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

1. Parties of the Agreement

This Agreement on the AESOP PhD Workshop 20XX ("Agreement") is made between the Association of European Schools of Planning (AESOP), represented by the President [title, name] and the Secretary General [title, name] and the [institution] represented by [title, name].

Under this Agreement [institution] will organise the AESOP PhD Workshop in 20XX.

2. Dates and duration of the PhD Workshop

The PhD Workshop will be held in [place, country] from [day, month] to [day, month] [year].

3. Local Organising Committee

The [institution] established the Local Organising Committee (LOC) of the PhD Workshop. 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: [name, title, institution]
2) Vice-Chair: [name, title, institution]
3) Contact Person: [name, title, institution]
4) The representative of the Young Academics Network of AESOP: [name]
5) Other members of LOC: [name(s)]

and other persons to be appointed.

3.1.2. If the Contact Person for any reason fails 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 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 a topic and programme to be approved by the Executive Committee of AESOP by January XX 20XX;
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 covers all costs of the Workshop;
7) to present the PhD Workshop venue and state of preparations to the AESOP members at sessions of the Council of Representatives;
8) to create a well organised workshop webpage, where all required information on the event will be uploaded. This web page shall be maintained and updated regularly, before the various deadlines, and shall remain accessible on the web for at least five years 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 PhD Workshop material and to distribute it to potential participants through AESOP modes of information dissemination, the YA modes of information dissemination and the Congress website namely:
   a) first announcement and call for participation via AESOP and Young Academics Network channels of dissemination by February 20XX at the latest;
   b) Workshop programme;
c) Any other Workshop information.

11) to organise the PhD Workshop, in particular to make arrangements for:
   a) venue and technical facilities;
   b) accommodation, meals and 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 to 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 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 the AESOP Young Academics Network identity and logo are well visible on the website of the Workshop, and that AESOP and Young Academics identity and logo 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 of the topic and programme,
   b) final acceptance of mentors;

2) to grant [name of 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 the Workshop;

4) to promote to AESOP members information of the workshop via AESOP's information dissemination channels, in order to promote attendance of the Workshop;

5) to establish a deficit guarantee for the PhD Workshop of up to 2000 EUR;
6) to fund bursaries for 5 PhD students from AESOP member institutions up to a total amount of 2500 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 information of the Workshop via the Young Academics’ own information dissemination channels, in order to promote 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 report on the Workshop to the General Assembly of AESOP Young Academics;
6) to prepare and send to the Secretariat General a 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 arrangement between AESOP and the LOC, the AESOP Conference Officer, [title, name], will be a partner on behalf of AESOP.
2) The AESOP Conference Officer will closely co-operate with the Chair of the PhD Workshop LOC, and with the Contact Person, and will:
   a) submit the proposals of the PhD Workshop LOC for 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 PhD workshop LOC, and AESOP;
c) report on the Workshop preparation to CoRep and ExCo of AESOP on request;
d) convey advices and decisions of AESOP to LOC.

5. Workshop topic and programme

The topic of the Workshop is: [title].
The detailed programme has to be developed by January 20XX.

6. Workshop General Report

1) At the conclusion of the PhD Workshop 20XX, the LOC will prepare a final Workshop General Report. This report shall contain i) statistical data of the workshop; ii) useful information for the future including detailed comments on the positive and negative aspects of the Workshop organisation. This must, help future Workshop organisers to improve the quality of the PhD workshops.

More specifically, the report 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 PhD students participated (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 6.2 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 an appropriate fee.
2) The following fee has been agreed (in [specify currency]):

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<tr>
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<th>Registration fee</th>
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<tbody>
<tr>
<td>Participants from AESOP member institutions</td>
<td>Xxx</td>
</tr>
<tr>
<td>Participants from non-AESOP member institutions</td>
<td>Xxx</td>
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</tbody>
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3) The fee will cover participation, lodging, meals and social programmes during the Workshop days.
4) Mentors are not financially gratified for their work.

7.2 Bursaries
1) Bursaries can be transferred only to students affiliated with an AESOP member institution.
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 borne and paid locally, and will be covered by the LOC of the [institution].
2) These costs include:
   a) the rent for the Workshop precincts, facilities and equipment (if applicable);
   b) accommodation, meals and social events for the participants;
   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, and a written Workshop Financial Report, including final financial statistics. This report must be
submitted to 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 two original signed copies, each to be held by: [name, title and institution] and the Secretary General of AESOP, [title, name].
A digital copy of this agreement is kept by the AESOP Conference Officer [title, name].

[institution]
[title]
[name]

Place, Year-Month-Day
Signature:

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AESOP
The President
[title, name]
Place, Year-Month-Day
Signature:

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AESOP
The Secretary General
[title, name]
Place, Year-Month-Day
Signature:

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