CONTRACT FOR THE GEOSPATIAL WEEK #INSERT YEAR# OF THE

INTERNATIONAL SOCIETY FOR PHOTOGRAMMETRY AND REMOTE SENSING

IN #CITY#, #COUNTRY# ON #DAYS# #MONTH# #YEAR#

(Version 2018-04-12)

Between the International Society for Photogrammetry and Remote Sensing Inc., a non-stock, not for profit corporation registered in the State of Maryland, USA (hereafter referred to as ISPRS), represented by its President #NAME OF PRESIDENT# and #HOST# represented by Geospatial Week Director #NAME OF DIRECTOR# (hereafter both parties to be jointly referred to as The Host).

1. **Purpose of Contract**
2. The ISPRS hereby charges The Host with, and The Host hereby accepts responsibility for, the preparation and execution of the ISPRS Geospatial Week #YEAR# (herein referred to as Geospatial Week), which shall take place in #CITY#, #COUNTRY#. The Geospatial Week shall include a series of appropriate technical workshops, tutorials and seminars, a commercial exhibition, social events, technical tours, as well as ISPRS Council and committee meetings.
3. The Geospatial Week may also include Associated Events, the nature and payment of which shall be agreed by The Host and the ISPRS Council on a case-by-case basis in view of their eventual incorporation into the Geospatial Week.
4. **Equipment, Facilities and Services**

The Host shall provide to ISPRS the equipment, facilities and services referred to in Appendix A of this Contract, which forms part of this Contract.

1. **Material to be published**

Appendix B, which forms part of this Contract, contains the detailed information related to the material that shall be published by The Host, as well as the terms and conditions that such publishing shall comply with.

1. **Finance**

The Host shall have complete financial responsibility for all aspects of the Geospatial Week organization. ISPRS will not provide any funds for this purpose. However, loan funding will be available upon request from ISPRS to assist with initial startup costs. The terms of this non-interest loan are to be appended and form part of this Contract. The amount available shall not exceed 20,000 SFr and shall be paid back in full to ISPRS no later than three months prior to the Geospatial Week.

The Host shall be required to attract funds from sponsoring organizations to support the attendance at the Geospatial Week of a maximum of #NUMBER# participants from developing counties in the total value of #VALUE# SFr.

The Host shall provide funds for the Young Author Awards presented at the Geospatial Week.

The following registration fees shall apply to the Geospatial Week:

#INSERT TABLE SHOWING RATES, INC. STANDARD, STUDENT/SENIOR, ACCOMPANYING PERSONS AND DAY REGISTRATION BY DIFFERENT DATES.

Note that fees for students should be set at a level which will enable a good attendance by students and should be no more than 50% in general of the early registration fee#

Registration fee for standard, student/senior and day registration includes: Entry to all sessions; Attendance at Welcome Reception; Attendance at Exhibitors Reception; Copy of Final Programme; Entry to the Exhibition; Morning and Afternoon Tea/Coffee.

Registration fee for accompanying persons includes: Entry to Opening and Closing Session; Attendance at Welcome Reception; Attendance at Exhibitors Reception; Morning and Afternoon Tea/Coffee.

Participants registering as students must be enrolled in a full-time programme in a field related to the interests of ISPRS; upon registration, they must provide evidence of their status. As of starting date of the Congress seniors must be age 65 or older and provide evidence of their status.

Honorary, Council Members of ISPRS and the Chair of the International Science Committee shall receive free registration.

All of the above listed persons collectively are referred to hereinafter as participants.

For administrative guidance and services, ISPRS shall receive a payment equivalent to 10 % of all paid registration fees at the Geospatial Week and 2% of the gross income from the commercial exhibition no later than six months from the end of the Geospatial Week, by transfer to the ISPRS bank account.

The Host shall provide a payment equivalent to 1 % of all paid registration fees at the Geospatial Week to The ISPRS Foundation, Inc. (TIF) no later than six months from the end of the Congress, by transfer to the TIF bank account.

VAT will be charged in accordance with current regulations at the time of due payment.

Each party is responsible for bank charges within their own countries.

Any extra costs for the items requested by the ISPRS but not listed herein shall be paid by the ISPRS. Other items not requested by the ISPRS shall not be charged to the ISPRS.

1. **Social Events**

Receptions, technical tours and a social programme shall be arranged by The Host. As a minimum, The Host shall provide complimentary access to a Welcome Reception and Exhibitors Reception for all participants accompanying persons. Other social events may be offered as complimentary or at a reasonable fee. It is recommended that the fee for exhibition space include an allocation to support the Exhibitors Reception.

1. **Exhibition**

The Host shall organize a commercial exhibition in conjunction with the Geospatial Week, which should be open free-of-charge to all participants. Exhibitors who are Sustaining Members of the ISPRS shall receive a discount of 10 % on the rental of space in the exhibition. ISPRS Ordinary Members shall be offered exhibition space at a discount of 50 % for presenting national activities. An entry fee may be charged to non-Geospatial Week participants who wish to access the exhibition.

The Host will offer an exhibition booth, free of charge, to the publishers of the ISPRS Journals, the ISPRS Book Series and ISPRS Student Consortium.

1. **Visas**

Upon request The Host shall send a letter of invitation (without promise of financial support) to potential Geospatial Week participants. The Host shall take all measures required with its government officials to assure that all potential participants will be issued appropriate visas and unimpeded entry and exit, subject to local law. However, in case the government rejects the issue of any visa or refuses the entry or exit of any possible participant, The Host is not responsible.

1. **Insurance**

The Host shall provide adequate third party liability and casualty insurance coverage, subject to local law, for the duration of the Geospatial Week for all participants. Such insurance shall not cover medical assistance of any participant, unless the medical assistance is required on the grounds of liability of The Host.

1. **Security Measures**

The Host will provide, through the official and regular channels of The Host country, all convenient and necessary security measures directed to the protection of participants and accompanying persons, working equipment and belongings, according to general standards, at the Geospatial Week venue.

1. **Compensation for Damages**

The Host shall hold free ISPRS from liability for any damages resulting, from any claims or judgments in favor of third parties, governmental or other entities, for any acts or omissions to act occurring during the Geospatial Week and its related events. For this purpose, The Host is required to present to the ISPRS, prior to the Geospatial Week, proof of insurance in the form of an Insurance Policy in the English language (or a certified translation thereof).

1. **Applicable Law**

This agreement and its construction, validity and effect is entered into in the State of Maryland, USA and is subject to the laws thereof with the exception of its conflict of laws provisions.

1. **Arbitration**

Any unresolved dispute arising between the Parties to the present Contract shall be submitted, at the request of either Party, to arbitration for final resolution in accordance with the American Arbitration Association Rules of Conciliation and Arbitration. The tribunal appointed under the said Rules of Conciliation and Arbitration shall sit in USA and, unless otherwise specified in the Rules, shall apply the law of the State of Maryland, USA, applicable to arbitration proceedings and the execution of arbitration awards.

All costs of arbitration shall be borne equally by the Parties.

Any arbitration award shall be conclusive and binding on all parties and shall be enrolled as a final judgment against the non-prevailing party in a court of competent jurisdiction.

1. **Revision**

The terms of the present Contract (each and every paragraph) may be amended upon written agreement of the Parties to changes proposed by either Party in writing.

1. **Duration**
2. The present Contract shall remain in force up to the time all obligations under the Contract are fulfilled. Each Party, however, reserves the right to denounce the present Contract in case of the other Party’s failure to fulfill or to fulfill adequately an obligation hereunder, upon service of a written notification to this effect not less than 30 days before the date upon which denunciation is intended to take effect.
3. Notwithstanding the terms of the sub-paragraph a) of the present paragraph, the ISPRS and The Host shall be entitled to terminate the present Contract forthwith in the case of natural hazard, civil unrest (whether the acts causing the unrest are lawful or unlawful), uprising, acts of terrorism, national or international emergency or conflict, labor unrest, the emergence of a risk to public health or safety, or similar events. The existence of any of the said or similar events in so far as they present an obstacle to the holding of the Geospatial Week shall be determined in agreement between the parties, whereupon the Geospatial Week, at the option of the ISPRS, shall be organized in the territory of the State of another host organization in accordance with the rules and procedures of the ISPRS. Where termination occurs as a result of such a decision, the parties agree that in no case shall they claim from the other party, indemnities for any of the costs or other responsibilities that arise directly or indirectly from such termination. The Host shall take every reasonable measure to assist the ISPRS in organizing the Geospatial Week at an alternative site.

In witness whereof, the Parties to this Contract confirm their agreement to the terms therein, signed in two originals, one for each Party concerned.

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**APPENDIX A**

**Equipment, Facilities and Services**

* + A prestigious venue for the Opening Ceremony, for approximately 500 people, equipped for electronic projection and audio-visual equipment.
	+ At least three meeting rooms for technical sessions with a school-room-setup capacity of approximately 100 persons in each room, equipped for electronic projection and audio-visual equipment.
	+ Ample poster space to allow for 50 poster presentations per session.
	+ A hall to accommodate a commercial exhibition of about 1000 m2 in the same building or in buildings contiguous to the meeting rooms.
	+ Free of charge adequate internet access in all rooms and in all areas throughout the Geospatial Week venue.
	+ Registration and information desk.
	+ Banking facilities providing international currency exchange, on-site or within a five minutes’ walk from the Geospatial Week center.
	+ A rendezvous point.
	+ Signs for each session room listing in detail the sessions and presenting authors, and signs, with individual names for the Opening Ceremony, Workshop and Poster Session rooms, Local Organizing Committee Office.

**Staff**

The Host shall provide:

* + A designated individual to serve as Geospatial Week Director, who will have final responsibility for all aspects of the Geospatial Week operation. The Geospatial Week Director will establish a Geospatial Week Committee which will organize the technical programme in coordination with the International Science Committee and the Workshop organisers, all financial aspects, the secretarial work, the commercial exhibition, the technical tours, the social events and attend to special tasks such as press relations, travel bureau relations, etc.
	+ Adequate English speaking staff to ensure the smooth operation of the registration and information desks on a daily basis throughout the Geospatial Week.
	+ Staff to ensure the smooth operations of audio-visual equipment at all sessions.
	+ At least one English speaking person from The Host with the following responsibilities:
		- To set up an information booth capable of answering questions concerning the arrangements of the Geospatial Week, facilities, locations of sessions, committees and other activities;
		- To post the morning and afternoon schedule outside all rooms where the sessions are taking place;
		- To prepare and post a clear map and directory explaining the locations of the sessions, committees rooms, and administrative offices.

**Hotel and Travel**

The Host is required to make appropriate arrangements for suitable sufficient hotel accommodation for participants within walking distance of the Geospatial Week Centre in various categories and at reasonable commercial rates. Should sufficient hotel accommodation within walking distance not to be available, then The Host will provide either complimentary or significantly reduced public transport coupons, or a shuttle bus service free-of-charge to registered participants for all transfers to Geospatial Week activities. This service shall be in operation throughout the duration of the Geospatial Week.

The Host shall provide free of charge to ISPRS:

* + Accommodation, meals and entry to all social activities for the ISPRS Council, the Chair of the International Science Committee and one secretary assisting Council during the Geospatial Week.

**APPENDIX B**

 **Publication of Material**

* + Announcement and Call for Papers: Electronic version and sufficient hardcopies to be prepared to include all information concerning typical workshops in the technical programme, submission of abstracts and full papers, the Geospatial Week venue, hotels, registration, etc. The announcement and Call for Papers shall be distributed to the whole ISPRS mailing list and to interested parties approximately 1 year prior to the Geospatial Week.
	+ In addition to distribution of the Announcement, an Internet site shall be established for the Geospatial Week to include all Announcement information plus links to the ISPRS Home Page and other relevant sites. The Geospatial Week site shall be continually maintained with current information of value to potential participants and to authors.
	+ Final Programme: (approximately printed 500 copies), including the full technical session schedule, which shall be distributed to the participants upon arrival at the Geospatial Week.
	+ A printed programme of the opening session to be distributed to all participants of the opening session.
	+ The Geospatial Week proceedings (Archives and Annals volumes) of all accepted and available papers in electronic form and in hardcopy form (the latter if deemed necessary by Council) shall be available at the beginning of the Geospatial Week. If available, the hardcopy version is subject to a separate fee.

The proceedings shall be published in the prescribed format (see "Orange Book") as volumes of *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* for papers based on abstract review and of the *ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences* for papers accepted based on full-paper double-blind review.

ISPRS Council has signed a contract with Copernicus Gesellschaft mbH which covers the publication of camera-ready pdf-files according to the ISPRS Guidelines for Authors. This contract is binding for the Geospatial Week to ensure consistent publication of all ISPRS proceedings. Details are given in the Orange Book.

* + The Geospatial Week Organizer shall use appropriate digital media (such as an app, etc.) in order to facilitate a seamless Geospatial Week run and enable the participants to receive latest information regarding the Geospatial Week.
	+ List of Participants: shall be furnished to all Geospatial Week participants during the Geospatial Week and a complete final list of participants to be furnished to the ISPRS Council on the last day of the Geospatial Week.

All material to be distributed publicly or to authors shall be subject to final review by Council.