



THE INTERNATIONAL SOCIETY  
FOR EDUCATION THROUGH ART

## MEMORANDUM OF AGREEMENT

This is to formalise the agreement reached by and between the International Society for Education through Art, hereinafter referred to as InSEA, and the Czech Section of INSEA, hereinafter referred to as the Host Organization, with regard to the 2025 InSEA World Congress and the organization of the Congress which, unless otherwise stated, shall be in accordance with the "Procedures for the Organization of International Congresses" adopted by the World Council of InSEA and which is appended to this document.

### A. VENUE

The 2025 InSEA World Congress will be held at Department of Art Education, Faculty of Education, Palacký University Olomouc, Czech Republic.

### B. DATES

Proposed dates 21 – 25 July, 2025.

### C. DUTIES AND RESPONSIBILITIES

InSEA shall lend full support and co-operation to the 2025 InSEA World Congress. Specifically, it shall participate in the following key areas for which the Host Organization shall assume overall responsibility for organization and operation:

#### ***Congress theme***

Approved Congress theme after consultation with InSEA World Council:

***Unexpected Territories, Shifting Grounds and Permanence in Art Education.***

Approve the membership of the Programme Committee consisting of members of the Host Organization and members of the InSEA Executive Board.

#### ***Attendance Promotion***

InSEA will encourage its members to attend the 2025 InSEA World Congress through promotion of the congress in InSEA publications and on the InSEA Website.

InSEA will assist in disseminating information about the congress to the society's members through the InSEA Secretary and the society's social media channels.

The Host Organization shall assume overall responsibility for the organization and operation of the World Congress, and shall liaise closely with InSEA. Specifically, it shall take charge of the following:

**Venue**

Make provisions for an appropriate venue that can host the expected amount of congress participants.

**Programme**

Develop the Congress programme in consultation with InSEA; shoulder the expenses of producing the programme in English and any other language the Host Organizations may consider necessary.

**InSEA Ceremonies and meetings**

Make provision for the InSEA World Council and the InSEA Executive Board to meet during the Congress.

Set aside a meeting room for the exclusive use of the InSEA World Council throughout the Congress.

Make provision in the congress programme for the following InSEA ceremonies:

- Opening and Closing ceremonies with the InSEA Executives.
- General Assembly
- Awards Ceremony including Ziegfeld Lecture

*The aforementioned ceremonies must be scheduled so that nothing else conflicts with them.*

Make provision for the following InSEA meetings during the congress:

World Council 2023-25 meeting

Outgoing & Incoming World Council meeting

World Councillor meetings per region (x6)

InSEA Boards: Publications, Research & Praxis and Advocacy & Networking

Make provisions for an appropriate publication of the congress proceedings as an open-source digital publication to be hosted on the InSEA webpage. Proceedings are InSEA Publications.

InSEA requires that space in the programme should be provided for InSEA Projects' exhibition/s.

Plastic-free and sustainable policies must be Congress priorities.

### ***Executive Committee Expenses***

During the time of the congress the Host Organization/s agree to shoulder the following expenses:

Congress registration for members of the InSEA World Council and Executive Board  
Members of the InSEA Executive Board shall have free accommodation during the event.

Congress registration for winners of the InSEA Awards of the year:

- Sir Herbert Read Award;
- Mahmoud El-Bassiouny Award;
- Edwin Ziegfeld Award;
- InSEA Doctoral Research Award in Art Education
- Award for Excellence in Praxis in Education through Art

### ***Registration***

Provide a friendly congress webpage ([www.inseaconference.com](http://www.inseaconference.com)) linked to the InSEA webpage.

Provide operational contacts in the congress webpage. They are encouraged to respond in a timely manner.

Provide registration forms. Staff the registration desk.

Provide registration badges for all participants.

Provide sufficient number of Congress assistants.

Provide an InSEA information and Publications desk that may be staffed at the discretion of the organisers.

### ***Preparatory Committee***

Set up a national and local preparatory committee.

Set up an international advisory committee with members of InSEA Executive Board (President, Secretary and Vice-Presidents)

### ***Attendance Promotion***

Plan, organise, and implement an attendance scheme that will utilise all available resources to achieve optimum attendance in consultation with InSEA.

***InSEA Logotype***

The InSEA logotype, either alone or used in conjunction with other logotypes, should be used on all publicity materials, congress banners etc. Where it is used in conjunction with other logotypes, the InSEA logotype should be predominant.

***Physical, Social and Travel Arrangements***

Provide robust technology infrastructure, including reliable video conferencing platforms, high-quality audio and video equipment, and a user-friendly event platform to allow for participation and contribution from participants who cannot attend in-person.

Arrange for appropriate meeting room facilities and technical equipment such as free wireless connection to Internet; (digital) audio-visual equipment that may be required for the Congress.

Arrange for the provision of personnel needed for the proper conduct and administration of business sessions and official tours.

Secure proposals for appropriate accommodation for Congress participants including special accommodation for students (such as dormitory or other institutional arrangements that would be at a lower cost than for regular Congress participants).

Arrange for suitable social functions for delegates and guests.

Provide assistance in contracting auxiliary services for delegates (e.g. transportation & communications).

Provide assistance for those requiring additional support / ASN/ SEND.

***D. FINANCING***

All persons attending the 2025 InSEA World Congress shall be required to be members of InSEA.

Ensure reasonable subscription fees.

Ensure that all attendants are InSEA members. Check membership of participants with the InSEA Treasurer. If participants are not yet InSEA members they shall be asked to join InSEA at <http://insea.org/insea/>

Ensure special discounts in the registration fees for students, unemployed and retired people.

Appropriate sponsors may be secured by the Host Organization to shoulder part or all of the Congress expense.

**E. DISCLAIMER CLAUSE**

InSEA will be held free and harmless from any and all claims, damages, cause or causes of action in the event of death or injury to any participant or in any case of damage or loss of their personal effects which may occur during the Congress period.

InSEA will not accept any liability for budget deficits incurred as a consequence of an InSEA Congress. The organizing committee will have discretion as to whom should be granted any resulting revenues.

Signed:

for InSEA	for Organizing Committee	for Organizing Committee
<div></div> <div></div> <div>10/04/2025</div> <div></div> <div>11/04/2025</div>	<div></div> <div></div>	<div>Assoc. Prof. Vojtech Regec, Ph.D. Dean of the Faculty of Education, Palacký University Olomouc</div> <div></div> <div></div> <div>11 5 -05- 2025</div>

<b>Appendix 1: Congress Check-list</b>
Audience is expected to be from all continents
Participants must be InSEA members
The organisers must belong to affiliated organisations
Registration fees for InSEA congress must be at a reasonable price
Congress Programme must be approved by InSEA
Opening and Closing ceremonies will include InSEA Executive Officers
Hold an InSEA General Assembly
Hold an Awards Ceremony (Sir Herbert Read Award; Mahmoud El-Bassiouny Award; Edwin Ziegfeld Award; InSEA Doctoral Research Award in Art Education, Award for Excellence in Praxis in Education through Art )
Provide space for World Council meetings, InSEA Board meetings and Region meetings
Provide a room for InSEA office
InSEA leaflets in participants folders
Free registration for Executive Officers and InSEA World Council Representatives
Free registration for the awarded persons ((Sir Herbert Read Award; Mahmoud El-Bassiouny Award; Edwin Ziegfeld Award; InSEA Doctoral Research Award in Art Education, Award for Excellence in Praxis in Education through Art )
Accommodation for Executive Officers during the congress
E- Proceedings published by InSEA or free access to an E-copy of the Proceedings for InSEA members
Plenary Opening Ceremony must not be concurrent with other events
Plenary Closing Ceremony must not be concurrent with other events
InSEA General Assembly must not be concurrent with other events
InSEA Information desk
InSEA Publications desk