

**ZRA Annual Conference**

 **Hosting Agreement**

This Memorandum of Understanding between the Zoological Registrars Association (ZRA) and [Institution] specifies the terms and conditions of ZRA holding the [Year] Annual Conference, being held [insert dates] in [City, State, Country].

Anticipated Attendance: [#] attendees

Proposed Hotel and Facilities: ZRA, as represented by the Annual Conference Committee Chairman who has oversight for Annual Conference operations, is the primary contact for the Association's Agent of Record (third party service provider secured to facilitate the hotel Request for Proposal (RFP) process). The Agent of Record shall initiate, coordinate and provide oversight for the hotel RFP process upon notification by and in conjunction with the Annual Conference Chairman and the current year Annual Conference Leadership Team (Annual Conference Host, Program Chairman, Annual Conference Assistant and Vice-Chairman of the Annual Conference Committee).

The Annual Conference Host shall participate in and agrees that the hotel RFP process shall be handled according to the above-noted ZRA established procedures in order that the terms of agreement between ZRA and the Agent of Record are upheld to ensure maximum benefits for the Association's members.

The following agreement shall provide a template for expectations and responsibilities set forth to serve as an Annual Conference Host Institution for ZRA:

**ZRA Responsibilities**

ZRA is represented by the Annual Conference Committee Chairman who is the official liaison between the Annual Conference Host, Annual Conference Assistant, Annual Conference Program Chairman, and the ZRA Board of Directors. The Annual Conference Committee Chairman also provides leadership training and ensures that ZRA standards and requirements are maintained. The Annual Conference Committee is a support mechanism for Annual Conference management.

The Annual Conference is a ZRA event and shall be appropriately branded in accordance with ZRA's policies, procedures, and the ZRA Board of Directors shall have the final authority regarding any issue that may arise on behalf of ZRA.

1. Shall ensure a letter of agreement is signed by the proposed Annual Conference Program Chairman and CEO or Director of their institution concerning responsibilities of the position including time and travel requirements prior to appointment by the ZRA Board of Directors.
2. Registration form development, coordination of programming and Annual Conference page management on the ZRA website.
3. Evaluation, estimates and ZRA Board of Director's approval for programming expenses for annual changes to the website relevant to Annual Conference Management.
4. Ensure Annual Conference sponsors and exhibitor logos are posted on the ZRA website beginning at the time of payment through the end of the event and are included on all Annual Conference signs and relevant publications.
5. Oversight for Annual Conference forms, policies and procedures.
6. Provide transportation (airline tickets, mileage, etc.) to the Annual Conference Planning Session for the Annual Conference Committee Chairman and Annual Conference Committee Vice-Chairman.
7. Coordination of the Annual Conference Planning Session and related agenda to be held by March 1st of the year hosted.
8. Provide the following information to the Host Institution:
	1. Board meeting (room, Audio Visual (AV) or presentation needs and changes in format).
	2. Annual Business meeting (room, AV or presentation needs).
	3. Committee, ancillary meetings or other programs and workshops (Board
	4. Liaisons coordinate with Annual Conference Committee Chairman).
	5. Recognition Ceremony (room, AV or presentation needs).
	6. State of the Association Address (room, AV or presentation needs).
	7. ZRA Committee Action Planning Session (Z-CAP) (room, AV, presentation needs, list of speakers and any changes of format).
	8. ZRA Professional Development Programs (i.e. Institute of Certified Records Managers (ICRM) Examination Preparation Workshops, rooms for relevant committee meetings, AV or presentation needs for all programs).
9. Annual Conference communications, advertisements, promotions, marketing materials and Exhibitor applications.
10. Ancillary agreements or meetings (i.e. Species 360, Tracks or AZA sponsored meetings such as the Institutional Data Management Advisory Group (IDMAG), or Institutional Record Keeping Course). This information is solicited by the Annual Conference Program Chairman and coordinated with the Host and Annual Conference Committee Chairman. If presentations are accepted in the Annual Conference Program, the meeting space and AV will be provided.
11. The ZRA Board of Directors will approve any changes recommended to the registration fee based on the previous year's Annual Conference Survey results and the costs associated with the site location and any necessary adjustments based on the financial need at the time.

**Annual Conference Host Institution Responsibilities**

1. Recommendation for an Annual Conference Program Chairman in accordance with ZRA requirements (reference ZRA Annual Conference Application). Proposed Annual Conference Program Chairman and the CEO or Director of their institution shall sign a letter of agreement concerning the responsibilities of the position including time commitment and travel requirements prior to appointment by the ZRA Board of Directors.
2. Responsible for planning, coordination, execution and all expenses associated with the following:
	1. Lodging for the Annual Conference Committee Chairman, the Annual Conference Vice Chairman, and the Annual Conference Program Chairman during the Annual Conference Planning Session and the Annual Conference, if these benefits are not included in the proposal for the hotel contract.
	2. Meals for the Annual Conference Committee Chairman, the Annual Conference Vice-Chairman, and the Annual Conference Program Chairman during the Annual Conference Planning Session.
	3. The Annual Conference Host shall attend the ZRA Annual Conference the year prior to the event hosted for training purposes.
	4. Provide information to the Annual Conference Committee Chairman on all pre or post-conference tours and other optional events for marketing and communications.
	5. All registration activities including the required record keeping for payments and any refunds must be processed through the ZRA website (www.zooregistrars.org).
	6. The Annual Conference Host Institution or relevant Zoo Friends Association merchant account shall be used for all credit card transactions and be in compliance with Payment Card Industry (PCI) guidelines and relevant records retention policies and requirements. Further, the Annual Conference Host Institution or relevant Zoo Friends Association accepts responsibility for securing personal and financial information gathered in conjunction with its designated role as a ZRA Annual Conference Host Institution.
	7. An account shall be established with the Annual Conference Host Institution for the exclusive management of all revenue and expenses as outlined in this agreement for the relevant ZRA Annual Conference.
	8. Standardized methods for financial reporting shall be used for summaries relevant to all ZRA Annual Conference revenue and expenses generated by the Host Institution's finance department and be provided to ZRA as required and requested including final, audited versions. For budgeting and reporting purposes, the 2015 ZRA Annual Conference Projected Budget and Financial Summary Template shall be used (See Appendix 1).
	9. Website programming costs for Annual Conference updates (estimate of hours at the current contracted rate.)
	10. Provide Icebreaker sponsorship of $3000 to Host Institution for the Annual Conference proceeding the year approved to host.
	11. General Session meeting rooms including AV and all required and approved setup.
	12. Provide meeting rooms and AV equipment for all ZRA programs held prior to the start of or immediately following the Annual Conference (including but not limited to, professional development programs, ZRA Board of Directors Meeting, Database Workshops, Annual Conference training and other approved or required meetings) and all General Sessions. Meals will be covered by sponsorships and full or event only registrations.
	13. Zoo and Aquarium Day.
	14. Printing of Zoo and Aquarium Day and Icebreaker tickets.
	15. Production for required event signs and graphics in accordance with current ZRA policies, procedures and approval process for the ZRA Annual Conference.
	16. Arrangements for attendees' transportation to Icebreaker, Zoo and Aquarium Day and pre- and post-conference tours (contracting, cost, logistics).
	17. Volunteer support and schedules (per needs defined by ZRA and Annual Conference Host)
	18. Stuffing of registration bags (ZRA must approve all inserts placed directly by the Annual Conference Host Institution).
	19. Silent Auction (including, but not limited to, ZRA donation receipts for items, tracking, design, hosting , preparation and tax letters for contributions over $250). Standardized methods for revenue management and financial reporting are required. ZRA shall meet with the designated staff responsible for managing Silent Auction revenue, verify the income received and be provided with a report at the close of the Auction.
	20. All proceeds from the Silent Auction shall be returned to the ZRA Treasurer within thirty (30) days of the end of the Annual Conference along with the Silent Auction final, financial report. In addition, a copy of the Silent Auction final financial report shall also be provided to the Annual Conference Committee Chairman.
	21. Photographs from zoos and aquariums for use in conference marketing materials.
	22. Annual Conference Program Development in conjunction with ZRA requirements.
3. While the following items are the responsibility of the Annual Conference Host, ZRA as represented by the Annual Conference Committee Chairman, must approve all arrangements before information is published, distributed or contracts are signed (this is handled as part of the Annual Conference Planning Session):
	1. The Annual Conference Host Institution assumes financial responsibility of those items noted above, and ZRA will work closely to provide assistance in budgetary forecasting or planning.
	2. The [Year] ZRA Annual Conference Projected Budget and Financial Summary Template is attached for the standard items that must be planned for by the Annual Conference Host Institution. The information in the template is not a guarantee of the total costs involved in hosting the Annual Conference.
	3. If the Annual Conference Host and Annual Conference Committee Chairman are able to raise more revenue than it cost the Annual Conference Host Institution to financially support the event, excluding Silent Auction proceeds, all remaining revenue shall be divided equally between ZRA and the Annual Conference Host Institution.

**General Terms**

1. All revenue received by the Annual Conference Host Institution in the form of registration fees shall be retained by same for the sole purpose of financial support of the event. Generally speaking, registration revenue should support at least one third (1/3) of the total cost of the Annual Conference, sponsorships including those provided by ZRA shall account for one third (1/3) and the remaining amount is typically covered by the Host.
2. The Annual Conference Host shall provide up to eight (8) complimentary registrations to be utilized by the ZRA Board of Directors to support sponsorship agreements, guest speakers for programs or for other business needs related to the Annual Conference dictate.
3. The Annual Conference Host shall provide up to four (4) complimentary exhibitor tables to be utilized by the Board of Directors to support reciprocal agreements.
4. The Annual Conference Host, Annual Conference Program Chairman and Annual Conference Assistant shall receive complimentary registrations for the [Year] Annual Conference.
5. In addition to the Icebreaker sponsorship listed above, the Annual Conference Host Institution should expect to incur between $3,000 – $6,000 in general conference expenses depending on attendance and prices in their particular city.Annual Conference Host Institution should expect to dedicate a significant amount of their staff's time for the planning and implementation of the ZRA Annual Conference with the majority of the work being clustered during the Planning Session (by March 1st of the year hosted), program development and registration (March-July) and at the time of the actual event (the month hosted).
6. A signed ZRA Annual Conference Hosting Agreement and Projected Budget and Financial Summary Template are due to the Annual Conference Committee Chairman by July 1st prior to the year hosted.
7. The final [Year] ZRA Annual Conference Projected Budget and Financial Summary Template is due to the ZRA Annual Conference Committee Chairman within thirty (30) days of the end of the event. This information is reviewed and then submitted to the ZRA Board of Directors by December 31st of the year hosted and is used in planning the next Annual Conference.
8. The Annual Conference Host is responsible for the Financial Summary and all other information specific to the event hosted (member's credit card information is the responsibility of the Annual Conference Host Institution or relevant Zoo · Friends Association). ZRA records retention requirements should be applied in conjunction with those of the Annual Conference Host Institution.
9. The ZRA Board of Directors and the Annual Conference Host agree to negotiate a fair and equitable agreement on how to financially cover a shortage that was not anticipated during the Annual Conference Planning Session.
10. The Annual Conference Host shall provide the [Year] Annual Conference Projected Budget and Financial Summary template to the Annual Conference Committee Chairman on a monthly basis, and report any unexpected shortfalls immediately upon discovery with the understanding if a shortfall should occur between the Annual Conference revenue and total expenses that:
	1. The ZRA Board of Directors can only authorize up to $900 for a single line item.
	2. Anything over this amount requires a majority vote of the entire ZRA Board of Directors and the Professional Category members (ZRA Bylaws, Article VIII, Section 8: Disbursements), and would require thirty (30) days prior notice to the Annual Business meeting held at the Annual Conference, or a special meeting and membership vote.

**Annual Conference Sponsorships**

In regards to sponsorship sales, ZRA and the Annual Conference Host Institution will collaborate to the mutual financial benefit of each. The following information should provide guidelines of sponsorship coordination:

1. All Icebreaker, Zoo and Aquarium Day, and Silent Auction sponsors are subject to the approval of ZRA. The ZRA Board of Directors must approve and endorse all agreements that pose any kind of financial or other liability to ZRA.
2. All sponsorship offerings are standardized through the ZRA Annual Conference Guidelines and relevant materials, publications and forms. Any required updates to forms or recommended revisions to procedures are reviewed during the Annual Conference Planning Session. Revisions beyond normal Annual Conference updates will be reviewed by the Annual Conference Committee and submitted for approval by the ZRA Board of Directors. ·
3. Institutional and vendor sponsorships and the exhibitor process are coordinated by the Annual Conference Committee Chairman. The Annual Conference Host Institution shall leverage all local opportunities for sponsorships in coordination with the work of the Annual Conference Committee Chairman.
4. All non-member contributors who are eligible for membership in ZRA shall be encouraged but not required to join ZRA except for the Annual Conference Host Institution. Annual Conference applicants must agree to join ZRA as an institutional member effective the date they are approved as an Annual Conference Host Institution through the year of their event.
5. ZRA shall first solicit all potential sponsors with whom it has established partnerships with and/or members of ZRA. Vendor members of ZRA will receive first invite to participate as Exhibitors.
6. The Annual Conference Committee Chairman will be responsible for all sponsorship agreements, and all payments will be coordinated through the Annual Conference Host Institution as directed on the Sponsorship Response forms.
7. ZRA shall include a list of Annual Conference sponsors in one [Year] issue of For the Record, the full Annual Conference Program and website listings, as well as all other media where sponsors are identified in a list format (e.g. exhibit hall entrance signage, General Session, Icebreaker, Zoo and Aquarium Day and program rooms) to the extent permitted by law.
8. No ZRA membership, exhibit booth, advertisement, program, product, service, etc. may be included in an Annual Conference sponsor recognition package without the approval of the ZRA Board of Directors.

It is the joint responsibility of ZRA and the Annual Conference Host Institution to market, promote, and procure promotional collateral for the Annual Conference. ZRA does grant the Annual Conference Host Institution, limited, non-exclusive, non-transferable, non-assignable, and revocable right and license to use within the geographic area the ZRA marks (ZRA logo, Annual Conference logo or branding) solely in connection with the [Year] ZRA Annual Conference. Guidelines for use of ZRA marks are available on its website at [www.zooregistrars.org](http://www.zooregistrars.org/) under General Resources.

The Annual Conference Committee Chairman will incorporate the ZRA marks into various promotional pieces relating to the [Year] ZRA Annual Conference and provide it to the Annual Conference Host Institution to assist in marketing the event.

ZRA holds the right to amend this agreement at any time with notification in writing to the Annual Conference Host Institution.

ZRA is delighted to partner with [Host Institution] and looks forward to the publicity that the [Year] ZRA Annual Conference will bring to your city and institution.

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Zoological Registrars Association (ZRA) Print Name Date

Chairman, Annual Conference Committee

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Zoological Registrars Association (ZRA) Print Name Date

President

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Annual Conference Host Print Name Date

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Host Institution’s CEO or Print Name Date

Institutional Representative