

## Hosting Agreement of 2020 AAC and AGM

This Hosting Agreement (Agreement) is between the Asia-Pacific Quality Network (hereinafter referred to as “APQN”), and EDUVAUE, located in Singapore, for the hosting of the 2020 APQN Academic Conference (AAC) and Annual General Meeting (AGM).

### Recitals

The preparation of the AAC and AGM will commence no later than April 30, 2019. The 2020 AAC and AGM will be in April or May in 2020 at Singapore Management University, Singapore, under the theme of “The Responsibility and Governance of Quality Assurance in the Asia-Pacific Region”.

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

The hosting rights of EDUVAUE cover all activities of 2020 AAC and AGM. Once executed, this document forms a contractual agreement between APQN and EDUVAUE.

### Article 1: Responsibilities of APQN

1.1 Supporting in announcing and popularizing the conference information to its members and mailing list subscribers, handling the online conference registration and helping to decide the AAC theme and sub-themes.

1.2 Preparing the timeline for the AAC and AGM, developing the Programme, which may consisted of 1 finance committee meeting, 2 board meetings, 1 APQR Council meeting, 1 APQL Council meeting, 1 quality awarding ceremony with local dances and songs; 2 keynote speeches, plenary sessions, parallel sessions, workshops and related meetings.

1.3 Identifying keynote speakers and communicating with them about the topic speeches and open speeches.

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.

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 applicants of Sponsorship and Quality Award.

1.6 Informing EDUVAUE the exact number of different sessions and the conference facilities such as group photo, free Wi-Fi, etc. at least 7 days before AAC.

1.7 Uploading Presentation PPTs and photos to APQN website, publishing AAC reports in APQNews and helping EDUVAUE to publish the Proceeding of 2020 AAC.

#### APQN Secretariat:

No. 2 Weigongcun Road, Haidian District, Beijing, China (100081) Tel/Fax: 0086-10-56973155/3150  
Website: [www.apqn.org](http://www.apqn.org); E-mail: [apqnsecretariat@163.com](mailto:apqnsecretariat@163.com)





## Article 2: Responsibilities of EDUVAUE

2.1 Fully cooperate with APQN in connection with successfully hosting the AAC and AGM pursuant to APQN's mission.

2.2 Exercise best efforts to facilitate and support the hosting of a successful AAC and AGM.

2.3 Making the following drafts and submit to the APQN Board for approval: 1) the overall theme and 4 sub-topics; 2) the budget; and 3) the proposed registration fee (300 USD), and early bird registration fee (250 USD for APQN members).

2.4 Handling online and onsite registrations. EDUVAUE may apply the registration fees towards the Costs. Notwithstanding the foregoing, EDUVAUE shall submitted \$50 USD per registrant to APQN to cover its overheads within 30 days of after the AAC and AGM is over, or upon receiving of a request from APQN, whichever is earlier.

2.5 EDUVAUE will issue the invoices of 2020 AAC and AGM registration fees and activity fees (if any) and will deal with all the cancellations.

2.6 EDUVAUE shall be solely responsible for all costs associated with the 2020 AAC and AGM. The costs including without limitation, the followings:

1) the registration kit (the programmes; the booklets of participants' information; conference materials, etc.);

2) 4 buffets, 4 coffee breaks;

3) a half-day excursion including a meal (EDUVAUE may charge the participants for no more than \$10 USD for this event);

4) one group photo in the morning of Day 2; one award winners' group photo for Award Ceremony, 3-5 good photos from each session;

5) awarding plates for Quality Awarding winners; souvenirs and certificates for keynote speakers; chairs; plenary speakers; parallel speakers and other VIPs if necessary;

6) a paper printer for the Secretariat, a computer and a slide show for PPTs at each session room, free Wi-Fi, etc.;

7) the two invited keynote speakers: ① no charge of registration fee; ② the travel fare (economy class) and airport pick-up; ③ a 3-night accommodation at venue hotel; ④ a souvenir.

8) the APQN Board directors and one Administrator: ① no charge of registration fee; ② airport pick-up; ③ 2 working dinners after the first and second Board meetings on Day 1 and Day 3; ④ a souvenir.

2.7 EDVAUE may not charge any additional fees except for the registration fees stated in Art. 2.3 and the \$10 activity fees stated in Art. 2.6 -3.

2.8 Arranging for all the venues (including Board meetings and other committee meetings on sidelines of conference).

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2.9 Arranging updating the registrants' status 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 2020 AAC with all the necessary information for participants.

2.10 Writing a 3000-word report with photos to be published in APQNews and APQN website; conducting onsite or online evaluation survey of AAC and AGM and write a 1000-word survey report with the figures and tables.

2.11 Coordinate and communicate with APQN regarding all the above, and complete the above responsibilities at least 7 days before AAC.

2.12 Assist APQN to publish APQN selected papers.

2.13 Provide to APQN any other assistance and support as may be requested by APQN throughout the comprehensive event planning and hosting process.

2.14 Comply with all applicable laws.

### Article 3: Protocol

3.1 EDUVAUE shall give due to consideration to the seat and standing location of the APQN Board directors and keynote speakers during the Opening Ceremony, luncheons, Gala Dinner, Award Ceremony and any other activities during 2020 AAC and AGM as and when and where necessary.

### Article 4: Communication

4.1 The entity acting shall be the person representing APQN for the signature of this Agreement. Any communication addressed to APQN Programme Committee (PC) should be sent by the following contacts of APQN Secretariat at:

APQN Administrator: Dr. Shuo Wang: No. 2 Weigongcun Road, Haidian District, Beijing, China (100081) Tel/Fax: 0086-10-56973155/3150

E-mail: administrator@apqn.org; apqnsecretariat@163.com

Any communication from APQN to EDUVAUE shall be sent by the following contacts of the Local Programme Committee of EDUVAUE:

Aw Yong Jun Barry, Chief Executive of EDUVAUE, Singapore

E-mail: barry@eduvalue.com.sg

### Article 5: Dispute Resolution

Any dispute arising from or relating to this Agreement, the enforcement and performance of which, and all other matters relating to the subject matter of this Agreement, shall be resolved in a binding arbitration in the then current principal place of business of the Secretariat of APQN.

### Article 6: Independent contractor relationship

This agreement does not create an employment relationship between the parties.

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## Article 7: Indemnification

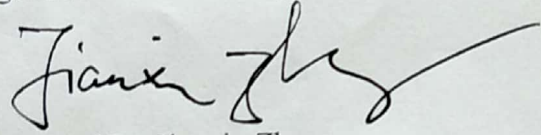
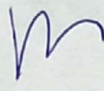
EDUVAUE shall indemnify, defend, and hold harmless APQN against any and all liability, losses, damages, and claims, arising from this Hosting Agreement or the AAC and AGM, and which is alleged to be caused in whole or in any part by negligent and/or willful act(s) or omission(s) of EDUVAUE and/or its director(s), officer(s), employee(s), agent(s), or other person(s) or entities acting on behalf of or at the direction of EDUVAUE.

## Article 8: Termination

APQN has the sole right to terminate this Hosting Agreement. APQN may exercise its sole right to terminate this Hosting Agreement in the event of any act(s) or failure(s) to act by EDUVAUE which in APQN's view may place at material risk the ultimate success of the AAC and AGM.

## Article 9: Recital and Entire Agreement

The recital is incorporated as a part of this Agreement. This Agreement will constitute the entire agreement between the parties in relation to the subject matter of this Agreement, and supersedes all previous agreements, arrangements and understandings between the parties in respect of that subject matter.

Signed on behalf of APQN:  Print: Prof/Dr. Jianxin Zhang Position: APQN President	Signed on behalf of EDUVAUE:  Print: Aw Yong Jun Barry Position: Chief Executive of EDUVAUE
Place: 2019 AAC and AGM in Sri Lanka Date: March 30, 2019	Place: 2019 AAC and AGM in Sri Lanka Date: 30/03/2019

