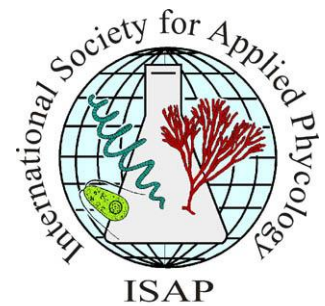


Memorandum of Understanding (MOU) between the International Society of Applied Psychology (ISAP) and the Organizer of the Society Congress



The purpose of these Memorandum of understanding (MoU) is to inform those ISAP members that wish to propose a location and participate in the organization of the event of the criteria on which proposals will be evaluated. Information on the typical schedule of the event are provided in Annex I to this document.

*The bid can be presented in the format that you choose. **The bid should be prepared by the ISAP members in that country** and not by the conference centre of a potential city.*

Proposals submitted to the EC for consideration as a candidate to hold a meeting of the society should include the following.

- A detailed description of the venue in terms of:
 1. Location
 2. Dates (including suggested dates for registration and abstract submission deadlines)
 3. conference and accommodation facilities
 4. travel and transport arrangements including visa requirements (if any)
 5. climate conditions during the proposed dates
 6. potential social and cultural events
- A draft budget including information on funding resources.
 - Tentative estimate of registration fees
 - Estimated cost of accommodation and meals
 - any other cost the participants may have
- Names of local organizing committee members
- Letters of supports from heads of the organization / institution in the hosting country detailing the in-house support they are willing to provide as support to the LOC.
- Estimated numbers of local participants (full and students)
- Available support for young researchers

Overview

The ISAP congress is the triennial meeting of the International Society for Applied Psychology. The ISAP congress usually consists of a 5-day scientific conference with morning plenary sessions, followed by parallel sessions in parallel session rooms. A large poster area is also required. A trade exhibition must also be organised.

In the last edition, B2B meetings were organized to provide a space for the dialogue between science and industry. The furthers congress should also propose industry-academic events: B2B meetings / round table / forum / workshops, ...

A tour of facilities/laboratories/industries is usually organized. Conferences must stick to applied aspect of the field and oriented equally both to academics and industry related topics.

Location

Please describe the benefits for ISAP to organize ISAP congress in your location.

- What Micro/Macroalgae activity and/or relationship with local stakeholders (industry, research) do you have at present and what is the scope for the development of the algae sector?
- **What are the main reasons why ISAP should organize ISAP congress in your location?**
- What precise location do you propose?
 - How easy is access for international delegates?
 - If several locations are proposed, please give general comparative ideas (SWOT – Strengths, Weaknesses, Opportunities and Threats - Analysis) including costs.
 - How far is the congress centre from the city, from hotel accommodation?
 - What public transport links are available to the conference facilities from main accommodation area?
 - What research lab/industry tours are available? Give ideas about distances and times.
 - Please describe the other principal attractions of your location.
- **Please provide a breakdown of costs of the congress centre**

Local partners

The Local Organizing Committee (usually no more than 5-7 persons) is made of representatives of various sectors of the algae industry and research institutions. One person of the LOC will be in contact with (and a member of) the Executive Committee and will be the liaison point between the two committees.

An International Advisory Committee for the meeting (IAC) will be chaired by the president of the ISAP and co-chaired by the head of the local organizing committee. It will include all EC members. The LOC and the president of the society may jointly nominate up to six additional members to the IAC.

Principal tasks of the LOC:

1. The local organizer takes full responsibility for the funding and budget of the meeting. The ISAP will not be held responsible for any financial shortfalls. The LOC takes the responsibility of finding sponsors, supports and exhibitors.
2. The LOC will manage all the organisation of the congress
 - Organisation of the scientific program
 - ✓ The IAC will approve the invited / keynote speakers and the structure of the scientific program.
 - ✓ The program shall include plenary conferences with keynote speakers from both microalgae and macroalgae fields and display gender parity.
 - ✓ It is advised to propose a minimum of 150 orals and 150 posters
 - Organisation of academics – industrial events

- Organisation of the exhibition area
- Organisation of industrial & research facilities visits (usually scheduled on the middle of the congress)
- Organisation of the students' activities (workshops, young researchers awards for best orals and posters, contests, students receptions, ...)
- Organisation of the social activities (welcome reception, opening ceremony, gala dinner, touristic tours, etc.)
- Organisation and development of the social activities

3. Local promotion

- The LOC it is fully responsible for the promotion of the conference and the exhibition by informing and inviting the members of all local societies. Add special invitation in newsletters and magazines.
- Local press strategy during the ISAP congress – organization of a press conference, articles, etc.

Please suggest names, profiles and contact details of your proposed members of the IAC and/or LOC.

Financial support

Securing financial support to ISAP events is crucial and can be comprised of National or Regional Government support and commercial sponsorship. Combined financial support should be around 50.000 euros.

- Please describe how Government will support the ISAP congress in your country:
- What industry sponsorship can you obtain?

ISAP membership

ISAP uses the ISAP congress to recruit new members. The ISAP members will have a reduced registration fee to the Congress.

The registration fees for all the non- members of the ISAP will include the triennial membership fees to the society. The LOC will take responsibility for the charges and transfer of these funds to the ISAP treasurer

Annex I. Typical event schedule

ISAP meetings usually consist of a 5-day scientific conference with morning plenary sessions, followed by 2 to 4 parallel sessions, one of which may continue in the plenary room. A large poster area is also required. A trade exhibition is also organized.

Suggestions of typical event schedule (mandatory if typo in bold):

Day 0 Arrival and registration

- mounting/installation of trade exhibition stands and conference rooms and welcome desk
- mounting of poster boards
- checking of rooms
- slide preparation room functioning
- registration for conference and setting up of posters by authors 17.00-18.00
- **get-together/ welcome reception 18.00-21.00**

Day 1

- Opening ceremony
- Conferences
- Poster session
- **Social activity (gala dinner or student happy hour, ...)**

Day 2

- Conferences
- Special events (academic – industry events, students' workshops, ...)
- Poster session
- **General Assembly of the society (open to all the participants and from 18:00 onwards)**

Day 3

- **Industry – research facilities visits (afternoon or all day depending on LOC proposals)**
- **Special events (academic – industry events, students' workshops, ...) if morning available**
- Touristic tours

Day 4

- Conferences
- **Special events (academic – industry events, students' workshops, ...)**
- Poster session
- **Social activity (gala dinner or student happy hour, ...)**

Day 5

- Conferences
- **Conclusion and awards**

The IAC will approve the invited / keynote speakers and the structure of the general and scientific program. The program should include a general meeting of the society the first day as well as allow time and provide the facility for at least one meeting of the EC. During the gala dinner, the president of the Society will give the special awards. Posters sessions should be scheduled after/during the coffee break of the afternoon and be followed by parallel sessions. Generally, two coffee breaks are provided per day, as well as lunch must be provided. Normal attendance is based around 350-500 conference delegates.

Annexe 2.

Summarize of Memorandum of Understanding (MOU) between the International Society of Applied Phycology (ISAP) and the Organizer of the Society Congress

2. The MOU intends to set the relations between the Local Organizing Committee (LOC) of the meeting and the Executive Council (EC) of the ISAP as represented by its president or an alternate representative nominated by the EC to act as the contact person.
- 3.
4. The name of the meeting will be "The (no.) Conference of the International Society for Applied Phycology "Sub title" may follow.
5. The local organizer takes full responsibility for the funding and budget of the meeting. The ISAP will not be held responsible for any financial shortfalls.
6. The local organizers shall communicate on a regular basis with the ISAP president and the EC
7. The ISAP members will have a reduced registration fee to the Congress.
8. The registration fees for non- members of the ISAP will include the triennial membership fees to the society and will applied for three-year membership in the ISAP. The LOC will take responsibility for the charges and transfer of these funds to the ISAP treasurer.
9. An International Advisory Committee for the meeting (IAC) will be chaired by the president of the ISAP and co-chaired by the head of the local organizing committee. It will include all EC members. The LOC and the president of the society may jointly nominate up to six additional members to the IAC.
10. The IAC will approve the invited / keynote speakers and the structure of the scientific program.
11. The EC members will be expected to take an active part in the organization of the conference.
12. It is the responsibility of the LOC to provide the president of the ISAP and the secretary (or their deputies) full travel and accommodation expenses. The president or secretary may also require funds for full travel and accommodation expenses in order to join in a pre-conference visit to the conference venue and to meet with the LOC.
13. The program should include a general meeting of the society the second day of the congress as well as allow time and provide the facility for at least one meeting of the EC.

On behalf of the ISAP

On behalf of the LOC

Name _____

Name _____

Signature _____

Signature _____

Date _____
