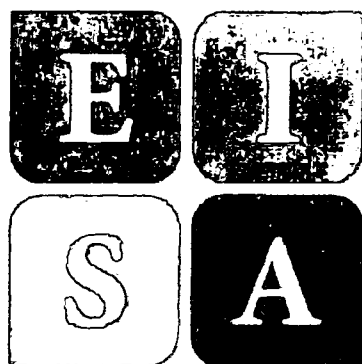


385/VŠ/2017



European
International
Studies
Association

**AGREEMENT BETWEEN THE EUROPEAN INTERNATIONAL STUDIES ASSOCIATION (EISA)
AND THE UNIVERSITY OF ECONOMICS, PRAGUE (VŠE) & INSTITUTE OF INTERNATIONAL
RELATIONS PRAGUE (IIR)
FOR THE 12th PAN-EUROPEAN CONFERENCE ON INTERNATIONAL RELATIONS
12-15 SEPTEMBER 2018**

The European International Studies Association, registered at, Rämistrasse 5 – Postfach, 8024 Zürich, Switzerland and the joint hosting partners:

University of Economics, Prague nám. W. Churchilla 1938/4, 130 67 Praha 3 – Žižkov, VAT number 613 84 399 (VŠE) and the Institute of International Relations Prague, Nerudova 3, 118 50 Prague 1, VAT number 48546054 (IIR) will collaborate in the organisation and hosting of the 12th Pan-European Conference on International Relations (henceforth: conference) - as agreed in the Memorandum of Understanding between the two hosting organisations that is an annex to this agreement - in the VŠE premises on 12-15 September 2018.

The terms of the collaboration between EISA and VŠE and IIR for the organisation of the conference, including the responsibilities of each party, shall conform to the following provisions:

1. GENERAL MATTERS

- The Conference will run from 12-15 September 2018 at VŠE.
- On 11 September 2018, the related Young Researchers' Workshops (YRW), which will be attended by 30-40 people, will take place on the IIR premises or at nearby venues to be arranged by the IIR.
- There will be approximately 1500 participants attending the conference.
- The conference premises will be open each day of the conference from 8am till 8pm.
- Set up times for registration/book exhibition/information desks will begin on the day prior/morning of the event, and will be held in Italská and Rajska buildings.
- Registration will begin on 11 September 2018, 12pm and continue throughout the conference until 15 September 2018, 1pm.
- The book exhibition will begin on 12 September 2018, 12pm and continue throughout the conference until 15 September 2018, 2pm.

2. USE OF PREMISES OF THE VŠE CAMPUS AND THE IIR BUILDING

VŠE shall be responsible to EISA for all matters related to the availability and use of facilities of the VŠE for the conference with the exception of the YRW for which the IIR will be responsible for the availability and use of facilities in its building. The management of the university facilities for the conference will be done by C-IN, 5. Května 65, 140 21 Prague 4, VAT number 48582387, a Professional Conference Organising Service (hereinafter as "PCO"), responsible for the organisation of events in the University's premises, under the supervision of VŠE. The role and responsibilities of PCO, as well as subcontracting conditions for all services required, are established in the Annex to this agreement.

3. INSURANCE/LIABILITY

The VŠE hereby confirms that the facilities of the VŠE where the Conference will take place comply with the EU standards on health and safety and occupational risks, as established in the Czech legislation, and are subject to regularly Fire and First Aid risk assessments within the mentioned legal framework. Any issues that arise from the risk assessments are addressed and/or implemented by VŠE without undue delay, which will be done definitely before the start of the conference.

The IIR hereby confirms that the facilities of the IIR where the YRW will take place comply with the EU standards on health and safety and occupational risks, as established in the Czech legislation, and are subject to regularly Fire and First Aid risk assessments within the mentioned legal framework. Any issues that arise from the risk assessments are addressed and/or implemented by IIR without undue delay, which will be done definitely before the start of the conference.

It is the responsibility of VŠE and IIR to ensure that adequate insurance, public liability indemnities and health and safety/security policies are in place for the duration of the conference, and that any licenses required are obtained in advance.

4. FACILITIES

VŠE shall be responsible for providing the following facilities:

4.1) Offices

- 1 office to be used by EISA personnel for the duration of the event with internet access, a telephone and copying facilities
- 2 meeting rooms for the Governing Board and other meetings as required
- 1 room for conference assistants

4.2) Class rooms

- 40 panel rooms of varying sizes
- Aula-Auditorium (340), 2 additional lecture halls (180-200), 3 lecture halls (140), 1 lecture hall (80) for plenary, semi-plenaries and the Annual General Meeting.

4.3) Registration/book exhibition area

- Signage to the book exhibition to be clearly displayed
- to be in a central location, easily accessible, close to tea and coffee
- to be able to accommodate approximately 5 registration desks, 2 information desks and a maximum of 20 publishers with average area of presentation desks per publisher not exceeding 3x2 meters.
- to provide tables for use for display purposes and chairs for the publishers attending. Any additional items required by the publishers may result in a charge incurred.

4.4) Technical Equipment and Software

- VŠE-IIR shall provide beamer and computer facilities in all panel rooms and plenary rooms. Participants will be encouraged to bring their presentation on a USB stick.
- Wi-Fi will be provided for participants to use during the opening hours of conference facilities.

IIR shall be responsible for providing the following facilities:

4.5) Seminar Rooms

- 3 seminar rooms capable of holding 12-15 people and with A/V facilities for the YRWs. Available 0800h-2000h on 11 September, 2018.

5. STAFFING (VŠE and IIR, together with PCO)

- VŠE and IIR designate the following staff members to be responsible for organising the Conference for their respective organisations:
- Local organisers: [REDACTED] (Department Chair and Associate Professor, Jan Masaryk Centre for International Studies, Faculty of International Relations for VŠE), [REDACTED] (Senior Researcher for IIR, the latter of whom (Tallis) also represents EISA as a board member and designated 'local organiser' of the conference).
 - Internal/external coordinator for accommodation/excursion booking, through PCO and its providers
 - The Organising Committee for the conference shall be comprised of the local organisers and the representative of the PCO. The organising committee will work in collaboration with the Programme Chairs who will be appointed by EISA.

- Approximately 30 student assistants/interns before and during the conference to assist the Organising Committee as they see fit with duties likely to include but not limited to:
 - placing clear signage around the campus to rooms and events, preparing conference wallets and badges, checking panel rooms are all unlocked/AV facilities working, setting up the registration/book exhibition area with sufficient tables and chairs, registration: handing out badges/conference packs etc., information desk (local info, bus routes, maps etc.) and giving out Wi-Fi passwords and to provide a first point of contact at Prague airport. Also to count attendance in each panel and take photos (EISA can provide a basic camera if the local organisers do not have access to a media department or cameras), check catering etc. is ready for receptions and breaks, assist the Organising Committee with any requirements during their meetings.

6. RECEPTIONS/CATERING (VSE and IIR delegated to PCO and its providers)

- The PCO is responsible for organising the social and catering programme. One reception with about 1000 participants attending, ideally on the night of Friday 14 September and the section chairs' dinner (for approx. 125 people) – all details specified in the Memorandum between EISA and the PCO (C-IN). If external premises are to be used, it should either be within walking distance of the conference venue/majority of hotels, or transport to and from the venue should be supplied and the costs for this covered accordingly. These events will ideally be sponsored and should be as cheap as possible, although still maintaining a high standard. The PCO are responsible for organising these events and the rest of the social programme, as well as any related sponsorship, with the details to be agreed with Benjamin Tallis representing EISA and as detailed in Memorandum YYYY that is an annex to this agreement. No responsibility for securing sponsorship rests with either VŠE or IIR.
- Tea and coffee breaks at the conference need to be able to cater for 1000 participants per break. Water should also be made available. A variety of hot and cold lunches at a reasonable price should be available for 1000 participants daily at the venue or in the vicinity.
- Catering for the YRW will be adequate to the scope of the event and EISA YRW workshop budget and will be secured by IIR in coordination with the workshop organisers.

7. ADMINISTRATIVE RESPONSIBILITIES (VŠE and IIR, delegated to PCO and its providers)

7.1) Conference wallets

- PCO and its providers shall produce all local information for the conference website and the conference programme. The local information can be included in the conference website which EISA's main website is linked to.
- PCO and its providers shall fill the conference packs for participants in advance of the conference. This will contain the conference programme and errata sheet (information to be sent from EISA), other inserts from publishers, invites for receptions if applicable and all local information including maps and travel information.

7.2) Local information

- PCO to produce in consultation with VŠE and IIR – to be produced in time for inclusion in the programme/website.

7.3) Local map

- PCO to produce in consultation with VŠE and IIR – to be produced in time for inclusion in the programme/website and to be produced with consideration given to advertising space – all relevant conference information to be provided by EISA in good time for inclusion in the map.

7.4) T-Shirts

- Student assistants will be provided with a t-shirt by EISA to identify them.

7.5) General Administrative Duties

- PCO and its providers shall send to EISA information regarding accommodation, the local area and exact location by no later than 1 October 2017.

- VŠE-IIR, PCO and its providers, should maintain regular contact with EISA concerning all aspects of the Conference coordination as per the Memorandum, which is an annex to this agreement.

7.6) Accommodation

PCO and its providers shall be responsible for the design, maintenance and administration of the accommodation booking form.

8. ADMINISTRATIVE RESPONSIBILITIES (EISA)

8.1) Publicity

- Advertising – EISA shall be responsible for the design of all publicity materials unless otherwise agreed. The EISA shall be responsible for advertising the Conference through the use of fliers, posters, online facilities and their network.

8.2) Online forms

- EISA shall be responsible for the design, maintenance and administration of the website, including the submission forms for sections, panels and papers. EISA will also be responsible for online registration, the academic programme and other information relevant to participants.

8.3) General Administrative Duties

- All financial matters: income and expenditure
- Hiring of and maintaining communication with casual staff
- Online registration and accommodation (if applicable) booking facilities
- Assisting plenary speakers/round table participants and special invited guests with travel and accommodation arrangements
- Maintaining regular contact with VŠE-IIR, PCO and its providers' administrative staff.

9. BUDGETARY ARRANGEMENTS

- The income from registration fees will be used to cover the costs for this event. EISA and PCO will seek to secure funding and sponsorship for other items, including but not limited to conference wallets/badges/lanyards, tea and coffee breaks, receptions etc. An expenditure budget will be prepared by EISA and agreed upon with VŠE-IIR, and all expenditure should remain strictly within budget, which will be approved following the conclusion of this memorandum, no later than 01 December 2017.

10. CANCELLATION POLICY

- If the Conference has not attracted sufficient participants to make the conference economically viable by 1 February 2018 EISA has the right to cancel this event and will pay any expenses incurred by VŠE, IIR, PCO and its providers.
- VŠE and IIR have right to cancel the Conference or YRW. If VŠE or IIR cancel the event after 1 February 2018 due to other reasons than that the Conference has not attracted sufficient participants to make the Conference economically viable then the party which cancelled the event will pay any expenses incurred by the EISA for the organisation of this event. If however a suitable replacement venue can be found, the EISA will have right to request only costs incurred in relation to this change of venue.
- However, if the cancellation is due to an overwhelming natural event, that is uncontrolled and uninfluenced by the power of man and that could not be prevented or avoided by foresight or prudence, the VŠE and IIR would not be expected to pay for any costs incurred.

11. APPLICABLE LAW AND SETTLEMENT OF DISPUTES

- This agreement shall be governed by the national substantive and procedural law of the Czech Republic. Any dispute between the parties resulting from the interpretation or application of this agreement, which cannot be settled amicably, shall be brought before the courts of the Czech Republic.

12. DISCLOSURE

- VŠE, as a compulsory subject, will disclose the text of this agreement, including its attachments and metadata, pursuant to Act No. 340/2015 Coll., On Special Conditions for the Effectiveness of Certain

Contracts, the Disclosure of these Contracts and the Register of Contracts. The parties agree to the disclosure of the agreement in the Register of Contracts under this provision.

Signed.....Date: 1/11/17
For VSE

Signed.....Date: 26/10/17
For IIR

Signed.....Date: 25/10/17.....
For EISA