

**PRELIMINARY CONTRACT FOR THE (XX)th INTERNATIONAL  
ASTRONAUTICAL CONGRESS IN HOST CITY, HOST COUNTRY IN  
Year N**

**Between the International Astronautical Federation, hereafter referred to as the “IAF,” and represented by its President, Prof Dr Berndt Feuerbacher, and the Host organisation hereinafter referred to as “the Host” and represented by its Host President.**

**1. Purpose of the Contract and Responsibilities of the Host**

This preliminary contract establishes the minimum terms and conditions under which the Host will prepare and execute the (XX)th International Astronautical Congress, hereinafter referred to as the “IAC,” which will take place in Host City, Host Country from Monday (Date\_begin) Year N, through Friday (Date\_end) Year N.

**a. IAC Scope:** The IAC shall include all meetings and activities of the IAF, the International Academy of Astronautics (hereinafter referred to as the IAA) and the International Institute of Space Law (hereinafter referred to as the IISL) and all committee meetings, bureau meetings, social events, and the meetings of the IAA to be held in conjunction with the Congress prior to the official opening, as described in this Contract and as specified in Exhibit A, which is incorporated herein by this reference, all of which are hereinafter collectively referred to as the IAC.

**b. United Nations/IAF Workshop:** The IAC shall also include the meeting of the United Nations/IAF Workshop to be held on (UN/IAF Workshop period) Year N, prior to the official opening of the IAC. Funding for this Workshop is not part of this contract, which shall be the subject of a separate agreement between the United Nations Office of Outer Space Affairs and an appropriate entity in the host country.

**c. Student and Young Professional programmes:** The IAF and Host attach great importance to and agree to promote the participation of student and young space professionals in the IAC and in associated meetings. This participation includes (but is not limited to) the student participation programmes organised by the European Space Agency (ESA), the Canadian Space Agency (CSA), the Japan Aerospace Exploration Agency (JAXA) and U.S. National Aeronautics and Space Administration (NASA). This participation also includes the IAF’s Young Professional Programme which is organised by the Federation in close cooperation with a number of Space Agencies and other member organisations. In addition the IAF and Host take note of the Space Generation Congress which is organised each year just before the IAC by the Space Generation Advisory Council (SGAC). In connection with these activities, the Host agrees to provide the support described in Exhibit “D”, which is incorporated herein by this reference.

Additional arrangements for student and young professional activities will be the subject of separate agreements made between the responsible organisations and the Host.

**d. Art exhibitions and other cultural events:** The Host is encouraged, but not required, to include one or more art exhibitions and/or other cultural events in the IAC that are associated with the topic(s) of the Congress and/or with space activities in the Host country. If such art exhibitions/cultural events are held, the Host will determine the most suitable location for them.

**e. World Space Week Celebrations:** Though the (XX)th IAC will begin on (Date\_begin) Year N, the Host will make its best efforts to acknowledge and celebrate the World Space Week during the IAC, taking account the annual celebration of the World Space Week, that has been declared by the General Assembly of the United Nations to be celebrated each year from October 4 to 10 to commemorate the date of the launch of the first human-made satellite.

**f. Moot Court and other IISL Activities:** The Host will, on a best efforts basis, provide all assistance requested by the IISL for the holding of the Manfred Lachs Moot Court Competition, the IISL Annual Dinner and other IISL activities during the IAC. Accordingly, the Host shall comply with the provisions of Exhibit "E", which is incorporated herein by this reference.

**g. Space Exhibition:** The Host will organise a Space Exhibition at Host Exhibition Center in Host City which will be held from (Date\_begin) to (Date\_end) Year N in tandem with the IAC. The Space Exhibition will be open to the public. Normal hours of operation will be from 10:00 to 18:00 hours except on Monday (Date\_begin) when (because of the IAF opening ceremonies) the hours will be from approximately 12:00 to 18:00 hours.

The Host will have the right to charge admission fees to the public to visit the Space Exhibition. Congress attendees shall be granted access to the Space Exhibition free of charge.

The Host shall also have the right to charge Exhibitors for exhibit space and other exhibition services. Exhibitors who are members in good standing of the IAF will be eligible for a discount of 15% of any Exhibitor's fees charged by the Host.

The Host will keep the IAF informed of its plans for the Space Exhibition and provide the IAF with information on the proposed hours, rates for exhibit space and services and admission fees for public access. To ensure that these plans are consistent with the IAF's overall approach to the IAC, the IAF will be given an opportunity to review and comment on these plans before they are implemented. Following conclusion of the Space Exhibition, the Host will provide the IAF a report which provides data on the names (and contact information) of the exhibitors, amount of space utilised, revenue generated from space rental and additional services and the number of Congress and public participants each day. This report will also include a summary of the lessons

learned from the Space Exhibition for the benefit of the IAF and future Host organisations.

**h. Other Associated Events:** The IAF and Host agree to consult one another prior to granting approval of any proposed Associated Events that are held prior to, during, and following the IAC. If any such events are held, the IAF and Host may, at their discretion, agree to list the event(s) in pre- and post-IAC publications and to provide web site links to the associated event(s) on the IAF and IAC Year N web sites.

## **2. Responsibilities of the IAF**

To facilitate the preparation, conduct and overall success of the (XX)th International Astronautical Congress the IAF agrees to:

- Distribute a first and second IAC announcement to approximately 8,000 individuals who participated in previous IAF congresses and symposia as well as other potentially interested individuals and organisations. The first announcement/call for papers will be distributed in October Year N-1 and the second will be distributed in June Year N.
- Promote the (XX)th IAC as well as associated opportunities to visit the Host country and to learn more about national space activities at IAF organised and co-sponsored events during Year N-2, Year N-1 and Year N. In so doing the IAF will contact and work closely with representatives of the major space agencies, industries and space societies who regularly attend and exhibit at IAC meetings to encourage their participation in the (XX)th IAC in Host City.
- Explore with IAF member organisations and other interested groups, opportunities for additional activities that may be held before, after or during the (XX)th IAC and that would increase the participation in and the prestige of the (XX)th IAC and the associated Space Exhibition. Such activities may include high level side-meetings, associated symposia, special lectures and other complementary events. The IAF will maintain close contact with the Host in exploring such opportunities. The IAF and the Host agree to consult each other and to ensure that both parties are in agreement before any additional events are scheduled.
- Provide support to the Host and its Local Organising Committee through access to the IAF Secretariat which has considerable expertise in the organisation and conduct of International Astronautical Congresses. The IAF will make the IAF Secretariat staff available to respond to questions and provide advice concerning the organisation and conduct of the (XX)th IAC. In addition, the IAF will at its own expense arrange for the IAF President and members of the IAF Secretariat to travel to Host City, Host Country in February Year N to meet with and provide on-site advice to the Host and the Local Organising Committee.
- Permit the Host to utilise the (XX)th IAC Congress web sites ([www.iac20XX.org](http://www.iac20XX.org) and [wwwiac20XX.com](http://wwwiac20XX.com)) which the IAC has registered and currently maintains. The Host

will be able to use these sites to promote and conduct the (XX)th IAC.

- Provide the Host with the draft of an International Astronautical Congress organisation handbook that contains information on the organisation of and lessons learned from past International Astronautical Congresses.

The IAF notes that the information contained in the draft handbook may not reflect the current policies and practices of the IAF and the Host and may not be consistent with the provisions of this contract. This contract will in all cases be the controlling document with regard to the understandings, arrangements and respective commitments of the Parties.

The host acknowledges the conditions under which the draft handbook is being provided and agrees, in return for receiving access to the draft handbook, to provide the IAF with detailed comments – including proposed changes submitted in the Microsoft Word edit mode – to the draft in order to further refine the usefulness of this document for future Congresses. The Host agrees to submit its comments and proposed changes to the IAF no later than 15 December Year N.

### 3. Mutual Purpose

The Parties confirm and acknowledge their mutual intent for the IAC to be a professionally organised and conducted event consistent with the IAC's reputation as the premier international space congress. Toward that end, the Parties pledge to utilise their best efforts, and, in good faith, to consult and cooperate with each other in the performance of this Agreement. The Host will provide to the IAF the equipment, facilities, materials and services referred to in Exhibits "A," "B," "C," "D," "E" and "F" of this Contract, which represent the minimum standards and obligations which have been demonstrated to contribute to a successful conference.

### 4. Financial matters

**a. Registration fees:** The registration fees for the (XX)th IAC will be determined by the IAF, after consultation with the Host, and will be approved by the IAF Bureau and General Assembly during the (XX-1)th IAC. The Year N IAC registration fees and registration categories will be shown in a table (similar to the table below) in the final contract.

**Table of Registration Fees**

Registration Category	Before August 1, Year N	Before September 21, Year N	Registration On Site
Full-paying Participants	___ Euros	___ Euros	___ Euros
Full-paying Participants who are employees or elected officers of an IAF member organisation or who are current members of the	___ Euros	___ Euros	___ Euros

IAA and the IISL.			
Retired persons meeting the IAF's minimum requirements.	___ Euros	___ Euros	___ Euros
Young professionals	___ Euros	___ Euros	___ Euros
Full-time students (no age limit)	___ Euros	___ Euros	___ Euros
Accompanying persons (Maximum 1 per Full-paying or Retired Participant)	Free of Charge	Free of Charge	Free of Charge
Accredited press	Free of Charge	Free of Charge	Free of Charge

All of the above listed persons as well as those persons who register under special conditions described in Exhibit "B" of this contract, which is incorporated herein by this reference, are collectively referred to hereinafter as attendees.

The additional conditions and procedures which apply to the registration of these attendees are described in Exhibit "B."

**b. Host payments to the IAF:** The Host agrees to provide the IAF with (TBD)% (no less than 50%) of all of the registration fees received from those registering to participate in the (XX)th IAC. The Host shall remit payment to the IAF for each participant who paid a registration fee in accordance with the following table (which will be completed and revised as necessary prior to signature of the final contract):

Registration Category	Before August 1, Year N	Before September 21, Year N	Registration On Site
Full-paying Participants	___ Euros	___ Euros	___ Euros
Full-paying Participants who are employees or elected officers of an IAF member organisation or who are current members of the IAA and the IISL.	___ Euros	___ Euros	___ Euros
Retired persons meeting the IAF's minimum requirements.	___ Euros	___ Euros	___ Euros
Young professionals	___ Euros	___ Euros	___ Euros
Full-time students (no age limit)	___ Euros	___ Euros	___ Euros

The Host shall remit to the IAF 70% of the funds due to it by 20 November Year N, and the balance no later than 10 January Year N+1. These payments will be made in Euros to the IAF's bank account by electronic funds transfer with all bank transfer and currency exchange charges paid by the Host:

Barclays Paris Segur

128 Av. de Suffren

75015 Paris – France

Account number: 62019 49340020101 03

IBAN code: FR76 3058 8620 1949 3400 2010 103

BIC code: BARCFRPP

In the event any payment to the IAF is not made when due, interest shall accrue thereon at the rate of one half per cent per calendar month or portion thereof on all amounts not paid when due, or the maximum amount permitted by law, until paid in full. Provided, however, that in the event the aforesaid specified rate of interest exceeds the amount permitted by law, the said rate shall automatically be adjusted and reduced to the maximum amount permitted by French Law.

**c. Payment to IAF guarantee:** The Host hereby guarantees that the payment due to IAF shall be not less than 300,000 Euros (hereinafter referred to as the “guaranteed amount”). The Host agrees that the IAF will obtain an insurance policy to guarantee the payment of the guaranteed amount to the IAF in the case of cancellation of the IAC or failure to obtain a sufficient number of participants to cover the guaranteed amount. The parties agree that the costs for this insurance shall be borne solely by the Host up to a maximum amount of 7,000 Euros. The IAF shall obtain this insurance once the policy has been reviewed and approved by both parties, shall pay the premium, and shall submit a copy of the invoice to the Host for reimbursement, which reimbursement shall be paid by the Host to the IAF not later than 45 days after the invoice is submitted to the Host for payment.

## **5. Printing and Dissemination of Material**

Exhibit “C” of this Contract, which is incorporated herein by this reference, contains the detailed information related to the material that shall be printed and distributed as well as the terms and conditions with which such printing and distribution shall comply. Exhibit “C” also contains information on the responsibilities of the Parties with respect to web site dissemination of information concerning the (XX)th IAC.

## **6. Participation of VIPs and Plenary Speakers**

The IAF and the Host will invite a number of distinguished participants (VIPs) whose presence will enhance the overall success of the (XX)th IAC. The IAF and the Host agree to waive all registration fees for VIP participants.

The Host will ensure that the necessary procedures and facilities are established to welcome VIPs and to accommodate daily luncheons for VIP and Plenary Event/Highlight Lecture participants during the period from (Date\_begin) Year N to (Date\_end) Year N.

Further information on the procedures and arrangements with respect to VIPs and Plenary Event/Highlight Lecture speakers is contained in Exhibit "B" and Exhibit "F" of this Contract, which is incorporated herein by this reference.

#### **7. Technical programme presentations DVD**

The IAF will provide the Host with a DVD disk containing the available papers selected for presentation during the technical sessions of the 60th IAC. This includes papers presented for oral, interactive sessions and information about plenary event, highlight lecture and late breaking news sessions. As specified in Exhibit C, the Host will ensure that the DVD disk is provided to registered participants (except accompanying persons) when they pick up their registration materials.

#### **8. Simultaneous Interpretation**

The Host shall provide simultaneous interpretation services from the language(s) spoken during the Opening Ceremony into English, French, German, Russian and Spanish. The Host may, at its discretion, provide for additional language interpretation services during the Opening Ceremony and provide interpretation services at other occasions during the IAC.

#### **9. Social Events**

A Welcome Reception on the evening of Monday, (Date\_begin) Year N will be provided by the Host to all registered attendees without charge. Other receptions, social events, technical trips, social programme for Accompanying Persons, and Gala Banquet on Friday evening (Date\_end) Year N, shall be arranged by the Host in coordination with the IAF.

The IAF will receive 40 complimentary Gala Banquet tickets for its own use including tickets which IAF will distribute to individuals who receive IAF awards.

#### **10. Official Congress Airline**

The IAF may designate an official IAC airline carrier in order to receive reduced prices for IAF members and other persons attending the Host City Congress. If an Official Congress Airline is selected, the IAF and the Host agree to promote the selection of the official carrier and to provide contact/web site link information for prospective travelers in the 2<sup>nd</sup> Congress Announcement and the IAC Year N web site listing.

#### **11. Public Outreach Programme**

The Host will organise jointly with the IAF IPC Steering Committee, a Public Outreach programme including Highlight Lectures and other planned activities open/oriented to the public within the Host country. The Host will be responsible for creating and disseminating the publicity for this public outreach programme and will seek to arrange local TV and radio coverage.

## **12. Press Activities**

The Host and IAF seek to utilise the participation of press representatives in the IAC to promote the activities and accomplishments of the (XX)th Congress as well as to stimulate greater public interest in space programmes and space activities in the host country. In this connection the Host shall supply an IAC Press Officer who shall, in coordination with the IAF organise Press Conferences – on a daily basis if possible – in order to inform the National, Regional and international public of the major events of the day. The co-Chairs of Host's Local Organising Committee (LOC) as well as IAF Bureau members, the IPC co-Chairs, and the Chairs of the IAF technical committees may all contribute to these press conferences.

The IAC Press Officer will also establish contact with the IAF's Press Officer (based in Paris, France) during the period leading up to the (XX)th IAC with a view toward encouraging widespread international press participation in the Congress.

Further information concerning the press activities and responsibilities of the Parties is discussed in Exhibits "A" and "C" of this contract.

## **13. Cooperation and Assistance**

a. The Host will provide all appropriate aid and assistance to representatives of the IAF, IAA and IISL in the preparation of the IAC, including any on-site reviews and inspections which may take place. The Parties shall consult and cooperate with each other in the selection of any venue, location or other accommodation to be arranged by the Host for the Congress and related events, and the Host acknowledges that the IAF shall have the right of final approval thereof.

b. The Host will render all appropriate aid and assistance for the issuance of appropriate visas, and for the unimpeded entry and exit by attendees, subject to local law.

c. The Host shall provide reasonable aid and assistance to attendees, including but not limited to prompt and good faith responses to material inquiries, complaints and reports of problems.

## **14. Liability Insurance and Indemnity**

a. The Host will provide liability insurance coverage, approved by the IAF, for the protection and benefit of the IAF, IAA, IISL, as named insured entities, the officers and directors thereof, and all attendees, including registered participants, accompanying persons, students, staff and officers of the IAF, IAA, IISL, press and the representatives of international organisations recognised by the IAF as participants, including the United

Nations/IAF Workshop, against claims of third parties arising out of acts or omissions alleged to have occurred or not occurred during the duration of the Congress, including but not limited to all locations and venues utilised for activities organised by the Host and/or the IAF, including the IAA and the IISL, and transportation to and from such venues as provided and furnished by the Host, and all pre- and post-congress activities sponsored by or arranged by or in conjunction with the Host. The foregoing insurance shall provide limitations of liability coverage in reasonable amounts but not less than (to be determined) Euros per person. To the extent permitted and not expressly excluded by local law, the foregoing insurance policy shall provide that in the event of a claim by one insured for which another insured may be held liable, the policy shall cover the insured against whom the claim is made in the same manner as if separate policies had been issued, provided, however, that such condition does not operate to increase the limits of liability of the policy.

b. In addition, The Host shall indemnify and hold free the IAF, IAA, and/or IISL, from liability for any damages resulting from any claims or judgments in favor of third parties, governmental or other entities and/or other physical or juridical persons, for any acts or omissions to act alleged to have occurred or not occurred during the Congress and its related events or preparations therefore (unless such damages are caused by willful or wanton acts or gross negligence).

c. The Host acknowledges that it is not an agent of the IAF, IAA or the IISL, and that neither the IAF, IAA, nor the IISL shall have any liability or responsibility for any acts or omissions to act of the Host, and that the Host shall obtain adequate and appropriate insurance for its own acts and omissions to act.

d. The Host is required to present to the IAF, not later than 6 months prior to the scheduled opening of the Congress, proof of the foregoing insurance coverage in the form of an Insurance Policy or Policies in the English or French language (or a certified translation thereof). The Host acknowledges that it is solely responsible for obtaining and maintaining the foregoing insurance and for assuring the adequacy of the coverage provided therein.

## **15. Security Measures**

The Host will provide all appropriate security measures directed to protect Congress attendees, working equipment and belongings, according to generally accepted standards, at the Congress center, organised Congress events, and other Congress venues.

## **16. Responsibility for Congress Expenses**

Except as otherwise expressly provided in this Contract, the Host shall be responsible for the payment of all charges, local and national taxes, costs and expenses incurred in the preparation and execution of the Congress, and all items required by this Contract to be provided by the Host shall be provided without charges, fees, taxes, levies or expenses of any kind to the IAF, IAA, and/or the IISL. Any costs for extra items that are

requested in writing by the IAF, the IAA or the IISL shall be borne by the organisation making the request.

### **17. Applicable law**

The present contract shall be governed by French law, without regard to provisions concerning conflicts of laws.

### **18. Arbitration**

Any 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 International Chamber of Commerce's Rules of Conciliation and Arbitration. The tribunal appointed under the said Rules of Conciliation and Arbitration shall sit in Paris.

### **19. Attorneys Fees**

In the event arbitration is conducted as set forth above, it is expressly acknowledged and agreed that the arbitration tribunal shall have the authority to award reasonable attorney's fees, costs and expenses to the prevailing party.

### **20. Communications**

Any official notices relating to the interpretation of, compliance with and performance pursuant to this contract shall be delivered in writing by registered letter to the following individuals:

- **For the IAF:**

International Astronautical Federation  
Attn: Mr. Philippe Willekens  
Executive Director  
8-10 rue Mario Nikis  
F-75738 Paris Cedex 15  
France

- **For the Host:**

(to be inserted)

As it proceeds with the planning for and the execution of the (XX)th IAC the Host will designate – for information exchange purposes – points of contact responsible for specific matters such as IAC registration, hotel accommodations, student events, young professional events, IAA and IISL events, exhibits, press matters, and distinguished visitors. The Host will also designate a single individual who will have overall management authority and decision making responsibility for the execution of the (XX)th IAC. The Host will provide the IAF with the names of these individuals no later than 120 days prior to the starting date of the Congress.

Upon receipt of the Host's list of contact points, the IAF will indicate its counterparts in order to facilitate a close and effective working relationship between the two organisations. The IAF's management/decision making level point of contact will be the IAF Executive Director.

## **21. Proprietary Information**

As it registers IAC participants, the Host will collect on the IAF's behalf information on the IAC attendees drawn from their registration forms. Using this information the Host will develop one or more databases containing information on attendees. The IAF considers the IAC participant information collected by the Host, the resulting databases, as well as any lists of IAC attendees prepared using these databases to be the exclusive, valuable property of the IAF. The Host agrees to protect and treat this registration information on IAF attendees – as well as the databases and lists prepared using this information – as proprietary. The Host further agrees not to sell, distribute or use this information and data for any purpose other than for the planning and the execution of the (XX)th IAC.

As an exception to this provision the Host will prepare an abbreviated list of attendees and make this list available for consultation by IAF Member employees in the IAF Members' Lounge. The information contained in this abbreviated list is specified in Exhibit "B."

Any other uses of IAC attendees' registration information and associated databases and lists (at any time prior to, during and following the conclusion of the IAC) by the Host, its agents and affiliated organisations and any other persons and companies directly or indirectly affiliated with the Host are expressly prohibited unless they have been requested by the Host and approved in advance in writing by the Executive Director or President of the IAF.

The provisions of this Article survive any termination of this Contract.

## **22. Brand Names and Sponsorship**

The International Astronautical Federation considers its name (in full and abbreviated as "IAF"), its logo and the name of the International Astronautical Congress (in full and abbreviated as IAC) as brand names and trademarks that are the unique and valuable property of the IAF. Any commercial or other use of these brand names and trademarks by the Host must be approved in writing in advance by the IAF Executive Director. Any commercial or other revenue generating use of a brand name and/or logo developed by the Host for the (XX)th International Astronautical Congress must also be approved in writing in advance by the Executive Director.

In the event the Host wishes to seek commercial sponsorship for IAC events and activities and/or involve the use of the IAF and IAC names and logos, such sponsorship plans must be discussed and approved in writing in advance by the IAF Executive Director.

### **23. Non-Compliance**

This Contract is the product of good faith on the part of the IAF and the Host. Any disputes that arise concerning the interpretation, implementation and compliance with the provisions of the Contract shall normally be resolved through consultations between the IAF and the Host.

In the event that – following such consultations – the IAF fails to comply with its obligations (including obligations prior to, during and following the IAC) undertaken pursuant to this Contract the Host shall formally notify the IAF of the cause or causes of non-compliance. This shall be done by registered letter sent to the official point for the IAF as stated in Paragraph eight of this Contract. The IAF will be obligated to remedy such non-compliance within no more than working eight days following the day on which the IAF receives the written notice of non-compliance.

In the event that – following such consultations – the Host fails to comply with its obligations (including obligations prior to, during and following the IAC) undertaken pursuant to this Contract the IAF shall formally notify the Host of the cause or causes of non-compliance. This shall be done by registered letter sent to the official point of contact for the Host as stated in Paragraph twenty-one of this Contract. The Host will be obligated to remedy such non-compliance within no more than eight working days following the day the Host receives the written notice of non-compliance.

If, after the above-mentioned eight working day period, the defaulting Party has failed to remedy the non-compliance, the defaulting Party will be obligated to pay the other party a sum equal to five thousand Euros. If the non-compliance should persist, the defaulting party is obligated to pay five hundred Euros for each day of delay, in which case the maximum amount to be paid shall be no more that fifty thousand Euros.

Any sums payable under this non-compliance provision will be due for payment in full on 20 November Year N or, in the event this Contract is terminated, on the date of termination of the Contract. In the event any payment is not made when due, interest shall accrue thereon at the rate of one half per cent per calendar month or portion thereof on all amounts not paid when due, or the maximum amount permitted by law, until paid in full. Provided, however, that in the event the aforesaid specified rate of interest exceeds the amount permitted by law, the said rate shall automatically be adjusted and reduced to the maximum amount permitted by French Law.

In case that non-compliance on the part of the Host leads to the termination of this Agreement, Paragraphs 4.c. (Payment to IAF guarantee) and 21 (proprietary information) of this Agreement shall be remain in effect.

### **24. Revision**

The terms of the present contract, including this paragraph 24, may be amended only upon written agreement of the Parties to changes proposed by either Party in writing.

## **25. Breach, Withdrawal and Termination**

a. The present contract shall remain in force up to 1 April Year N+1, by which time all obligations under the contract are to be fulfilled. In the event a party shall materially fail to fulfill adequately an obligation hereunder, the aggrieved party shall have the right to terminate this contract unless the breaching party shall remedy and cure such failure of performance within 30 days after receipt of written notification and demand from the aggrieved party.

b. Notwithstanding the terms of sub-paragraph a) of the present paragraph, the IAF 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, which make the carrying out of the Congress impossible and unreasonable for the IAF or the Host. The existence of any of the said or similar events in so far as they present an obstacle to the holding of the Congress shall be determined in consultation between the Parties, whereupon the Congress, at the option of the IAF, shall be organised at an alternative location, including the territory of the State of another host organisation. 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, however, the IAF reserves the right to assert such claims against the Host in the event the Host shall have failed to obtain and maintain the insurance required by paragraph 14, above. The Host shall take every reasonable measure to assist the IAF in organising the Congress at an alternative site.

c. Notwithstanding any provision of this contract to the contrary, the provisions of articles 14, 19 and 21, above shall survive any breach, withdrawal, repudiation, denunciation or other termination of this contract.

## **26. Time of the Essence**

Recognising the necessity to deliver the Congress on the agreed dates, the Host shall employ its best efforts to ensure that all aspects of this contract are delivered on time.

## **27. Entire Agreement**

This Contract, together with its Exhibits, shall constitute the entire agreement.

The following Exhibits form an integral part of the Contract. If these Exhibits conflict with any other provision of this Contract, the later shall prevail:

Exhibit A. International Astronautical Congress Arrangements

Exhibit B. Registration, Conditions and Procedures

Exhibit C. Printing and dissemination of material, terms and conditions

Exhibit D. Student Young Professional Programmes

Exhibit E. International Institute of Space Law Activities

Exhibit F. Distinguished Participants (VIPs) and Plenary Speakers

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

\_\_ Date Signature

\_\_ Date Signature

\_\_\_\_\_

\_\_\_\_\_

**Prof Dr Berndt Feuerbacher**  
**President**  
**International Astronautical Federation**

**President**  
**Host Organisation**

## **EXHIBIT A**

### **International Astronautical Congress Arrangements**

#### **1. Rooms and Equipment**

The Host shall arrange for and provide the following rooms and related equipment and services in connection with the conduct and management of the (XX)th IAC:

##### **(a) Opening Ceremony**

The Host shall arrange for a prestigious venue for the Opening Ceremony which will be held on Monday (Date\_begin) Year N, in the morning. The venue shall be able to accommodate a minimum of 3000 persons, theater style. It shall be equipped to support simultaneous interpretation. If the venue is not situated within five minutes walking distance from the Congress Center, the Host shall arrange suitable bus or other public transportation to and from the Opening Ceremony for Congress attendees.

The Host is authorized and responsible for the arrangement of the Opening Ceremony which will be planned and conducted in close cooperation with the IAF. The Host should include an appropriate social, cultural or musical event in the opening ceremony.

The IAF and the Host may invite a limited number of guests who are not otherwise attendees of the Congress to the Opening Ceremony and other Congress events. In cooperation with the IAF the Host shall ensure that these guests are welcomed and identified with badges and shall provide appropriate reserved seating for them.

##### **(b) Plenary and Highlight Lecture Sessions**

A room able to hold least 1000 persons, with theater style seating, equipped for video projection, microphones, and a computer connected to an LCD projector (and screen) that is available from (Date\_begin) Year N, through (Date\_end) Year N.

##### **(c) Technical Sessions**

Seventeen (17) session rooms with theater style seating for between 100 and 250 persons, from Monday (Date\_begin) Year N, through Friday (Date\_end) Year N, each equipped with microphones, as necessary, and a computer connected to an LCD projector (and screen). To ensure the quality and effectiveness of the presentations, the Host will ensure that each of the technical session rooms selected for use in the Congress is acoustically insulated from outside sounds. The Host shall also have available at least two overhead projectors (and screens) that can be used when necessary and requested to support presentations in session rooms.

#### **(d) General Assembly and International Programme Committee Meetings**

The Host will make available one large room with classroom seating style (with tables and chairs) for at least 300 persons with microphones and a computer connected to an LCD projector (and screen) that is available from Sunday (Date\_Sunday) through Friday (Date\_end) Year N. The room should be available for:

- General Assembly meetings – Monday afternoon and Friday morning or afternoon (with a podium for at least 17 persons).
- International Programme Committee meetings – Sunday afternoon at/about 17:00 and Wednesday afternoon (with a podium for 6 persons)
- Presentations by organisations proposing to host future IACs.
- Other special activities proposed by the IAF

Note: It may be possible to use this same room (if this is agreed in advance by the IAF and the IAA) to meet the Academy Day requirement below.

#### **(e) Academy Day**

On Sunday (Date\_Sunday) Year N the Host will provide the following rooms and equipment:

- One session room set up in either theatre or classroom (with desks/tables) seating style for at least 300 persons, equipped with microphones, and a computer connected to an LCD projector (and screen) and a podium for 5 persons, for the IAA Academy Day.
- Six committee meeting rooms set up for either theatre or classroom seating style for at least 75 persons per room for use in connection with the meetings of the six IAA Commissions.

The Host acknowledges that, in addition to the facilities and services provided for Academy Day and discussed above, the IAA plans to hold a dinner for IAA members and invited guests at the conclusion of Academy Day on Sunday (Date\_Sunday) Year N. The IAA may also decide to serve a luncheon for participating IAA members in connection with the Academy Day events.

The Host agrees to assist the IAA in the identification of suitable vendors to support the Academy Day luncheon (if held) and dinner. It is understood that the Host's organisational role is limited to the pursuit of vendors for these events. It is understood that, once identified, the sponsors' will contract directly with the selected vendors, as required. All contractual arrangements and financial exchanges will be made between the IAA and the respective local vendor(s).

#### **(f) Gala Dinner**

The Host will provide a suitable location – capable of holding at least 600 persons – for the IAC Gala Dinner which will be held on Friday (Date\_end) Year N. All arrangements for the Gala dinner will be made by the host at the host's expense. The host will sell tickets to the Gala dinner to help defray its expenses in this regard. The host will coordinate all planning for the Gala dinner with the IAF which will review and approve these plans prior to their implementation.

### **(g) United Nations/IAF Workshop**

Two session rooms, with theater style seating: One for no fewer than 180 persons and one for at least 50 persons, for the United Nations/IAF Workshop on Developing Nations on (UN/IAF Workshop period)Year N. The arrangements for this workshop will be subject to a separate agreement between the Host and the United Nations Office of Outer Space Affairs. The parties agree that the facilities for the UN Workshop will be located at a suitable location in the vicinity of the main Congress venue.

### **(h) Special Sessions**

The Host will also make available one room with theatre style seating for at least 250 participants for special sessions organised during and in connection with the IAC. Such sessions may include – but are not limited to – special education, earth observations and space exploration sessions and events proposed by associated organisations. The IAF and the Host will coordinate the scheduling of special sessions to avoid conflicts.

The Host will also provide a suitable location – in close proximity to the session rooms – for display of no fewer than 250 poster presentations. The proposed location will be large enough to permit the interactive presentation authors to discuss their papers with interested Congress participants.

### **(i) Committee Meeting Rooms**

The Host will make available one room with 30 seats around a table and 10 chairs along a wall for the meetings of the IAF Bureau, the IISL Board of Directors and the IAA Board of Trustees. This room will be well isolated for sound and be equipped with a computer connected to an LCD projector (and screen), an overhead projector (and screen) and will have a microphone for use if required by presenters. The meeting room will be available from Saturday (Date\_Saturday) to Friday (Date\_end) Year N.

The Host will make available six meeting rooms for IAF committee meetings with 20 to 30 chairs around a table and 10 additional chairs along a wall. These rooms will be equipped with a computer connected to an LCD projector (and screen) and an overhead projector (and screen). These meeting rooms will be available from Saturday (Date\_Saturday) to Friday (Date\_end) Year N.

## (j) Offices

The host shall provide the following offices and office services for the use of the IAF, IAA and IISL in connection the operation and management of the (XX)th IAC:

- **IAF/IAA/IISL Officials:** The Host will provide five offices: one each for the IAF President, IISL President, IAA President, the IAF Executive Director and the IPC Co-Chairs. Each office shall be at least 5m by 5m in size and shall be equipped with a desk, a meeting table and an outside window. Each office shall be lock-able with keys provided to the IAF. Each office shall contain a telephone with outside local call access. Each of the officials' offices shall contain a cable connection for high speed internet and e-mail access. The office for the IPC-Co Chairs will be a combination office/meeting room that is large enough to accommodate a meeting of 20 persons. The IISL President's office shall also include a computer (operating Microsoft XP and containing Microsoft Office 2003 software or later) which is set up for internet/e-mail use and is connected to a printer (either in the same office or a printer in the IAF Secretariat office).
- **IAF Secretariat Office:** The Host will provide one large office equipped with 6 desks and chairs, at least 6 small/medium sized tables and three storage cabinets that can be locked. The office should have an outside window and an entry door that can be locked with the key provided to the IAF Secretariat. This office shall also have:
  - 6 desktop computers (with English keyboards), one for each desk, operating Microsoft XP and containing Microsoft Office 2003 software (or later).
  - Each desk shall have high speed internet and e-mail access.
  - At least one desk will have a telephone with outside local call access.
  - Three laser printers connected to the six computers with paper and printing supplies provided.
  - One fax machine with a number provided to the IAF at least 10 days in advance and with a fax line capable of dialing both local and international fax numbers at no expense to the IAF.
  - One high speed/large volume photocopy machine with document collation and assembly features. The Host will also provide the IAF with sufficient paper and printing ink/toner to support IAF Secretariat printing activities throughout the duration of the IAC.
  - Basic office supplies for use by the IAF Secretariat staff during the Congress. This includes such items as pens, pencils, writing pads, staple machines and staples, adhesive tape, etc. The IAF Secretariat will provide the Host with a list of the supplies needed approximately three weeks prior to the start of the Congress.
- **IAA Secretariat Office:** The Host will provide one office equipped with 2 desks and chairs, four small/medium sized tables, chairs and two storage cabinets that can be locked. The office should have an outside window and an entry door that can be locked with the key provided to the IAA Secretariat. This office shall also have:

- 2 desktop computers (with English keyboards), one for each desk, operating Microsoft XP and containing Microsoft Office 2003 software (or later).
- Each desk shall have high speed internet and e-mail access.
- At least one desk will have a telephone with outside local call access.
- One laser printer connected to the two computers with paper and printing supplies provided.
- One high speed/large volume photocopy machine with document collation and assembly features. The Host will also provide the IAA with sufficient paper and printing ink/toner to support IAA printing activities throughout the duration of the IAC.

The above-described offices shall be available from Friday of the week before the Congress through Friday (Date\_end) Year N. The Host will ensure that the internet/e-mail access connections in each of the above-mentioned offices permit the IAF/IAA/IISL occupants to send out-going e-mail messages directly from the Host-provided server. In this regard, the Host will ensure the IAF staff has the necessary e-mail connection information concerning the incoming mail server (POP3) and the outgoing mail server (SMTP). The Host will also ensure that telephone access for local calls in the above-mentioned offices includes the capability for occupants to dial toll-free numbers in the Host Country for connection to international calling card numbers and other similar services. The Host will also ensure that the telephone line in the IAF President's office provides at no cost to the IAF unrestricted access to both local and international telephone calls. (International calls will only be made using this telephone line only when they are considered necessary and urgent by either the IAF President or the IAF Executive Director.)

### **(k) Press Center**

The Host will establish an International Press Center that is open daily from 8:00 a.m. through 5:00 p.m. beginning on Saturday (Date\_Saturday) Year N at 1:00 pm and concluding on Friday (Date\_end) Year N at 5:00 pm. The Press Center will be equipped with tables, chairs, telephones, one or more fax machines, internet access and include other standard press Services that the Host determines to be necessary and desirable for reporting on and the promotion of IAC activities. The Host will ensure that at least ten desks with cables for laptop/notebook computer internet connections are available for international press use in the Press Center. These internet connections will be made available at no charge. The Host will also provide at least three computers and two printers for use without charge by the press to print copies of IAC papers and presentations.

The Host may, at its discretion, establish and charge nominal fees for other press use of Press Center services such as international telephone access, fax services and document (non-IAC paper) printing services.

The Host will provide English-speaking receptionist/technical for the International Press Center to assist visiting journalists in utilising Press Center equipment, connecting to the

internet and to collect any fees that are charged. This receptionist/assistant will be available from Saturday (Date\_Saturday) Year N through Friday (Date\_end) Year N from 8:00 a.m. through 5:00 p.m. daily. A substitute will be provided during lunch break periods.

### **(l) Presentation Preparation Room**

The Host will establish a presentation preparation room that presenters can use to preview and virus-check the presentations. This room will be furnished with a sufficient number of computers (six minimum) and with sufficient technical staff personnel to ensure adequate support to all technical session, symposium and highlight lecture presenters. These computers will have high speed internet connections. They will also have CD ROM/DVD drive, Microsoft XP containing Microsoft Office 2003 software, plus PowerPoint (ppt), Acrobat distiller (pdf), and extension for PowerPoint presentations (pps) programmes. The Presentation Preparation Room will be open, with technical staff available for final tests with computer specialists, from Saturday (Saturday\_date) Year N through Friday (Date\_end) Year N from 8:00 a.m. through 5:00 p.m. daily.

### **(m) Internet Café**

The Host will designate one room or area in or adjacent to the Exhibition area as an “Internet Café” for use by all IAC attendees. The Internet Café will be open at least the same hours as the Exhibition and will include:

- High speed access cable connections for at least 15 laptop/notebook computers of IAC attendees.
- A wireless access point and appropriate sitting area for IAC attendees owning computers with wireless capabilities.
- At least 15 computers (with English keyboards) for access by IAC attendees. These computers will also have high speed internet connections. At least five of these computers will also have CD ROM drives and be connected to printers for printing out of Congress CD papers, abstracts, etc.

The Host may, at its discretion, establish and charge nominal access fees to attendees for internet access and use of the internet café computers and printers. The Host may also, at its discretion, make available a “pay for use” photocopying machine in the internet café or another suitable location in the Exhibition or meeting room area. The host will provide a technical assistant to support the activities of Internet Café, assist attendees with connectivity issues and collect any fees that are charged.

### **(n) IAF Members’ Lounge**

The Host will provide a separate room – for the exclusive use of individuals employed by IAF member organisations and by elected officers of IAF Member Societies – that contains:

- Desks or tables and chairs to accommodate at least 30 individuals
- At least 25 high speed internet access connections by cable and/or wireless internet access for computers located within the room
- At least three desktop computers (with English keyboards) using Microsoft Windows XP and Microsoft Office 2003 software (or later) with high speed internet access connections and USB ports for use by IAF members.
- At least three printers that are connected to the desktop computers and one additional printer that can be connected to a visitor's laptop computer. These printers will be maintained and supplied with sufficient paper and printing ink/toner during the IAC meeting. (Note: The Host may, at its discretion, limit the use of these printers to no more than 10 pages of printing per person per day.)
- At least five telephone lines with local/national call access that includes the capability for occupants to dial toll-free (free phone) numbers in the host country for connection to international calling card numbers and other similar services.
- At least one facsimile machine to provide fax services for IAF members. The Host may, at its discretion, charge the actual costs associated with sending outgoing faxes.
- A photocopy machine that is maintained and supplied with sufficient paper and printing ink/toner during the IAC meeting. (Note: The Host may, at its discretion, limit the use of the photo copying machine to no more than 10 pages of copying per person per day.)
- In one corner of the IAF members' lounge, comfortable chairs and/or couches for at least eight persons to hold conversations in an informal setting.
- Facilities for coffee, tea, soft drinks, water and cookies or other snacks for persons using the lounge. This will be provided from Saturday (Date\_Saturday) to Friday (Date\_End) Year N.
- A receptionist/technician to ensure that only full-paying participants who are employees of IAF member organisations or elected officers of IAF member societies are granted access to the lounge and to ensure that restrictions on the use of the printers are observed.
- Access to and use of the facilities, refreshments and services provided in the IAF Members' Lounge will be free of charge to full-paying IAC participants who are employees of IAF member organisations or elected officers of IAF member societies. The current list of IAF Member companies and elected officers will be provided by the IAF to the receptionist on (Date\_Saturday morning Year\_N).

The IAF Members' Lounge will be open for use by IAF member organisations from 8:00 am to 5:00 pm from Saturday (Date\_Saturday) through Friday (Date\_end) Year N. The Host will provide one English-speaking receptionist/technical assistant for the IAF Member's Lounge to verify the eligibility of visitors and to assist them in using lounge equipment and connecting to the internet. This receptionist/assistant will be available from Saturday (Date\_Saturday) through Friday (Date\_end) Year N from 8:00 a.m. through 5:00 p.m. daily. A substitute will be provided during lunch break periods.

The Host will prepare an abbreviated list (as a Microsoft Excel file) containing limited information on IAC attendees and install this list on the computers provided in the IAF

Members' Lounge prior to its opening on Saturday (Date\_Saturday) Year N. Detailed information on this abbreviated list of IAC attendees is contained in Exhibit "B."

**(o) Special Reception Facilities**

The Host shall provide one room suitable for receiving distinguished participants (VIPs) which shall be available for use by the IAF/IAA/IISL and the Host from Saturday (Date\_Saturday) Year N through Friday (Date\_end) Year N.

The Host shall also provide a room or private dining area that the IAF/IAA/IISL and the Host may use to hold luncheons for VIP guests and Plenary Session speakers. This room (which can, if the Host determines it is feasible, be the same room as that used for receiving VIPs, mentioned above) will be available for entertaining and luncheons from Monday (Date\_begin) through Friday (Date\_end) Year N.

Exhibit "F" provides further details on the special arrangements that the IAF and the Host will make with respect to distinguished visitors and Plenary Participants.

**(p) Registration Desk Area**

The Host shall establish a Registration Desk Area for attendees that shall be open from Saturday (Date\_Saturday) Year N through Friday (Date\_end) Year N. The Registration Area will be open for at least nine hours – beginning at 8:00 am (Date\_Saturday) through (Date\_Wednesday) and no less than six hours per day on the remaining days.

The Host will ensure that the Registration Desk Area is sufficiently large and well staffed to accommodate the registration of IAC attendees.

**(q) Stands**

The Host shall provide an area (not less than 9 square meters) located in or close to the Registration Desk Area for the organisers of the (XX+1)th International Astronautical Congress to construct a stand and to announce and promote their event.

The Host shall also provide five areas (of not less than 6 square meters each) in the Exhibition area and construct stands for each area that the IAF can allocate to publications that agree to serve as official sponsors of the (XX)th IAC and that agree to provide appropriate press coverage to IAC events.

**(r) Meeting facilities for IAF members**

The Host shall provide at least three meeting rooms (each with a large table and chairs for at least 15 persons) for use by IAF member organisations (space agencies, companies and professional societies) for meetings during the Congress. These rooms shall be suitable for private meetings and located in or within five minutes' walking distance of the main Congress facilities. The IAF Secretariat will receive requests from

IAF members and will schedule use of these rooms.

### **(s) Additional provisions concerning rooms and equipment**

All meeting rooms must be in the same building or in buildings contiguous to the exhibit center, except as otherwise indicated below, requested or approved by the IAF.

The Host shall prepare signs for each session room listing in detail the sessions and presenting authors names, reserved seating signs for VIPs at the Opening Ceremony, and name signs for the IAF, IAA and IISL offices, Press Room, Preprint Room, etc.

The Host shall provide – free of charge – maintenance staff and back-up equipment that can be utilised to resolve unforeseen technical and equipment problems associated with the execution of the Congress.

The Host shall provide additional rooms which might be needed by the LOC for the preparation of the Opening Ceremony, for the preparation and serving of the IAA lunch and dinner, and the IAF gala.

All the equipment and materials set forth above shall be provided and maintained by the Host in operable condition and free of charge, unless expressly specified otherwise.

## **2. Miscellaneous Congress Services**

To facilitate their participation in the (XX)th IAC, the Host will also provide the following miscellaneous services for Congress attendees:

- **Personal Message System:** The Host shall provide a personal message system for participants, which shall be efficient and user-friendly.
- **Travel Agency Facilities:** These facilities should be located or inside the Congress Center or no more than a five minute walk from the Congress Center
- **Banking Facilities:** The Host shall ensure that at least one ATM local currency dispensing machine (that accepts international bank cards) is available within the Congress Center. A bank which will handle other currency and banking transactions should be located within a five-minute walk from the Congress Center.
- **Accompanying persons welcome event:** The Host will arrange and provide a coffee or other casual event for accompanying persons to acquaint them with local customs and attractions, Congress tours and other activities of potential interest. This event will take place at a convenient time near the beginning of the IAC and will be open to all accompanying persons.
- **Accompanying persons' area:** The Host will establish an area (with casual seating for at least 10 persons) for accompanying persons to gather and relax during

the Congress. This area will be clearly designated and accessible to all registered accompanying persons. It can also serve as a meeting point for accompanying persons and others participating in IAC tours and other social programmes.

- **Coffee Breaks:** The Host will provide continuous services for drinking water and periodic (at least twice in the morning and once in the afternoon) coffee/tea services for the Congress participants at various locations adjacent to the technical session and Academy Day rooms from Sunday (Date\_Sunday) to Friday (Date\_end). From Saturday (Date\_Saturday) to Friday (Date\_end) the Host will also provide drinking water and coffee/tea services in areas adjacent to the IAF/IAA/IISL committee meeting rooms, and adjacent to the room used for the IAF General Assembly during General Assembly meetings. In addition, from Friday (Date\_Friday) before Congress to Friday (Date\_end) Year N the Host will provide continuous water and coffee/tea service in an area in close proximity to the offices of the IAF Secretariat, the IAA, IISL and the Host's Secretariat. These services will be provided at no charge to Congress participants at various locations adjacent to the technical session and committee meeting rooms.
- **Miscellaneous Services:** The Host will provide areas in proximity to the technical session rooms and the exhibit area for casual discussions as well as for luncheons, snacks and refreshments. The Host (or its contractor) may charge Congress participants for the cost of luncheons, snacks and beverages.

### **3. Staff Support for the IAF, IAA and IISL**

The Host shall provide the following staff to assist the IAF, IAA and IISL officials and staff members during the IAC:

- **IAF Secretariat:** Two full time English-speaking secretaries able to answer phones, operate Secretariat computers, fax and photocopy machines and to type documents for the IAF Secretariat. These secretaries will be available in the IAF Secretariat Office from Friday, (Date\_Friday) of the week before the Congress Year N, through Friday (Date\_end) Year N. The secretaries will work from 8:00 a.m. through 5:00 p.m. daily (with the exception of a one hour lunch break).
- **IAA Secretariat:** Two English-speaking secretaries (able to operate Secretariat computers and to type documents for the IAA Secretariat) and one assistant (able to answer phones and operate the photocopy machine). One secretary will be available from Saturday (Date\_Saturday) through Friday (Date\_end). The other Secretary and Assistant will be available from Saturday (Date\_Saturday) Year N through Wednesday (Date\_Wednesday) Year N. The secretaries and the assistant will work from 8:00 a.m. through 5:00 p.m. daily (with the exception of a one hour lunch break).
- **IISL:** One English-speaking secretary able to answer phones and to type documents for the IISL Secretariat. These tasks will be performed in the IISL

President's Office from Monday (Date\_begin) Year N, through Friday (Date\_end) Year N. This secretary will work from 8:00 a.m. through 12:00 p.m. daily (with the exception of a one hour lunch break).

#### **4. Hotel Accommodations**

The Host will make appropriate arrangements to ensure that suitable and sufficient hotel accommodations are available for attendees to the Congress. The Host will also attempt to arrange these accommodations at rates that are discounted and accordingly are significantly lower than rates that could be obtained by booking directly. If the Host plans to utilise a travel agency or booking service to manage the hotel booking process, the Host will so advise the IAF, indicate the margin charged by the agency/booking service, and specify whether these charges will be added to the previously quoted rates.

The Host will ensure that those IAC attendees who wish to reserve hotels through the Host-provided booking service are not required to pay the cost of their hotel stay in advance of their arrival. The Host may request permission to charge a nominal deposit when hotel bookings are made. Should the Host wish to charge a nominal deposit, the proposed amount and associated procedures must be approved in advance by the IAF Executive Director.

Should sufficient hotel accommodation within easy walking distance of the Congress center not be available, the Host will provide a planned schedule shuttle bus service free of charge to attendees for all transfers to Congress activities. This service will be in operation throughout the duration of the Congress. Travel time shall not exceed thirty minutes.

On or before 15 March Year N the Host will advise the IAF Executive Director of the proposed hotel accommodation arrangements including the distance of each hotel from the Congress, local transportation arrangements (if needed), the total number of rooms available and the rates proposed for various types of rooms.

The Host will also provide at no charge:

- One suite or other two-room accommodation appropriate for entertaining for the IAF President. These accommodations will be available for use by the IAF President from his arrival on Thursday (Date\_Thursday) of the week before the Congress Year N through his departure on Sunday (Date\_Sunday) Year N.
- Seven hotel rooms (three double rooms for double occupancy and four double rooms for single occupancy) for the IAF Secretariat staff and support personnel. These rooms will be available for IAF Secretariat use from arrival on Wednesday (Date\_Wednesday) of the week before the Congress Year N through departure on Sunday (Date\_Sunday) Year N.

#### **5. General Assistance and Services**

The Host will provide staff personnel in the Congress Center throughout the duration of the IAC to provide the following assistance and services:

- Answering questions concerning the Congress activities and arrangements. This includes assistance in finding the location of rooms, sessions and other Congress activities.
- Posting the morning and afternoon schedule of sessions on the doors of the session rooms.
- Preparing and posting a clear map or directory identifying the different locations of the session rooms, committee's rooms, and administrative offices.
- Assisting Congress participants locate and utilise special audio-visual equipment, tape or video recorders, and other special equipment and services necessary to meet last-minute requirements. The cost of renting such equipment will be borne by the requesting individual/organisation.

## **EXHIBIT B**

### **Registration Conditions and Procedures**

The IAF and the Host agree to the following registration conditions:

- Registration fees set forth in this contract are inclusive of all taxes and duties which, if applicable, will be paid by the Host.
- The above-mentioned registration fees shall include badges, congress documentation, admission to the Opening Ceremony, access to all scientific and technical sessions, access to the Space Exhibition, the Welcome Reception, and other sponsored receptions, and coffee breaks.
- The Host can require that payments via Bank Transfer be free of charge for the Host. The Host can also set a deadline after which all registration and other IAC fee payments must be made by credit card.
- Those registering as “retired persons” must complete a form (prepared by the IAF) that certifies that they meet the IAF’s minimum requirements (no longer employed and prepared to make at least one presentation on their experiences to a student or public group during the coming six months). The IAF may also ask the Host to include a special word, symbol, color of paper or distinguishing feature on the badges of those who register as retired persons. The Host agrees to accommodate this request.
- Those registering as “young professionals” must meet the IAF’s minimum requirements. A young Professional has to be below the age limit of 33 years old in the year of the Congress. The IAF will provide further information about its requirements for young professionals and associated registration procedures prior to the opening of registration for the IAC.
- Those registering as “students” must provide a copy of their student ID card and passport. The Host may request that individuals registering as students provide additional documentation (such as a signed form from the student’s University) to confirm their full-time student status.
- Accompanying persons shall be entitled to participate in the Opening and closing Ceremony, the Space Exhibition, Plenary Events, Highlight Lectures, the Welcome Reception, and other events designated by the Host. The Host may (after consulting with the IAF on the access procedures it plans to follow) restrict access of accompanying persons to IAC technical sessions.
- The Host agrees to assist the IAA in ensuring that any IAA members who wish to attend Academy Day events on Sunday (Date\_Sunday) Year N but do not wish to attend other IAC events are granted access to the Academy Day events at no charge.

- With the exception of the Welcome Reception, the Host can, at its discretion, charge admission to those people attending other social events including the Gala Banquet.

In addition to the registration fee structure established in the Final Contract between the Host and the IAF, the Host and the IAF agree to:

- Offer, as an incentive, no-charge registration for one full paying participant from each organisation that contracts for exhibit space at the Space Exhibition held in conjunction with the (XX)th IAC. The Host will reimburse the IAF for its share of these no-charge registrations. The Host may also, as a further incentive, offer to reduce the registration fee up to (host's share)% for additional participants from organisations contracting for large exhibit areas. The amount of reduced registration fee will be taken from what would otherwise be the Host's share. The IAF will receive the same amount as it receives for full-paying participants. Prior to offering reduced registration fees for large area exhibitors, the Host will inform the IAF of its proposed practice and obtain the written concurrence of the IAF Executive Director. The Host will include the names and other registration data on those registering as exhibitors on the registration list that will be maintained, updated and provided to the IAF in accordance with the provisions discussed below. The Host will provide the IAF will include registration information (including the registration fee paid) for all individuals registered to participate in the Congress under this exhibitor provision. This information will be included on the master list of those registering in the IAC which is discussed below.
- Waive all registration fees for Distinguished (VIP) Participants. The procedures for determining the list of Distinguished Participants and inviting them to the IAC are discussed further in Exhibit "F." Persons invited as Distinguished Participants will receive the same registration materials – including DVD, Final Programme and Congress Bag – as full-paying participants.
- Offer – upon request – a one-day access badge at no charge to individuals invited to participate as speakers in Plenary Event and Highlight Lectures of the (XX)th IAC and who do not wish to attend other IAC sessions. Plenary Event/Highlight Lecturers given one-day access badges will receive the same registration materials – including DVD, Final Programme and Congress Bag – as full-paying participants.
- Register free of charge up to 15 officials and staff members of the IAF, the IAA and the IISL who will receive the same registration materials – including DVD, Final Programme and Congress Bag – as full-paying participants. The IAF Secretariat will provide the Host with a list of the individuals to be registered under this provision.
- Register free of charge up to 10 official representatives of International Organisations recognised by the IAF. The IAF Secretariat will provide the Host with a list of the representatives designated as official representatives of International Organisations. No more than one representative shall be designated from each International Organisation.

- Register free of charge up to 25 participants in the UN/IAF Workshop being organised in conjunction with the IAC. The UN/IAF Workshop participants who qualify for free registration will be persons who meet the following criteria:
  1. Reside in a developing country and are working on space related activities in that country.
  2. Receive full or partial funding support to participate in the UN/IAF workshop from one of the organisations sponsoring the Workshop (e.g. the UN, the IAF, the Host Country, UNESCO, etc.).
  3. Would not – because of limited funding resources in the organisation they represent – otherwise be able to attend the IAC following the UN/IAF Workshop.

The United Nations Office of Outer Space Affairs will provide the IAF and the Host with a list of the developing country participants showing which participants the UN proposes for no-charge IAC registration. This list will be provided at least 30 days prior to the beginning of the Workshop. The IAF and the Host will review this list and confirm that those proposed for free registration meet the above criteria. These United Nations supported UN/IAF Workshop participants who qualify for no-charge IAC registration will receive the same IAC registration materials – including DVD, Final Programme and Congress Bag – as full-paying participants.

- Register – in coordination with the IAF Secretariat – IAF Bureau Members, past Presidents of the IAF, and International Programme Committee Co-Chairs at a reduced rate of 50% of the applicable IAF member rate at the time of registration. This reduction will come from the IAF's share of the registration fees for these individuals. The Host will provide the IAF with the IAF's remaining (*TBD*)% of these registration fees. The Host will receive its full (*TBD*)% share of the registration fees for these individuals. The individuals who register under this provision will receive the same registration materials – including DVD, Final Programme and Congress Bag – as full-paying participants.
- In accordance with the IAC cancellation policy, charge a nominal administration fee (75 Euros) for those who register and cancel their registration up to 30 days prior to the beginning of the IAC. The Host shall retain this 75 Euro administration fee. The remainder of the registration fee will be refunded to the person registering. The IAC cancellation policy and last date for accepting cancellation requests will be published in the Host's on-line registration web site, in the registration portion of the 2<sup>nd</sup> Announcement and in any other registration materials that the Host publishes.
- Share the registration fees for individuals who registered for (and paid to attend) the IAC but who did not actually attend the Congress. This includes individuals who seek to but can't cancel their registration because the request was made within 30 days of the beginning of the IAC. The IAF will receive its full share – (*TBD*)% – of these fees; the Host will receive its (*TBD*)% share.

The IAF and the Host also agree to follow the following procedures with regard to the documentation concerning registered participants:

- The Host will provide the IAF with a list (as a Microsoft Excel file) of IAC attendees that contains (at a minimum) each attendee's first and last name, personal title, job title, organisation sub-unit/division, organisation, address, city, state/region, country, phone, fax, e-mail address based on the information provided on the registration forms. The list will also indicate the registration category (e.g. IAF member, IAA member, IISL member, non-member/full, student, young professional, retired) and applicable rate (e.g. early, regular, on-site), the amount paid, the name of any accompanying person registered, the hotel reserved (if any). The list will include all those registering in special categories such as IAF Bureau members, those registering as VIPs and those granted one-day access badges. In addition this list will include individuals who registered and are attending as exhibitors, those who registered and cancelled their registration, and those who registered but did not attend the IAC. This list will be provided by the Host to the IAF beginning on 16 July Year N, and will be updated every two weeks through and including an update on (one week before the date the IAC opens) Year N. Starting on (Date\_Saturday) Year N the Host shall provide the IAF Secretariat on a daily basis with an update to the list of IAC Attendees containing the same information as specified above and including each newly listed attendee who registered on-site. This list will be checked by the Executive Director, or his representative, at the end of each day during the IAC.
- The Host will provide the IAF a final list of IAC Year N attendees as well as those who registered but did not attend (as a Microsoft Excel file containing the same information as noted above) no later than (Date\_end) Year N.
- The Host will prepare an abbreviated list (as a Microsoft Excel file) of registered participants including exhibitors (except those who have cancelled their registration) containing the following information derived from the IAC attendees list (above): First and last name, organisation, country. This abbreviated list will be installed on the computers provided in the IAF Members' Lounge prior to its opening on Saturday (Date\_Saturday) Year N. This abbreviated list will not need to be updated to take into account additional IAC attendees who register on-site.
- On or before 26 September Year N, the Host will provide the IAF Secretariat with a list (as a Microsoft Excel file) of those attendees who have made hotel reservations using the Host's registration services. This list will include the full name, organisation and country of each attendee as well as the Hotel that the attendee has reserved. The Host can, if it prefers, integrate the hotel registration data in the IAC registration data base described above.
- The IAF considers the above-mentioned Microsoft Excel databases developed by the Host using attendee registration information – as well as the lists of IAC attendees prepared using these databases – to be the valuable property of the IAF. The IAF would be substantially and materially harmed should the Host fail to provide the interim and the final IAC attendee information and data to the IAF in a timely

manner as required hereinabove.

## **EXHIBIT C**

### **Design, Production and Dissemination of Material**

#### **Terms and Conditions**

The Host and the IAF agree to adhere to the following terms and conditions with regard to the design, production and dissemination of materials associated with the (XX)th International Astronautical Congress.

##### **(a) Design of logo and marketing materials**

The Host will be responsible for and pay the cost of designing the logo and related marketing materials associated with the (XX)th IAC. In designing the logo and related materials the Host will strive for a design that maintains consistency with the designs and the practices followed during previous IACs. The Host will submit the proposed design for the (XX)th IAC logo as well as the designs for other unique marketing materials to the IAF Executive Director for approval prior to proceeding with the promotional campaign.

##### **(b) First Announcement and Call for Papers**

A First Announcement and Call for Papers will be produced by the IAF at its expense, and will be written in collaboration with the Host. The First Announcement and Call for Papers will be mailed at the expense of the IAF to prospective participants in the (XX)th IAC and will also be distributed during the (XX-1)th IAC in (Host of preceding Congress).

##### **(c) Second Announcement**

A Second Announcement will be produced by the IAF at its expense and will be written in collaboration with the Host. The IAF will distribute the Second Announcement either as a paper document and/or as an electronic document to current IAF contacts and other potential participants in the (XX)th IAC. In this connection the Host agrees to provide all the necessary information concerning the venue, the hotels, registration forms, accompanying person and social programmes, technical tours, and pre- and post- Congress tours, etc. This information will be provided to the IAF no later than 31 March Year N. The 2<sup>nd</sup> Announcement will be distributed by the IAF to individuals on the IAF distribution list in June Year N.

##### **(d) Final Programme**

The Final Programme will be produced and printed (in four color format) by the Host at its own expense, in sufficient quantities to provide a copy thereof to all registered IAC participants (except accompanying persons) attending the (XX)th IAC in Year N. The

full schedule will be provided by the IAF to the Host no later than 15 August Year N.

The Host is authorised to sell advertisements in the Final Programme with the approval of the IAF. The Final Programme shall be distributed to the Congress participants in the Congress bag provided by the Host (see below). Printing shall be not less than 10 point type, and shall be in dark and legible ink.

#### **(e) Congress Bag**

A Congress bag produced at the expense of the Host will be provided to all registered IAC attendees (except accompanying persons) containing, at a minimum, the Final Programme, pen and writing paper, map of the city and tourist information, and other useful items and information. The Host also agrees to insert into the Congress bag additional documents – including but not limited to current publications of the IAF's primary and secondary media partners – which are requested by the IAF. The IAF Executive Director will notify the Host which additional documents are to be inserted in the Congress bag at least two weeks prior to the beginning of the Congress.

#### **(f) DVD Disks**

All registered IAC attendees (except accompanying persons) will receive one or more DVD disks containing IAC paper abstracts, papers and presentation charts including those from interactive sessions. The IAF is responsible for producing these DVD disks and will ship them to the Host for delivery to eligible attendees. The DVD disks will be delivered to the Host not later than three days prior to the opening of the (XX)th IAC registration (e.g. (Date\_Friday), Year N). The Host will collect all undistributed DVD disks and will ship them (at Host expense) to the IAF Office in Paris, France to arrive no later than 17 October Year N. The Host will exercise strict control over the distribution of the DVDs to ensure that they are provided only to those attendees who are entitled to receive them. The Host will provide the IAF Secretariat with an accounting of the DVD distribution when the Host returns the undistributed DVDs to the IAF Office in Paris.

#### **(g) Daily Bulletin**

The Host, at its own expense, in coordination with the IAC Press Officer supplied by the Host, shall prepare a Daily Bulletin that will contain updated information concerning Congress activities. The Daily Bulletin will be made available to Press representatives and to other IAC attendees using the most effective and practical means appropriate as determined by the Host in consultation with the IAF.

#### **(h) IAC Web Site**

The Host agrees to establish and maintain current information regarding the (XX)th IAC on the IAC Year N Web Site ([www.iacYear N.org](http://www.iacYear N.org)) which the IAF is making available to the Host. This includes, but is not limited to, information concerning IAC registration (including an on-line registration capability), the Space Exhibition, the IAC technical and

social programme, travel and hotel arrangements, the UN/IAF Workshop, and other information of potential interest to prospective IAC attendees.

The Host and the IAF agree to maintain reciprocal web site links between the IAF's web site ([www.iafastro.org](http://www.iafastro.org)) and the (XX)th IAC web site ([www.iacYear N.org](http://www.iacYear N.org)). The Host and the IAF also agree to consider additional opportunities to utilise their web sites to promote interest and participation in the (XX)th IAC and to promote public interest in the activities of the IAF and in space activities in the host country.

## **EXHIBIT D**

### **Student and Young Professional Programmes**

The IAF and Host attach great importance to and agree to promote the participation of student and young space professionals in the IAC and in associated meetings. This participation includes the young professional programmes of the IAF and the Space Generation Advisory Council (SGAC) as well as the student participation programmes organised by the European Space Agency (ESA), the Japan Aerospace Exploration Agency (JAXA), the Canadian Space Agency (CSA), the National Aeronautics and Space Administration (NASA) and other agencies and organisations (hereinafter called “the sponsors”). In this connection, the Host agrees to the following:

**Low Cost Accommodations:** The Host will facilitate contact between the sponsors and local hotels and universities in the local area to provide low cost accommodations for student and young professional attendees. All contractual arrangements and financial exchanges will occur between the sponsors and the providers of housing.

**Student Area and Booth/Zone:** The Host will provide free of charge a dedicated student area of between 200 and 500 square meters in the Space Exhibition facilities. No less than 150 square meters of this student area will be provided for construction by the sponsors of a Student Booth or Zone on the Space Exhibition floor.

It is understood that the participating space agencies will be responsible for bearing any/all costs associated with booth/zone design, construction, shipment (if appropriate) or ordering any associated furniture. The space agency student programme officials shall coordinate their plans with each other and shall work directly with the Host’s Exhibit Manager to finalise and implement plans for the student area and booth.

**Student and Young Professional Session Rooms:** The Host will provide two dedicated session rooms with chairs in theater seating for at least 200 persons in each room that are available for presentations to students and young professionals from 13:00 hours on Monday (Date\_begin) to 17:00 hours Friday (Date\_end) Year N. These session rooms will be for student and young professional use only and will be located in the general vicinity of either the other session rooms discussed in Exhibit A or, for the student session room, near the student area.

**Student Party and Student Lunches:** The Host will facilitate the organisation of a Student Party and of daily lunches for student participants in the IAC. The Host will also facilitate the organisation of social and other special events for the Federation’s Young Professional Programme.

To this end, the Host will assist in the location/identification of adequate facilities and local vendors to support the needs of the student participation programme sponsors. It is understood that the Host’s organisational role is limited to: 1) the pursuit of a suitable

venue, caterer and disc-jockey in accordance with the sponsors' budget for the Student Party, and 2) the pursuit of a caterer to serve lunches in accordance with the sponsors' needs and budget.

It is understood that, once identified, the sponsors' will contract directly with the designated vendors, as required. All contractual arrangements and financial exchanges will be made between the sponsors' and the respective local vendor.

**Student and Youth Programme Coordinator:** The Host will designate an individual who serves as the Host's point of contact for assistance with the organisation and conduct of student and young professional programmes held in connection with the (XX)th IAC.

## **EXHIBIT E**

### **International Institute for Space Law Activities**

The International Institute for Space Law (IISL) associated events of IAC shall include the Manfred Lachs Moot Court Competition (which also serves as an outreach programme of IAC) and the IISL Annual Dinner associated with the Moot Court.

The Host shall utilise its best efforts and provide all reasonable aid and assistance to the IISL, to facilitate the holding of the Annual Manfred Lachs Moot Court Competition and associated events and in particular:

- (a) Aid and assist the IISL in locating a suitable Moot Court venue, making appropriate arrangements and finding financial and in-kind sponsors for the holding of the Moot Court Competition and the annual IISL dinner that follows the Moot Court.
- (b) If the Moot Court venue is not within walking distance, provide free-chartered buses or other appropriate (private) transportation for attendees to travel from the Congress venue to and from the location of the Moot Court finals and the annual dinner following the Moot Court.
- (c) Provide courtesy passes for the three Moot Court judges for the duration of their stay to enter the Congress facilities and participate in other IAC activities. In this connection, the names of the Moot Court judges will be added to the list of Distinguished Participants prepared by the IAF and the Host and discussed further in Exhibit "F."

The IISL shall establish a committee (the IISL Liaison Committee) to act as the point of contact to work with The Host in arranging for the Moot Court and IISL annual dinner. The Host shall utilise its best efforts to identify potential sponsors and to provide a list thereof to the IISL Liaison Committee, and shall arrange for introductions between such potential sponsors and the IISL Liaison Committee as necessary for the successful conduct of the Moot Court and annual dinner.

In case of insufficient contributions from sponsors for covering dinner and Moot Court Competition expenses the Host will make its best efforts to provide the missing resources up to a maximum of 20,000 Euros.

## EXHIBIT F

### **Distinguished Participants (VIPs) and Plenary Speakers**

The IAF and the Host anticipate that they will wish to invite a number of distinguished participants (VIPs) whose presence will enhance the overall success of the (XX)th IAC. The IAF and the Host note that a number of other individuals will be invited to participate as speakers in Plenary Events and Highlight Lectures of the (XX)th IAC.

In this connection, the IAF and the Host agree to the following arrangements:

**Luncheons for VIPs and Plenary Speakers:** Using the room or private dining area discussed in Exhibit "A," the Host will arrange for daily luncheons for VIPs and for Plenary Session and Highlight Lecture Speakers. These luncheons will be held each day from Monday (Date\_begin) through Friday (Date\_end) Year N.

The Host and the IAF will consult in advance and agree on the list of individuals to be invited to participate in these luncheons. In general each day's list will include those VIPs present that day along with the Plenary Speakers and Highlight Lecturers giving presentations during the day. A limited number of IAF, IAA and IISL and LOC officials will also be invited to participate in these luncheons.

The room or private dining area used for these luncheons will be provided by the Host. The cost of food and refreshments for the luncheons will be paid by the Host up to a maximum cost of 8,000 Euros. (If the total cost of the VIP luncheons is projected to exceed 8,000 Euros, the Host will notify the IAF and the parties will agree on measures either to limit attendance or to share the excess costs.) The Host will make the necessary arrangements for the luncheons and will consult with the IAF on the menu and estimated cost per person before final arrangements are made.

**Coordination of VIP invitations:** The IAF and the Host agree to consult on the preparation of a VIP invitation list and to coordinate the invitations to potential VIP participants. The events to which such VIP invitees may be invited include the Opening Ceremonies, the Welcome Reception, and the Plenary and Highlight Lectures.

The IAF and the Host shall collaborate on the production of an initial list (that is as complete as possible) of VIP invitees that each party believes should be invited to the Congress, the event(s) to which each person is to be invited, and the date(s). This initial list shall be ready no later than 15 July Year N after which the Parties will review and approve it. After the initial list of VIP invitees has been reviewed and approved by the Parties this list will be maintained by the Host. Any proposed additions, deletions or changes to the list initiated by or communicated to one Party will be shared without delay with the other Party and approved by both Parties before the list is modified.

In general, invitations to VIPs will be issued jointly by the IAF and the Host and will be signed by the IAF President and the Chair of the Host's Local Organising Committee.

The Parties acknowledge that attendance by Invitees at some of the events to which they are invited, may incur costs (e.g. air fare and hotel expenses) that are not specifically offset by revenues. The Party that is responsible for absorbing any such costs shall have the right to veto inclusion on the list of Invitees of any person whose participation in the Congress may be expected to incur such additional costs.