

Congress contract

between

European Association of Agricultural Economists (EAAE)

and

“name “

“xxx EAAE Congress 20xx”

1) Objective of this Contract

The objective of this Contract is to clarify the responsibilities of the Local Organising Committee (LOC) and the Scientific Program Committee (SPC) for the EAAE Congress and those of the EAAE Board and Secretariat in organising the triennial EAAE Congress with a view to ensuring a successful and well-run event.

2) Terms and conditions

Unless otherwise agreed, the parties shall be bound by the terms and conditions of this Contract. The bid for the Congress that was approved by the Board of the EAAE is part of the Contract as Annex A. Any special conditions which had been subsequently agreed are in a separate Annex, which form part of the Contract as Annex B. Any additional conditions relevant for this Contract determined later on in the process of organising the Congress will be included, after approval by both parties, in this contract and will constitute Annex C.

2.1 Programme

The LOC is responsible for the social activities of the Congress (including the study tours, if any), for the registration procedures and for providing information and support, as needed, to participants before, during and after the Congress.

The LOC is responsible for providing sufficient and adequate space at the Congress venue for the scientific activities of the Congress. The number of plenary and parallel sessions are planned by the SPC in cooperation with the LOC. The SPC is solely responsible for the selection of papers, posters and organized sessions, and for the selection of the invited speakers. At the request of the LOC, the SPC and the LOC will jointly organize the opening session of the Congress, including jointly identifying the invited speakers for this session.

In addition to the scientific activities already mentioned, the programme of the Congress will include:

- * an Award ceremony session, immediately followed by a Closing session;
- * the EAAE General Meeting.

These activities will be placed in the program of the Congress by the SPC in consultation with the EAAE Board.

2.2 Responsibility

The LOC has full responsibility and control of the technical, logistical and financial organisation of the Congress, as well as of the promotion of the Congress.

The EAAE Board is responsible for appointing the Chair and the other members of the Scientific Program Committee. The LOC will identify one of its members who will be included in the Scientific Program Committee. The theme of the Congress will be proposed by the SPC and decided in cooperation with the Board and the LOC.

To ensure an effective coordination and monitoring of activities related to the organization of the Congress performed by the Board, the LOC and the SPC, and to facilitate a smooth circulation of information, the Chair of the LOC (or a member of the LOC designated by the Chair) and the Chair of the SPC will participate in all Board meetings prior to the Congress in the discussion of those Agenda points which are directly relevant for the organization of the Congress (participation is at their own expenses).

2.3 Registration fees

The maximum registration fees, and the services rendered to registered participants, are those specified in the bid which has been accepted by the Board. This is part of this Contract as Annex A.

2.4 Call for papers

The Call for papers is the responsibility of the SPC, which will prepare it in consultation with the LOC. The Announcements of the Congress and the Call for papers will be disseminated by both the LOC and the EAAE. They should be circulated as widely as possible.

2.5 Selection of papers, posters and organized sessions

The SPC is responsible for designing and organising the reviewing and selection process of paper, poster and organized session proposals, ensuring that the papers accepted for oral or poster presentation, or as part of an organized session, have an adequate scientific standard.

It is the responsibility of the LOC to provide the SPC with a well-tested, widely used, effective software for the management of on-line submissions, the review process and the management of the conference program. The software to be used by the LOC and SPC is ConfTool; the costs of ConfTool are paid by the EAAE.

The detailed time schedule for the submission of paper/abstract/organized session proposals, the notification of acceptance, and the submission of the final versions of the accepted papers (with maximum length and formatting requirements, if any) will be jointly agreed by the SPC and the LOC and should be part of the information provided since the first announcement of the Congress. The composition of the SPC, of the LOC and the theme of the Congress should also be part of the first announcement.

2.6 Selection of the invited speakers

The invited speakers are selected by the SPC. Their travel and room and board expenses will be covered by the Congress budget (by the LOC). Conditions to be offered to invited speakers regarding the coverage of their travel and room and board expenses should be agreed between the SPC and the LOC before they are communicated to those invited.

2.7 EAAE Membership

Every participant of the Congress must be a member of the EAAE, with the sole exception of ‘observers’ (see below) and invited speakers. It is the responsibility of the LOC to make sure all participants (with the exception of the observers and the invited speakers) satisfy this condition.

EAAE Board members will be registered participants and will pay registration fees. The Secretariat of the EAAE will be waived registration fees, but will pay his own travel and accommodation expenses.

The EAAE Secretariat will provide the LOC with regularly updated information regarding EAAE membership.

2.8 Participants

Some observers from the host country may be invited by the LOC to attend the Congress and are waived registration fees. They typically include journalists, sponsors, and senior ministry officials.

The LOC may exercise the right to refuse participation to the Congress in those rare cases where attendance may jeopardise the scientific outcome of the Congress.

2.9 Communication

The LOC designates a Chair who will be the contact person responsible for communication with the EAAE Board and Secretariat, and with the Chair of the SPC.

The LOC is responsible for setting up and maintaining the Congress website. This should include, as soon as they become available: information on the theme and dates of the Congress, the composition of the LOC and the SPC; the Call for proposals; the names of the invited speakers and the topics of their presentations; information about hotel accommodations, the venue of the Congress and how to reach it; the detailed Program of the Congress; information on how access the papers presented (access should be limited to Congress participants), and the list of participants.

In case of changes in relevant Congress information, the LOC should inform the EAAE Secretariat to ensure all modifications can be included also on the EAAE website and communicated by the NewsFlashes, as needed.

The EAAE Secretariat will be included on the mailing list of the LOC in order to be up to date with Congress Developments.

2.10 Dissemination of papers

It is the responsibility of the LOC to make all papers presented at the Congress available to participants at the Congress (on a data stick or through the Congress webpage). Information on how the papers can be accessed at the time of the Congress should be made known to participants beforehand.

2.11 Certificate of attendance

It is the responsibility of the LOC to make certificates of attendance at the Congress available (either for all participants as part of the package received at registration the Congress, or on request, during the Congress).

2.12 Financial matters upon the completion of the Congress

Before the starting of the Congress the contribution to the EAAE of (a minimum of) 18,000 euro should be transferred to the account of the EAAE. The payment can be done by SWIFT (RABO NL 2 U), or bank transfer in favour of:

European Association of Agricultural Economists
Account number **NL13 RABO 0356803457**
with Rabobank Vallei en Rijn (The Netherlands)
Payment reference: **Congress payment**

2.13 Final report upon the completion the Congress

Within two months after the Congress, the LOC should send the EAAE Secretariat a final report on the Congress. The report should be both informative on the activities performed before the Congress and during the Congress, and providing a self-assessment of the Congress. The main aim of the final report is to provide useful inputs for the EAAE and future Congress organizers. The report should include information on the following items:

1. The Local Organizing Committee (LOC)
2. The organisational structure
3. Congress facilities
4. Congress management professional support received (if relevant)
5. Ex ante and ex-post budget
6. Sponsors
7. Grants for participants of developing countries (if relevant)
8. Dissemination of information, including media promotion
9. Congress Web page
10. Registration (pre-Congress)
11. Collaboration with the SPC, the EAAE board and the EAAE Secretariat
12. Registration (at the Congress)
13. The Congress Program
14. Opening ceremony
15. Other scientific plenary sessions
16. Contributed paper sessions
17. Poster sessions

18. Organized Sessions
19. General Meeting
20. Award ceremony and closing session
21. Excursions
22. Social program
23. Accommodations
24. Self-assessment by the LOC
25. Evaluation by participants (see below)
26. Recommendations for future Congress organizers ('todos' and things to avoid)

- Attachments:
- List of participants (in Excel containing at the least the following information:
first name/last name/email address/country/Institution/role:
participant, invited speaker, organisation, observer)
 - Final programme (in details).

2.14 Participant evaluation

The EAAE will be responsible for the evaluation of the Congress by participants. This will be realized electronically after the completion of the Congress.

It is the responsibility of the LOC to provide the EAAE Secretariat with a list of participant e-mail addresses, even incomplete, within two days from the conclusion of the Congress.

The questionnaire to be used will be jointly agreed in advance between EAAE, the SPC and the LOC. Results will be made available to the SPC and LOC and the parts of relevance will be included in the respective final reports.

2.15 Cancellation

If significant problems emerge with organizing the Congress, the President and the Secretary General of the EAAE should be informed immediately.

The Congress can only be cancelled after obtaining permission from the Board of EAAE. In this case, all people who have registered should be informed, and they should be reimbursed by the LOC any cost they have incurred for their participation to the Congress (booked flights, hotel reservations, etc.).

2.16 Effectiveness and duration of this EAAE Contract

This Contract shall become effective upon signature by the parties, on the day of the last signature. This Contract shall terminate on "date".

2.17 Disputes

This Contract and the legal relationship between the parties are governed by Dutch law.

Secretary General – Alfons Oude Lansink
P.O. Box 8130, NL-6700 EW Wageningen, The Netherlands
eaae@wur.nl / www.eaae.org / phone: +31.317.484065

Parties agree to make best efforts to resolve amicably any dispute arising out of or in connection with this Contract. Disputes which cannot be resolved amicably between Parties, shall be judged exclusively by the competent court in Arnhem, the Netherlands.

For the EAAE:

Name: Alfons Oude Lansink

Position: Secretary General

Date:

Signature:

For the EAAE Congress:

Name:

Position: Chair LOC "name place"

Date:

Signature