

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

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 30th IPSA World Congress of Political Science (hereinafter referred to as WC2029), to be held in _____ (Host City), _____ (Host Country) from ____ to ____ July 2029.

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 WC2029. 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 Local Organizing Committee (LOC) be political scientists affiliated with a university or academic institution in the host country; and the composition of the LOC meets IPSA's

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

gender-balance requirements, ensuring equitable representation. All members of the LOC must be individual IPSA members for the whole duration of their mandate.

Commented [YW1]: Updated as per Hasret's suggestion in the bid document.

Fundraising

7. The LOC shall assist IPSA in fundraising for the WC2029.

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 WC2029 beyond the scope of what is stated in the present agreement.
10. The LOC is subject to raising approximately \$200,000 USD in sponsorship money (or \$100,000 in cash and/or value-in-kind if the venue is free of charge), 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. Travel grants;
 - e. International speaker expenses of \$15,000 USD; and
 - f. One dinner for outgoing IPSA Executive Committee, WC2029 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 surplus remaining after expenses from WC2029 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 WC2029.

Such surplus sharing is conditional to the LOC raising sponsorship funds in accordance with article 10 of the present agreement.

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

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 WC2029.

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.

WC2029 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 followed by 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.

Travel Grants

16. 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.

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

International Speaker Expenses

17. 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.
18. IPSA will decide on four (4) international speakers for the WC2029 after considering the LOC's suggestions.

Executive Committee Dinner

19. The LOC is responsible for organizing and hosting a dinner or reception for the IPSA Executive Committee, WC2029 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

20. The LOC shall organize a minimum of 50 panels within LOC tracks and assign track chairs who will be responsible for managing and reviewing the tracks. The LOC tracks' themes, descriptions and assigned track chairs shall be communicated to the IPSA Secretariat no later than March 2028.
21. In addition to the LOC tracks, IPSA could assign one of the General Tracks to the LOC, if the LOC chooses to organize one such track.

The theme of the General Track 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 Track shall be suggested by the LOC and approved by the Program Co-Chairs.

22. All tracks will take place in English and/or French.
23. LOC tracks may be held in _____ (host country language) as well as English or French.

Volunteers

24. The LOC shall recruit approximately 100 volunteers to work during WC2029.

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

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

25. The LOC shall hold monthly meetings with the IPSA World Congress and Events Senior Director as to the status of LOC tracks, social events (Opening Ceremony and Reception, EC Dinner and Closing Ceremony) and fundraising efforts.
26. 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.
27. 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 WC2029. The report will be presented at the November EC meeting following the Congress.

Part III Responsibilities of IPSA

Logo & Banner

28. The IPSA Secretariat, in collaboration with the LOC, is responsible for the creation of the WC2029 logo and banner.
29. The logo and banner are required two years before the congress. It could be launched at the Closing Ceremony of the previous World Congress.
30. The logo and banner shall:
 - a) have a color and black & white versions;
 - b) be available in a vector file (EPS & AI) for re-sizing;
 - c) graphically reflect the host city or region.
31. The logo shall include the year and the host city name.
32. The selected logo will be used on all promotional material.
33. 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 WC2029 logo
 - b) the IPSA bilingual logo
 - c) the ~~No~~ World Congress of Political Science
 - d) the congress dates
 - e) the city and country
34. The logo and banner remain the property of IPSA.

Budget

35. There will be one budget for WC2029, 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.

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

Promotion

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

37. 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.

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

Suppliers

39. 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.

40. 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.

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

42. 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.

WC2029 Closing Ceremony

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

Academic Program

44. The academic program of WC2029 is the responsibility of IPSA.

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

Staff and Volunteers

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

Correspondence

47. 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

48. The Congress website is the responsibility of the IPSA Secretariat. It is usually launched in May of the pre-Congress year (2028).

Part IV LOC Benefits

Complimentary Registration

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

49. Members of the LOC will receive complimentary World Congress 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 who should receive complimentary World Congress registration at least three (3) months prior to the Congress (by Early Bird Registration deadline).

All LOC members must be IPSA members in 2029 to benefit from the complimentary World Congress registration.

Reduced Registration

50. The LOC must provide the Secretariat with its complete list of guests to receive a reduced World Congress 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

51. 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 WC2029 participants, IPSA Collective Member (National Political Science Association) members must also be IPSA members in 2029.

Part V Settlement of Disputes

52. The Parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of or relating to this agreement.
53. 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

54. 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.
55. 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

ANNEX 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

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 6. MEMORANDUM OF UNDERSTANDING (BID WC2029)

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 smoothly.

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.