

## **AGREEMENT**

between

INTERNATIONAL COMMITTEE FOR ANIMAL RECORDING  
hereafter called "ICAR"

and

.....,  
hereafter called the "Organiser"

concerning the organization and distribution of expenses between the parties related to the  
Symposium/Session/Meeting/Workshop (Event) on .....

### **Preamble**

Responsibility for the payment of charges in connection with this Event shall be apportioned in accordance with the present agreement.

Payment for items not mentioned in the agreement shall be determined by written agreement.

### **1. Date and Location**

The event will be held in (place) from - to (dates)

### **2. Organising Committee and Programme Committee**

a) The Organising Committee has the responsibility for meeting space, arranging accommodation for participants, social events for participants and other local details and for communicating these arrangements to the participants.

b) The Programme Committee comprising (list of names) has the responsibility of determining the programme and organisational requirements and presenting these to the Organising Committee.

Both Committees will operate in accordance with this agreement and will keep ICAR informed of all important decisions.

### **3. Programme and Speakers**

The Programme is the responsibility of the Programme Committee, which shall determine the programme and identify speakers, session chairs or moderators. The Programme Committee will make the first contact with the speakers and official confirmation will be made by the Organising Committee. Speakers should also be advised on the importance of using computer presentations.

The first version of the programme determining the number of sessions, session chairs and speakers required must be available by (date) to enable the Organising Committee to establish the budget for the Event.

### **4. Meeting room, equipment and services**

The Organiser shall ensure that adequate meeting facilities, projection equipment, including an LCD projector and services are provided for the event.

## **5. Announcements and final programme**

The texts of the first and second announcements and final programme will be drawn up by the Programme Committee. ICAR and the Organising Committee shall have the opportunity to see all draft texts prior to printing. In all publicity and documentation related to the Event, the Institutions involved in the organisation will appear at the same level.

The Organiser will print the announcements, the cost to be borne by the budget. Announcements will be produced in English.

ICAR and the Organiser will distribute the announcements to ICAR Member Organisations and a selection of addresses from ICAR data base, as well as their own lists of potential participants. ICAR will also require a number of announcements for distribution to inquirers, the Organiser will be advised of the number required.

The Event will be described on the ICAR Web site. ICAR and the Organiser will add links to this Web page on their respective Web sites.

Speakers, in particular, and all participants shall be advised of the facilities available and provided with guidance for their use.

The documentation to be provided for the participants will be prepared by the Organiser from the budget. It will include the complete final programme for the Event and the Technical Visit, summaries of all the presented papers and posters and the list of participants. An appropriate satchel will be provided.

ICAR will provide support to publicise the Event on the Home Page and via its Newsletter.

## **6. Proceedings**

The proceedings of the event are to be published by the Organisers and all authors must be requested to hand in a full version of their paper, including figures and tables on paper and in computer readable form, upon a date to be agreed by the Organising Committee.

The logo of ICAR and the Organiser will be printed in a prominent position on the cover and spine and on the title page of the volume.

The Organiser will be responsible for collecting all manuscripts and disks by the end of the Event.

All the participants in the Event will receive a copy of the Proceedings. The Organiser and ICAR will also receive a limited number of copies (5 copies each) for exclusive internal use.

A payment of (indicate the amount) Euro per participant paying the registration fee will be set aside by the Organisers from the registration fees for the publication of the Proceedings.

Upon the request of the Organisers, the preparation of the Proceedings (language editing and lay-out) can be done by ICAR for an amount to be agreed.

## **7. Registration fee**

a) Admittance to the Event will be subject to payment of the registration. Admission badges will be made available only to registrants having paid the registration fee or exempt. The badges will be prepared by the Organiser.

b) Exemption from registration fee: only the staff of ICAR Secretariat present at the Event shall be exempt from paying the fee.

## **8. Registration**

Registrations shall be handled by Organiser.

The registration fees shall be collected by the Organiser.

Copies of the list of registrants (with full names and addresses, including e-mail addresses) shall be made available by the Organiser, on paper and on disk, to ICAR after the Event.

**9. Social Programme, Technical visits and Refreshments**

The social programme (for example, reception and/or dinner) and tea and coffee breaks will be organised by the Organiser. If technical visits are envisaged they shall be the responsibility of the Organiser and any expenses covered by the budget.

**10. Interpretation**

In the case of simultaneous interpretation for the Event the Organiser shall be responsible for the organisation of this service and the cost covered by the budget. The official languages for ICAR are English, French and German.

**11. Financial arrangements and budget**

The Organiser will bear full financial responsibility for the Event and shall elaborate the budget.

The Organiser will provide a copy of the budget status at regular intervals to ICAR and consult ICAR on the amount of the registration fee to be charged before it is publicly announced.

**12. Bearing of costs**

As a general rule, all costs should be paid from the budget for the Event provided by the registration fees, unless sponsored or otherwise agreed in writing:

- meeting rooms;
- printing and mailing announcements and final programme;
- supply of the proceedings to participants (printing & dispatch at cost price) are to be reimbursed to ICAR or the Organiser;
- lunches, minerals, water etc., coffee and tea;
- social programme and technical visits; and
- simultaneous interpretation.

Any sponsorship obtained shall be communicated to all parties as soon as possible.

**13. Other meeting(s)/seminar(s)/workshop(s)**

In the eventuality of meetings other than the Event, to be organised in association with the Event, the Organiser will organise the meeting facilities on the request of ICAR.

All arrangements, such as agendas, convening the meeting(s) etc. shall be handled by ICAR at no cost to the Organiser.

**14. Insurance**

The Organiser shall provide ICAR with assurance that they and/or parties they have contracted with, have adequate insurance coverage for all eventualities associated with the event, excluding sickness, accidents outside the event premises, theft or loss suffered by participants, who should cover themselves, as will be stated in the announcements and information provided for the event.

**15. Cancellation**

Cancellation of the Event, for reasons to be approved by the Organiser and ICAR, must be decided and announced at the latest one month before the intended date of the Event. ICAR shall be responsible for announcing the cancellation.

for the Organiser

for ICAR

Place and date