

# Agreement

## between the undersigned

The **International World Wide Web Conference Committee** incorporated under Swiss law in the Republic and Canton of Geneva, (Switzerland), and having its registered office at International World Wide Web Conference Committee (IW3C2) c/o Fiduciaire A. Richard SA, Avenue de Frontenex 32, 1207 Geneva, Switzerland, hereafter known as "IW3C2"

and

**<HOST>**, hereafter known as the Local Conference Organizer "LCO".

Its current mailing address is - **<POSTAL ADDRESS>**.

### Recitals

Whereas **IW3C2** controls the rights to "The Web Conference" series and has authorized the LCO to conduct the **<NUMBER>** edition of "The Web Conference" "**<CONFERENCE NAME>**" hereafter known as "the Conference",

Attached to this Agreement as Schedule 1 is a draft budget that is the basis for the financial planning for the Conference,

Attached to this Agreement as Schedule 2 is a draft marketing and promotion plan.

After signing this agreement, a preliminary Conference Web site could be opened with general contact information and details of the date and venue.

### NOW THE PARTIES AGREE AS FOLLOWS

#### 1. Basic Agreement

- 1.1. IW3C2 authorizes the LCO to, and the LCO agrees to, conduct the Conference at **<CONFERENCE VENUE>** from **<CONFERENCE BEGIN>** to **<CONFERENCE END>** according to the terms of this Agreement.
- 1.2. The parties agree that the Conference will have a general format of at least one Workshops and Tutorial day, followed by at least three days of Technical Papers (including a Developers Track) and may be conducted in conjunction with an exhibition or display at the conference venue. The LCO, after consultation with the IW3C2, may alter the general format if it appears that it would be in the best interests of the Conference to do so,

#### 2. Obligations of the Local Conference Organizer (LCO)

- 2.1. The LCO must conduct the Conference properly and efficiently in accordance with internationally accepted best practices in relation to the conduct of conferences of a similar type and format of **The Web Conference** series.
- 2.2. In particular, the LCO will provide a Conference website at or shortly before the end of the previous conference to provide information regarding the Conference particulars with at least the following information as they become available:

- 2.2.1. Information regarding the Technical Program, Developers' Track and Workshops and Tutorials day;
- 2.2.2. The Conference calendar of events;
- 2.2.3. The Conference fee structure including a registration procedure using accessible Web forms;
- 2.2.4. Travel and hotel accommodation for potential participants;
- 2.3. The LCO will design 2 representatives as ex-officio members of the IW3C2. Their term shall take effect upon their appointment and shall expire at the end of the conference following that for which they are appointed. These representatives must attend every committee meeting and site visits during their term.
- 2.4. The LCO will provide regular monthly electronic Conference reports (shadow planning reports in the year prior to the Conference and progress reports in the year of the Conference) to the appointed IW3C2 Liaison Officer for the Conference and the IW3C2. This monthly report shall include key operational decisions by the program chairs and other organizers, including the numbers of papers received, reviewed and accepted, the number of registrations, the number and level of sponsors and other important conference milestones. Any outstanding issues requiring decisions or comment by IW3C2 shall also be listed.
- 2.5. The LCO will implement and coordinate a Local Organizing Committee (LOC) who will be responsible for the technical program of the Conference including the selection of papers and speakers and the arrangement of tutorial and workshop presenters, in consultation with IW3C2.
- 2.6. The LCO must technically support the design, layout and handling of the Conference Proceedings and, in consultation with IW3C2, work with the designated publisher (currently ACM). The LCO must also support the design, layout, printing and handling of any associated materials; e.g. conference publicity brochures and posters, the conference program, tutorial and workshop notes, exhibition guide as well as various admission tickets and conference badges.
- 2.7. The LCO will provide pre-conference and on-site registration of participants and accompanying persons and facilitate accommodation booking for participants and accompanying persons. It will provide on premise staffing for the conference, including facilities for handicapped needs and access according to the applicable legislation of the country in which the venue is located.
- 2.8. In addition to the above obligations the LCO will:
  - 2.8.1. Set up a Local Organizing Committee (LOC) for the purpose of conducting all activities required under its preliminary obligations above;
  - 2.8.2. Prepare a mailing list of participants and list of sponsors and exhibitors and submit the lists to IW3C2 within 30 days of the ending of the Conference. This list should include a trigger indicating if the email users want to join the IW3C2 mailing list or not;
  - 2.8.3. Organize the technical facilities including internet connectivity, wireless coverage, telephone lines, fax machines, photocopiers and other appropriate infrastructure;
  - 2.8.4. Host and manage a team of international and local volunteers who will provide support in areas such as network and A/V during the conference;
  - 2.8.5. Announce the conference electronically. Promote the conference by organizing press conferences, distributing press releases, and any other means. A dedicated press release must be organized to announce the Seoul Test of Time Award rewarded during the conference;

- 2.8.6. Organize appropriate social events;
- 2.8.7. Provide an appropriate booth or display space for IW3C2 materials and similar facilities for the promotion of the next conference;
- 2.8.8. Maintain records of planning, organization and marketing of the conference.

### **3. Obligations of IW3C2**

- 3.1. IW3C2 will provide all relevant information to the LCO regarding past conferences, including mailing lists of past participants, as reasonably required by them. Much of this information will be provided via an information and archive site linked to the IW3C2 members' site.
- 3.2. IW3C2 will provide such further information, materials and support as reasonably requested by the LCO.
- 3.3. IW3C2 members will help in the promotion of the conference by being available for press interviews, assisting with the drafting of appropriate media releases and the distribution of promotional materials.
- 3.4. IW3C2 grants the LCO the right and license to use the IW3C2 logo; and all other trademarks, trade names and service marks of the IW3C2; and all Conference-related materials provided or made available for use by IW3C2 in conjunction with the organization, sponsorship and conduct of the Conference and the performance of this Agreement.
- 3.5. IW3C2 shall appoint a Conference Liaison Officer to the Conference.

### **4. Respect of privacy and data security**

- 4.1. The LCO is fully responsible for the data it collects, for the use of those data and their security and integrity.
- 4.2. As many European citizens are attending or participating in the organization process, the LCO must demonstrate to IW3C2 that it strictly respects GDPR.
- 4.3. It is also responsible for verifying and guaranteeing the respect of GDPR amongst all its sub-contractors such as the PCO.
- 4.4. The LCO will, within the 2 months following the signature, design a DPO (Digital Privacy Officer) that will be in charge of helping the LOC regarding the respect of the GDPR. The DPO will report on a regular base to the IW3C2 CPO (Chief Privacy Officer) and others LOC DPOs. The DPO will provide all the material and briefing needed to have a dedicated GDPR review at every committee meeting, or when requested to do so.
- 4.5. Prior to launching the conference website and the registration website the LCO CPO will run a complete internal GDPR compliancy assessment and send the results to the IW3C2 CPO, in order to get a formal validation before opening the sites.
- 4.6. A strong focus should be done on the security of personal data (and especially financial data) and to the proper destruction of those data as soon as possible after the conference.
- 4.7. No personal information should be transmitted or sold to third parties without the express consent of both the users (individual consent) and of the IW3C2 (global consent) as it might impact the conference series.

## **5. Financial Arrangements**

- 5.1. The LCO will within 120 days of the ending of the Conference (or by a mutually agreed date outside this range) provide a report to the IW3C2 containing full statistical and audited financial details of the Conference. In addition all interim reports, planning documents, brochures, sponsor packages, media releases, photographs of memorabilia, press cuttings and the like must be provided in electronic format for uploading to the IW3C2 archive website.
- 5.2. The LCO will provide up to sixteen (16) free passport registrations for members of IW3C2 or their designees attending the Conference, and one for the W3C track chair.
- 5.3. The LCO must fund the travel and accommodation of its representatives for the committee meetings and site visits, and for their participation in the previous conference where they must set-up and manage their booth.
- 5.4. The LCO will provide early-bird registration rate for representatives of the two next year's LCO, regardless of the registration date.
- 5.5. The LCO is responsible for the payment of costs related to proceedings (ACM).
- 5.6. The LCO must provide accommodation and free passport registrations for at least 10 international volunteers who have been following the conference for years and who bring valuable experience.
- 5.7. A franchise fee shall be payable to IW3C2 in accordance with the provisions of Appendix A.

## **6. Intellectual Property Rights**

- 6.1. IW3C2 licenses the LCO and subordinate contractors the right to use, copy and distribute materials that IW3C2 shall provide the LCO for use in connection with the Conference and in the performance of this Agreement, for the limited purposes of allowing the LCO to promote and organize the Conference and otherwise perform its obligations under this Agreement, IW3C2 shall retain ownership of all of its Intellectual Property that is contained in materials that it provides to LCO.
- 6.2. Both parties will preserve all of their previously existing Intellectual Property Rights, including their rights to names, trademarks, databases and other rights protected by their respective legislation about intellectual and industrial property,
- 6.3. The videos and photos made by the LCO during the conference are shared ownership of the LCO and IW3C2. The LCO must make sure to have the necessary authorizations for the publication of these recordings on the websites of the conference and/or IW3C2.

## **7. Liability and Insurance**

- 7.1. Neither IW3C2 as a corporate entity nor its members as individuals are liable for any losses or any taxes and charges that might apply to any surpluses, incurred by the Conference, In addition, the LCO is solely responsible and liable for any damages or claims that may arise in conjunction with the Conference.
- 7.2. IW3C2 does not provide insurance cover for the Conference. It is the sole responsibility of the LCO to provide comprehensive General Liability and Contractual Liability insurance (or equivalent) to insure losses or casualties associated with the Conference.

**8. Applicable Law: Resolution of Disputes**

8.1. This Agreement is subject to Swiss Law. Any dispute arising out of this Agreement shall be finally settled by arbitration in Geneva, rendered under the Rules of the Chamber of Commerce and Industry of Geneva.

**9. Authorizing Signatures**

<b>On behalf of the International World Wide Web Conference Committee</b>	<b>On behalf of &lt;HOST&gt;</b>
<b>Professor Dame Wendy Hall</b> Chair of IW3C2	<b>&lt;NAME&gt;</b> <b>&lt;TITLE&gt;</b>
Date : .....	Date : .....

# IW3C2 - APPENDIX A

Franchise fees payable to the IW3C2 for hosting the international World Wide Web Conference

## Fees applicable for <CONFERENCE NAME>

### Per capita payments:

The regular per capita franchise fee for <CONFERENCE NAME> is fixed to 90 USD

The per capita franchise fee for student registrations is 1/2 that of regular registrations: 45 USD

The fee must be paid for all paying delegates, including tutorial / workshop, and regardless the duration of their registration.

### Minimum payment:

The global franchise fee has a minimum value of 54,000 USD (600 x regular per capita franchise fee)

### **The fee shall be paid in three installments:**

- Installment 1: 28 days after the early bird registration date, based on the early bird registration numbers,
- Installment 2: 28 days after the last day of the conference, based on the best available attendance receipts,
- Installment 3: 14 days after the accounts for the conference have been approved by both parties.

**In the event that payments of the franchise fee become subject to specific taxation, such taxation must be paid by the LCO and should not be deducted from the amount received by IW3C2.**

The treasurer of IW3C2 will issue receipts to the conference for all sums received.

Payments shall be accompanied by a full list of paying delegates upon which the calculation of the sum due is based. For the first two installments this shall include details of registered delegates from whom payment of the registration fee is awaited.

### **Initialed:**

\_\_\_\_\_  
**Wendy Hall**  
Chair of IW3C2

\_\_\_\_\_  
**Luc Mariaux**  
Treasurer of IW3C2

\_\_\_\_\_  
<NAME>  
<TITLE>