

Memorandum of Understanding Between ADHO and the Local Organizers of the [DHYEAR] Conference

Last revision approved by the ADHO Constituent Organisations Board (COB) on June 30, 2026.

This Memorandum of Understanding (MOU) is between **The Alliance of Digital Humanities Organisations** (ADHO) and the **Local Organizers** (LOs) of the annual ADHO conference for [DATE AND PLACE], and serves as an overview of the agreement between ADHO and [ORGANIZATION] that the LOs will organize and host [DHYEAR] on behalf of ADHO; documents listed below provide detailed information about duties and expectations related to the development and implementation of the conference:

- The published [ADHO Conference Protocols](#)
- The published [ADHO Code of Conduct](#)

The LOs should acquaint themselves with [ADHO's governance structure](#), and note that their first point of contact is the Conference Coordinating Committee (CCC), which reports to the ADHO Executive Board (EB), and in turn to the Constituent Organisations Board (COB). All major decisions pertaining to the conference must be approved in advance by the COB.

Signing this MOU binds the LOs to follow both the Conference Protocols and Code of Conduct, and serves as confirmation that the LOs have a working knowledge of ADHO's mission and governance structure.

Conference financing: Conference expenses and registration fees should be planned to break even with a minimum number of registrants (approximately 500) with surpluses estimated for additional registrations (targeted at 750 and 1000). Surpluses and deficits should be distributed to ADHO and to the LOs according to this formula: 50% LOs - 50% ADHO, with ADHO's liability being limited to a maximum amount of €7.500 in case of deficit.

A small amount of funds (not to exceed €5.000) may be available to borrow from ADHO in advance to pay for reservation fees, publicity, and so forth; the LOs should seek guidance from the CCC before requesting any advance funds from ADHO. Funds borrowed in advance would be reconciled in the final distribution of funds after the conference, and would be deducted from ADHO's maximum amount of liability in the

event of a deficit.

Budget and financial records: a complete set of financial records must be kept and available for review by ADHO's treasurers, including all associated conference expenses. ADHO requires three detailed conference budgets from the LOs (although more may be requested) that must be developed, detail provided, and submitted via the CCC, along with reports (see below) on the following schedule:

1. One year prior to the conference (submitted in May): a detailed draft budget for review in advance of the annual COB-EB meeting
2. Six months prior to the conference (submitted in January): a working budget with comprehensive line-item detail for expenses and anticipated income (registration + sponsorship)
3. Two months after the conference: a final reconciled budget including documented profit/loss calculations.

Any deviation from the working budget that, in sum, totals an increase of expenditure greater than 10% of the approved total should be addressed in advance with the CCC, and approved in advance by the COB, as soon as LOs become aware of the deviation.

Reporting: ADHO requires three reports from the LOs (although more may be requested) on the following schedule:

1. One year prior to the conference (submitted in May): prospective report including a working budget and timeline
2. Six months prior to the conference (submitted in January): an interim report including a detailed working budget, milestones met, and anticipated challenges,
3. Two months after the conference: a final report including detailed budget, attendance statistics, lessons learned to be shared with the LOs of the following conference. Along with the final report, transfer of funds between the LOs and ADHO according to the surplus/deficit calculation will be arranged.

Registration fees: registration fees are set by the LOs, but should be kept as low as cost recovery will allow. As described in the ADHO Conference Protocols document there should be at least five separate registration rates: Members, Non-members, Student members, Student non-members and a reduced rate for participants from low income countries. LOs are also encouraged to consider a rate for online-only participation if the conference is conducted in a hybrid setting. The Non-member fees should be greater than the Member fees by at least the cost of an individual membership to the host CO for the conference. LOs may incentivize early registration through "early bird" rates or other discounts; they may also charge higher fees for late or on-site registrations. Registration typically opens at the beginning of April.

Sponsorship: ADHO recognizes that external sponsorship is important to the financial health of the conference. It is important to be clear about the role of sponsors, and to remain aware of the value an ADHO conference presents. Sponsors will 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.

Conference Management Tracking: ADHO requires that LOs use the [ConfTool](#) (Conference Management Tool) software platform to organize registration as well as the academic program. ADHO maintains a paid license for this software, and will ensure that members of the organizing team have administrative-level access to [DHYEAR]'s instance. While ConfTool does have registration/invoicing capabilities, the LOs need not use that component of the system.

Additional Support and Collaboration: ADHO is able to share certain services, including hosting the conference website via the ADHO Infrastructure Committee, and amplification of ongoing promotional announcements and updates for the conference via the ADHO Communications team.

Liability: Any and all liability for conference events and participants is the responsibility of the local organizer.

Agreed to by the following parties:

LOCAL ORGANIZERS (LOs)

Lead Local Organizer:

Name: _____

Signature: _____

Date: _____

ADHO

ADHO Executive Board Chair:

Name: _____

Signature: _____

Date: _____

ATTACHMENT: The conference bid document as accepted by the COB.

ADHO Conference Memorandum of Understanding:

Created: May 2010

Adopted: June 18, 2011

Revised: March 14, 2016

Revised: January 30, 2019

Last revised and approved by COB: June 30, 2026