

2024-01-22

AGREEMENT
ON ORGANISING THE 2024 IENE INTERNATIONAL CONFERENCE
AS A NON FOR PROFIT ACTIVITY

Agreement between:

The Nature Conservation Agency of the Czech Republic, with its headquarters registered at Kaplanova 1931/1, 148 00 Praha 11 – Chodov, ID: 62933591, represented by RNDr. František Pelc, director,

hereinafter referred to as “**NCA**”

The Association Infrastructure and Ecology Network Europe, registered at 195, rue Saint-Jacques, 75005 Paris, France, represented by Elke Hahn, President,

hereinafter referred to as “**IENE**”

WHEREAS the Infrastructure Ecology Network Europe, has accepted the invitation of the NCA to organise the IENE 2024 International Conference, together with associated meetings (hereinafter referred to as “**the Conference**”).

NOW THEREFORE, IENE and the NCA (collectively the “**Parties**”) have agreed as follows:

Date and place of the Conference

1. The Conference shall be held at University of Life Sciences, Prague, from Sept. 9 to Sept. 13 2024. Meetings that are associated with this Conference will be held in premises and at times as agreed with the NCA.

Premises, equipment, utilities, supplies and support

2. The NCA shall ensure the availability of the necessary premises, including conference rooms for formal meetings, office space, working areas, equipment, utilities, supplies and other related facilities (hereinafter referred to as “**the Premises**”). Premises and facilities shall be furnished, equipped and maintained in good repair in a manner that the IENE considers adequate for the effective conduct of the sessions.
3. The NCA and its co-organizers shall provide all necessary utility services, including IT infrastructure and telecommunication facilities required for the effective functioning of the Conference.
4. The NCA and its co-organizers shall ensure that the possibility for technical IT support is readily available at short notice throughout the Conference.
5. The NCA and its co-organizers shall provide on the Premises appropriate eating facilities, for the use of the registered Conference participants.
6. The NCA and its co-organizers shall make arrangements for hospitality including tea and coffee breaks during the period of the Conference, for the registered Conference Participants.

Accommodation

7. The NCA shall offer information on adequate accommodations (hotels, hostels and other suitable accommodations in different price levels) at a reasonable proximity to the Premises. In addition, the NCA shall provide information on suitable transport options between the accommodations and the Conference venue.

Medical facilities

8. The NCA and its co-organizers shall provide, at or near the Premises of the Conference, medical facilities for emergency first aid appropriate for the number of Participants. In case of severe injuries that cannot be treated at the medical facility located in the place of the conference, specialized services will provide help, following the national regulations and protocols. When registering to the conference, participant will acknowledge that they have repatriation insurance in case of need.

Transport

9. The NCA shall provide information on the availability of transport, as well as the location of medical centers and emergency numbers for the registered Conference Participants.
10. The NCA shall provide information on how to travel to the location of the Conference from abroad and specifically how to access the Premises (including the availability of public transport, parking places, specific information for persons with disabilities or reduced mobility etc.) for all registered Conference Participants.

Security

11. The NCA and its co-organizers will make efforts to ensure security services, in line with the national legislation, as it considers warranted to maintain the efficient functioning of the Conference in an atmosphere of security and tranquillity for the registered Conference Participants, the Conference Organising and Programme Committees and for the other staff from IENE and the partners who are responsible for organizing the IENE Conference.

Local personnel

12. The NCA shall appoint a chair to lead the Conference Organising Committee, which consists of personnel identified by the NCA, who shall work closely with IENE as defined in the Guidelines for IENE conferences (see Annex B). The chair, will also be responsible, in consultation with IENE, for making and carrying out the administrative, communications, personnel and logistical arrangements for the Conference and related events as required under this Agreement.
13. The NCA shall provide local support personnel or hire external services for the effective functioning of the Conference, who shall be placed under the supervision of the Organising Committee.

Financial arrangements

14. The costs listed above from articles 2 to 13 will be covered by the General Indicative Budget of the Conference (see Annex A).
15. The left-over budget for the IENE 2024 International Conference (see Annex A) that would not be spent for the purposes of the conference will remain with IENE Secretariat as compensation for the support provided by IENE to the conference organisers, in accordance with the recommendations set out in the IENE Conference Guidelines (see Annex B).

16. A minimum of five thousand euros of the total budget of IENE International Conference 2024 shall be committed to support the publication of selected conference contributions in a special issue with a selected scientific publisher.
17. The NCA shall, with the support of the IENE 2024 Organising Committee, raise and manage the necessary funds for organising the IENE Conference, following the recommendations provided in the Guidelines for IENE conferences (see Annex B).
18. The categories of registration fees should be aligned with the categories of IENE membership contributions to simplify collection.
19. The NCA and its co-organizers shall collect the registration fees for participants of the IENE International conference through an online portal, included in the platform contracted by the NCA and its co-organizers. Regarding the collection of IENE membership contributions, the NCA will redirect the conference participants from the conference website www.iene2024.info to the IENE website <https://www.iene.info/members/become-a-member/> in order for them to pay the membership contribution to the IENE account. After the payment of the membership contribution, IENE secretariat will provide a unique code to the contributor. Providing this code in the IENE 2024 conference registration form will qualify IENE members for a discount of the conference registration fee.
20. All transaction costs, taxes, commissions and foreign exchange costs will be included in the Conference's General Budget. The total of Conference expenses amount shall not exceed the General Budget of the Conference.
21. Within three months after the Conference, the NCA shall give IENE a detailed set of accounts showing the actual costs incurred by the NCA. These costs shall be expressed in Euros, using the European Commission's InforEuro conversion rate at the time when the cost was incurred. NCA shall refund to IENE any fund unspent out of the conference's total budget. Should the actual costs exceed the budget, the NCA shall remain solely responsible for covering pending costs.

Liability

22. The NCA and its co-organizers shall be responsible for dealing with any action, claim or other demand against IENE arising out of:
 - a. Injury to persons or damage to or loss of property in the Premises; and
 - b. The employment for the Conference of the personnel provided by the NCA and its co-organizers.
23. The NCA shall indemnify and hold harmless IENE in respect of any such action, claim or other demand, except where the President of the IENE Governance Board agrees that such action, claim or other demand arises from the gross negligence or willful misconduct of IENE.

Settlement of disputes

24. The Parties shall endeavour to resolve amicably any disputes that may arise from the interpretation or performance of this agreement. In the event of persistent disagreements, the Tribunal de Grande Instance de Paris shall have jurisdiction. The present contract is subject to the provisions of French law.

Final provisions

25. This Agreement may be modified by written agreement of the Parties. Any relevant matter for which no provision is made in this Agreement shall be settled by the Parties in keeping with the Guidelines for IENE conferences (see Annex B). Each Party shall give full and

sympathetic consideration to any proposal advanced by the other Party under this paragraph.

26. All Annexes referred to in this Agreement constitute a part of this Agreement.

27. This Agreement shall become effective immediately upon the last signature of the Parties, and shall remain effective for the duration of the Conference and until all obligations under the Conference are fulfilled.

IN WITNESS WHEREOF, the undersigned duly authorized by the respective Parties, have signed this Agreement.

DONE in five originals in the English language.

ANNEX A: Conference General Budget (EUR €), including costs to be covered through Participants' registration fees

ANNEX B: Guidelines for IENE conferences

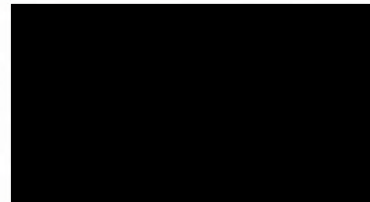
Link to the Guidelines for IENE conferences:

https://www.iene.info/content/uploads/202304_Guidelines_for_IENE-conferences_website.docx.pdf

Signatures



Elke Hahn, IENE Chairwoman



František Pelc, director NCA

Agentura ochrany přírody a krajiny ČR
Kaplánova 1831/1
148 00 Praha 11 - Chodov
-19-

ANNEX A : Conference tentative budget

Conference fee for IENE 2024	Early Bird	Regular	On-line
IENE Member	420 Eur	480 Eur	420
Non-IENE member	550 Eur	600 Eur	420
Student	220 Eur	280 Eur	220

Attending num. of people	100	200	300
Awards and speakers costs	2 000 Eur	2 000 Eur	2 000 Eur
Meeting rooms and AVT support, security, equipment, on site services	14 488 Eur	20 650 Eur	26 813 Eur
Lunches and coffee breaks	11 400 Eur	22 800 Eur	34 200 Eur
IENE Transfer – journal	5 000 Eur	5 000 Eur	5 000 Eur
Local organizers	2 766 Eur	5 533 Eur	8 299 Eur
Other expenses (communication, organizational fees and services, printing costs, etc.)	6 969 Eur	13 173 Eur	19 376 Eur
Total	42 623 Eur	69 155 Eur	95 687 Eur

ANNEX B: Guidelines for IENE conferences

Link to the Guidelines for IENE conferences:

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