papers may or may not be shared with other Congress participants in digital or hard format.

Short Paper Presentations

Short Papers are included in the regular sessions organised by tracks. The sessions are typically 90 minutes long and include 5-7 paper presentations and time for discussion / Q&A. Short papers are based on extended abstracts and assume a less developed research idea pursued as work in progress and with tentative results. Depending on the local organiser and author's decision, the extended abstracts may or may not be included in the Congress proceedings in digital or hard format.

Roundtables / Panels

Roundtables offer a less structured format for discussing a topic of current interest, usually within 90-minutes sessions. The roundtables involve 4-5 panellists who briefly (in 4-5 minutes) present their views, approaches and / or experiences in dealing with a particular planning issue, and a moderator who invites and facilitates Q&A and discussion. Roundtables are an important outlet for exploring the emerging and critical issues and innovations (theoretical, methodological) from multiple and diverse perspectives.

Poster Presentations

Posters are exhibited in a specially designated area on the Congress premises. The organisers may decide to create a special poster session and make additional announcements in order to ensure that the posters are viewed by the majority of the

Congress participants. This session should be scheduled outside the time used for regular parallel sessions. A competition for the best poster could also be organised to raise the standard of and attention to the research presented in the posters.

Mobile Workshops

Mobile Workshops (MW) are designed to offer the Congress participants an educational experience through locally sourced examples of successful or failing places and projects[1]. They take a half-day of the Congress and are usually offered in the afternoon of the second or third day of the Congress and preceded by a lunch (box or regular), but could also be scheduled as a day trip. Preferably, participants are provided with material related to the workshop (e.g. a relevant paper, an overview of the visit, leaflets, etc) and would include a discussion or even a debate on the issue presented. Depending on the expected attendance, 10-20 MWs are organised and made available during the registration as a choice for registrants to sign up for. Each MW has a guide, a professor, a PHD student or a local expert, and a responsible for preparing the materials and the logistics; a student assistant would also be desirable to have. MWs can be of two kinds in terms of transport mode: a) motorised (e.g., coach, boat, or tram); and b) mechanical / muscular (e.g., on foot or by bicycle). The transport mode and the length (end time) of the MW should be clearly stated in the programme and registration, as the choice of MW may be affected by individual mobility preferences or limitations. As a matter of practise, attendance of MWs is included in the registration fee, and they are selected on a first-come-first-serve basis during the registration.

Other / Alternative Presentation and Meeting Formats

A Congress organiser may propose a format, different from the ones listed above and innovative and experimental in its nature.

PhD Workshop

The PhD Workshop is organised in conjunction with the Congress and held in a separate location. It is intended to provide educational experience for students in the early stages of their dissertation research, through thematic lectures and discussions and interactive working sessions. The PhD Workshop is planned simultaneously with the main Congress, but managed by a different committee, which develops the programme, proposes and invites the mentors, issues the announcements, and selects the participants. The selected students pay a fee that covers the cost of attendance, opening reception, housing and mid-day meals, and allows access to the Congress (except for Congress Dinner which is offered at a discounted rate). The preparation and execution of the PhD Workshop is overseen by the AESOP's ExCo / Conference Officer and the Secretary General. Guidelines for organizing the PhD workshop are provided in a separate document.

---

[1] *MWs are not meant to be tourist or entertainment activities.*

MEETINGS

AESOP Executive Committee (ExCo) is a daylong meeting conducted before the congress. It requires a quiet room for about 15 people, equipped with a projector and a screen.

AESOP Council of Representatives (CoRep) is a daylong meeting conducted before the Congress. This AESOP body comprises about 60 members. The meeting room should be equipped with a projector and a screen.

AESOP General Assembly is open to all Congress attendees and requires a room with a capacity of at least 200 seats. The room should be equipped with a projector, a screen and voice amplifying equipment. The AESOP flag must be visibly displayed behind the speaker's panel.

AESOP Committees' meetings take place before or during the Congress (e.g., Best Congress Paper, Best Journal Paper, Track Co-Chairs, Thematic Groups, Thematic Groups' Coordinators, Website, etc.). The Congress organiser ensures that rooms are available and able to accommodate these meetings per request, and contacts the AESOP-related groups to check if the meeting space is needed. These meetings, the Thematic Groups' in particular, should be scheduled to avoid as far as possible conflicts with time slots reserved for regular Congress sessions[2].

Young Academics Network (YAN) is an important group closely associated with AESOP. Their participation at the Congress in both an individual member capacity and as an organization is a valuable element of the Congress. YAN's General Assembly and various other meetings take place during the Congress and are facilitated by the Organiser.

Non-AESOP Meetings
Upon request, the AESOP Congress organisers should ensure that the space and needed equipment is available and arranged for meetings of journal editorial boards, project consortia, other (sister) associations, or planning-related organisations. AESOP encourages these meetings, as their organisation during the AESOP Congress promotes the Association and affirms its relevance.

PUBLICATION FAIR / EXHIBITION

Book and journal exhibitions are important to AESOP congresses because they provide opportunities to planning scholars to meet with publishers and discuss possibilities for new projects and collaborations. The publishers' fair / exhibition is held in a location that is frequented and accessed by the attendees on hourly basis. Placement in proximity to refreshments usually enhances the exposure of the displays. The potential exhibitors are contacted by the Congress organisers; conversely, some publishers are pro-active in contacting the Congress organisers. Occasionally, a publisher gives a reception, possibly combined with a new book promotion. The Congress organiser secures an appropriate space

---

[2] *Elements of the business meetings may be featured in the Opening or Closing Session.*

for one-on-one meetings, promotions and/or receptions and takes care of the logistics; the expenses are borne by the publisher.

SOCIAL EVENTS

Social events are hosted in unique places of cultural or political importance. In some cases these events are sponsored or co-sponsored by national governments (e.g., ministries for planning), local authorities, or other research and professional organisations.

Welcome Reception (WR) is organised on the first day of the Congress or on the evening preceding the first day (in case that track sessions start in the morning). The cost of the WR is included in the Congress registration fee. At the WR, participants are usually greeted by officials selected and contacted by the Congress organisers (e.g. the Mayor, the Rector of the University, a Minister, etc)[3].

Congress Dinner (CD) is held in the second part of the Congress period, usually the evening before the last day. The cost of the CD may involve an additional charge, which should be advertised early and added to the registration fee. The organiser also makes a portion of the tickets available for purchase on-site for both the participants and accompanying persons.

Closing Reception is an optional social event, pursued at the discretion of the organiser.

BREAKS / CATERING

Conversations around a meal or refreshments (coffee, tea) are a valuable element of Congress socialisation. The following provisions are compulsory to Congress organisation and included in the registration fee: lunches (box lunches if necessary for mobile workshops) and coffee and tea for the morning and afternoon breaks. The location of these provisions should be within the Congress facilities and in proximity to presentation rooms and exhibit areas (posters and publishers). This is important for technical reasons, allowing for timesaving and logistical control. Additional care must be given to people with special dietary requirements, e.g., vegetarians, diabetics, homeopathy followers, non-pork eaters, and halal meat eaters. Except for the Congress Dinner, the evening meals are left to the attendees' own arrangements.

POST-CONGRESS TOURS

The organisers are expected to inform the participants of travel options in the region and country where the Congress is held. The suggested trips could be: long (e.g. 5-7 or more days); medium (2-4 days); or short (1 day, no overnight stay). It is advisable that post-Congress tours are not only to tourist attractions, but include a substantial component of activities related to spatial planning matters.

---

[3] *The organisers have to make sure that such speakers do not monopolise the reception time or take the opportunity to promote their political agenda.*

ACCOMPANYING PERSONS PROGRAMME

The persons accompanying the Congress participants are entertained in several ways:

1. In town and out of town visits and events (cultural, entertainment, sports)

2. Joining Congress activities (e.g., Welcome Reception, Conference Dinner, Mobile Workshops, sessions, and exhibits)

Accompanying Persons (APs) programme should be scheduled to avoid conflict with special events such as receptions, plenary sessions, Congress Dinner, and daily lunches. AP activities are charged extra, especially if they include additional transportation or catering. Generally, the accompanying persons register and pay for the activities they attend. A Mobile Workshop, the Welcome Reception and attendance of sessions and exhibitions are usually included in the fee. There should be an opportunity for APs to state their preferences during the registration process, with some flexibility and possibility for changes.

PART 2. Timeline

The AESOP Congress involves a process that lasts about three years from the time of preparing a bid to the final reporting on the Congress activities. Below is a general guideline. When AESOP takes part in the World Planning Schools Congress, which happens every 5 years, the milestones may change.

AESOP Congress Timeline	
Two (2) academic years before Congress	
October	First announcement and call for prospective hosts to submit proposals / bids by the AESOP Secretariat Considerations by the potential host institutions (interest, capacity, support)
November – December	Second announcement / reminder (AESOP Secretariat) Preparation of the proposal / bid document
January	Submission of proposals to AESOP Secretariat
March	Discussion of proposals by AESOP's ExCo Presentation of Congress bids to AESOP's CoRep by the Conference Officer and by the prospective organiser CoRep voting to select the organisers and location of the next AESOP Congress
July	General planning meeting between the Local Organising Committee (LOC), the Conference Officer and the Secretary General
One (1) academic year before the Congress	
October	Site visit by the AESOP's President, Conference Officer and Secretary General; meetings with the LOC and officials (university, city)
March - April	Presentation by LOC to CoRep during the HoS meeting Review of the contract, fees, track titles / themes, track co-chairs and keynotes by the ExCo Meeting between LOC and AESOP's Conference Officer and Secretary General LOC starts the development of the Congress web pages and systems (for submission, review and acceptance / rejection of abstracts and registration) Development of marketing material (logo, postcard, flyer)
July	Presentation by LOC at the General Assembly Meeting between LOC and AESOP's Conference Officer and Secretary General to finalise the Contract and convey ExCo's feedback on the tracks and keynotes (approval or other Signing of the Contract
August	Development of the call (track descriptions) by the LOC and track co-chairs Finalisation of the web site and system by the LOC
Academic year of the Congress	
September	Call for abstracts for papers, roundtables and posters
October – November	Site visit by AESOP's President, Conference Officer and Secretary General; meeting with LOC to discuss progress (submissions, review process, planned mobile workshops, budget, PhD workshop, draft schedule)
January	Abstract submission deadline Announcement of the Best Congress Paper Competition
February	Review of abstracts by track co-chairs; reallocation of abstracts to other tracks
March	Presentation by the LOC at the HoS meeting – update on progress and final Congress schedule (dates and times of the Opening and Closing Sessions, Welcome Reception, Mobile Workshops, AESOP's and YAN's General Assembly) Notification of acceptance / rejection of abstracts Opening of registration

April	Programme development by LOC and track co-chairs
May	Early registration deadline Submission of papers for consideration in the Best Congress Paper competition (papers distributed to relevant track co-chairs)
June	Week 1: Deadline for submission of papers Week 2: Registration deadline for inclusion in the programme Week 2: Best Congress Paper nominations by the track co-chairs (forwarded to the Committee) Week 3-4: Finalisation of the programme by LOC and track co-chairs
July	Week 1: Publication of the final programme Week 1: PhD Workshop Week 2: Congress
Academic year following the Congress	
1st November	LOC Congress General Report and Financial Report submission deadline to AESOP Secretariat / ExCo

PART 3. Planning and Pre-Congress Organisation

DECIDING TO HOST THE CONGRESS

Organisation of a Congress is a major responsibility that carries a lot of benefits to the host institution, but also a full commitment to see it through. Obtaining such institutional commitment is a crucial first step, including the departmental / school's leadership and colleagues, the student body representatives and societies, and the university's administration. It is important to jointly consider the interest, motivation and capacity to get involved in organising and hosting the Congress. Securing the agreement of the unit members and the 'political' support by the university authorities is an essential part of the congress' success, as it often translates into practical assistance in terms of sponsorship, coordination and collaboration. From the logistical perspective, an agreement should be sought on: a) the time period of the first fortnight of July; b) the availability of the prospective venue; and c) the general support of the host institution. The bottom line is a shared enthusiasm about the prospect of hosting an AESOP Congress. The intention to apply AESOP's Green Policy should be stated early in the application process.

PROPOSAL TO AESOP

The proposal is prepared internally or with the help of a consulting agency, a.k.a. professional conference organiser (PCO). If a PCO is used, it should be selected among several candidates through a review and interviewing process. The selected PCO may not charge for the services in preparing the bid, as there will be an expectation of a long-term partnership in case the bid is successful. The proposal is developed according to the application guidelines provided by the AESOP Secretariat and includes the plans for the PhD Workshop. A general theme of the Congress is suggested and should generally reflect the ongoing planning challenges and possibly a unique regional take on the planning issue. The proposal is submitted by a due date and presented at the next meeting of the Council of Representatives (CoRep) and the Executive Committee (ExCo). CoRep votes on the presented proposals by a secret ballot.

See Appendix A: Application Guidelines for Candidates for AESOP Annual Congresses

If a submission is not selected by the CoRep, there may be several reasons for it even if a bid is of high quality. For example, AESOP may wish to ensure that Congresses cover all European regions. In any case, the possible reasons could be discussed with the ExCo representatives. The feedback might help improve the proposal in order to re-apply the following year. It is to be noted that AESOP also organises the Head of Schools meetings, which coincide with the meetings of the Executive Committee and of the Council of Representatives, which present an additional opportunity for organisational engagement and exposure to the member schools.

SETTING UP A LOCAL ORGANISING COMMITTEE (LOC)

The Local Organising Committee (LOC) along with a professional conference organiser company (PCO, if hired) are the working core for the Congress, in charge of all things from proposing the Congress tracks and schedules to space allocation, selection of catered meals, and communications (web and other). The LOC can be formed during the preparation of the bid or immediately following the approval vote by the CoRep. LOC members are not only the names to be included in the programme, but the right people who are going to do the real work. The LOC is a team working toward a successful Congress. The division of labour and duties are negotiated among the LOC members. The examples of LOC positions are:

1) Chair (congress organiser, co-ordinator)
2) Deputy chair (registration, internal affairs)
3) Website and technical officer
4) Supervisor of external contracts (e.g., Congress organising agents / PCO, travel agents, accommodation providers, caterers)
5) Finance (business plan, budget, provisions, statistics, financial reports)
6) Operations manager (day-to-day manager)
7) Student representative

One of the above (except the 7th) should be appointed as the Contact Person, who will be in touch with the EXCo during the Congress preparation, execution and post-Congress reporting. Each member of the LOC (except the 1st) can form a sub-committee of other faculty, staff or students to efficiently complete the duties. It is advisable that the LOC assigns an assistant, particularly in the six months preceding the Congress, who supports the Operations Manager in all the procedures before, during and after the Congress. Finally, the Congress organisers may wish to create other committees such as scientific, honorary, etc. This is at the LOC's discretion and requires that their tasks are clearly defined without overlaps with other individuals or groups, and that the members of these committees are well involved and informed by LOC.

CONTRACT

The contract is negotiated with the AESOP's ExCo during the year following the successful bid. It is usually signed during the AESOP's Congress preceding the one organised by the institution, i.e., about one year ahead. The contract includes all items related to the Congress organisation with conditions, roles and responsibilities clearly specified (Appendix B). The main purpose of the agreements spelt out in the contract are to ensure that more problems resolved by that date the better will be for the organisation of the Congress. A contract template for the PhD workshop is enclosed in the Appendix C.

See Appendix B: Congress Contract Template
See Appendix C: PhD Workshop Contract Template

CREATING A CONGRESS LOGO

Congress logo should be designed and decided upon early in the Congress planning process, even at the time of bidding. The logo gives the Congress organisers and their place an identity and facilitates their communication to a wider audience. It can be used to market the Congress better and for the purposes of correspondence, website, printed materials, notepads, t-shirts, etc. The logo should be displayed side by side with AESOP's logo, signalling the nature of the partnership.

TRACKS AND TRACK CO-CHAIRS

Number of Tracks

The field of planning is vast and multi-disciplinary, with an increasing trend towards including new areas of study and practice. The tracks are designed to reflect this diversity and to organise the programme into easily identifiable topics that the attendees can navigate and find the sessions and presentations of their interest. The number of tracks and the number of attendees are the variables, which determine the number of sessions, which is an important but also difficult (i.e., somewhat unpredictable) part of the Congress preparation. While special interests need to be recognised and represented, too many tracks and sessions with a very narrow content might lead to low attendance and unproductive fragmentation of audiences.

The Organiser must make sure that each session has a good number of participants in order to avoid disappointments for the presenters and the audience. Sessions with 5 people, which include the presenters and the chair, are not a good situation at any conference. Therefore, the topical interests need to be balanced against the number of tracks and parallel sessions by avoiding very large numbers of each. Based on past experiences of AESOP Congresses, it is suggested that a maximum of 12-15 tracks and parallel sessions would ensure a positive experience for the participants. For congresses organised at attractive locations where the expression of interest is high (as gauged by the number of submitted abstracts), this may be challenging to achieve and it is also related to the capacity of the venue. Based on the estimated capacity to accommodate various presentations formats (papers, roundtables, posters), the organisers should consider the programming potential and possibly introduce alternative formats (in lieu of simply increasing the number of parallel sessions).

Track co-chairs

The responsibility of reviewing and selecting abstracts and creating the programme lies in the track co-chairs, in collaboration with the organisers. The co-chairs (2-3) usually include one member from the local community of planning scholars (i.e., host institution, region or country) and one from the membership at large. In some cases, an organiser may decide to add a third co-chair, e.g., a member of the Young Academics Network, a distinguished practitioner, or other. Ensuring a representative track leadership for the Congresses co-sponsored jointly with other associations (e.g., World Planning Schools Congress), may require a broader representation from the relevant parts of the world.

The primary qualification for the co-chairs is their familiarity with the specific theme, experience in providing such services and an appeal to the audience interested in that

particular topic. However, the balance in terms of region, gender and academic seniority should be kept in mind in order to ensure an inclusive and diverse pool. The track co-chairs are expected to attend and register for the Congress. They can change from year to year, but some continuity is desirable. The track co-chairs tasks are to:

a) write a track description to be posted on the Congress web site
b) invite the scholars in the particular field to submit abstracts,
c) review the submitted abstracts and decide which are acceptable based on the process agreed with the organiser and the other co-chairs,
d) propose track sessions of 3-5 presentations, poster displays and panels based on the submitted abstracts,
e) propose and solicit sessions chairs and discussants (in case the sessions have the latter),
f) suggest quality submissions to the Best Congress Paper Award Committee, once the full papers are received,
g) keep statistics of the track's attendance, as requested by the organiser,
h) stay alert to the last-minute cancellations that may require finding a substitute chair or chairing the session, and possibly making other arrangements,
i) participate in the meetings of track co-chairs as organized by LOC before, during or at the end of the Congress.

Note that because the track co-chairs are expected to attend the conference and register, their work is exclusively on the service basis and should be well appreciated and recognised whenever opportune (e.g., Opening Plenary Session, General Assembly, etc.). A small gift could be possibly offered by the Organiser as a symbol of gratitude for the co-chairs' contributions.

Appointment of track co-chairs

The organiser proposes the list of names of track co-chairs to the ExCo for the final approval. Most of the times the nominations put forth by the organisers are generally accepted, but often with minor changes suggested to ensure a balanced and qualified pool. The organisers are advised not to approach the potential co-chairs until the ExCo's final decision. Following the ExCo's approval the Organiser should recruit the co-chairs while clearly stating the nature of their expected role.

KEYNOTE SPEAKERS

Keynote speakers are featured in the Congress plenary sessions. These are usually distinguished planning scholars or leaders of major international organisations or initiatives. Keynote speakers are jointly invited by the AESOP President (and/or the Secretary General) and the LOC Chair, and do not have to pay Congress fees. To ensure their commitment and show the appreciation to include the AESOP Congress in their busy schedules, most organisers offer to pay their travel, local accommodation, and an honorarium. The honorarium is open to the discretion of the Organiser. However, if offered, it should be carefully and equitably distributed among the invited keynote speakers, the non-local guests in particular. All these logistical details should be confirmed with prospective keynote speakers in advance of advertising their attendance and including them in the Congress programme in order to avoid misunderstanding.

CREATING A WEBSITE (WHAT SHOULD A WEBSITE CONTAIN)

All Congress-related information, updates, announcements and news should be available on a web site, including:

- Dates and deadlines
- Membership of the Local Organising Committee (LOC) and any other committee if established
- Tracks, descriptions and track co-chairs
- Instructions, templates and links for online submission of abstracts, papers and any other relevant material
- Congress fees
- Registration (online)
- Accommodation (including the cost and category, a map with locations and stated distances, travel modes and time of travel to the Congress venue)
- General schedule
- Keynotes
- Programme (sessions, roundtables, posters)
- PhD Workshop (schedule, programme, location, mentors, etc.)
- Social programme and events, including the accompanying persons offering
- Instructions for presenters (paper, panel, poster) and session chairs
- Mobile workshops (description, timing, special requirements, leaders, photos)
- Congress venue (maps and plans with clearly marked spaces)
- Location and phone contacts of the Secretary General Office to be provided by the LOC
- Local transport (from-to airport and around the city)
- Post-Congress tours (description, costs, links to booking)
- Contacts
- Other relevant information (climate, history, local cultural or sport events held at the time of the Congress, etc.)
- Gallery of photos and videos taken during the Congress (keynotes, general sessions, receptions and other social events, mobile workshops, dinner)

The website must be accessible for two years after the Congress and then passed on to AESOP in case it cannot be maintained locally. After this period, the Congress Organiser must get in touch with the AESOP Secretary General to arrange how the website will be kept for historical and reference purposes.

CREATING AN APP

The Organiser is strongly encouraged to develop a Congress App along side the website. The App would contain information on the programme, key events, locations, schedule and links to other media (e.g., Tweeter).

BEST CONGRESS PAPER AWARD COMPETITION

The Best Congress Paper (BCP) Award is important because it is one of the tools AESOP has to improve the quality of a Congress. The Congress organiser is in charge of logistics related to this award. Other awards given during the AESOP congresses, such as the best journal article or the 'Excellence in Teaching' prize, do not require the involvement of the Congress Organiser.

The Organiser must:
a) appoint a member of the LOC to be in touch with the ExCo and the BCP Award Committee overseeing this competition;
b) send 3 reminder emails: 1. to the prospective Congress participants about 10 days before abstract submission deadline; 2. to the authors of accepted abstracts following a positive review by the Track co-chairs; and 3. to the authors of accepted abstracts in May / June as a last reminder before the papers submission deadline;
c) share with the BCP Award Committee a list of names and emails for the Track co-chairs so that they can communicate about the process and the competition;
d) give the BCP Award Committee the list of the attendees 2 weeks before the Congress commences.

The Organiser is expected to follow carefully the relevant steps explained in the AESOP Best Congress Paper Award Competition Guidelines & Procedures (Appendix D).

CONGRESS MATERIAL

Includes:
a) Book of abstracts (printed and / or digital format / online);
b) Congress Programme (printed and digital format / online);
c) Academic information (journal and book leaflets, meetings, etc);
d) Invitations and tickets (e.g. for congress dinner, mobile workshops, welcome reception, cruises);
e) Local attractions, travel and entertainment information.

AESOP does not require the Organiser to produce a book of proceedings, as most delegated prefer to submit their papers to international journals which demand originality (i.e. the paper should not have been published before in a major language, especially in English). However, the Organiser may decide to publish proceedings in hard copy and / or digital / online form, or just make the papers accessible to the Congress attendees. Some academic institutions require a published (and often refereed) paper as a condition for funding their members, so the Organiser must be clear about the publishing plan. In any case, the decisions regarding the inclusion or opting out of a paper from the proceedings or other type of access to papers, should be part of the registration process, where the future attendees can note their preference.

CONGRESS ACCESSORIES

The Organiser prepares various Congress insignia and gifts to distribute to the delegates usually during the registration, but also throughout the Congress period. It is up to the Organiser to decide what accessories to provide and, except for the badge, all are optional. Whenever possible, AESOP and Congress logos are included in / imprinted on the accessories. Following are examples of accessories:

a) Badge (should be clearly legible bearing the name of the person, institution and Congress and AESOP logos);
b) Bag (should contain the Congress material – see above);
c) Notepad
d) Pencil (slowly getting obsolete with digital aids)
e) Other – gifted or for purchase (e.g., hat, t-shirt);
f) Local products (e.g., gifts from local authorities, companies, tourist bureaus)

ADVERTISING THE CONGRESS

The Organiser must ensure that the Congress is widely and frequently advertised, particularly after the call has been issued. The goal is to attract a good number of planning scholars to attend the Congress and contribute to the programme. The financial viability is also important as it is related to the number of participants, among other factors. In addition to the Congress' and the AESOP's websites, other advertising methods should be used (academic and professional networks, other associations / organisations and their events, journals, specialised agencies, etc.). Track co-chairs can be of help by activating their own sub-groups. The AESOP Secretariat and previous Congress Organisers provide a mailing list of relevant associations and participants of previous congresses. The Organiser is required to introduce their Congress during the preceding AESOP (or joint) Congress (e.g., WPSC). Digital and printed material may be produced to support the advertising campaign in the form of cards, leaflets and posters for distribution among planning (and other) schools and in conferences.

PART 4. Management and Logistics

AESOP GREEN POLICY

AESOP is committed to sustainability and to the efficient use of resources. It encourages Congress organisers to subscribe to and apply its Green Policy (Appendix E).

SYSTEM / SOFTWARE

Congress management is supported by a system (software) specifically designed to handle the necessary processes and perform the relevant functions, including submission and review of abstracts, deposits of full papers, development of the programme, and registration of delegates and administration of fees. The system must allow for easy generation of reports on all aspects of the Congress, e.g., registrants' countries, number of papers by track. The software could be created, adapted (customised) or bought by the Organisers, although the first option may not be the most efficient and viable given the availability of both off-the-shelf and freeware. Also, the professional conference organisers often have and use their own management systems.

The Organiser should ensure that the system / software to be used is fit to the Congress needs, friendly to use and efficient in supporting the required processes and outputs (e.g., reports), as well as responsive to the complex demands of administering the Congress. Whether outsourced or carried out by the Organiser, the system should be professional and error free and proofed before it is opened for use. It should ensure an accurate administration of the Congress activities and be in service of the Congress delegates. All prospective and registered delegates interface with the system and its quality reflects on the image of both AESOP and the Congress Organiser. Functionality, flexibility and efficiency are interrelated in both the way the system works and the support staff related to the prospective and registered delegates.

SUBMISSION OF ABSTRACTS AND PAPERS

Submission of abstracts is the first direct and interactive activity between the Congress Organisers and the prospective attendees. It is an opening that gives the first impression of how the whole event is likely to be run. The submission part of the system serves other important functions including the review and programme development process. Following are examples of functionalities and logistics:

- Abstracts submission involves the input of key information about the prospective Congress participants: name, institution (member, non-member), type (academic, practitioner, student or other), address, etc.
- Abstracts could be submitted in various ways, careful upfront decisions about the fields and formats could facilitate the forthcoming processes, for instance: distribution to track co-chairs, changes between tracks, identification of multiple

- proposals by the same author, notifications / corresponding author, link to registered authors / presenters, grouping into sessions, publishing of the book of abstracts, etc.
- The Organisers may decide on the process for submissions of abstracts for other types of formats, e.g., roundtables and posters (if those are included). Both would require a customised approach as, for example, the participants of the roundtables are not authors and it would be the proposer's duty to keep them informed; in terms of registration, the roundtable can only work if all or the majority of the panellists are registered.
- Submitted abstracts should be accessible to the track co-chairs by special permissions to access the system. Clearly, the co-chairs might prefer to see only the abstracts that are relevant to their task.
- If the number of submitted abstracts substantially exceeds the capacity of the venue, the Organisers may alert the track co-chairs of the maximum number of slots available.
- The system should facilitate registration of the co-chairs' decisions to accept or reject an abstract (each and then final agreed-upon decision), and possibly entertain other options (e.g., suggest for a poster session, suggest a more suitable track, etc.). An interactive / shared space for comments should also be available.
- Based on the final decisions recorded in the system, the corresponding authors are informed of the outcome by the Congress Organisers (i.e., the internal or outsourced staff).

The AESOP Congresses do not normally charge an abstract fee. If there are reasons to include an abstract fee, the Organiser should discuss this with the AESOP's ExCo and include it in the Congress contract.

PROGRAMME DEVELOPMENT AND MONITORING

The track co-chairs are also the developers of the programme. They suggest the grouping of compatible papers into sessions, give them titles, and start an interactive process of programme development with the Congress Organiser who is in charge of space allocations and the overall schedule. This is an on-going process with the programme only to be finalised once the registration deadline for guaranteed inclusion in the programme has passed.

- The track co-chairs suggest the sessions' chairs among the registered or expected participants, contact them and confirm the assignment with the Organisers (for inclusion in the programme). Ideally the session chair is not a presenter, but this could be the last resort particularly in case of 'no-shows', as well as present to introduce and conclude the track to the audience (if not attend all sessions).

The Congress Organiser is responsible for managing this process, including the establishment of deadlines and procedures, sending of reminders and facilitating the coordination between track co-chairs. The Organiser should set the maximum number of presentations a registered delegate may make. A suggested limit is one paper, not counting the participation in panels.

REGISTRATION

Registration is at the core of the Congress logistics. Following are suggestions for ensuring an effective registration process:

- The system used for Congress registration should be integrated with other Congress activities as well as the financial processing and accounting. For example, selection of Mobile Workshops (and other social and other formal events) should be recorded simultaneously and filled up only up to a designated capacity; there should be live link to the submissions, so that the Organisers can easily identify the papers which do not have a registered author to present it and that cannot be included in the programme.
- The accuracy of the receipts is essential. Issues like "there is no space on the receipt to put the name of your institution", or "we cannot produce a receipt for you with your name (as a delegate) and have a different name in the credit card (e.g. a University credit card paying)" are unacceptable.
- During an online registration, the prospective attendees should be able to fill in a form containing all necessary details and have several payment options, international and domestic (invoice, online by credit card or an account, bank cheque).
- The financial part of the system could be set up to easily identify different parts of the registration fee by event, membership (e.g., individuals from member and non-member schools), type (regular, student, Aps, senior), time (early or regular, full or daily) and cost components (e.g., taxes).
- On site registration should be available during the Congress and should rely on the same system so that problems such as duplications or manual handling (and possible misplacement of information) are avoided.
- Cancellation is an important part of the registration procedures. A clear cancellation policy should be developed, made easily accessible, and honoured by the Organisers.
- While adhering to the rules and procedures, the staff handling the registration should apply common sense in handling sensitive and difficult situations.

STUDENTS' INVOLVEMENT

Student volunteers are invaluable contributors to the Congress, not only for the support they offer, but also by their presence as the future generation of planning practitioners and possibly scholars. The students have an opportunity to meet with academics across Europe and the world and to hear presentations and discussions on the emerging planning topics. The Congress Organiser should:

a) Before the institution is selected: discuss with student leaders (societies) the idea of organising the Congress and the potentials of student involvement.

b) After the institution is selected and the Congress preparation starts: announce the successful results of the bidding and solicit the students' support.

c) Consider the level of support needed based on the local logistics and configuration[4].

d) Make sure that the students are treated with respect, their work is recognised, and they are well cared for (food, rest, courtesy).

e) Provide a visible attire (t-shirt) to student volunteers with "I can help' sign and the Congress' and AESOP's logos.

f) Offer incentives and / or awards, e.g., writing a report on the subject of a track which the student is helping with (instead of writing an assignment for a similar course), course credit, access to sessions of interest as requested, etc.

BUDGET

Creating a realistic budget and monitoring the expenses is vital for a successful AESOP Congress. Budget is an item to consider at every step – from the time of preparing a bid to post-Congress reporting – and in relation to every decision (venue, catering, outsourced services, acceptance of abstracts, etc.).

Following are examples of prospective revenue sources (indicatively): advertisements, sponsorships, registration of various types including accompanying persons, non-delegates' participating in specific functions (e.g., receptions), sales of goods and services, exhibitions, transport charges, accommodation, post-Congress tours, bank interest, etc.

Typical expenses include (indicatively): administration (staff, time, system), advertising (materials, distribution), catering, receptions, Congress dinner, transport, space / venues, signs, presentation equipment (video, audio), management (PCO or other), accessories (e.g., badges, bags), publications (design and printing - hard copy or digital), mail, logo design, website development and maintenance, student volunteers' attire, keynote speakers (travel, accommodation, honorarium), Organisers attendance of the AESOP meetings (to advertise and / or report on the Congress preparation), exhibitions, bank charges, etc.

The Organisers should be aware of the subsidies offered to particular groups (e.g., students) and the extent their participation can affect the overall budget. Also, they should also take into account that a number of attendees are offered registration fee waivers and / or other arrangements (e.g., ExCo members, AESOP past presidents, etc.). Finally, it is important to account for the 10% registration fee, which is due to AESOP following the Congress. The bottom line is that the Organiser should plan the budget with care and with an objective of at least cover all the expenses, and possibly earn some profit as reward for the major effort put in organising the event.

---

[4] Typically about 40-50 students are needed to assist with preparations, registration, attendance of parallel sessions (one per room for technical support), transport escort, mobile workshops, overlooking catering, packing of Congress bags, directing delegates to the venue spaces, etc. The calculation should take into account the maximum hours per day per student (shifts), replacements / reserves in case some students cannot attend on the day, or need to take breaks during the day.

CONGRESS VENUE

The Congress venue is selected in advance of the event to ensure a pleasant, accessible and functional setting. Accessibility is important both relative to the external environment (hotels, city centre, transport) and internally – the venue should be compact and easy to move around, with minimal time lost in reaching different sessions (rooms). The venue would comprise rooms of various sizes, for example (indicatively), one 500+ capacity for plenaries, several (2-3 max) of 100-150 capacity, about ten of about 50-70 capacity, and about 10 of 20-30 capacity. Rooms are needed for both regular sessions, various meetings that are held during the Congress, exhibits (posters, publishers), registration, management staff, presenters' preparation room, resting room for volunteers, and computing lab with access to Internet. Also, the AESOP Secretariat requires a business office to be secured at the Congress premises.

As the Congress time approaches, the Organiser should make sure that:

- All requirements are met, i.e., that there is a room for each activity and some spare rooms for ad hoc requests, while not scheduling more than about 15 parallel sessions at one time.
- To the extent possible schedule sessions associated with a particular track in the same room.
- All sessions and meeting rooms are equipped with projectors, screens, pointers, Internet access, audio, or additional media if required by track chairs.
- The speaker space is adequate to allow eye contact with the audience and view of own slides on the computer (i.e., no need to turn towards the screen).
- There are monitoring and technical assistance staff in each room.
- As many rooms as possible are accessible to disabled people.
- Chairs are comfortable and there is space for participants to lay their notepad and take notes.
- The rooms have good acoustics and are not in proximity to major sources of noise (e.g., busy roads).
- The rooms have adequate ventilation and temperature.
- There is no clash with other events in the same spaces.
- University management at all levels (President to maintenance and security) is informed and alerted about the Congress, and has understood its importance. A pre-Congress meeting with the relevant staff might be useful.
- The premises (buildings, rooms, halls, labs) are open at agreed and convenient hours (including the weekend and evenings if necessary).
- Technicians are available for unforeseen events (power failure, network problems, etc).
- There are designated people who know how to seek emergency services (an ambulance, a doctor, fire service).
- There is a clear and understandable signposting in and around the venue, with frequent directions to the sessions and meeting rooms, plenary theatres, catering services, toilets, etc.

OUTSOURCING FUNCTIONS OF THE CONFERENCE

It is quite common that an Organiser may choose to outsource some of the Congress functions, for example: accommodation, transport, catering, post-Congress tours and conference management (logistics, registration). It is advisable that in case a service is outsourced, the Organiser keeps a close touch with the provider so that the academic and other quality requirements of the Congress are met with attention given to all the complexities that this event entails. The cost of outsourcing needs to be included in the Organiser's accounting.

TRANSPORT

To and from Congress
a) For regular participants: this is optional, depending on the location of the Congress. It can be charged separately.
b) For invited guests (e.g., politicians, officials, keynotes speakers, etc): recommended, particular for out of country visitors.

During Congress
a) For Congress activities
Congress activities could be in different places. Transport (bus, metro) might need to be organised for the delegates, e.g., to and from a dinner venue, reception, or a plenary session.
b) To and from accommodation
In case that accommodation is remote, a service can be organised to facilitate the movement of delegates at specific hours to and from the Congress venue.

The Organisers should also foresee that transport provision might be needed at least for the following activities:
i) Mobile workshops
ii) Day-trips
iii) Accompanying persons'activities / social programme
iv) Post-Congress tours

EVALUATION - STATISTICS

The Organisers might wish to receive feedback on their Congress. In this case it would be advisable to prepare a questionnaire to be included in the Congress package (bag or other) or to be handed in at the end of the Congress. An online alternative during or after the Congress could also be considered. AESOP would be very interested in the results of such surveys.

Various statistical information is required by AESOP in the process of reporting on the Congress. The minimum statistical data to be reported are listed in part 6 of the Congress contract (Appendix B), but additional information is welcomed.

REMINDER: Keeping in touch with AESOP

- Checking with AESOP (tracks, track co-chairs, keynotes, fees, dates, deadlines, venues)
- Reporting on progress at AESOP meetings and the preceding Congress
- Showing the venue to the AESOP ExCo representatives
- Communicating regularly with the AESOP ExCo (primarily the Conference Officer) and in particular should any problem arise
- Participating in AESOP meetings before and after the Congress for transfer of experience

PART 5. APPENDICES

APPENDIX A

APPLICATION GUIDELINES FOR CANDIDATES FOR AESOP ANNUAL CONGRESSES

1. Decision procedure for hosting AESOP Congresses:

- Candidates for the Congress send their proposals by the deadline suggested in the call (usually January / February) in the form of a brief note of 2-4 pages.
- During the spring meeting, AESOP's Executive Committee (ExCo) reviews the submitted proposals and recommends them for further consideration to the Council of Representatives.
- During the spring meeting, AESOP's Council of Representatives (CoRep) examines the proposals and votes to select a host meeting.
- Each candidate is given a 10-15min time-slot in the CoRep meeting agenda to present their proposal.

    Note: The candidates are encouraged to use this opportunity to address the representatives directly. The candidates could rely on the paper proposal only, or ask a member of the Council to make the presentation.

2. Candidate Universities should provide:

a- Information about the organizing School:

- The school's profile and reasons for hosting the event.
- The school's organizational and financial capacity to host the Congress, bearing in mind that despite the fact that Congresses are, by and large, financed through Congress fees, certain payments may have to be made before the local organizing committee collects the fees.
- Former experiences in hosting conferences.

b- Information about the location:

- Accessibility, hotel capacity and wide range of prices and accommodation categories at the proposed location
- Venue for both the Congress and PhD Workshop – location, capacity, suitability
- Attractiveness of the location for planners (what is there to be seen, especially regarding planning issues)

c- The proposed Congress and PhD Workshop themes:

- The Congress theme should be both comprehensive and pertinent to the contemporary planning debate. The PhD Workshop theme is usually related to the main theme, but also reflects the educational goals relevant for the development of young scholars. A short statement introducing the themes is expected.

– Latest AESOP Congresses have had the following themes:
  – 2004: Metropolitan Planning and Environmental issues (Grenoble)
  – 2005: The dream for a greater Europe (Vienna)
  – 2006: Diversity and multiplicity (Mexico: World Planning Schools Congress)
  – 2007: Planning for the risk society (Napoli)
  – 2008: Bridging the divide: Celebrating the city (Chicago: joint AESOP-ACSP Congress)
  – 2009: Why can't the future be more like the past (Liverpool)
  – 2010: Space is Luxury (Helsinki)
  – 2011: Planning's Future – Futures Planning: Planning in an Era of Global (Un)Certainty and Transformation (Perth, Australia, World Planning Schools Congress)
  – 2012: Planning to Achieve/Planning to Avoid: The Need for New Discourses and Practices in Spatial Development and Planning (Ankara)
  – 2013: Planning for Resilient Cities and Regions (Dublin, Joint AESOP-ACSP Congress)
  – 2014: Housing, Co-Housing & Neighbourhood Planning (Delft-Utrecht)
  – 2015: Definite Space – Fuzzy Responsibility (Prague)
  – 2016: Global Crisis, Planning & Challenges to Spatial Justice in the North and in the South (Rio de Janeiro, Brazil, World Planning Schools Congress)
  – 2017: Spaces of Dialogue for Places of Dignity: Fostering the European Dimension of Planning (Lisbon)

3. Candidate Schools and Universities should be aware that:

– AESOP Congresses may attract an audience of 500-900 people, and take place in the first fortnight of July each year.
– The selected candidates are asked to sign a contract with AESOP specifying the details for the organization of the Congress. Part of the contract is that the responsibility to forward to AESOP 10% of the collected Congress fees, after the Congress is closed.
– The selected organizers will have to form a Local Organizing Committee and their representative will have to participate in several AESOP ExCo meetings 1-2 years before and possibly after the Congress (for transfer of experience).
– The organizers will have to ensure the availability of the venue, and to secure all possible support by their University's administration.

4. Practical information:

– Application will have to be in English and to be sent in electronic form to AESOP's Secretary General
– Acceptable file formats:
  o text: doc, rtf
  o pdf
  o images: jpg, gif, png, bmp

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 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 for the preparations of the AESOP [Year] Congress;

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 [Year before Congress Year];

   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 (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.

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;

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:

<p align="center">[Theme]</p>

2) Tracks and titles will be as follows:

[List no more than 15 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):

	Early registration	Late (after) & on-site registration
Participants from AESOP member institutions & individual AESOP members	xxx	xxx
Others (Non-members of AESOP)	xxx	xxx
Discounted fee for students from AESOP member institutions	xxx	xxx
One-day participation (only for participants who are not in the Congress programme)	xxx	xxx

Note: possibly include exhibitor fees, accompanying persons fees, etc.

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

   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:

……………………………………………….

AESOP
The President
[Name]

Place, Year-Month-Day
Signature:

………………………………………….

AESOP
The Secretary General
[Name]

Place, Year-Month-Day
Signature:

………………………………………….

APPENDIX C

Agreement on AESOP PhD Workshop
between
Association of European Schools of Planning (AESOP)
and
[Institution]

1. Parties of the Agreement

This Agreement on the AESOP PhD Workshop [Year] ("Agreement") is made between the Association of European Schools of Planning (AESOP), represented by the President [Name] and [Institution] represented by [Name].

Under this Agreement [Institution] will organise AESOP PhD Workshop in [Year].

2. Dates and duration of the PhD Workshop

The PhD Workshop will be held in [Place] from the [Dates, Year].

3. Local Organising Committee

The Local Organising Committee (LOC) of the PhD Workshop was established by [Institution]. It is chaired by [Name]. The everyday contact between the Parties of the Agreement will be held by the Contact Person, who is agreed to be [Name] and will also be the Workshop Administrator.

3.1. Members of LOC:

3.1.1. The Local Organizing Committee shall consist of:

1) Chair:
2) Vice-Chair and Contact Person:
3) The representative of the Young Academics Network of AESOP:
4) Other members of LOC:

and other persons to be appointed.

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.

3.2. Responsibilities of the PhD Workshop LOC:

3.2.1. The responsibilities of the LOC are the following:

1) to provide AESOP with any relevant information without any problems or delay, through the Contact Person or in any other way if necessary;

2) to cooperate with the Young Academics Network of AESOP;

3) to propose for the topic and programme to be approved by the Executive Committee of AESOP at least one month before the autumn meeting of ExCo;

4) to propose the mentors of the programme to be approved by the Executive Committee of AESOP;

5) to create (in close cooperation with the AESOP YA member of the LOC) a set of pre-defined criteria in order to provide a transparent evaluation process for the selection of participants and bursaries;

6) to provide a self-supporting budget that cover all costs of the Workshop;

7) to present the PhD Workshop venue and state of preparations to the AESOP members at sessions of the Country Representatives;

8) to create a well organised workshop webpage, where all possible information on the event 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 Workshop. The website shall include a link to the main AESOP webpage and the Young Academics Network webpage;

9) to set the various deadlines;

10) to prepare informational material about the PhD Workshop and to distribute them to potential participants, namely:

    a) first announcement and call for papers via AESOP and Young Academics Network channels of information;

    b) Workshop programme to be distributed via AESOP information media as well as Congress website;

    c) any Workshop information on the AESOP Congress web site starting in December [Year] at the latest.

11) to organise the very PhD Workshop, namely:

    a) venue and technical facilities;

    b) accommodation and meals / refreshments for the participants, invited mentors and one AESOP YA representative;

    c) organisation of airport pick-up services for mentors and the AESOP YA representative if required due to lack of public transport to the venue;

12) to subscribe an insurance policy covering operation risks from the organisation of the event (optional, recommended);

13) to collect the fees as agreed in art. 7.1 and cover the costs of the Workshop as agreed below in article 7.3 of the Agreement;

14) to prepare and send to AESOP the Final Report and the Financial Report as stated in articles 6.1 and 7.3;

15) to ensure that the AESOP and AESOP Young Academics Network identity elements are well visible on the website of the Workshop, and the other AESOP and Young Academics identity elements

are printed on all material and documents distributed. The design shall follow AESOP Identity Guidelines.

4. AESOP & Young Academics Network

4.1 Responsibilities of AESOP:

The responsibilities of AESOP are the following:

1) scientific content of the Workshop, namely:

    a) approval on the topic and programme,

    b) final acceptance of the mentors;

2) to grant [Institution], free of charge, the right to use the name of the workshop, the logo and the style of AESOP;

3) to provide the LOC the Visual Guidelines of AESOP, including the AESOP logo for the purpose of organising of the Workshop;

4) to distribute on time to the AESOP members the information via own AESOP channels, in order to promote the attendance of the Workshop;

5) to establish a deficit guarantee for the PhD Workshop of up to 2.000 EUR;

6) to fund bursaries for 5 PhD students from AESOP member institutions up to the total amount of 2.500 EUR.

4.2 Responsibilities of AESOP Young Academics

The responsibilities of AESOP Young Academics Network are the following:

1) to provide the LOC, free of charge, the logo of Young Academics for the purpose of organising of the Workshop,

2) to distribute on time to the Young Academics community the information via own Young Academics channels, in order to promote the attendance of the Workshop,

3) to contribute to the preparation of the Workshop in co-operation with the LOC of the PhD workshop and AESOP,

4) to take part in the workshop to promote the Young Academics Network and support the LOC,

5) to prepare a monitoring report on the Workshop to the General Assembly of AESOP YA,

6) to prepare and send to the Secretariat General report on the Workshop for the AESOP archives and for the AESOP website no later than 3 months after the Workshop,

7) to report on the Workshop outcomes to the General Assembly of AESOP on request.

4.3 AESOP Conference Officer

1) As a working contact between AESOP and LOC, the AESOP Conference Officer, [Name], will be a partner on the part of AESOP.

2) The Conference Officer will closely co-operate with the Chair of the PhD Workshop LOC, and with the Contact Person, and will namely:

a) submit the proposals of the PhD workshop LOC for the decisions about the Workshop to be made by ExCo or CoRep of AESOP, e.g.:
   1. proposals of topic and programme,
   2. proposals for mentors,
   3. the venue,
   4. the budget,
   5. proposals for bursaries,
b) follow the progress of the preparation of the Workshop in co-operation with the LOC of the main AESOP congress, the PhD workshop LOC, and AESOP;
c) report on the Workshop preparation to the CoRep and ExCo of AESOP on request;
d) convey advises and decisions of AESOP to LOC.

5. Workshop topic and programme

The topic of the Workshop is: [Topic].

The detailed programme has to be developed by January [Year].

6. Workshop General Report

1) At the conclusion of the PhD Workshop [Year], the LOC will prepare a final Workshop General Report. This report shall contain statistical data of the workshop, useful information for the future and detailed comments on the success and failure sides of the Workshop organisation, so that future Workshop organisers can improve and AESOP can thus steadily increase the quality of the PhD workshops. More specifically, the statistical data has to include:

   a) Main topic, name and contact details of the local organisation;
   b) Number of applications with geographical and thematic statistics;
   c) Number of papers accepted;
   d) Number of countries represented (by University of PhD student);
   e) Number of final participation of PhD students (and dropouts);
   f) Gender distribution of PhD students;
   g) Statistics related to bursary applications.

2) This report will be submitted to the AESOP within 3 months after the end of the Workshop. This report is different from the Financial Report described in article 7.3.

3) A first draft of the report described in 2) must be presented by the chair of the PhD workshop LOC or a representative, or the YA representative at the AESOP's General Assembly at the congress following the PhD workshop.

7. Financial arrangements

7.1 Workshop fee

1) All participants of the Workshop are obliged to pay appropriate fee.

2) The following fee has been agreed (in Euro):

	Registration fee
Participants from AESOP member institutions	xxx
Participants from non-AESOP member institutions	xxx

3) The fee will cover participation, lodging, meals and social programme during the Workshop days.

4) The participants of the Workshop are entitled to join the AESOP Congress [Year] in [Place] for free and the Congress Dinner at a reduced price.

5) The members of the PhD Workshop LOC are entitled to join the AESOP Congress [Year] in [Place] for free and are invited to the Congress Dinner for free.

6) Mentors of the PhD Workshop are entitled to join the AESOP Congress [Year] [Place] for free and are invited to the Congress Dinner for free.

7) Mentors are not financially gratified for their work.

7.2 Bursaries

1) Bursaries can be transferred only to students affiliated to the AESOP member institutions.

2) The proposed list of bursaries from LOC has to be approved by the ExCo of AESOP.

7.3 Agreement on finances

1) The entire costs connected to the activities of the Workshop are born and paid locally, and will be covered by [Institution].

2) These costs include namely:

   a) the rent for the Workshop precincts, facilities and equipment (if applicable);

   b) social events;

   c) invited mentors (accommodation, travel expenses, meals and social events);

   d) one AESOP YA representative (travel, accommodation, meals and social events);

   e) local administration and staff;

   f) local overhead costs.

3) At the conclusion of the Workshop, [Institution] will prepare a final budget breakdown, a list of participants and fees paid by them and a written Workshop Financial Report, including final financial statistics. This report will be submitted to the AESOP within 3 months after the end of the Workshop. This report is different from the Workshop General Report described in article 6.

8. Final article

The present agreement is issued in three original signed copies to be held by: One by [Name] Chair of LOC, and two by the Secretary General of AESOP, [Name].

A digital copy of this agreement is kept by AESOP Conference Officer [Name].

————————

[Institution]
[Department]
[Name]

Place, Year-Month-Day
Signature:

………………………………………….

AESOP   AESOP
The President   The Secretary General
[Name]   [Name]

Place, Year-Month-Day   Place, Year-Month-Day
Signature: Signature:

………………………………….   ………………………………………….

APPENDIX D

AESOP Best Congress Paper Award Competition Guidelines & Procedures

The Best Congress Paper Prize (BCPP) Committee follows a three-stage selection process, which will allow for timely evaluation of the candidate papers.

STAGE I

- Congress participants self-nominate their papers to be considered for BCPP, while submitting the papers to the congress management platform

- BCPP Committee ask the track co-chairs to identify 1-2 papers that they would consider "best" among all the self-nominated papers submitted in their track

- The track co-chairs use the selection criteria to suggest papers to BCPP Committee within 3 weeks after the submission deadline

- Only the papers submitted by the first paper submission deadline are considered by the BCPP Committee, even if an extension is granted by the Local Organizing Committee (LOC)

- BCPP and LOC send reminders to prospective congress participants and track co-chairs to remind them of deadlines

STAGE II
- After receiving suggested papers from track co-chairs BCPP Committee share the papers among the committee members to read, evaluate and score them, based on the established selection criteria
- The distribution among the BCPP Committee members is based on their backgrounds and expertise of the members
- Each committee member selects the best paper in their own bundle of papers, resulting in a smaller number of papers shortlisted for the BCPP
STAGE III
- BCPP Committee reviews the shortlisted papers and selects the final best paper by cross-evaluation by the committee members
- The BCPP Committee conveys the result of their selection to the Congress LOC and AESOP Secretariat
- The winner is announced during the AESOP General Assembly during the Congress

CRITERIA
- Relevance to current debates on the chosen topic
- Clarity of argument(s) and theoretical framework
- Originality of the approach and the ideas presented

- High methodological and empirical quality of research
- Clarity of expression and quality of presentation
- Timely submission
- Adherence to the page limit defined by the Congress organisers

The BCPP Committee encourages authors who are ambitious to submit 'publishable' congress papers. The Committee supports the quality of papers by providing publication advice for the shortlisted papers.

APPENDIX E

Green policy for AESOP events and activities

The aim of the AESOP Green Policy is to support resource efficiency and consideration of the environment in the activities of the Association.

AESOP has already been increasingly engaged in resource-efficient and environmentally-responsible modes of operation in planning and undertaking its activities. The issue becomes particularly important when it comes to the planning and carrying out of annual congresses that involve major printing and resource consumption as well as generate significant emissions due to the international travelling. Our awareness of the state of the economy, environmental and ecological degradation, global warming and climate change is the basis for this AESOP Green Policy for all AESOP events and activities.

With this commitment, AESOP proposes the following recommendations, and asks the hosts and organisers of its events and activities to take these recommendations into consideration and follow them as closely as possible:

Minimising travel in-between venues, between venues and lodging
When choosing venues for AESOP events and activities, the motorised travelling in-between venues and between venues and lodging should be minimised. If sufficient public transport options are available, event organisers should promote the use of such options as well as non-motorised transport alternatives.

Minimising printed materials before and during the events and activities:
- Majority of announcements and promotion of the congress and other activities can be made through the Internet and using electronic means. Flyers and posters can be kept to a minimum.
- Congress Book of Abstracts can be presented in an e-book (with ISBN number) instead of being printed. The e-Book of Abstracts should also be available at the congress web page during and after the event.
- All receipts can be electronically available at the personal home page of users at the Congress and other event web pages so that only those who need a receipt would print it.
- Most information with regards to the congresses and similar activities can be available at the congress/activity website. Important information can also be available at the Announcement Board during the events.

Using recycled and recyclable materials whenever viable
- Flyers, event programmes, notebooks, name badges and other printed material should be printed on recycled paper where possible.
- Congress materials, such as name badges, bags, pens, etc., should be designed in a way that can eliminate, as much as possible, the use of non-biodegradable materials.

Other resource saving issues
- Air-conditioning units should be used only when natural ventilation means are not sufficient.
- The congress organisers should strive to serve ecological and fair trade produced food, coffee and tea.
- Whenever tap water is drinkable this can be served instead of bottled water.

Travelling to and from AESOP events and activities
It is recommended that participants at AESOP events and activities are encouraged to choose transport modes with low emissions in relation to time efficiency. If applicable, the Congress web site can devote a page describing travel alternatives with relatively lower emissions, and if possible provide a CO_2 calculator for different options. (ICAO Carbon Emission Calculator website may be used for this purpose).

Visibility
During the congress, a poster or a corner may be designed to increase the visibility of this approach, describing the efforts before and during the congress, so that participants familiarise with this approach and adopt it as an AESOP tradition.

Implementation: Responsibilities of AESOP
When the AESOP Green Policy is adopted, it should be announced together with other policies of the Association at its home page.

Considering that the Green Policy would have an effect on the planning of events and activities, these recommendations must be announced and made available during the calls for hosting AESOP activities. They must be incorporated into, or provided as an appendix to, the guidelines for hosting AESOP activities. However, they are not introduced as one of the criteria for selecting schools to host congresses and other events.

Those hosts, who have already committed themselves to organise events before the adoption of this policy by the AESOP CoRep, will not be asked to revise and plan their operations in line with the Green Policy. However, calls for hosting AESOP activities after the adoption and announcement of the Green Policy will include these recommendations, and hosts and organisers will be asked to take them into consideration during the planning and carrying out of these activities.