

# MEMORANDUM OF UNDERSTANDING

between

Artificial Light at Night (“ALAN”)

and the

ALAN2027 host

## **General Expectations for the conference:**

- The Conference will be 3 days
- There will be at least 5 invited speakers, one from each conference theme. More can be invited if finances allow. Invitations follow these principles:
  - It is important that some speakers come from outside of the continent in which the ALAN conference is held, but finding relatively local speakers is also financially prudent;
  - We aim for a rough gender balance in invited speakers. It is desirable to also identify potential speakers who come from other traditionally disadvantaged groups.
- The session chairs should be divided equally between men and women.
- Registration, accommodation and conference dinner fees should be fairly similar to previous editions of the conference.
- Decisions affecting profitability will be mutual with the objective of achieving breakeven or profitability, while producing a quality event.
- Any profit will be evenly split, with the expectation that the share going back to the steering committee will go toward deposits and student/diversity support for future ALAN conferences.

## **Responsibilities of the ALAN Steering Committee are:**

### *Programme Format and Content:*

- Choosing and inviting speakers for the conference (with input from the Local Organizer)
- Canvassing previous conference attendees for advice on conference format, speakers, etc.
- Making the final decision over the conference date and deadlines
- Publishing a call for abstracts
- Managing abstract review, making final decisions on invited speakers, and communication with authors
- Developing a preliminary conference schedule (in coordination with the Local Organizer)
  - In particular, making decisions regarding start and end times, length and number of talks in sessions, parallel vs plenary, etc.
  - Steering committee makes the final decision on total number of accepted oral abstracts
- Developing the conference handbook (together with Local Organizer)
- Selecting and inviting session chairs
- Selecting the winner of the "best poster" prize

### *Publicity & Communications*

- Publicizing the conference, attracting abstracts and attendees
- Maintaining the conference website

- Managing a general ALAN email list, and emailing previous attendees to make them aware of the conference, deadlines, etc.
- (optional) Arranging for publication of conference proceedings

#### *Budget & Fees*

- Final approval of the proposed fees and location of the Local Organizer
- If possible, assistance with fundraising (setting up a charitable foundation to provide grants to the Local Organizer, travel for invited speakers, or student travel grants)
- Making decisions regarding the awarding of financial aid requests (in conjunction with input from local committee on budget and risks).

#### *Management & General*

- Publishing steering committee minutes and decisions in timely memos to the local committee
- Arranging and providing a platform for conference calls
- Selecting the host for the following ALAN conference
- Offering the Local Organizer advice based on past experience (e.g. conference materials, how many volunteers are needed, etc.)

#### **Responsibilities of the Local Organizer are:**

##### *Management & General*

- Appointing one or two **Local Representative(s)** from the local organizing team as temporary members of the international ALAN Steering Committee
- Managing the conference budget, providing the ALAN Steering Committee updates as time goes on, and providing the ALAN Steering Committee a final budget table
- Providing written monthly updates to the ALAN Steering Committee regarding finances and changes of local plans

##### *Programme Format and Content:*

- Providing advice and suggestions for potential conference speakers
- Arranging social events during the conference
- Responsibility for the final schedule and any last-minute changes
- (optional) Arranging an official excursion

##### *Venue, Audiovisual and Catering*

- Finding a venue, hotel, caterer, etc., performing all negotiations with them, and handling all payments related to the conference
- Arranging a space and organizing boards for poster sessions
- Arranging for a meeting room for the international ALAN Steering Committee
- Managing AV during the conference
  - Getting copies of all presentations
  - Getting a web-safe copy of presentations for publication on the conference website after the event (e.g. no copyright images, no sensitive unpublished material)
- Handling dietary restrictions and ensuring there is food for everyone (e.g. identifying number of vegans)

##### *Delegate Support*

- Providing travel recommendations for speakers and attendees
- Arranging travel (or providing reimbursement) for invited speakers

- Running a web-based registration system and taking on-site payment
- Staffing a registration desk during the conference
- Assisting attendees with on-site problems (e.g. advice on travel/taxis, lost or stolen items, pharmacy location, etc.) unless otherwise provided by the hotel and conference facility.
- Maintaining a list of conference attendees and emailing them location specific information
- The Local Organizer will waive the registration fee for the Chair of the next ALAN conference, or their designate, to attend the ALAN conference to participate in the official announcement of the next ALAN Conference.

#### *Publicity & Communications*

- Obtaining and providing standard conference materials to attendees (e.g. bag, schedule, book of abstracts, notepaper, pen)
- Developing the conference handbook (together with ALAN Steering Committee)
- Publicizing the conference, attracting abstracts and attendees
- (optional) Attracting local/national press
  - Arranging times for press interviews with invited speakers and potentially other attendees

#### *Budget & Fees*

- Fundraising to reduce the attendance fee, costs for invited speakers, and potentially provision of student travel grants

#### **Other general principles**

- We aim for decisions to be made by consensus to the greatest extent possible.
  - In the unusual case that a decision must be made by a vote, the decision will be made by the majority of steering committee members who vote
- The local organizer's active involvement through a temporary appointment to the steering committee is expected.
- Meetings should be limited to maximum one hour, with an exception when there are time sensitive or particularly difficult issues to discuss.
- Making a profit is not an aim of the conference. The local and international committees shall seek to establish a responsible balance between revenue and expenditures.
- Over the long term, the conference series aims to be budget neutral, with any profits spent in later years on increasing the conference's accessibility.
- Meals should include an option for vegetarians and vegans.
- It is desirable to have lunch provided as part of the conference, as it maximizes the time available for the scientific program.