

## ***XXth IADS Annual Congress/Mid-Year Meeting, Country, Year***

Place, Date

### *Contract*

#### **1. Parties and aims**

This Contract (**XX pages**) is considered as the legal agreement entered by and between

1.1 The ***International Association of Dental Students***, represented by its Executive Committee and Leadership, hereinafter referred to as ***IADS***, and

1.2 The ***National Association (Abbreviation National Association)***, represented by the Local Organizing Committee (LOC) hosting the **XXth IADS Annual Congress/Mid-Year Meeting**, hereinafter referred to as ***Congress Committee***,

about the **XXth IADS Annual Congress/Mid-Year Meeting** in **Country**, hereinafter referred to as ***Congress***.

#### **2. Annual Congress/Mid-Year Meeting and Registration Fees**

##### **2.1**

It is the duty of the Congress Committee to organize and host the **Annual Congress (AC)/ Mid-Year Meeting (MYM)** of IADS in **Country** between **congress dates**. Under no circumstances shall the Congress Committee change the dates of the **AC/MYM** as mentioned above, unless the **ExCo** agrees to do so.

##### **2.2**

Registration fees of the **AC/MYM** shall be **xxx Euros** for a **5 day** program (**congress dates**), covering the expenses including but not limited to accommodation, local transportation, transferring expenses (**from the airport in city to the hotel in city and back**), congress kit (congress bag, pen, notebook and other materials), meals according to the congress schedule, social activities, as well as the scientific program. The payment should be done by bank transfer and be remitted to the bank account of the Congress Committee. The bank transfer fees should be covered by the participant. The fees set forth above exclude the bank transfer fee.

##### **2.3**

According to the IADS Bylaws, IADS will pay **50%** of the participation fees of its present Executive Committee members and the chairperson of IADS for the congress (pre congress and post congress programs **not** included), the rest of the **50%** fees is to be covered by the Congress Committee.

### 3. Finances

#### 3.1 Capitation Fees

Unless otherwise provided, **7%** of the total amount of all registration fees (including both national and international dental students who are members of IADS, but excluding the registration fees for the members of the Executive Committee and the chairperson of IADS) are to be transferred to IADS representing the Capitation fees. For non-students and non-Association Member participants, the capitation fee will be **10 %** of the Congress fee in the appropriate category. The first part of the Capitation fees (40% of the Capitation fees) must be transferred on the first day of the congress (**date**). The second part (60% of the Capitation fees) must be paid within 3 months after the congress (**date**).

#### 3.2 Sponsorship

International sponsorship funds are transferred directly to the IADS Account at FDI World Dental Federation in Geneva (Switzerland). A set percentage (5%) is to be wired to the congress committee for the congress proceedings. Upon further agreement with the Executive Committee the aforementioned percentage can amount up to 30%.

All local Sponsorships shall be transferred directly to the Congress Committee. Any unspent amounts shall be displayed in the fiscal sheet as part of the profit.

#### 3.3 Budgeting

IADS shall provide the Congress Committee with the fiscal sheet template. The budget needs to be regularly discussed with the IADS Vice President of Finances. Every expected expense and income shall be supported by an offer, invoice or contract.

#### 3.4 Financial Report

The Congress Committee will provide the Executive Committee of IADS with their financial report, outlining the income, the expenses and the balance of the Congress after it is adjourned supported by the bills proving the expenses that have been made, no later than **2 months after the congress (date)**. In avoidance of doubts, the income listed in the financial report refers to the revenue directly generated by the participation fees, sponsorships and other incomes. The expenses for Human Resources, such as Congress Committee, should not exceed 20% of all expenses. The IADS Vice President of Finances is the officer in charge of calculating the capitation fees and checking the financial balance of the Congress. In the event a profit is made, 40% of the profit should be transferred within **3 months after the congress (date)** to the IADS bank account. In the event of a deficit, the Congress Committee shall be liable.

#### 3.5 Late payment of capitation fees

If the **National Association, Abbreviation National Association** has not fulfilled its obligations of



producing the aforementioned final financial report and transferring the Capitation Fees before the General Assembly at the **AC/MYM year (next GA after the congress)** convened by the office of the Association, the **National Association, Abbreviation National Association** shall be imposed an extra charge of 10% of the Capitation fee, unless a written appeal for postponement from **National Association, Abbreviation National Association** has been received and accepted by the Executive Committee.

If after two (2) years (until **date 2 years after the end of congress**) the **National Association, Abbreviation National Association**, has not produced the final financial report and paid the capitation fees of the Congress, expulsion of its membership shall take effect automatically.

All the dates specifically set forth herein shall be adjusted accordingly subject to the change of the dates of the **AC/MYM**.

### 3.6 IADS Merchandise

IADS is obliged to provide financial deposit to cover the costs for production of IADS merchandise which shall be sold to participants. Financial profit of merchandise selling shall be split as 70% to IADS and 30% to Congress Committee.

### 4. Assistance

IADS is obligated to provide guidance and assist the Congress Committee if needed. IADS is responsible for providing detailed instructions and tools for the Congress Committee and offering online meetings as often as needed. IADS shall continuously search for potential sponsors and partners for the Congress. The IADS Vice President of Finances should be in charge of these actions together with the rest of the Executive Committee of IADS.

### 5. Public Relations

The Congress Committee is obligated to:

- Collaborate on congress website and other social media promotional content with the appointed members from IADS Editorial Board under the supervision and guidance of the IADS Vice President of Public Relations.
- Prepare registration procedure under supervision of IADS Vice President of Public Relations,
- Provide IADS Vice President of Public Relations with the information to be included on the printed materials, disclose the printing company and all information required by IADS Editorial Board,
- IADS is obliged to provide financial deposit to cover the costs for production of the IADS Magazine,



- Provide all needed information to be displayed on IADS social media channels for promotional purposes,
- Provide all needed information on the website of the Congress, the congress booklet, and the IADS e-groups prior the participants' arrival to **country**.

## **6. Program**

The program of IADS **Annual Congress/Mid-Year Meeting** shall consist of the following:

### **6.1 Opening Ceremony**

Held on the first evening, including dinner, opening speeches, entertainment show and party. The dresscode shall be formal attire.

### **6.2 General Assemblies, NEO meeting and Committees meetings for the 4 days of the Congress**

Requirements:

- Conference room with U-Shaped set up with a 50 – 70 people and a head table for 6 people
- Microphones and sound-system
- Audio-recording of the General Assemblies
- High speed Wireless Internet
- Data-show projector
- Secretarial facilities (Printer, Photocopying machine, etc. as reasonably required)
- Country tags (name of each country with the flag on a tag)
- Water bottles on the table during the meetings
- Coffee Breaks (coffee, snacks, etc.)

### **6.3 Scientific Program**

Requirements:

- To assure the speakers with the necessary support, according to the agreed terms
- To secure a congress hall for the speakers, which allows for capacity of at least 100 participants. Such a congress hall should be equipped with a sound system, microphone, projector and other facilities necessarily needed for the lecture to take place.

#### **6.4 Lecture Contest**

Requirements:

- Projector with screen pointer
- Room with enough space with at least 20 chairs
- Separate table for 3 judges
- Printed evaluation forms
- Microphone, speaker, laptop

Further clarification should be duly provided by the Standing Committee Chairperson of IADS no later than 4 months prior to the comment of the **Annual Congress/Mid-Year Meeting**.

#### **6.5 Dental Olympics**

Requirements:

- Room allowing a maximum of 50 participants
- Tables for the participants (1 table for 2-3 participants)
- Internet connection
- Materials needed for the clinical rounds
- Table for jury (4-5 people)
- Bottles of water for jury
- Papers and pens for jury

Further clarification should be duly provided by the Standing Committee Chairperson of IADS no later than 4 months prior to the comment of the **Annual Congress/Mid-Year Meeting**.

#### **6.6 Training Session**

Requirements:

- U-shaped or circle seating setting for the duration of the training session
- Data projector with screen pointer
- Flipchart
- Stationary items such as pens, A4 papers, sticky notes, markers, white posters, envelopes etc; subject to amendments and confirmation by the IADS Training Chairperson.

Further clarification should be duly provided by the Training Chairperson of IADS no later than 4 months prior to the comment of the **Annual Congress/Mid-Year Meeting**.

#### **6.7 Exchange Fair**

Requirements:

- Tables (one table/stand for each country with the country tag)
- Sound system
- Optional side buffet instead of main dinner



### 6.8 Social Program

Should include sightseeing, parties and social activities, depending on the discretion of the Congress Committee.

### 6.9 Gala Dinner

Held at the last evening, including fancy dinner, closing speeches, entertainment show and party. The dresscode shall be formal attire.

### 6.10 Other points

Furthermore, the Congress Committee shall:

- Monitor international transfers under supervision of IADS Vice President of Finances
- Guarantee and prepare official invitation letters (subject to review by the Vice President of Internal Affairs) for possible participants in order to facilitate getting entrance visas on time
- Contact the Embassies of Country and Diplomatic Missions worldwide in the event there are further questions regarding the purpose of the visa applicant's visit to **Country**;
- Provide legal support to the attendants of the Congress in case of any legal issue arising out of the local legal status (eg: it is the duty of the Organizers to update attendant of the Congress about their legal obligations concerning their stay in Country and support them in fulfilling these duties).

## 7. Communication Plan

### 7.1

The respective offices of the Congress committee should establish communication with the Executive committee via **Google Workspace (including Gmail)** for effective cross-communication. These tools should be considered reliable mediums for future notifications. However, WhatsApp should not be used as a method of high-level work-related communications.

### 7.2

The Congress Committee is obligated to present the detailed meeting program and all points mentioned under **6. Program** at latest 3 months in advance to the IADS Vice President of Internal Affairs, who will then forward it to the delegates, publish it on the website and the Social Media accounts of IADS, and the finalized budget report at latest 3 months in advance to the IADS Vice President of Finances, who both will forward it to all members of the Executive Committee.

## 8. Governing Clauses

### 8.1

This contract shall be governed by Swiss law, and disputes shall be subject to the jurisdiction of the courts in Geneva, Switzerland.

### 8.2

In the event of a dispute, **both parties agree to first attempt mediation**. If mediation fails, disputes shall be resolved through arbitration in Geneva, Switzerland under Swiss law.

## 9. Termination

This contract may only be terminated by either party under the following conditions:

### 9.1

**Either party may terminate the contract if the other party commits a material breach of its obligations** under the agreement. Before termination for breach, the non-breaching party must provide written notice specifying the nature of the breach and allow the breaching party a reasonable period of 10 days to cure or rectify the breach. If the breach is not remedied within the specified period, the non-breaching party may terminate the agreement by providing a written notice of termination.

### 9.2

The contract may also be terminated by mutual agreement of both parties. Such termination must be documented in writing and signed by both parties to be valid.

## 10. Confidentiality

Both parties agree to keep all shared sensitive information confidential and use it solely for the purposes of this agreement.

## 11. Amendments

Amendments to this contract must be made in writing and signed by both parties.

## 12. Language

This contract is drafted in **English**. Any disputes arising from translations shall be resolved based on the English text.

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**INTERNATIONAL  
ASSOCIATION OF  
DENTAL STUDENTS**

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AVENUE LOUIS-CASAI, 71, 1216  
GENEVA, SWITZERLAND

**WWW.IADS-WEB.ORG**

     /IADSWEBORG

### **13. Effective Date**

This agreement shall become effective the day upon signing.





## ENCLOSURES

1. Excerpt from IADS Bylaws: Chapter 5: Annual Session and International Congress of Dental Students
2. Exemplary Congress schedule

### 1. Excerpt from IADS Bylaws

#### CHAPTER 5: ANNUAL SESSION AND INTERNATIONAL CONGRESS OF DENTAL STUDENTS

##### Section 1: Annual Session

*The session of the Association shall consist of:*

- (a) *The annual session of the General Assembly as provided in Chapter 2, Section 1A;*
- (b) *The session of the Executive Committee as provided Chapter 3, Section 10.*

##### Section 2: International Congress of Dental Students

*The Association shall promote an annually established International Congress of Dental Students.*

###### a. Purpose

*The purpose of the Congress shall be to provide an international forum for the review and discussion of all subjects which may advance the objectives of dental students on an international basis and of the Association, and to provide an opportunity for the strengthening of relations between dental students, dental student organizations and countries.*

*The purpose of the scientific part of the Congress program shall be to present the student participants by means of meetings, lectures, clinics, demonstrations and other means, with information and opinions on scientific matters related to dentistry.*

###### b. Time and place

*Invitations for an annual Congress shall be prepared in writing to the Secretary for consideration and acceptance at the annual session of the General Assembly not less than one (1) year in advance of such Congress. No invitation for a Congress shall be accepted from any nation which would limit attendance on the basis of race, sex, religion or nationality or national origin.*

###### c. Organization

*The Congress shall be organized and administered by a Congress Committee which shall consist of members appointed by the Member(s) of the country in which the Congress is to be held. The host organization will be responsible for the Congress. The Congress part of the program shall be planned in consultation with the Executive Committee in accordance with Chapter 3, Section 7K.*

###### d. Finances

*The host country shall be responsible for financing the Congress, except that the financing of the scientific part of the program shall be prorated in so far as possible, between the host country and the Association on the basis of agreement between the Congress Committee and the Executive Committee of the Association. **The expenses for Human Resources, such as LOC, should not exceed 20% of all expenses.** The Congress Committee is to pay 50% of the congress fee for the Executive Committee Officers. The registration fee of EXCO of IADS Mid Year Meeting in 50% should be reimbursed by*



*the Congress Committee, the other 50% being paid for the officer.*

*The Congress Capitation fee is to be 7% of the Congress fee for the Student and Association Members only. For non-students, non-Association Member participants, the capitation fee will be 10% of the Congress fee in the appropriate category. In the event a profit is made by the Congress Committee, it will be shared: Co-Co 50%, IADS 40%.*

*To ensure the understanding between the Executive Committee and the Congress Committee; a contract is signed not later than one year before the time of the congress.*

*The IADS Congress Committee will be required to present a financial report either to the Executive Committee or the General Assembly at the end of the Congress, for examination by its Members. The financial report shall include three consecutive bank statements showing till the date of the meeting to be compatible with the final report.*

*The Congress Committee is to provide the IADS Executive Committee with secretarial facilities to include two English speaking secretaries and use of a photocopier, choice would be up to the Congress Committee as to whether they will use the services of the secretary from the Central Office or two local secretaries.*

*The Congress Committee will have the freedom to designate Congress fees for each of the three stated categories with the approval of the Executive Committee. Special consideration will be given to individuals contributing significantly to the IADS.*

*The categories:*

*a) Student Full Member of the IADS.*

*b) Dentist Members of the IADS and dental students not being Full Members of the IADS.*

*c) Spouses, guests and observers.*

*a. Rules*

*Additional rules for the conduct of the Congress may be established from time to time by the Executive Committee in consultation with Members and former members of Congress Committees, subject to ratification by the General Assembly*

## 2. Exemplary Congress schedule

*This will be added after the new congress structure has been established.*

**INTERNATIONAL  
ASSOCIATION OF  
DENTAL STUDENTS**



AVENUE LOUIS-CASAI, 71, 1216  
GENEVA, SWITZERLAND

[WWW.IADS-WEB.ORG](http://WWW.IADS-WEB.ORG)



Any changes to this contract are only applied in case of granted written approval of both parts (IADS and Congress Committee).

**On behalf of the National Association (Abbreviation National Association)  
(Congress Committee)**

Name:

Position:

Signature:

**On behalf of the National Association (Abbreviation National Association)  
(Congress Committee)**

Name:

Position:

Signature:

**On behalf of the International Association of Dental Students (IADS)**

Name:

Position: President

Signature:

**On behalf of the International Association of Dental Students (IADS)**

Name:

Position: Vice President of Internal Affairs (VPIA)

Signature: