

Memorandum of Understanding (MOU)
between
The African Studies Association of Africa
(hereafter referred to as ASAA)
ASAA Secretariat, situated at, The Institute of African Studies, University of Ghana
and
ASAA 2019 conference host
(hereafter referred to as conference host)

Herein enter into a Memorandum of Understanding in respect of:

1. Project

2019 ASAA Biennial Conference in, to be held from October To, 2019

2. Purpose

The host institution will provide hosting assistance and services to ASAA toward organizing its 2019 biennial conference.

3. Terms of Reference

The conference host agrees to offer the services and assistance listed in this document.

4. Host Institution Responsibilities/Services

Pursuant to (item 3) above, the host institution, agrees to provide the following services:

1. Establish a local conference committee
2. Supervise the LOC to undertake the following:
 - (a). Prepare and, in conjunction with ASAA, circulate all conference promotions to the local and international media, and via diverse media outlets such as Facebook, Twitter, YouTube, Instagram, etc.
 - (b). In conjunction with ASAA circulate the call for papers to the local and international media, and via diverse media outlets such as Facebook, Twitter, YouTube, Instagram, etc.
 - (c). In collaboration with ASAA prepare the conference program including the conference opening and closing sessions, and opening reception and closing banquet
 - (d). Submit a conference budget
 - (e). In collaboration with ASAA agree on keynote and panel speakers
 - (f). Fundraising to fund the conference
 - (g). Assist with conference registration in collaboration with ASAA
 - (h). Organize participation of the host country's representatives to provide local welcome addresses, e.g., President of host country and head of host institution
 - (i). Ensure availability of constant power and internet service throughout the conference
 - (j). Propose a menu and cultural program and plans for meals and cultural events
 - (k). Identify a tourist agency to provide cultural tours
 - (l). In collaboration with ASAA assist with the distribution and analysis of conference Evaluation

6. ASAA Responsibilities and Obligations

- 1. Provide guidance to the host institution for the oversight of the conference and all conference activities
- 2. Approve conference budget
- 3. Prepare the final call for conference papers
- 4. Help in fundraising efforts
- 5. Help in securing international conference sponsors
- 6. Approve the final selection of keynote speakers
- 7. Collect ASAA membership dues at conference site
- 8. Publish conference proceedings
- 9. Organize the ASAA business meeting

7. The ASAA and the host institution will share any surplus of funds over expenses of the conference in the proportion of 60:40. This will not include ASAA membership dues received.

8. Governing Law

The laws of the host institution’s country shall govern all disputes arising in connection with this agreement.

Should any dispute arise as to this agreement, both parties agree to binding arbitration in order to resolve them.

9. Modifications, Alteration, or Amendment

No modification, alternation, or amendment of this contract shall be valid or binding unless it is in writing and signed by ASAA and the representative of the host institution.

10. Responsible Party

The parties acknowledge and agree that ASAA and the host institution shall be the responsible parties for purposes of this contract.

AGREED TO AND ACCEPTED

Signature:

Signature:

ASAA Representative
Date _____

Host institution representative
Date _____