

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2025)

MEMORANDUM OF UNDERSTANDING (MOU) between
International Political Science Association (IPSA)
and
Local Organizing Committee

This is an agreement between the International Political Science Association, hereinafter called "IPSA" and the local organizing committee of the 28th IPSA World Congress, hereinafter called "local organizing committee" or "LOC".

WHEREBY the Parties hereto agree as follows:

PART I
Purpose and Scope

Object

1. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the organization of the 28th IPSA World Congress of Political Science (hereinafter referred to as WC2025), to be held in _____ (Host City), _____ (Host Country) from ____ to ____ July 2025.

Parties

2. IPSA is a non-profit organization dedicated to supporting the development of political science in all parts of the world and is headquartered in Montréal, Canada.

The "International Political Science Association" or "IPSA" shall refer to the IPSA Secretariat acting under the authority of the IPSA President and the IPSA Executive Committee, unless expressly stated otherwise.

3. The local organizing committee is composed of the following members:
Please list all the names of the LOC members.

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4. The IPSA Secretariat staff that will be at the WC2025 are:
- a) Executive Director
 - b) World Congress and Events Senior Director
 - c) World Congress & Event Coordinator
 - d) World Congress and Event Assistant
 - e) Administrative Manager
 - f) Senior Director - Membership, Communication and Strategy
 - g) Communication, Promotion and Membership Coordinator
 - h) IT Project Manager
 - i) any other IPSA employee

The main point of contact for congress-related issues is the World Congress and Events Senior Director.

General Provisions

5. IPSA is the party responsible for the oversight of the organization of the WC2025. As such, the LOC shall always work in collaboration with IPSA and ensure that IPSA is kept fully informed of all aspects of congress planning that is the LOC's responsibility, according to the present agreement.

PART II LOC Responsibilities

Selection and Composition of the LOC

6. The organization of the LOC is the responsibility of the LOC Co-Chairs.
7. All members of the LOC must be individual IPSA members for the whole duration of their mandate.

Fundraising

8. The LOC shall assist IPSA in fundraising for the WC2025.

All funds raised will be kept by the LOC in a nominated bank account, and funds collected will be used to pay for local expenses described in the contract, such as suppliers, items required onsite, pre-conference meeting expenses, travel grants, hiring of a professional congress organizer, or any other similar expense.

Funds may come from the following sources:

- a) funds from public or private sources, or support in kind (receptions sponsored by national and local governments, foundations, research institutes, universities or any other institution or public office or by private corporations)
- b) support in kind should not exceed 10% of the fundraised amount and cover an expense of a budgeted item
- c) extra funding for travel grants from other sources

Payments

9. Any payments made directly by the LOC, with the authorization of IPSA, must be accompanied by documentation such as a paid invoice or receipt, to 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

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10. The LOC will have no financial responsibility for WC2025 beyond the scope of what is stated in the present agreement.
11. The LOC shall make a deposit of \$20,000 USD upon signature of this agreement.
12. The LOC is subject to raising a minimum amount of \$200,000 USD in sponsorship money, as well as sponsoring the previous Congress's Closing Ceremony / Reception for \$5,000 USD.

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

13. The LOC shall set up a bank account for the Congress with signing authority held by the IPSA Secretary General and Executive Director.

Profit Sharing

14. Any profits remaining after costs from the WC2025 will be subject to profit sharing with the IPSA Collective Member (National Political Science Association) in an amount of 25% of the overall profit of the WC2025.

Such profit sharing is conditional to the LOC raising the minimum amount of \$200,000 USD in sponsorship money and value in kind, in accordance with article 12 of the present agreement.

Promotion

15. 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.

16. The LOC shall focus on the national, regional or continental promotion of the WC2025.

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

Promotion campaigns may also be conducted with local groups of potential participants, through individuals' networks and organizations' membership databases, contact with universities in the region that offer a political science program, contact with regional political science associations, and participation in related events in the region.

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

Logo & Banner

17. The LOC is responsible for the creation of the WC2025 logo and banner.
18. The logo and banner are required two years before the congress. It could be launched at the Closing Ceremony of the previous World Congress.

Each shall:

- a) have a color and a black & white version;
- b) be available in a vector file (EPS & AI) for re-sizing;

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c) graphically reflect the host city or region.

19. The logo shall include the year and the host city name.

20. The selected logo will be used on all promotional material.

21. 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 WC2025 logo
- b) the IPSA bilingual logo
- c) the № World Congress of Political Science
- d) the congress dates
- e) the city and country
- f) the Congress theme (optional)

Please refer to Annex I to view logos and banners of previous Congresses.

WC2025 Opening Ceremony & Reception

22. All expenses associated with the Opening Ceremony and reception will be paid by the LOC using budgeted funds as per article 12, 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 audio visual (AV) or any other technical equipment, the cost related to the cultural program (artists), or any similar expense.

23. 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, 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 II to view the IPSA protocol for the Opening Ceremony.

WC2023 Closing Ceremony

24. The LOC shall contribute financially to the Closing Ceremony and/or reception of the previous World Congress (Buenos Aires, 2023) for an amount of \$5,000 USD.

Hotel Accommodation and Airport Transfers

25. A headquarter Congress hotel shall be selected for the WC2025 in collaboration with the IPSA Secretariat. The hotel must be located in close proximity to the Congress venue and provide complimentary space to hold two (2) Executive Committee (EC) meetings, one pre-congress (Saturday) and one post-congress (Thursday). If the hotel accommodations are located more than 15 minutes from the Congress venue, daily transfers must be arranged by the LOC to transport the Executive Committee, WC2025 program chair(s), IPSA Secretariat and IPSA editors.

26. Hotel accommodation for the Executive Committee, WC2025 program chair(s), IPSA Secretariat and IPSA editors at the headquarter Congress hotel are the responsibility of the LOC and will be paid for using budgeted funds in accordance with article 12 of the present agreement.

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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.

The minimum amount of room nights for the Executive Committee, WC2025 program chair(s) and IPSA editors is seven (7): 1 night prior to the pre-congress Executive committee meeting until 1 night prior to the pre-congress Executive Committee meeting.

27. Airport transfers for the Executive Committee, WC2025 program chairs, IPSA Secretariat and IPSA editors will be the sole responsibility of the LOC and will be paid for using budgeted funds in accordance with article 12 of the present agreement.

Travel Grants

28. The LOC shall earmark funds for travel grants to be awarded following criteria established by IPSA.

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

29. A minimum of \$30,000 USD in travel grants will be provided by the LOC, towards the Global South Solidarity Fund for IPSA travel grants and will be paid for using budgeted funds in accordance with article 12 of the present agreement.

The funds are payable to IPSA, at least 30 days prior to the Congress.

International Speaker Fees

30. A minimum of \$15,000 USD in international speaker fees (airfares, accommodation, travel expenses) will be provided by the LOC.
31. The WC2025 program chair(s) will decide on four (4) international speakers for the WC2025 in consultation with the LOC.

Executive Committee Dinner

32. The LOC is responsible for organizing and hosting a dinner or reception for the IPSA Executive Committee, IPSA editors, the IPSA Secretariat. The dinner/reception is usually held on the night of the EC's first meeting, one day before the Congress begins (Saturday night), and will be paid for using budgeted funds in accordance with article 12 of the present agreement.

Academic Program

33. 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 2024.
34. In addition to the LOC sessions, the WC2025 Program Chair(s) could assign one of the General Sessions to the LOC, if the LOC chooses to organize one such session.

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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 and description of the General Session shall be provided by the LOC and approved by the Program Chairs(s).

A General Session chair is to be named by the LOC to manage the session.

- 35.** All sessions will take place in one of IPSA's official languages: English and/or French.

Volunteers

- 36.** The LOC shall recruit approximately 100 volunteers to work during the WC2025.

Volunteers must have very good knowledge of English and 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.

The LOC shall appoint a volunteer coordinator that will be responsible for the recruitment and schedule building of these volunteers. Six team leaders shall also be recruited to manage the volunteer teams onsite.

The LOC shall refer to the requirements for recruiting volunteers as set by IPSA.

Reports to IPSA

- 37.** The LOC shall send monthly progress reports to the IPSA Event Project manager as to the status of LOC sessions, social events (Opening Ceremony and Reception, EC Dinner, Council Reception and Closing Ceremony) and fundraising efforts.
- 38.** The LOC shall present a progress report at every EC meeting.
- 39.** 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 WC2025. The report will be presented at the EC meeting following the Congress.

Part III Responsibilities of IPSA

Budget

- 40.** There will be one budget for the WC2025, prepared by IPSA.

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

- 41.** Final decisions regarding budget amounts belong to IPSA.

Promotion

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42. 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.
43. IPSA will share its promotional pieces with the LOC before mass distribution.

Suppliers

44. 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.

45. Securing suppliers involved with the logistics of the World Congress is the sole responsibility of IPSA and will be managed by the Event Project Manager.
46. IPSA welcomes any recommendations from the LOC regarding local suppliers of congress-related items or services.
47. Payments to local suppliers will be made either by credit card from IPSA, by cheque from IPSA, or via bank transfer.

Logo & Banner

48. The logo and banner developed by the LOC must be approved by IPSA.
49. The logo and banner remain the property of IPSA.

WC Closing Ceremony

50. IPSA is responsible for organizing the Closing Ceremony, with the collaboration of the LOC for the previous Congress (WC2023) as well as the WC2025.

The LOC shall contribute financially to the Closing Ceremony and/or reception of the previous World Congress (2023) in accordance with article 24 of the present agreement.

Executive Committee Dinner

51. All expenses associated with the Executive Committee dinner are to be paid by the LOC using budgeted funds in accordance with article 12 of the present agreement.

Academic Program

52. The academic program of the WC2025 is the responsibility of IPSA, through the Program Chair(s) and the Secretariat.

The program is put together collaboratively by the Program Committee, composed of members of the IPSA Executive Committee and the session chairs.

53. 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.

Volunteers

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- 54.** IPSA shall produce a detailed list of staff and volunteers requirements and task descriptions approximately six (6) months before the event.

Correspondence

- 55.** Correspondence is managed by the Secretariat, usually by the World Congress and Event Coordinator and/or his/her assistant.

The LOC is welcome to suggest items of correspondence to be prepared by the Secretariat with the World Congress and Event Coordinator.

Website

- 56.** The Congress website is the responsibility of the IPSA Secretariat. It is usually launched in May of the pre-congress year (May 2024).

Part IV LOC Benefits

Complimentary Registration

- 57.** Members of the LOC will receive complimentary registration.

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

The LOC must provide the Secretariat with the complete list of those to be given complimentary registration at least six (6) months before the congress (January 2025).

All LOC members must be IPSA members in 2025 to benefit from the complimentary registration.

Reduced Registration

- 58.** The LOC must provide the Secretariat with its complete list of guests to receive a reduced registration fee (see graph in Annex III) at least six (6) months before the congress (by the Early Registration deadline).

The number of guests who receive the reduced 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

- 59.** IPSA Collective Member (National Political Science Association) members will benefit from a reduced registration fee to be agreed between the LOC and IPSA as specified in Annex III.

The National Political Science Association (PSA) will be responsible to provide the IPSA Secretariat with an electronic list of members as per IPSA's specifications by September of 2024. Regular updates will be sent to IPSA as needed.

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As with all WC2025 participants, IPSA Collective Member (National Political Science Association) members must also be IPSA members in 2025 to benefit from the reduced registration rate.

For detailed information on the reduced registration fees, please refer to Annex III.

Part V Settlement of Disputes

- 60.** The parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of or relating to this agreement.
- 61.** The laws of Québec shall govern this agreement. The place of performance and the court of jurisdiction is Montréal, Canada.
- 62.** 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

- 63.** This agreement shall become effective on signature and continue after the holding of the 28th IPSA World Congress of Political Science in _____ (Host City), _____ (Host Country) until all financial matters have been settled.
- 64.** This agreement contains the entire understandings of the parties hereto and cannot be changed orally.
- 65.** 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:

Kim Fontaine-Skronski
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.

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IPSA President:

International Political Science Association

Date: _____

LOC Chair:

Institution

Date: _____

IPSA Executive Director:

International Political Science Association

Date: _____

LOC member:










Institution

Date: _____

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ANNEX I

Logos and Banners of Previous IPSA World Congresses

World Congress	LOGO	BANNER
2021 Virtual (Lisbon)		
2018 Brisbane		
2016 Poznan		
2016 Istanbul (Relocated)		
2014 Montreal		 IPSA AISP 23 rd World Congress of Political Science 23 ^{ème} Congrès mondial de science politique Challenges of Contemporary Governance Les défis de la gouvernance contemporaine July 19-24 juillet, 2014 ► Montréal, Québec - Canada

ANNEX II

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 (19 :30 to 20 :00)

A master of ceremony shall be appointed 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 Secretary General (2-4 minutes)**
- IV. Welcome Speech by the chair of the LOC (3-5 minutes)**
- V. Welcome Speech by a Local Dignitary 1 (3-5 minutes)**
- VI. Welcome Speech by a Local Dignitary 2 (3-5 minutes) if needed**

Part 2: Cultural Program – Duration 30 to 45 Minutes (20:00 – 20:45)

VII. Performance(s) to showcase the local culture of the host country or region.

Opening Reception follows and is organized by the LOC.

ANNEX III

Reduced Registration Fees for Members of the National PSA**Early Bird Rates**

Registration Category	Fee
IPSA Member	60% of early bird Congress fee + IPSA membership fee
IPSA Student Member	60% of early bird student congress fee + IPSA student membership fee

Regular rate

Registration category	Fee
IPSA member	60% of regular Congress fee + IPSA membership fee
IPSA Student member	60% of regular student Congress fee + IPSA student membership fee