

Sponsorship Agreement

THIS AGREEMENT is made on _____

BETWEEN:

(1) **Civic Concepts International, s.r.o. (Czech Republic)** represented by the Chairman of the Board Mr. William Webster
(hereinafter referred to as "**the Event Organizer**")

(2) _____, represented by _____
(hereinafter referred to as "**the Sponsor**")

(3) _____
(hereinafter referred to as "**the Participant**")

(hereinafter jointly referred to as "**the Parties**")

1. DEFINITIONS

- 1.1. "**Event**" refers to the 19th International Youth Leadership Conference to be held in January 4th – 9th, 2010 in Prague Czech Republic
- 1.2. "**Conference Fee**" refers to the fee for the attendance of the Event set forth by the Event Organizer. The Conference Fee includes:
 - 1.2.1. 5 nights accommodation at the Event venue
 - 1.2.2. all meals during the Event
 - 1.2.3. all local transportation during the Event
 - 1.2.4. an airport greeting on the day of arrival to Prague
 - 1.2.5. transfer to the airport on the last day of the Event
 - 1.2.6. all activities on the Event schedule
 - 1.2.7. all hand-out materials
 - 1.2.8. taxes borne by the Event Organizer in relation to the participation in the Event
- 1.3. "**Discounts**" refer to discounts offered by the Event Organizer, including:
 - 1.3.1. Early Bird Discounts of 30%, 20%, 15%, 10% and 5% for Conference Fee payments made correspondingly between: July 25th and August 20th, August 21st and September 15th, September 16th and September 30th, October 1st and October 15th, October 16th and October 30th.
 - 1.3.2. Partner University Discounts extended to the select Event Partners.
- 1.4. "**Scholarships**" refer to scholarships offered by the Event Organizer to the select Participants in a form of a Conference Fee reduction of 500 Euro, 200 Euro or 100 Euro.
- 1.5. "**Conference-Related Expenses**" refers to the expenses borne by the Participant outside of, but in relation to the Event, including:
 - 1.5.1. transportation costs to and from Prague
 - 1.5.2. consular fees
 - 1.5.3. travel insurance costs
 - 1.5.4. other incidental costs
- 1.6. "**Sponsorship Package**" refers to a list of benefits offered to the Sponsor in exchange for the support to the participant.

2. GENERAL PROVISIONS

- 2.1. The Event Organizer has officially accepted the Participant to attend the Event.
- 2.2. Attendance in the Event by the Participant is subject to the Conference Fee payment. The Conference Fee less the applicable Discounts and Scholarships is payable by or on behalf of the Participant to the Event Organizer by one of the methods outlined in the Payment Procedures (Annex 1).
- 2.3. The final amount of the Conference Fee is to be calculated by the Event Organizer with consideration of the applicable Discounts and Scholarships and stated in a separate invoice. The amount of the Conference Fee before deduction of the Discounts and Scholarships is 980 Euro. Should no Discounts or Scholarships apply, the Conference Fee should be paid in full.
- 2.4. The Conference Fee payment shall be made by or on behalf of the Participant before the date indicated on the invoice. An extension of the payment date shall be agreed upon between the Parties by e-mail.
- 2.5. The invoice shall be issued by the Event Organizer after the Participant has received the permission to enter the Czech Republic (visa) from the authorized consular agency of the Czech government, if applicable.

3. RESPONSIBILITIES OF THE EVENT ORGANIZER

- 3.1. The Event Organizer commits to hold the Event within the specified dates.
- 3.2. The Event Organizer undertakes to correspond with the Participant and the Sponsor in regards to the Event schedule and activities, as well as any changes to the itinerary, contents or structure of the Event.
- 3.3. The Event Organizer undertakes to provide the participant with the package that contains the Official Letter of Acceptance, a Letter to the Embassy of the Czech Republic, as well other supporting documents.
- 3.4. The Event Organizer undertakes to issue an invoice for the final amount of the Conference Fee with consideration of applicable Discounts and Scholarships.
- 3.5. The Event Organizer undertakes to accept the Conference Fee payment made by or on behalf of the Participant and confirm the receipt of the payment in writing in a timely manner.
- 3.6. The Event Organizer, after the receipt of the Conference Fee, undertakes to host the Participant during the Event and provide with all facilities included in the Conference Fee.
- 3.7. The Event Organizer undertakes to fulfill the provisions of the Sponsorship Package (Annex 2) and provide all listed benefits to the Sponsor. Upon the fulfillment of these provisions, the Event Organizer shall provide the Sponsor with a report as to the placement of Sponsor's logos and other data on the Event's marketing materials, with a copy of all published materials and links to the online references.
- 3.8. The Event Organizer undertakes to respond to the Sponsor's inquiries and consider the Sponsor's additional requests in a timely and supportive manner.
- 3.9. The Event Organizer acknowledges that the Sponsor is the owner of all right, title and interest in its name and logo(s). The Event Organizer agrees that any benefit of the use of the Sponsor's name and logo(s) inures to the Sponsor, that it will do nothing inconsistent with the ownership of the Sponsor's name and logo. The Event Organizer shall use the Sponsor's name, logo and other materials and information only for the purposes specified in the Agreement unless with the prior written consent of the Sponsor.
- 3.10. The Event Organizer undertakes to ensure adequate arrangements for safety and security of the Participant and his/her belongings during the Event. The Event Organizer undertakes to provide assistance should the Participant encounter difficulties and/or emergencies pertaining to Participant's

personal health, security of the belongings and other unforeseen circumstances unless such difficulties and/or emergencies were caused by Participant's willful/conscious engagement in inappropriate or illegal conduct, activities or behavior of risky/dangerous nature and other acts that are known to pose danger to person's health/security, including those committed under influence of alcoholic or narcotic substances.

4. RESPONSIBILITIES OF THE SPONSOR

- 4.1. The Sponsor undertakes to cover the Participant's Conference Fee in one of the following ways, as agreed by the Parties:
 - 4.1.1. By paying the Conference Fee directly to the Event Organizer by electronic means (SWIFT wire transfer or American Express Card) or by certified cheque (no cash payments will be accepted)
 - 4.1.2. By reimbursing the Conference Fee to the Participant in cash or by bank transfer.
- 4.2. The Sponsor undertakes to cover the Participant's Conference-Related Expenses by paying them directly to the third-party service/product providers or reimbursing them to the Participant on the basis of documented proof (e.g. receipts or invoices). The scope and the amount of such Conference-Related Expenses shall be agreed upon between the Sponsor and the Participant in a Memorandum that will be attached as Annex to this agreement. The Event Organizer should be held free of any liability in regards to the Conference-Related Expenses or any transactions made therewith.
- 4.3. The Sponsor undertakes to provide the Event Organizer, directly or through the Participant, with its logo(s) and other materials and information required by the Event Organizer for the fulfillment of obligations under articles 3.4, 3.7 and 3.8.

5. RESPONSIBILITIES OF THE PARTICIPANT

- 5.1. The Participant undertakes to coordinate the communication between the Sponsor and the Event Organizer in cases where there is no direct communication between them.
- 5.2. In financial matters that require further clarification, the Participant undertakes to conduct the necessary negotiations with the Sponsor and communicate the decisions of such negotiations to the Event Organizer.
- 5.3. The Participant undertakes to make the necessary travel arrangements; and, if applicable, prepare all documents and apply for the permission to enter the Czech Republic at the nearest consular agency of the Czech Republic in a timely manner.
- 5.4. The Participant undertakes to hold an international travel and health insurance certificate, valid from the day the Participant departs from the home country until the day of return to the home country.
- 5.5. The Participant should be responsible for any costs, not included in the Conference Fee and/or Conference-Related Expenses (unless agreed otherwise with the Sponsor and/or Event Organizer), incurred during his/her stay and travel in the Czech Republic or any other countries visited on his/her way to/from the Czech Republic, including accommodation, meals, sightseeing, local transportation, souvenirs and other personal items and expenses, as well as excess luggage fees, ticket booking and re-booking fees and other penalties arising from his/her deviation from the original travel itinerary.
- 5.6. The Participant undertakes to fulfill any additional responsibilities undertaken in direct communication between the Participant and the Sponsor. Such additional responsibilities shall be agreed upon between the Participant and the Sponsor in a Memorandum that will be attached as Annex to this Agreement. The Event Organizer shall be held free of any liability in regards to such additional responsibilities beyond the scope of Article 3 and Annex 2.

6. CLAUSES

- 6.1. Shall either of the Parties fail to fulfill the conditions of this Agreement as a result of unforeseen or unpreventable circumstances, it shall immediately notify the Parties to this Agreement of such failure. Upon such notice and in case if the Conference Fee has not been paid, the Agreement shall be considered void and the Parties released from their responsibilities under this Agreement.
- 6.2. Should the Participant be unable to attend the Event after the Conference Fee has been paid the following conditions will apply:
- 6.2.1. if the Conference Fee has been paid by the Participant a) the Participant may request the deferment of the participation to the next Event hosted by the Event Organizer, as is, without extra payments or reimbursements; or b) the Participant may request the refund from the Event Organizer, subject to Refund Policy (Article 6.4). The Sponsor shall then, unless the payment was made in violation of separate agreements between the Sponsor and the Participant, a) reimburse the amount of the Conference Fee to the Participant; b) reimburse the difference between the amount paid and the amount reimbursed to the Participant.
- 6.2.2. if the Conference Fee has been paid by the Sponsor a) the Sponsor may request the deferment of the Participant's participation to the next Event hosted by the Event Organizer, as is, without extra payments or reimbursements; b) the Sponsor may request the refund from the Event Organizer, subject to Refund Policy (Article 6.4); c) the Sponsor may apply the sponsored Conference Fee to another accepted candidate from the Chinese mainland nominated or suggested by the Event Organizer or pre-selected by the Sponsor (subject to the Event application procedure and Event Organizer's approval).
- 6.3. Liabilities for the failure or inability of the Sponsor or the Participant to fulfill their obligations under separate agreements between them, including those pertaining to the Conference-Related expenses, shall be government within and by such agreements.
- 6.4. The following refund policy and penalties shall apply to the Conference Fee:
- 6.4.1. Refund requests filed before August 31st – 25% penalty;
- 6.4.2. Refund requests filed between September 1st and September 31st – 50% penalty;
- 6.4.3. Refund requests filed between October 1st and October 31st – 75% penalty;
- 6.4.4. No refund requests will be entertained after November 1st.
- 6.5. The Agreement shall be deemed implemented when all of the following occur:
- 6.6. The Participant (or alternative candidate as per Article 6.2.2. c)) is registered on the 1st day of the Event;
- 6.6.1. The Event Organizer provided a report to the Sponsor as per Article 3.7.
- 6.6.2. The Sponsor has settled the Conference Fee payment as per Article 4.1.1 or Article 4.1.2.
- 6.7. The Agreement, including its Annexes, is written in English languages in three (3) originals: one (1) for each Party. Each original shall be equally authentic.
- 6.8. The Agreement and its Annexes may be amended only by written agreement executed by the duly authorized representatives of each Party.
- 6.9. The Annexes hereto shall become and be considered as an integral part of the Agreement.

SEATS AND REQUISITES OF THE PARTIES

Event Organizer

Civic Concepts International, s.r.o.
Senovazne Nam. 23,
110 00 Praha 1
Czech Republic
t. +420 272 730 897
e-mail: info@czechleadership.com

web: <http://civicconcepts.org>

Sponsor

Participant

On Behalf of the Civic Concepts International

_____ / _____ /

Stamp

On Behalf of

_____ / _____ /

Stamp

On Behalf of

_____ / _____ /

Memorandum

THIS MEMORANDUM is made on _____

as Annex to Sponsorship Agreement dd. _____ between Civic Concepts International s.r.o.,
 _____ - and _____

BETWEEN:

(1) _____, represented by _____
 (hereinafter referred to as "**the Sponsor**")

(2) _____
 (hereinafter referred to as "**the Participant**")

(hereinafter jointly referred to as "**the Parties**")

The Sponsor and the Participant have further agreed on the following Memorandum pursuant to the Sponsorship Agreement dd ____.

1. In addition to the Conference Fee, the Sponsor undertakes to cover the following Conference-Related Expenses:

1.	Transportation Costs	
2.	Consular Fee (Visa Application)	
3.	International Travel Insurance	
4.		
	TOTAL	

2. The Participant undertakes to promote the Sponsor in the following ways:

3. Should either the Participant or the Sponsor cease to abide by the agreement due to any unpredictable or unpreventable reasons:

Payment Procedures

Please use one of the following payment methods to make your conference fee payment:

1

Wire Transfer

Another payment method is by Wire Transfer. This is the information that you will need:

BENEFICIARY'S BANK:

Ceskoslovenska Obchodni Banka, a.s.
SWIFT Code (BIC): CEKOCZPP
Na Prikope 14, 11520 Praha 1
Czech Republic

BENEFICIARY'S ACCOUNT IN IBAN FORMAT:

Please see more details below under important notes 2) B.

For Payments in EUR: CZ27 0300 0000 0001 8550 7640

For Payments in USD: CZ65 0300 0000 0001 8745 9857

For Payments in CZK: CZ03 0300 0000 0001 8129 7981

NAME & ADDRESS OF BENEFICIARY:

Civic Concepts International
Vinohradska 102, 130 00 Praha 3
Czech Republic

REASON OF PAYMENT: IYLC Conference – "Your Name"

2

American Express Card

One of the methods of payment is by American Express card. Currently we cannot accept other cards, as there are different conditions set for payments by VISA or MASTERCARD in the Czech Republic. There is no surcharge on AmEx payments. In order to start the process, you need to send an email to payments@czechleadership.com. The email should contain **the name of the card holder as it appears on the card, number of the card, the expiration date, and the billing address.**

3

Certified Cheque

Alternatively, you can pay by **certified cheque**. Please Note: the cheque must be made out to "Civic Concepts International." If it is not certified, or if the receiver of money is not listed as Civic Concepts International, then we will not be able to accept the cheque. The cheque should then be mailed to us at our postal address.

****IMPORTANT NOTES REGARDING WIRE TRANSFERS:**

Please follow these instructions carefully!**

1) Please put **your full name in the payment details** when you submit your wire transfer. This enables us to verify that the payment was made on your behalf. If someone else is making the payment on your behalf they must indicate the same as above so that we know to apply it to your attendance and thereby reserving your spot 100%. If we are not able to identify the payment as being yours we cannot apply it to your attendance.

2) **A. You are responsible for any wire transfer fees from your bank.** We are responsible for the fees incurred from our bank, but yours will charge a fee as well. We reserve the right to ask you to pay us the outstanding amount in cash upon your arrival if you do not pay for your bank's fees at the time of the transfer.

B. Please make sure your bank sends the payment in the respective currency of the account you're sending it to, i.e. that payments sent in USD are sent to our USD account, EUR amounts sent to EUR account, etc. Otherwise, you might be facing a high fee for the currency exchange the bank has to perform. (We mention this especially as we've had participants before who lost money on banking fees for this specific reason.) In other words, we have more than one account so that applicants can choose to at least some degree what currency they want to send their fee in.

3) **Please pay special attention to the use of the IBAN.** When submitting your payment via wire transfer, the beneficiary's account number in the IBAN (International Bank Account Number) format is more or less COMPULSORY. If you don't use it, the bank or an intermediary bank that sends the payment may charge a considerable additional transfer fee for having to look the number up. Using the IBAN will thus also speed up the transfer process. When inquiring with your bank as to how to make a wire transfer abroad, it is best to give them both formats, though the IBAN itself should suffice. The regular formats of Civic Concepts International's account numbers are as follows: EUR account: 185507640-0300, USD account: 187459857-0300, CZK account: 181297981-0300

Sponsorship Package

Sponsors will be offered the following visibility:

1. Company logo will appear on **5000 conference posters**, regularly sent to top international universities, partners, businesses and individual students
 - Placement: The logo will be placed at the bottom of the poster, in the white rectangular space allocated for acknowledgements. The logo will be positioned among other student sponsor logos so as to ensure general aesthetic look of the poster, at designer's discretion. All logos will be placed under a general caption "The following Organizations and Companies sponsored individual participants of the IYLC"
 - Dimensions: The logo will be scaled proportionally to its original dimensions. The scaling percentage will depend on the overall number of sponsor logos.
2. Company logo will appear on **300 conference guidebooks** to be seen by all conference participants, selected university professors, and our partners worldwide
 - Placement: The logo will be placed under the Sponsors section at the beginning of the guidebook. The logo will be positioned among other student sponsor logos in sorted in alphabetical order. All logos will be placed under a general caption "The following Organizations and Companies sponsored individual participants of the IYLC". Each logo will be captioned with Company name and country.
 - Dimensions: The logo will be scaled proportionally to its original dimensions. The scaling percentage will depend on the overall number of sponsor logos.
3. Company logo will be placed on the IYLC web-pages, viewed by approximately **40000 visitors annually**
 - Placement: The logo will be placed under the Sponsors section of the web-site. Each Sponsor will be recognized with a logo and a company description (provided by the Sponsor), positioned in a rectangular box, sorted by date of their decision to offer sponsorship. Each Sponsor acknowledgement will be followed by the name and country of the Participant they have sponsored.
 - Dimensions: The logo will be scaled proportionally to its original dimensions. The width of the logo will be approx. 200px.
4. Company logo will be added to the rotation on all IYLC web-site pages, thus exposing your logo to every **20th web-site visitor**.
 - Placement: The logo will be placed in Acknowledging Student Sponsors module positioned in the left/right column of each web/page. Logos will be selected randomly by the script from the pool of other student sponsor logos. Captions will be added to indicate company name/country.
 - Dimensions: The logo will be scaled proportionally to its original dimensions. The width of the logo will be between 150 and 250px.
5. Presence on the web-site of the International Youth Leadership Network, which connects 2000 program alumni from over 120 countries, top international universities and young leaders worldwide
 - Placement: The logo will be placed under the Sponsors section of the web-site. Each Sponsor will be recognized with a logo and a company description (provided by the Sponsor), positioned in a rectangular box, sorted by date of their decision to offer sponsorship.
 - Dimensions: The logo will be scaled proportionally to its original dimensions. The width of the logo will be approx. 200px.
6. An entry in the official IYLC blog featuring your company's contribution and support
 - Placement: An entry will consist of sponsor's logo and the body text provided by the sponsor (the text should include brief description of the company and a testimonial as to why the Sponsor is sponsoring a student).
 - Dimensions: The logo will be scaled proportionally to its original dimensions. The width of the logo can be up to 600px.

Note: Universities and Colleges that have sponsored their students to attend the IYLC will be recognized in a separate category from Sponsors.