

## ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2027)

### MEMORANDUM OF UNDERSTANDING (MOU)

between

International Political Science Association (IPSA), hereinafter “IPSA”

and

\_\_\_\_\_(Host Association), hereinafter “\_\_\_\_\_ (Host Association abbreviation)  
and/or LOC”

Hereinafter jointly referred to as the “Parties”

**WHEREBY** the Parties hereto agree as follows:

#### **PART I Purpose and Scope**

##### **Object**

1. This MOU is to formalize the cooperation between the Parties with respect to the organization of the 29th IPSA World Congress of Political Science (hereinafter referred to as WC2027), to be held in \_\_\_\_\_ (Host City), \_\_\_\_\_ (Host Country) from \_\_\_\_ to \_\_\_\_ July 2027.

##### **Parties**

2. IPSA is a duly incorporated non-profit international organization dedicated to supporting the development of political science in all parts of the world, with headquarters located in Montréal, Canada.

For the purposes of this agreement, the "International Political Science Association" or "IPSA" is represented by the IPSA President and the Executive Director. The primary point of contact for congress-related issues is the World Congress and Events Senior Director.

3. Insert description of IPSA Collective Member (to be completed by the National Political Science Association)/IPSA Institutional Member). The primary point of contact for Congress related issues is:\_\_\_\_\_.

##### **General Provisions**

4. IPSA is the party responsible for the oversight of the organization of the WC2027. As such, the LOC shall always work in collaboration with IPSA at all times and ensure that IPSA is kept fully informed of all aspects of Congress planning for which the LOC is responsible under this agreement.

#### **PART II LOC Responsibilities**

##### **Selection and Composition of the LOC**

5. The selection and composition of the Local Organizing Committee (LOC) is the responsibility of the LOC Co-Chairs.
6. All members of the LOC, which is to be gender balanced, must be individual IPSA members for the whole duration of their mandate.

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### **Fundraising**

7. The LOC shall assist IPSA in fundraising for the WC2027.

All funds raised by the LOC will be used to pay for local expenses as described in the Congress budget (e.g. audio-visual equipment, security and cleaning, professional congress organizing company, local transportation, etc.).

Funds may come from the following sources:

- a) Funds from public or private sources;
- b) Support in kind (e.g., receptions sponsored by national and local governments, foundations, research institutes, universities or any other institution or public office or by private corporations);
- c) Extra funding for travel grants from other sources.

### **Payments**

8. Any payments made directly by the LOC, with the authorization of IPSA, must be accompanied by documentation such as a paid invoice or receipt and shall be included in the Congress budget.

Funds spent by the LOC before an agreement is reached or without written authorization from IPSA may not be applied to the Congress budget.

### **Financial Responsibility**

9. The LOC will have no financial responsibility for WC2027 beyond the scope of what is stated in the present agreement.
10. The LOC is subject to raising a minimum amount of \$200,000 USD in sponsorship money, which includes the following:
- a. A deposit of \$20,000 USD upon signature of this agreement;
  - b. A contribution to the Closing Ceremony / Reception of the previous Congress in the amount of \$5,000 USD (presentation and promotion of the host city of the next Congress);
  - c. Any expenses related to the Opening Ceremony and Reception;
  - d. Hotel accommodations;
  - e. Travel grants;
  - f. International speaker expenses of \$15,000 USD; and
  - g. One dinner for outgoing IPSA Executive Committee, WC2027 Program Co-Chairs, IPSA journals, MOOCs and Blog Editors, Summer School Coordinator, RC-EC Liason and the IPSA Secretariat.

In calculating the amounts raised by the LOC, any amounts contributed from sponsorship, grants, subsidies, in-kind contributions or any similar revenue that the LOC is able to obtain locally, regionally or internationally, will be included.

### **Surplus Sharing**

11. Any profits remaining after expenses from the WC2027 will be subject to surplus sharing with the IPSA Collective Member (National Political Science Association)/IPSA Institutional Member in an amount of up to 25% of the overall surplus of the WC2027.

Such surplus sharing is conditional to the LOC raising sponsorship funds in accordance with article 11 of the present agreement.

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In the event where the LOC does not raise the minimum amount of \$200,000 USD, any amounts contributed by the LOC to the Congress budget, through sponsorships, grants, subsidies, in-kind contributions, etc., whether locally, regionally or internationally, will be subject to surplus sharing as per the grid below.

Any amount up to \$100,000 USD	5% of surplus
Any amount up to \$150,000 USD	10% of surplus
Any amount up to \$200,000 USD	20% of surplus
Any amount above \$200,001 USD	25% of surplus

### Promotion

12. Any and all promotional items for mass distribution must be approved by the IPSA Secretariat.

The IPSA logo and/or name, and the phrase “IPSA World Congress of Political Science” (in any language) may not be included on any promotional item that is not approved by IPSA for that purpose.

13. The LOC shall focus on the national, regional or continental promotion of the WC2027.

National regional and continental promotion refer to promotion in \_\_\_\_\_ (*insert description of the geographical area included*).

Promotion campaigns may also be conducted with local groups of potential participants, through individuals’ networks and organizations’ membership databases, by contacting universities in the region that offer a political science program, and by participating in related events in the region.

The LOC is also responsible for finding local and regional exhibitors.

### WC2027 Opening Ceremony & Reception

14. All expenses associated with the Opening Ceremony and reception will be covered by the LOC using budgeted funds as per article 7, following the guidelines outlined in article 8 of the present agreement.

Expenses shall include fees associated with the venue rental for the Opening Ceremony, the rental of audio visual (AV) or any other technical equipment, the cost related to the cultural program (artists), or any similar expense.

15. The Opening Ceremony should include a formal opening, a cultural program and a reception.

The LOC is responsible for hosting and organizing the Opening Ceremony and reception, with the collaboration of IPSA. The formal opening shall last a maximum of 30 minutes and the cultural program shall have a minimum duration of 30 minutes and a maximum duration of 45 minutes.

Please refer to Annex I to view the IPSA protocol for the Opening Ceremony.

### Hotel Accommodation

16. The cost of hotel accommodations for the Executive Committee, WC2027 Program Co-Chairs, Summer School Coordinator, RC-EC Liaison, IPSA Secretariat and IPSA journals, MOOCs and Blog Editors at the headquarter Congress hotel are the responsibility of the LOC and will be paid for using budgeted funds in accordance with article 7, following the guidelines outlined in article 8 of the present agreement.

The minimum amount of room nights for the IPSA Secretariat is ten (10): from 4 nights prior to pre-registration until 1 day after the Executive Committee meeting following the World Congress.

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The minimum amount of room nights for the Executive Committee, WC2027 Program Co-Chairs, IPSA Secretariat and IPSA Editors is seven (7): 1 night prior to the pre-Congress Executive Committee meeting until 1 night after the pre-Congress Executive Committee meeting.

### **Travel Grants**

17. The LOC is expected to raise funds for travel grants to be awarded following criteria established by IPSA. The exact amount is to be confirmed upon negotiation of this MoU.

Travel grants application and evaluation criteria will be available on the Congress website.

The Travel Grant funds raised by the LOC must be transferred in cash USD to IPSA 3 days prior to the Congress to be disbursed onsite to travel grant recipients.

### **International Speaker Expenses**

18. The amount of \$15,000 USD in international speaker expenses (airfares, accommodation, travel expenses) will be provided by the LOC. These expenses are to be included in the minimum amount of sponsorship funds the LOC is expected to raise as per article 10.
19. IPSA will decide on four (4) international speakers for the WC2027 after considering the LOC's suggestions.

### **Executive Committee Dinner**

20. The LOC is responsible for organizing and hosting a dinner or reception for the IPSA Executive Committee, WC2027 Program Co-Chairs, IPSA journals, MOOCs and Blog Editors, Summer School Coordinator, RC-EC Liaison and the IPSA Secretariat.

The dinner/reception is usually held on the night of the incumbent EC's last meeting, one day before the Congress begins (Saturday night).

### **Academic Program**

21. The LOC shall organize a minimum of 50 panels within LOC sessions and assign session chairs who will be responsible for managing and reviewing the sessions. The LOC sessions' themes, descriptions and assigned session chairs shall be communicated to the IPSA Secretariat no later than March 2026.
22. In addition to the LOC sessions, IPSA could assign one of the General Sessions to the LOC, if the LOC chooses to organize one such session.

The theme of the General Session shall be general and cover an aspect of the discipline of Political Science and cannot be region specific. The title, description and name of the chair of the General Session shall be suggested by the LOC and approved by the Program Co-Chairs.

23. All sessions will take place in English and/or French.

24. LOC sessions may be held in \_\_\_\_\_ (host country language) as well as English or French.

### **Volunteers**

25. The LOC shall recruit approximately 100 volunteers to work during the WC2027.

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The LOC shall refer to the requirements for volunteers as set by IPSA. Volunteers must have a very good knowledge of English, be available to attend the training before the Congress and volunteer at least three (3) full days.

Volunteers will receive a certificate and a letter confirming their volunteering commitment at the IPSA World Congress as well as a complimentary two-year IPSA membership.

The LOC shall appoint a volunteer coordinator that will be responsible for the recruitment and scheduling. Team leaders shall also be recruited to manage the volunteers. Volunteers are not considered employees of IPSA or the LOC. No payment or employment insurance coverage will be extended to volunteers. Volunteers will be considered a participant under IPSA's event liability insurance.

### **Reports to IPSA**

26. The LOC shall send monthly progress reports to the IPSA World Congress and Events Senior Director as to the status of LOC sessions, social events (Opening Ceremony and Reception, EC Dinner, Council Reception and Closing Ceremony) and fundraising efforts.
27. The LOC shall present a progress report at every EC meeting held between the signature of the MoU and right after the WC takes place.
28. A comprehensive final report detailing the LOC's activities and a financial report of LOC's expenditures and revenue must be submitted to the IPSA Secretariat within three (3) months after the WC2027. The report will be presented at the November EC meeting following the Congress.

### **Part III Responsibilities of IPSA**

#### **Logo & Banner**

29. The IPSA Secretariat, in collaboration with the LOC, is responsible for the creation of the WC2027 logo and banner.
30. The logo and banner are required two years before the congress. It could be launched at the Closing Ceremony of the previous World Congress.
31. The logo and banner shall:
  - a) have a color and a black & white versions;
  - b) be available in a vector file (EPS & AI) for re-sizing;
  - c) graphically reflect the host city or region.
32. The logo shall include the year and the host city name.
33. The selected logo will be used on all promotional material.
34. The banner must be bilingual (English and French), or trilingual if the official language of the host country is not English or French.

It shall include:

- a) the WC2027 logo
- b) the IPSA bilingual logo
- c) the № World Congress of Political Science
- d) the congress dates
- e) the city and country

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35. The logo and banner remain the property of IPSA.

### **Budget**

36. There will be one budget for the WC2027, prepared by IPSA.

The Congress budget will include all cost items and revenue related to this event, including amounts collected and/or disbursed both by IPSA and by the LOC in the preparation of the Congress, during the Congress, and after the Congress.

37. Final decisions regarding Congress budget amounts are made by IPSA.

### **Promotion**

38. IPSA shall focus mostly on international promotion, through the use of its membership database, e-newsletter, website, and presence at other international political science events.

39. IPSA will share its promotional pieces with the LOC before mass distribution.

### **Suppliers**

40. All supplier contracts must be approved and signed by IPSA.

IPSA reserves the right to select, review and reject suppliers, according to its standards of service.

41. Securing hotel room blocks and any other suppliers involved with the logistics of the World Congress is the sole responsibility of IPSA and will be managed by the World Congress and Events Senior Director.

42. IPSA welcomes any recommendations from the LOC regarding local suppliers of congress-related items or services.

43. If any payments to local suppliers are to be made by IPSA rather than the LOC in accordance with article 8, the payment shall be made either by credit card or bank transfer from IPSA.

### **WC2027 Closing Ceremony**

44. IPSA is responsible for organizing the Closing Ceremony, with the collaboration of the LOC.

### **Academic Program**

45. The academic program of the WC2027 is the responsibility of IPSA.

46. The management of the call for proposals and the review process, scheduling of panels and sessions, and the production of the Congress program will be the responsibility of the IPSA Secretariat.

### **Staff and Volunteers**

47. IPSA shall produce a detailed list of staff, volunteer requirements and task descriptions approximately six (6) months before the Congress.

### **Correspondence**

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48. Correspondence is managed by the IPSA Secretariat, usually by the Program, Registration and Awards Officer and/or World Congress and Events Assistant.

The LOC is welcome to suggest items of correspondence to be prepared by the IPSA Secretariat with the World Congress and Events Senior Director.

### **Website**

49. The Congress website is the responsibility of the IPSA Secretariat. It is usually launched in May of the pre-Congress year (2026).

## **Part IV LOC Benefits**

### **Complimentary Registration**

50. Members of the LOC will receive complimentary WC registration. Any other participant in the World Congress is to register and pay the respective general registration and membership fees.

The total number of complimentary WC registrations is limited to twenty (20).

The LOC must provide the IPSA Secretariat with the complete list of those receive complimentary WC registration at least three (3) months prior to the Congress (by Early Bird Registration deadline).

All LOC members must be IPSA members in 2027 to benefit from the complimentary WC registration.

### **Reduced Registration**

51. The LOC must provide the Secretariat with its complete list of guests to receive a reduced WC registration fee at least three (3) months before the Congress (by the Early Registration deadline).

The number of guests who receive the reduced WC registration is limited to ten (10).

Names submitted after the final registration deadline are subject to the general rule of non-appearance in the Congress program.

### **IPSA Collective Member (National Political Science Association) Registration Fee**

52. IPSA Collective Member (National Political Science Association) members may benefit from a reduced registration fee that would be agreed between the LOC and IPSA.

As with all WC2027 participants, IPSA Collective Member (National Political Science Association) members must also be IPSA members in 2027.

## **Part V Settlement of Disputes**

53. The Parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of or relating to this agreement.
54. The provisions of this agreement replace all previous written or oral agreements and declarations of intent by the Parties with respect to the subject of this agreement.

## **Part VI Terms of Agreement**

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55. This agreement shall become effective on signature and continue after the holding of the 29th IPSA World Congress of Political Science in \_\_\_\_\_ (Host City), \_\_\_\_\_ (Host Country) until all financial matters have been settled.

56. This agreement contains the entire understandings of the Parties hereto and cannot be changed orally.

Any notice required or permitted by this agreement to be given to a Party shall be in writing, and shall be delivered in the case of IPSA to:

Executive Director  
International Political Science Association (IPSA)  
2155, rue Guy, bureau ER-731  
Montréal (QC) H3H 2R9  
Canada

And in the case of the Local Organizing Committee to:

LOC Chair:  
Institution Department:  
Institution:  
Address:  
Host Country:

Or to such other address as either party may specify.

IPSA President  
International Political Science Association

IPSA Executive Director  
International Political Science Association

Date: \_\_\_\_\_

Date: \_\_\_\_\_

LOC Chair:  
Institution

National PSA President:  
Institution

Date: \_\_\_\_\_

Date: \_\_\_\_\_



ANNEX I

**IPSA World Congress of Political Science - Opening Ceremony Protocol**

*(Sunday, 1st day of Congress)*

The Congress Opening Ceremony is comprised of two parts and is followed by the Opening Reception.

Part 1: Formal opening and speeches for a maximum duration of 30 minutes.

Part 2: Cultural program organized by the LOC for the duration of 30 to 45 minutes.

Doors open one (1) hour before the start of the ceremony.

Volunteers usher participants and special guests and speakers to seats.

**Part 1: Formal Opening - Duration 30 minutes**

A Master of Ceremony (MC) shall be appointed by IPSA to host the ceremony, introduce the speakers and engage with the audience to keep the ceremony agenda flowing as smoothly as possible.

**I. Word of welcome by the MC**

Speeches:

- II. Opening Speech by IPSA President (3-5 minutes)**
- III. Speech by IPSA Executive Director (2-4 minutes)**
- IV. Welcome Speech by National Political Science Association (PSA) President (3-5 minutes)**
- V. Welcome Speech by the LOC Co-Chairs (3-5 minutes)**
- VI. Welcome Speech by the Program Co-Chairs (3-5 minutes)**
- VII. Welcome Speech by a Local Dignitary 1 (3-5 minutes)**
- VIII. Welcome Speech by a Local Dignitary 2 (3-5 minutes) if needed**

**Part 2: Cultural Program – Duration 30 to 45 Minutes**

- IX. Performance(s) to showcase the local culture of the host country or region.**

Opening Reception follows and is organized by the LOC.