AGREEMENT ON AESOP 2022 CONGRESS

1. Parties of the Agreement

This Agreement on the AESOP Congress 2022 ("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] represented by [NAME, ROLE, INSTITUTION]

Under this Agreement, the [INSTITUTION] will organise the AESOP Congress in 2022 in [LOCATION].

2. Dates and duration of the Congress

The dates of July X to July X 2022 are envisaged for the Congress, excluding the session of Executive Committee and the Council of Representatives, which shall be organised on July X and July X 2022 respectively.

The PhD Workshop will be held in [LOCATION] from X July to X July 2022 followed by an optional stay for the workshop participants during the Congress in [LOCATION].

3. Local Organising Committee

The Local Organising Committee (LOC) will be responsible for all organizational issues related with the Congress, including all the financial aspects.

The LOC of the Congress is presided by the Chair and a Co Chair. The everyday contact between the Parties of the Agreement will be held by the Contact Person, who is agreed to be the Chair of the Congress.

3.1. Members of LOC

3.1.1. The Local Organizing Committee shall consist of:

Representative part, including:

a) Chair: [NAME] and Co Chair: [NAME]

and other members: NAMES
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 as soon as is practicable, 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 subject to approval by the AESOP ExCo;

3) to present the Congress venue and general concept of the event to the AESOP members at the World Planning School conference at Lisbon in July 2021 as well as to present the state of preparations at the CoRep meeting in Spring 2021 and during the CoRep meeting in Spring 2022;

4) to create a well organised congress webpage, where all practicable and necessary information on the congress will be uploaded. This web page shall be maintained and updated regularly, in advance of the various deadlines as suggested in the Handbook, and shall remain accessible on the web at least for five years 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 2022 Congress;

6) to prepare informational materials about the Congress and to distribute them to potential participants, namely:

   a) first announcement and call for abstracts by the end of November 2021.

   b) Congress programme to be distributed via AESOP information media as well as Congress web site;

   c) any Congress information on Congress web site starting in November 2021

   d) Congress abstracts and authorized full papers to be made available via Congress web site at the beginning of the Congress;

   e) Congress brochure in digital form with final programme and list of participants and as an App with more detailed information to be distributed to the participants at the beginning of the Congress;
7) to organise the Congress, namely:
   a) venue and technical facilities;
   b) provide in advance block reservations of adequate accommodation options
      (with a wide range of prices and categories) and meals / refreshments
      options 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) hire the staff and organise students and other volunteers for the Congress
      during its meetings (personnel congress desk, registration, payments, hand
      over of Congress materials, assistance for administrative matters; etc.);
   e) organise the assessment of abstracts submitted for the Congress through
      track co-chairs, under the AESOP guidelines for quality, and provide track
      co-chairs with all necessary directions and assistance;
   f) facilitate the selection of the Best Conference Paper in coordination with
      the Chair of the Award Committee;
   g) encourage AESOP partner organisations to organise their activities during
      the Congress (see article 4.1, 6);
   h) schedule the Congress track sessions and secure in each room where
      sessions will be held, a contact person with the responsibility to assist the
      speakers technically and organizationally and to assist in case an accident
      occurs;

8) to organise post-Congress tours;

9) to subscribe to an insurance policy, where possible, 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 AESOP activities during the Congress,
    namely:
    a) ensure that 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 other AESOP visual identity

elements are printed on all materials and documents distributed;
b) ensure that AESOP name and logo are embedded into the logo of the Congress;
c) ensure that all the elements listed in a) and b) precisely follow AESOP Identity Guidelines;
d) hand the flag over to the representative organizing the next AESOP Congress;
e) provide free of charge appropriate spaces (rooms, amphitheatres, etc.) for 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 website programme the necessary details for these meetings (room, day, time, etc.);
f) include in the website programme and app, the announcement of the specific AESOP Awards during the AESOP General Assembly (Best Published Paper Award, Best Congress Paper Award, Excellence in Teaching Award);
g) provide free of charge 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) publish material for AESOP meetings (GA, ExCo, CoRep, YA-GA) 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, on their own account, establish working units and/or hire any staff, to ensure that their responsibilities are accomplished.

4. AESOP

4.1 Responsibilities of AESOP
The responsibilities of AESOP are the following:
1) to ensure scientific content of the Congress, namely:
   a) to approve the tracks and their titles,
b) to assist in the communication with partners and keynote speakers in cooperation with the LOC, for the Congress,

2) to provide the LOC with the Visual Guidelines of AESOP, including the AESOP logo for the purpose of organising the Congress;

3) to provide the LOC on time with advice and/or expertise including written material that are relevant to the organisation of the Congress;

4) to distribute to AESOP members information on the Congress via AESOP own channels, including AESOP website and newsletter, in order to promote attendance at the Congress;

5) to provide the LOC with any required official letters or other documents which may help LOC get sponsorship or other kinds of help;

6) to provide the LOC with 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 all information necessary so that 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:

1) submit proposals of the LOC for decisions about the Congress to be made by AESOP Executive Committee, including:
   a) proposals for tracks,
   b) nominations for keynote speakers and invited persons,
   c) nominations for track co-chairs;
   d) one of the track co-chairs will be nominated by the AESOP YA.

2) advise on the format of abstracts and way(s) in which they might be submitted;

3) follow the progress of the preparation of the Congress, and secure deadlines in co-operation with LOC and the AESOP Executive Committee;

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 Executive Committee to the LOC.

5. Congress theme and tracks

1) The general theme of the Congress is: XXXX

2) Tracks and titles will be as follows:

   (Insert track titles below)

3) Any change in tracks owing to low or high number of papers should be agreed mutually between LOC and the AESOP Conference Officer.

4) Track Co-chairs will be appointed by AESOP Executive Committee based on the 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 must contain general basic information (keynotes, 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 may improve and AESOP can steadily increase its Congress quality.

2) More specifically, the statistical data must include:

   a) Keynote presentations, 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 as voluntarily declared), distribution of authors by Institution, 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 an ISBN Reference (if applicable);

h) Name of the publisher of the proceedings (if applicable).

3) This report will be submitted to 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 CURRENCY):

(Provide fee table here)

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 the Welcome Reception and a mobile 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.

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

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

9) The eight members of the AESOP Executive Committee and the Assistant 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 borne and paid locally, and will be covered by the LOC AESOP 2022 in collaboration with the INSTITUTION.

2) The costs defined in 1) include namely:
   a) the rent for the Congress premises, facilities and equipment (if applicable),
   b) welcome reception
   c) keynote persons (including accommodation, travel expenses, meals and social events),
   d) local administration and staff,
   e) local overhead costs,

3) The costs defined in 1) and 2) do not include the cost of 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 LOC.
5) After the Congress, the LOC 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. Any delay of payment to AESOP will be charged by 0.01% per day.

8. Final Article

The present agreement is legally binding and issued in two original signed copies to be held by: ROLE, NAME (one original copy), the Secretary General of AESOP, Professor NAME (one original copy), and a digital copy of this agreement is kept by the AESOP Conference Officer NAME.

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>ROLE</th>
<th>NAME</th>
<th>Place, Year-Month-Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature:                          

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>ROLE</th>
<th>NAME</th>
<th>Place, Year-Month-Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature:                          

<table>
<thead>
<tr>
<th>AESOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>The President</td>
</tr>
</tbody>
</table>

NAME

<table>
<thead>
<tr>
<th>AESOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Secretary General</td>
</tr>
</tbody>
</table>

NAME
ASSOCIATION OF EUROPEAN SCHOOLS OF PLANNING - SECRETARY GENERAL
UNIVERSITY OF READING, REAL ESTATE AND PLANNING, HENLEY BUSINESS SCHOOL,
WHITEKNIGHTS, READING, UK, RG6 6UD

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

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