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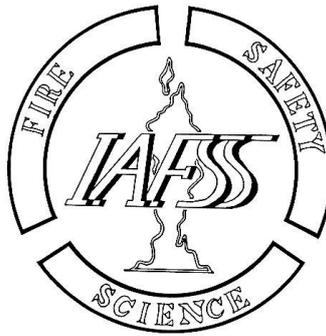
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Email: secretariat@iafss.orgoffice@iafss.orgIAFSS is a Registered Charity in England and Wales
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IAFSS AND IAFSS SYMPOSIUM LOCAL HOST ENTITY – MEMORANDUM OF AGREEMENT

I BACKGROUND

I.1 The International Symposium on Fire Safety Science, associated Workshops and meetings (collectively Symposium events) are held nominally once every three years. The location of the Symposium events rotates between the three IAFSS regions: the Americas; Asia-Oceania; and Europe, North Africa and the Middle East.

I.2 While the Symposium events are IAFSS activities, they are not managed or delivered by IAFSS directly. Rather, IAFSS engages an entity (university, research laboratory, collective of organizations) that is located in the region where the Symposium is held to manage and deliver the Symposium events (local host entity).

I.3 The Symposium events are organized by the IAFSS Symposium Planning Committee (SPC). The SPC is comprised of numerous subcommittees, including the: Local Organising Committee (LOC), Program Scientific Committee (PSC), Program Communication Committee (PCC), Program Proceedings Committee (PPC), Poster Committee (PC), Images Committee (IC), Workshop Committee (WC), Diversity, Equity and Inclusivity Committee (DEIC), Early Career Committee (ECC), and Awards Committee (AC). The SPC and subcommittees are each encouraged to be chaired by one co-chair from each IAFSS region. The SPC co-chairs have overall responsibility for organization of the Symposium. The subcommittee co-chairs report to the SPC co-chairs. The terms of reference for committee chairs are defined in the *IAFSS Terms of Reference for Officers, Committee and Working Group Members*.

I.4 The Local Organizing Committee (LOC), which includes representation from the local host entity, is responsible for organizing facilities, identifying hotels and other suitable accommodations, developing and maintaining the Symposium events website, and for delivering (managing) the symposium, including registrations, sponsorships, information technology (IT) services, and so forth. Expectations of the LOC are defined in the *IAFSS Terms of Reference for Officers, Committee and Working Group Members*. These requirements are reproduced in Section II below.

I.5 The local host entity is selected by the IAFSS Membership Advisory Council (MAC) and IAFSS Trustees (Trustees) based on reviews of responses to the *IAFSS Call for Bids to Organize and Host the Symposium*. An exemplar Call for Bids document, for 17th IAFSS Symposium (2032), is provided in Annex A.

I.6 The purpose of this agreement is to define expectations and responsibilities of IAFSS and of the LOC and the _____ (name of entity hosting the Symposium events that is entering into this agreement), host entity for the ___ International Symposium on Fire Safety Science (IAFSS 20___), to be held in _____ (city, country), in ____ (year).

II ORGANIZATION

II.1 The LOC, in conjunction with the local host entity, is responsible for managing and delivering the Symposium events, including all financial arrangements. Responsibilities of the LOC and local host entity include:

- (a) Coordinate with SPC Chairs and MAC to decide on the format of the Symposium events: in-person, virtual or hybrid.
- (b) Make provisions for possible change in the format of the Symposium events as may be required due to external constraints.
- (c) In case of an in-person or hybrid meeting,
 - secure venue with adequate and appropriate meeting spaces, audio/visual (A/V) technologies and support, internet connections, and food and beverage, and,
 - identify / coordinate / secure adequate accommodation capacity for anticipated attendees.
- (d) In case of a virtual or hybrid meeting, secure information technology (IT) delivery platform.
- (e) Work closely with SPC, PSC, PPC, PC, IC, WC, DEIC, ECC, AC and the IAFSS trustees; make room arrangements for different symposium sessions / events; identify program timing for: symposium presentations, DEI session, EC session, poster session, awards, meals, social events, IAFSS Annual General Meeting, IAFSS trustee and MAC meetings, and related components.
- (f) In case of an in-person or hybrid meeting, identify / coordinate with local hotels and other accommodation in securing adequate capacity to house the expected number of attendees (ideally majority within walking distance or with dedicated buses or similar transportation option).
- (g) Deliver the Symposium events, effectively fostering an environment for interactions/networking.
- (h) Develop budget for the Symposium events (in conjunction with SPC and TC with approval from the IAFSS trustees). The budget shall be developed in such a manner so as to cover Symposium events costs and result in a donation to IAFSS on the order of 10% of Symposium budgeted costs.
 - Since actual situation and costs can vary during planning, the LOC can make necessary changes to the budget, as needed, without additional approval by the IAFSS Trustees, so long as the variation does not exceed 10% of the total budget, and does not adversely impact the target donation to IAFSS.
 - Changes to the budget, individually or in aggregate, which exceed 10% of the approved budget, require consideration by the IAFSS Trustees prior to incorporation.
- (i) Seek appropriate sponsors and exhibitors; promoting event; ensuring visibility and appropriate recognition of the very valuable IAFSS Symposium events sponsors.
- (j) Handle all financial transactions associated with the Symposium events, including but not limited to: contracts with venue, banquet facilities, catering, social / touristic activities, and the like; donations from sponsors; attendee registrations; and any other income and expense items. After close of books for the Symposium events, transfer of donation to IAFSS from excess revenue above costs, in accordance with (h) above.
- (k) Work closely with PCC to request their opinion and, as necessary help, in review and choice of technological platforms for event.
- (l) Set up, populate and keep dedicated Symposium events website current.
- (m) Implement technological requirements for virtual components as necessary and appropriate.
- (n) Identify IT capability and support needed and elicit that support if not covered under other committees.

(o) Perform additional tasks as may be needed for a hybrid conference.

II.2 _____ (local host entity) may employ a Conference Bureau (or similar) to help the local entity organize the logistics of the ___ International Symposium on Fire Safety Science (IAFSS 20___). It is the responsibility of the LOC and local host entity to assure that any such Conference Bureau that they contract complies with the requirements of the IAFSS, which includes the requirements listed in Section V, and this agreement. Any changes to the management of the Symposium events (e.g., change in Conference Bureau, changes in budget, etc.) that may be required, after execution of this agreement, require written concurrence by the IAFSS MAC and trustees.

II.3 The dates of the ___ Symposium events (IAFSS 20___) are targeted as _____. Any changes to the dates that may be required, after execution of this agreement, require written concurrence by the IAFSS MAC and trustees.

II.4 The official language of the Symposium events will be English. Calls for papers and other information can be distributed in other languages at the discretion of the LOC after discussion with IAFSS. Proceedings will be available in English only. Simultaneous translation of presentations during the Symposium is not required. However, use of services / technologies that facilitate broader comprehension of presented materials is welcome (e.g., translational services / technologies), but must be included in the LOC budget.

II.5 The LOC will be responsible for sending invitations to all countries, authorities, organizations and companies it wishes to invite to participate in the Symposium events. The LOC will provide the IAFSS DEI Committee with the list of invitees to assess compliance with IAFSS DEI criteria. The PSC will make decisions concerning papers and who to invite as invited speakers. The PSC will share the list of invited speakers with the DEIC to enable feedback on alignment with IAFSS DEI principles. The DEIC may also propose inclusion initiatives (e.g., invited contributions from underrepresented regions or groups). Final decisions on accepted papers remain the sole responsibility of the PSC based on academic merit. The PPC will manage the paper publication / Symposium proceedings process. The LOC will be responsible for the sponsorship solicitation. The LOC and local host entity will provide suitable contacts for publicizing the event.

II.6 The LOC and local host entity are responsible for selecting and securing the Symposium events venue (venue), including any contractual requirements for securing the necessary venue spaces for delivering the Symposium. The venue location shall have excellent international travel and local transportation options for reaching the venue. The venue shall be in close proximity to hotels, restaurants, and touristic activities. The venue space shall be such that it readily accommodates the pre-symposium workshops, symposium sessions, DEI and EC sessions, meeting rooms, and exhibition spaces as part of said arrangements. Specifically, the following must be provided for:

- (a) Adequate and appropriate meeting facilities (up to 500 in-person attendees), with at least one large plenary space that can seat all attendees, three session spaces for concurrent sessions, poster and image sessions spaces (up to 120 posters / 100 images, respectively), preferable all in one building.
 - a. Spaces should be accessible to people of all abilities, with reasonable accommodation where needed.
 - b. Spaces should be sprinkler-protected, or otherwise demonstrated to provide suitable fire safety for all attendees.
- (b) Catering facilities on site or within reasonable walking distance (for lunch, in particular, but also coffee, tea).
- (c) Hotel rooms, in close proximity, with mix of cost/quality ratings (i.e., 2-4*star), and may include (but not be limited to) student housing spaces. Accommodations must include accessible rooms. Accommodations should be appropriately fire protected.

- (d) Arrangement of transportation to and from hotels as warranted (e.g., where walking distances are excessive).
- (e) Banquet space, including beverage and food service, with seating capacity for expected attendance, space for cocktail hour, and facilities for award and/or related speeches.

II.7 The LOC and local host entity are responsible for organizing social program opportunities (welcome reception, night out, and symposium banquet) and DEI/ECC events in close collaboration with the associated committees. There is no requirement to provide a domestic partner program.

II.8 Marketing of the conference will be run primarily by the LOC with support from the SPC and IAFSS. The different IAFSS Committees will be asked for input and to assist where necessary. Any costs for advertising will be taken from the conference budget. All members of the LOC (with the exception of the Conference Bureau) will take an active part in promoting the Symposium. The use of the IAFSS logo on marketing material, call for papers, proceedings, symposium website, or other related documents is subject to pre-approval in writing (email) by IAFSS.

III DECISION-MAKING RESPONSIBILITIES

III.1 Ideally the SPC and LOC have joint decision-making responsibilities, as program/technical content and facilities/local arrangements have to match well for a successful set of Symposium events. However, there are some clear delineations on decision making responsibility:

- (a) The SPC and its non-LOC committees are responsible for technical content and program decisions to facilitate a successful set of Symposium events.
- (b) The LOC is responsible for facilities, IT, accommodations, budget, and related decisions that are required to facilitate a successful set of Symposium events.
- (c) In the case that conflicts exist between program planning and facilities, that cannot be resolved by the SPC and LOC, the IAFSS Trustees may intervene to facilitate decision-making.

IV BUDGET

IV.1 The Symposium events are to be self-supporting. All income and expenditure shall be dealt with through the LOC and the local host entity, in coordination with the IAFSS trustees, as outlined in Section II.

IV.2 As an IAFSS activity, IAFSS is prepared to assist in supporting the LOC and local host entity in covering expenses, should unexpected losses occur due to unanticipated conditions, but only in the case where IAFSS trustees have approved the budget, and the IAFSS trustees agree that the conditions are unexpected in the circumstances (for example, a global pandemic which occurs within a month of the event).

IV.3 The LOC and local host entity agree that any excess revenue above the expenses incurred from delivering the conference will be transferred to IAFSS in the form of an unrestricted donation to assist in furthering the Objects of IAFSS. While it is difficult to predict with complete accuracy the actual finances of the Symposium, as noted in II.1(h), in order to estimate the potential donation value, the Symposium budget shall include an estimated donation to IAFSS on the order of 10% of budgeted costs.

IV.4 All actual costs incurred as a result of planning, managing and delivering the __ IAFSS Symposium events (IAFSS 20__) shall be recorded and made available to IAFSS trustees for review. Expenses outside of the IAFSS approved budget may be considered by the IAFSS trustees, but shall not be applied to the calculation of donation to IAFSS unless agreed in writing by the IAFSS trustees and the LOC and local host entity.

IV.5 Faculty, staff and students from _____ (local host entity / supporting university) may participate in the Symposium free of charge provided that they contribute to the organisation, delivery and

management of the Symposium in a meaningful way. Such participation is limited to presentation sessions, poster sessions, lunches and coffee breaks. Any such free registrations must be built into the Symposium budget. Registration fees are required for Workshops, the Banquet, and social events that require fees.

IV.6 The LOC and local host entity shall assure that appropriate and adequate technical assistance is available during the Symposium to assist with audio/visual, computer, and IT needs. One member of the LOC / local host entity staff should be assigned as conference logistic support liaison during the conference to help with such logistics as may arise.

V SYMPOSIUM PARTNERS & SPONSORS

V.1 It is permissible and encouraged for the LOC and local host entity to engage Symposium Partners (Partners). Partners are entities which help support the planning, delivery and management of the Symposium. Partners may provide staff support, financial assistance, marketing support and the like. Partners are expected to support the LOC and local host entity in such activities as distributing the call for papers, marketing the Symposium, and supporting the delivery of the Symposium. Partners may provide venues for some or all Symposium events. Management of Partner relations is the responsibility of the LOC and local host entity. The LOC and local host entity may allow complimentary registrations for limited numbers of Partner staff. However, all such complimentary registrations must be accounted for in the Symposium budget as outlined in Section III.

V.2 It is permissible and encouraged for the LOC and local host entity to seek financial sponsors for the Symposium. It is suggested that Sponsorships be available at different funding levels, with defined benefits per level. The details are to be determined by the LOC and local entity host, in conjunction with the IAFSS trustees, as part of the budget development process. Sponsorships may come with inclusion of logo on the Symposium website, in the Symposium program, in Symposium marketing material, and in a place of prominence at the Symposium venue. Sponsorships may also come with complimentary exhibition space, a certain number of complimentary registrations, and a certain level of percentage reduction in registration fee for staff of the Sponsor. All such details are to be agreed in advance by the LOC and local host entity, in consultation with the IAFSS trustees, and included in the budget as outlined in Section III.

VI DIVERSITY, EQUITY, INCLUSIVITY, CODE OF CONDUCT AND SAFEGUARDING OF PARTICIPANTS

VI.1 The LOC and local host entity are required to abide by the Diversity, Equity and Inclusion (DEI), Code of Conduct, and Safeguarding policies of the IAFSS in the organizing, delivering and managing of the Symposium. All participants in the Symposium are to be notified of their responsibility to adhere to these same policies. The policies shall be as publicly available on the IAFSS website, including the following:

- (a) [DEI Statements - International Association for Fire Safety Science \(iafss.org\)](#)
- (b) [IAFSS Member Code of Conduct](#) (30 June 2022)
- (c) [IAFSS Safeguarding and Protecting People Policy](#) (30 June 2022)

VI.2 Any complaints raised by IAFSS members or attendees at IAFSS events, including the Symposium, shall be adjudicated in compliance with the [IAFSS Feedback and Complaints Procedure](#) (23 April 2022) under the laws of England, where IAFSS is registered. This does not obviate the requirement to comply with the laws and legal requirements of the jurisdiction in which the Symposium is held. Violation of laws and legal requirements of the jurisdiction in which the Symposium is held shall be addressed according to local law as first priority.

VII DISPUTES

VII.1 Notwithstanding violation of laws and legal requirements of the jurisdiction in which the Symposium is held as outlined in Section V, any disputes, disagreements, or conflicts concerning the conference organization, delivery and management, as outlined in this agreement, shall be adjudicated by the IAFSS trustees under the requirements of the CIO Constitution and policies, and applicable UK laws.

VIII AGREEMENT

VIII On behalf of their organizations, the signatories below agree to the terms outlined in this Memorandum of Agreement for hosting, organizing, delivering and managing the __ International Symposium on Fire Safety Science events (IAFSS 20__), to be held in _____ (city), _____ (country), during the period _____ (actual / target date).

For IAFSS Trustees:

Signature:

Name:

Title: IAFSS Chair

For _____ (LOC / local host entity):

Signature:

Name:

Title:

For IAFSS Symposium Planning Committee

Signature:

Name:

Title:

Made in _____(place) on _____ (date).

Witness Signature:

Witness Name: