

## AGREEMENT

### to Host 2018 APQN Annual Conference and Annual General Meeting

The Asia-Pacific Quality Network (hereinafter referred to as “APQN”), represented for the purpose of signature of this Agreement on one part and Shri Shivaji Education Society Amravati’s Science College jointly with Dhanwate National College (hereinafter referred to as “SSESASC and DNC”), located at Nagpur in India, represented for the purpose of signature of this Agreement on the other.

This agreement is signed between the host agency of 2018 APQN Annual Conference (AAC) and Annual General Meeting (AGM), SSESASC and DNC and APQN to ensure the objectives, term and conditions of 2018AAC and AGM will be observed by both parties to this Agreement. The Preparation of the AAC and AGM will commence on August 18, 2016.

#### Article 1: Purpose of Agreement

The AAC is a major event of the year and it is an opportunity for members to update themselves on the latest trends in quality assurance and liaise with their colleagues in the region, which coincides with APQN’s AGM. The Conference will just focus on academic exchange, and will not involve any political issue of India. The purpose of the agreement is to ascertain the smooth and successful organization of the AAC and AGM.

SSESASC and DNC are interested to host the 2018 AAC and AGM. As per APQN procedure, on June 30, 2017, SSESASC and DNC submitted the EOI in compliance with the requirements as outlined in “*Call for Expression of Interest to Host 2018 APQN Annual Conference and Annual General Meeting*” to APQN Board for consideration which was subsequently approved on July 31, 2017.

The hosting rights of SSESASC and DNC cover all activities of 2018 AAC and AGM. Once executed, this document forms a contractual agreement between APQN and SSESASC and DNC. Each party will be responsible for executing the terms of this agreement based on the guidelines, finance and responsibilities detailed herein.

#### Article 2: Responsibilities of APQN

- 2.1.1 Supporting in announcing and popularizing the conference information to its members and mailing list subscribers and handling the online conference registration.
- 2.1.2 Preparing the timeline for the AAC and AGM, developing the whole Programme made up of 1 finance committee meeting, 2 board meetings, 1 APQR Council meeting, 1 quality awarding ceremony with local dances and songs; keynote speeches; panel discussions; parallel sessions, workshops and relative meetings.
- 2.1.3 Identifying keynote speakers and communicating with them about the topic speeches and open speeches.
- 2.1.4 Calling for the AAC papers, reviewing the submitted papers and contacting with the authors on the papers and presentations, giving guidelines to the paper presenters as well as the chairs of different meetings.



- 2.1.5 Calling for: 1) the application for APQN Quality Award; 2) the applications for sponsorship; and 3) hosting of next AAC and AGM, and reviewing the three categories of the applicants.
- 2.1.6 Informing the local host the exact number of different the venues and the conference facilities, such as a paper printer for Secretariat, a computer and a slide show for PPTs each session room, Wi-Fi for AAC, 1 group photo, 3-5 good photos from each session, etc. at least 7 days before AAC.
- 2.1.7 Uploading Presentation PPTs and photos to APQN website, publishing all kinds of AAC reports in APQNNews and helping the local host to publish the Proceeding.

### **Article 3: Responsibilities of SSESASC and DNC**

- 3.1 Making the following drafts and submit to the APQN Board: 1) the overall theme and 4 sub-topics; 2) the budget; and 3) the proposed registration fee (300 USD).
- 3.2 Handling onsite registrations. The registration fees are used by the local host, but 50 USD per international participant will be submitted to APQN to meet its overheads and processing charges. APQN Board members and invited keynote speakers (no more than 4) will be registration waivers while for local participants; the host can have its own decision.
- 3.3 Being responsible for the expenditure, including the registration kit (the programmes; the booklets of participants; conference materials, etc.), 3 buffets, 4 coffee breaks, a half-day excursion including a meal (the participants could be charged a small fee as a guarantee and help the organizers to book transportation and meals), travel of the keynote speakers, complimentary gifts and certificates for chairs and speakers, and other related items.
- 3.4 Arranging for all the venues (including Board meetings and other committee meetings on sidelines of conference) and the conference facilities, including a paper printer for Secretariat, a computer and a slide show for PPTs each session room, Wi-Fi for AAC, 3-5 good photos from each session, etc. upon informing by APQN Secretariat at least 7 days before AAC.
- 3.5 Arranging up-dating the registrants and handling the queries on travel, accommodation and visa, providing invitation letter for visa application and facilitating the visa procedure, if needed. Setting up a web-site of 2018 AAC with all the necessary information for participants, if possible.
- 3.6 Conducting onsite or online evaluation survey of AAC and AGM and write a report on the result; writing an AAC report with photos to be published in APQNNews.
- 3.7 Publishing APQN Proceeding of the selected papers with the financial support from APQN, whose first responsibility and rights should be APQN.

### **Article 4: Finance**

- 4.1 SSESASC and DNC will be responsible for all costs associated with the 2018 AAC and AGM and is entitled to retain all revenues, i.e. registrations, sponsorship and so on generated from 2018 AAC and AGM.
- 4.2 APQN will expect zero share of any surplus and APQN will not be responsible for any deficit, which will fall on SSESASC and DNC.



- 4.3 USD 50 per international registrant will be submitted to APQN to meet its overheads and processing charges within 30 days of execution of AAC and AGM, or such invoice being raised, whichever is the later.
- 4.4 SSESASC and DNC will issue the invoices of 2018 AAC and AGM registration fees and will deal with all the cancellations.

### Article 5: Protocol

- 5.1 SSESASC and DNC shall give due to consideration to the position and standing of the APQN Board members and keynote speakers during the Opening Ceremony, luncheons, Gala Dinner, Award Ceremony and any other activities during 2018 AAC and AGM as and when and where necessary.

### Article 6: Communication

- 6.1 The entity acting as data controller shall be the person representing APQN for the signature of this Agreement. Any communication addressed to APQN Organizing Committee should be sent by the following contacts of APQN Secretariat at:

Mr. Lingfei Zhang

E-mail: [apqnsecretariat@163.com](mailto:apqnsecretariat@163.com) Tel: +86-21-5404 1620 Fax: +86-21-5467

Add.: No. 202, South Shaanxi Road, Shanghai, 200031, CHINA

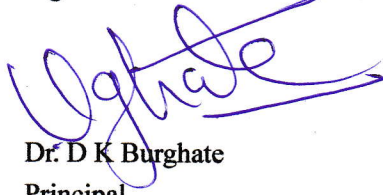
Any communication from APQN to SSESASC and DNC shall be sent by the following contacts of the Local Organizing Committee of SSESASC and DNC:

### Article 7: Settlement of Dispute

- 7.1 Settlement of disputes shall take place according to the legal framework to which the Secretariat of APQN belongs to.
- APQN and SSESASC and DNC have hereunto set their hands the day and year first above written.

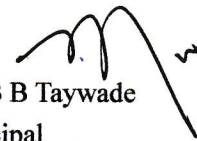
Signed on behalf of APQN:

Signed on behalf of SSESASC and DNC:



Dr. D K Burghate  
Principal

Shri Shivaji Education Society Amravati's  
Science College, Nagpur



Dr. B B Taywade  
Principal

Dhanwate National College  
Nagpur

Place:

Place: Nagpur

Date:

Date: