

Hosting Agreement of Africa ELTA International Conference

Lead People / Planning Team:

- Africa ELTA: Selected members of the AE board or active members
- HOST committee members: Selected by the host

● HOST and Africa ELTA will jointly:

- 1) Determine venue, schedule, dates, keynote speakers, exhibitors, and donors.
- 2) Agree on the conference theme and subthemes.
- 3) Develop the conference budget.
- 4) Identify potential exhibitors and sponsors.
- 5) Jointly constitute the proposal review team, agree on the proposal review process; the number and nature by considering agreed criteria that benefit African presenters.
- 6) Coordinate on the wording of the conference signage, registration document, publicity materials; websites, web banner, backdrop, email invitations, pop ups, pull ups, banners, indoor signage, and other key messages.
- 7) Agree on the design of conference graphics, certificates and programme booklet.
- 8) Ensure that all materials have the relevant logos of partners and sponsors. Provide high-resolution files of event brochures for local printing.
- 9) Agree on a registration fee that is affordable and will help offset some of the costs (Fees would be decided based on international and local participation – host affiliate to determine the fee structure for local participants). International participants will pay \$150 and \$100 for African delegates (to be discussed and finalized with the host). Concessions would be made for non-funded African delegates. However, this will be determined on a case by case basis, such as affiliate membership etc.
- 10) Manage online registration by linking a payment platform to AE website.
- 11) Work together on finalizing the conference program schedule.
- 12) (suggested) Host one welcome dinner for the keynote speakers and key planning personnel the evening of Day I of the conference.
- 13) Manage onsite registration.
- 14) Develop the post conference evaluation form.
- 15) Sponsorship secured by either party would be quantified in monetary terms and counted as a financial contribution from that entity. If Africa ELTA secures a venue that costs \$1,000, it can claim to put down the said amount. If the host affiliate secures sponsorship to print the programme costing \$500, it can claim to put in that amount towards the conference.

- 16) Any seed money put forward by both AE and the host affiliate will be counted as expense and refunded before any profit is declared.
- 17) Unspent cash donations and conference registration fee will be shared equally at 50/50.

Host affiliate will:

- 1) Appoint a conference co-chair and constitute the local organising committee.
- 2) Secure the appropriate hall for the opening ceremony, rooms and audio/visual equipment for concurrent sessions.
- 3) Print program, signage, badges, banner, pop up, pull up, session materials, and attendee certificates if applicable.
- 4) Provide volunteers to assist with registration, hospitality, and room management (volunteer compensation is a free registration to the conference or terms decided by the host affiliate)
- 5) Support local and international sponsorship benefits at the live event such as exhibit tables, complimentary registrations, etc.
- 6) Communicate with international participants on questions related to local context.
- 7) Provide invitation letters for event speakers and Africa ELTA representatives for their visas, if necessary
- 8) Negotiate discounted hotel rates for delegates, if possible.
- 9) Suggest cultural trips for foreign guests who are willing to pay for such trips.
- 10) Arrange for food and drink vendors to be on site or nearby.
- 11) Provide a conference report in collaboration with Africa ELTA within a reasonable period (2 to 3 weeks).

Africa ELTA will:

- 1) Promote the conference and Africa ELTA to members and local Affiliates via Africa ELTA website, Africa ELTA social media, and other direct e-mails to Africa ELTA affiliate members and other global professional bodies.
- 2) Appoint a fixed-term review team that will support the host affiliate as part of the supporting programme.
- 3) Have a member that will embed and coordinate with the host affiliate on all issues relating to the conference.
- 4) AE treasure will liaise with the local host on financial matters.
- 5) AE will appoint a conference co-chair from its Board.



Approved and signed by:

Africa ELTA	Host Affiliate
Name	Name
Title	Title
Address	Address
Address	Address
Address	Address
E-mail:	E-mail:
Telephone:	Telephone:
Signature: _____	Signature: _____
Date: _____	Date: _____

Benchmarks in planning (These are old dates to be discussed with the accepted affiliate for modifications):

- July: Memorandum of understanding (.....)
- July: Final Budget and Marketing Plan
- August: Event information on Africa ELTA's website
- August: Finalize featured speakers
- October: Big marketing push
- February: Program book and signage
- April: Shipment, if necessary
- May: Conference starts

AE may withdraw the right of Affiliates to host the conference if:

- the affiliate proves incapable of organizing an event that meets international standard.
- there is war in the country of Affiliate
- Severe epidemic, natural disaster such as earthquake, flood
- And any other compelling reasons



AE should be given a reasonable notice period to approach another affiliate.