

MEMORANDUM OF UNDERSTANDING

BETWEEN

the International Political Science Association (IPSA)

and the

Asociación Latinoamericana de Ciencia Política (ALACIP)

This Memorandum of Understanding (MoU) establishes a permanent bilateral agreement between the International Political Science Association (IPSA) and the Asociación Latinoamericana de Ciencia Política (ALACIP). This agreement is made under the spirit of continuous and lasting cooperation and collaboration between the two associations. Beyond the exchange of services listed below, it is understood that the associations will do its best to accommodate and help its counterpart in the spirit of collaboration to advance both organisation's objectives. This Agreement is terminable, without penalty, at any time, by a 60 days' written notice by the Executive Director of any of both parties.

1. Panel Allocation

IPSA to ALACIP

- IPSA agrees to provide one (1) panel allocation for ALACIP at every edition of the IPSA World Congress of Political Science (Panel proposals may be submitted by ALACIP Executive Committee members or ALACIP Research Group coordinators with the endorsement of the ALACIP Secretary General).
- When ready to submit a panel, the panel chair should write to Mathieu St-Laurent at Mathieu.stlaurent@ipsa.org, and he will send a personalized weblink to enter all panel information in the IPSA online system.
 - Panel proposals will have to contain:
 - ✓ Panel title and abstract – 1,000 words max. – indicating the topic of the panel and how it fits with the conference thematic focus.
 - ✓ Titles and abstracts – 250 words max. – of four (4) to six (6) papers to be submitted individually by paper authors using the online IPSA account.
 - ✓ Name and details of Panel Chair and Discussant(s).
- Panel Proposals should be submitted to IPSA no later than 18 January of a World Congress year. When ready, please write to Mathieu St-Laurent, and APSA will receive a personalized weblink to enter all panel information in the IPSA system.

ALACIP to IPSA

- ALACIP agrees to provide one (1) panel allocation for IPSA at every edition of the ALACIP Congreso Latinoamericano de Ciencia Política.
- Panel proposals may be submitted by IPSA Executive Committee members, IPSA Editors or IPSA Research Committee members.

- Panel proposals will have to contain:
 - ✓ Panel title and abstract – 1,000 words max. – indicating the topic of the panel and how it fits with the conference thematic focus.
 - ✓ Titles and abstracts – 350 words max. – of four (4) to five (5) papers and the authors information (names, institutional affiliations, and email addresses).
 - ✓ Name and details of Panel Chair and Discussant(s).
- All panel details must be submitted by March 31 of each year to ALACIP contato@alacip.org

2. Complimentary Registrations and Membership Subscriptions

IPSA to ALACIP

- IPSA agrees to offer complimentary membership and registration at every edition of the World Congress of Political Science for ALACIP's Secretary General and Executive Director.
- IPSA also agrees to offer an extra complimentary membership and registration at every edition of the World Congress of Political Science to a designated representative from ALACIP, regardless of the Secretary General and Executive Director's capacity to attend.

ALACIP to IPSA

- ALACIP agrees to offer complimentary membership and registration at every edition of the ALACIP Congreso Latinoamericano de Ciencia Política for IPSA's President and Executive Director.
- ALACIP also agrees to offer an extra complimentary registration at every edition of the ALACIP Congreso Latinoamericano de Ciencia Política to a designated representative from IPSA, regardless of the President and Executive Director's capacity to attend.

3. Promotion Endeavors

IPSA to ALACIP

- IPSA agrees to offer ALACIP one (1) complimentary Exhibition Booth package at every edition of the IPSA World Congress of Political Science in a visible location.
- IPSA also agrees to offer two (2) complimentary exhibitor registrations to designated representatives from ALACIP, granting them access to the Exhibition Hall and Congress Sessions.
- IPSA will provide ALACIP with one (1) complimentary full-page ad in every edition of the IPSA World Congress of Political Science programs.
- IPSA will provide ALACIP with one (1) complimentary half-page color ad in its issues of *Participation*, the IPSA bulletin distributed to all 4,000+ IPSA members, IPSA partners and attendees of IPSA promotional events.

- IPSA will publish ALACIP promotional content for every ALACIP Congreso Latinoamericano de Ciencia Política on IPSA website, social media and newsletter.

ALACIP to IPSA

- ALACIP agrees to provide one (1) complimentary Exhibition Booth, including one (1) table and chairs (2) and two exhibit hall-only registrations for booth personnel for IPSA at every edition of the ALACIP Congreso Latinoamericano de Ciencia Política in a visible location.
- ALACIP will provide IPSA with a complimentary full-page program book advertisement in all ALACIP Congreso Latinoamericano de Ciencia Política programs.
- ALACIP will provide IPSA the opportunity to set up a promotional email that will be sent to all ALACIP members before every ALACIP Congreso Latinoamericano de Ciencia Política.
- ALACIP will publish promotional content for every IPSA World Congress of Political Science on the ALACIP website, social media and newsletter.

4. Pre-World Congress and Pre-Annual Meeting events

IPSA to ALACIP

IPSA agrees to assist ALACIP with the organization of a workshop preceding the IPSA World Congress of Political Science by providing a complimentary room. IPSA also agrees to put ALACIP in touch with partner caterers to facilitate the event needs in F&B.

ALACIP to IPSA

ALACIP agrees to assist IPSA with the organization of a workshop preceding the ALACIP Congreso Latinoamericano de Ciencia Política by providing a complimentary room. ALACIP also agrees to put IPSA in touch with partner caterers to facilitate the event needs in F&B.

5. Contact Information

IPSA

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Senior Director – Membership, Communication and Strategy

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ALACIP

Magna Inacio

Secretary General

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Signatures



Kim Fontaine-Skronski

Executive Director

International Political Science Association (IPSA)

Magna Inacio

Secretary General

Asociación Latinoamericana de Ciencia Política
(ALACIP)