Memorandum of Understanding Between ADHO and the Local Organizer of a DH Conference

Last revision approved by the ADHO Steering Committee on January 30, 2019

This Memorandum of Understanding (MOU) is between The Alliance of Digital Humanities Organizations (ADHO) and the Local Organizer[1] (LO) of the annual ADHO conference (Digital Humanities [year]). This document outlines the duties and expectations of running a DH conference. The Alliance of Digital Humanities Organizations includes, as constituent organizations, the Australasian Association for Digital Humanities (aaDH), the Association for Computers and the Humanities (ACH), the Canadian Society for Digital Humanities / Société Canadienne des humanités numériques (CSDH/SCHN), centerNet, Digital Humanities Association of Southern Africa (DHASA), the European Association for Digital Humanities (EADH), Humanistica, L'association francophone des humanités numériques/digitales (Humanistica), the Japanese Association for Digital Humanities (JADH), Red de Humanidades Digitales (RedHD), and the Taiwanese Association for Digital Humanities (TADH).

The Local Organizer should be aware of the procedures outlined in the Conference Protocols (http://adho.org/administration/conference-coordinating/adho-conference-protocol) as well as in the ADHO Conference Code of Conduct (http://adho.org/administration/conference-coordinating-program-committee/adho-conference-code-conduct). These two documents provide significant detail about the process of planning and implementing the conference, and the LOs should consult them regularly; they are available on the ADHO website, or on request from the chair of the ADHO Conference Coordinating Committee (CCC). Agreeing to this MOU binds the LOs to following both the Protocols and Code of Conduct.

Basic organizational requirements:

See Conference Protocols: "Best-Practices Timeline for Conference Organization" for details

1. Conference date and venue: The LO is required to confirm dates and venues two years before the conference.
2. Conference progress reports: The Local Organizer is required to present three reports on the conference to the ADHO Steering Committee (SC) and to the Conference Coordinating Committee (CCC).

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[1] If relevant, the term is put at the plural in the memorandum.

a. The prospective report should be delivered at the conference two years prior. This report must include a preliminary budget and draft timetable.
b. The year immediately prior the year of the conference, the Local Organizer should present a working budget and report on conference logistics (including presentation of room sizes and technical capabilities, hotel and other accommodations, conference attendance, arrangements for access accommodations).
c. Within six months of the conference's conclusion, a final report, with a reconciled budget and recommendations for future conference organizers, should be submitted.
d. Accommodations: A list of options for student housing and hotel accommodations (with room rates) must be made available by the LO no later than 9 months before the conference begins and published on the conference website.

3. Food: It is expected that morning and afternoon tea/coffee will be included as part of the registration fee. The LO must also arrange a conference banquet, which should be optional and priced for cost-recovery. It is a requirement that alternative dietary requirements and vegetarian options be readily available for all catered aspects of the conference (morning/afternoon teas, special events, and the conference banquet). The registration process will allow delegates to specify their dietary requirements.
4. Excursions: The LO may organize one or more excursions for conference participants. Participants register and pay separately for these, and pricing should be based on cost recovery.
5. Access for participants with disabilities: Access for attendees with disabilities is mandatory at all venues and events associated with the conference. This includes accommodations in presentation rooms for participants who are sight- and/or hearing-impaired. If excursions cannot be made accessible to people with disabilities, this should be clearly noted in the registration materials.
6. Childcare: Optional childcare provisions should be made available for participants during the conference.
7. Registration receipts: Acknowledgement of registration must be made by a printed or printable letter with full details of the registration paid and accompanied by a full tax invoice for all payments made.

Finances:

1. **Budget and financial records:** A complete set of financial records should be kept, including costs of venue hire and all associated conference expenses.

Receipts must be kept for all expenses. Tax invoices/receipts supplied to delegates should be in conformance with local legislative requirements for tax invoices/receipts. A draft conference budget must be developed as part of the original conference proposal and maintained over the two years of conference preparation, that includes fixed costs and income and expenditure calculated at 500/750 paying conference participants. A final budget and conference report must be sent to the chair of the CCC by the end of the calendar year in which the conference occurs.

2. **Conference financing:** Conference expenses and registration fees should be planned to break even with a minimum number of registrants (approximately 500), with surpluses and deficits for additional registrants being distributed at a ratio to ADHO and to the local organizer according to this formula: 75% ADHO / 25% LO. LOs are encouraged to seek out sponsors who can assist in achieving a balanced budget.

   While ADHO is not in the practice of maintaining a large reserve in its budget, there is a limited amount of reserve funds that may provide some 'backstop' support for the conference if there is a shortfall. This support from ADHO would be limited to 20% of ADHO's annual reserve. In addition, ADHO may be able to provide some funds in advance to pay for reservation fees, publicity, etc.; the LO should seek approval from ADHO before requesting any advance funds. Backstop and advanced funds would be paid back to ADHO within two months of the conference.

   A line-item budget proposed by the LO must be initially approved by ADHO's SC, and any deviation from the budget that, in sum, totals an increase greater than 10% of the approved total must be approved by ADHO's SC. While the conference from year to year may require quite different financial obligations (because of regional economics, the involvement of local universities, and so forth), certain standards should be followed to keep infrastructure, venue, food, and all other costs within reason. The LO, the CCC, and the ADHO treasurer should begin budgetary conversations 30 months before the conference dates; the final operating budget, including all fixed costs, must be reviewed with the CCC and presented to the SC no later than 15 months before the conference.

3. **Sponsorship**: ADHO recommends that sponsors who provide significant funds towards a conference be offered Gold, Silver, or Bronze categories for conference support depending upon the amount of funds offered as outlined in the Conference Protocols: "Sponsorship". Conference proposals should include a 'Sponsorship Strategy' section for consideration by CCC and SC. Sponsors should not be offered time in the academic program and it should be made

absolutely clear in all conference material that their input is commercial in nature. Any deviation from this principle requires consultation with the PC and CCC, with adequate time for discussion.

4. **Registration fees**: Registration fees are set by the LO but should be kept as low as cost recovery will allow. There must be separate registration rates for the following four categories: Members, Non-members, Student members, and Student non-members. It is at the LOs' discretion whether or not "early-bird" or other discount rates are offered. Day-only rates may also be included. The Non-member fees should be greater than the Member fees by at least the cost of an individual membership to the CO conference host. Special rates *must* be offered to anyone based in a country in the 'low-income" or "lower-to-middle income" groups (as defined by the [World Bank](#)).

   Participation at pre-conference workshops and tutorials requires payment of the entire conference registration fee and an additional fee if the conference organizer requires this. There are no "workshop-only" rates.

5. **Reciprocal conference arrangements**: ADHO does not at present have reciprocal registration arrangement with any other associations or societies.

6. **Liability**: Any and all liability for conference events and participants is the responsibility of the LO.

Conference format:

1. **Conference length, timetable, and events**: The conference proper runs for seven days. See Conference Protocols: "Conference Schedule" for a complete day-by-day calendar of academic and a social program, as well as business meetings of COs, SIGs, and the ADHO Steering Committee.

2. **Conftool**: ADHO contracts annually to use an online platform—ConfTool—for the submission of abstracts and for conference registration. The PC will use this platform for the submission and refereeing of abstracts; it is recommended that the LO use it for registration and space-planning. The LO will have administrative rights within ConfTool for the calendar year in which the conference occurs.

3. **Keynote speakers**: Keynote speakers should be chosen with cultural, disciplinary, geographic, and other forms of diversity in mind. It is recommended that the PC includes the LO and CCC in discussions about how such forms of diversity work in a regional context. LO has veto power over keynote selections insofar as they are responsible for the expenses of the keynote speaker(s). However, it is recommended that LO raises concerns about potential keynote speaker(s) before the PC votes. Normally the program features two keynotes—including the talks given by the winners of the Busa or Zampolli

Award (expenses for these award winners are covered by ADHO).

Conference information and publications:

1. **ADHO presence**: the ADHO logo and link and links to the ADHO website–including the ADHO Conference Code of Conduct–must be identified prominently on the conference website; in addition, the ADHO logo must appear in all promotional and informational print and digital materials, and at all conference venue locations.
2. **Conference website**: ADHO maintains a web presence at www.adho.org. The LO is required to develop a website using a subdomain of this site (dhXXXX.adho.org); ADHO will provide the hosting and long-term archiving in order to ensure security (including a CMS solution, supervised by the Infrastructure Committee). A provisional conference website should be online at least 15 months before the conference.
3. **Publication of Selected Conference Papers**: A selection of conference papers will be published in ADHO journals (*DSH, DHQ, Les champs numériques* or any other journals sponsored by ADHO). LO and PC Chairs normally act as co-editors for the DSH publication and may act as co-editors for other publications in journals sponsored by ADHO as well.

This Memorandum of Understanding is agreed to by the following parties:

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Head of Department/School hosting conference

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Local Organizer

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ADHO Chair

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Date