



WORLD PLANNING SCHOOLS CONGRESS 2026: CALL FOR PROPOSALS

APPENDIX I – GPEAN MEMBERS AND STRUCTURE

- AAPS – Association of African Planning Schools;
- ACSP – Association of Collegiate Schools of Planning (USA);
- ACUPP – Association of Canadian University Planning Programs;
- AESOP – Association of European Schools of Planning;
- ALEUP – Asociación Latinoamericana de Escuelas de Urbanismo y Planeación (Latin America);
- ANPUR – Associação de Pós-Graduação e Pesquisa em Planejamento Urbano e Regional (Brazil);
- ANZAPS – Australian and New Zealand Association of Planning Schools;
- APERAU – Association pour la Promotion de l'Enseignement et de la Recherche en Aménagement et Urbanisme (French speaking countries);
- APSA – Asian Planning Schools Association;
- ASPI – Association of Schools of Planning of Indonesia;
- TUPOB – Association of Planning Schools of Turkey.

GPEAN Council

Zeynep Enlil, TUBOP, (Chair and ISOCARP liaison) Yildiz Technical University, Turkey

Paulo Silva (Vice-Chair and UN-Habitat liaison), AESOP, University of Aveiro, Portugal

Deden Rukmana, (Secretary) ACSP, Alabama A&M University, USA

Dan Inkoom, AAPS, Kwame Nkrumah University of Science and Technology, Ghana

Richard Milgrom, ACUPP, University of Manitoba, Canada

Magdalena Vicuna del Rio, ALEUP, University of Guadalajara, Mexico

Pedro Amaral, ANPUR, Federal University of Minas Gerais, Brazil

Aysin Dedekorkut-Howes, ANZAPS, Griffith University, Australia

Marco Cremaschi, APERAU, Sciences Po, France

Bakti Setiawan, APSA, Gajah Mada University, Indonesia

Iwan Rudiarto, ASPI, Diponegoro University, Indonesia

Bruce Stiffler (UN-Habitat, GPN Liaison)

Steering Committee of Wpsc 2026

Iwan Rudiarto (Chair), ASPI, Diponegoro University, Indonesia, iwan.rudiarto@pwk.undip.ac.id

Aysin Dedekorkut-Howes, ANZAPS, Griffith University, Australia, a.dedekorkut@griffith.edu.au

Alex Deffner, AESOP, University of Thessaly, Greece, adefner@prd.uth.gr

Advisory Board of Wpsc 2026

Eduardo Nobre, ANPUR, Universidade de Sao Paulo, Brazil, eacnobre@usp.br

Zorica Nedovic-Budic, AESOP, University College Dublin, Ireland, znb.ucd@gmail.com

APPENDIX II – SUGGESTED TIMETABLE

Timetable for proposals

Date			Event
May	1 st	2023	Call for proposals
August	1 st	2023	First submission of proposals
September	1 st	2023	Decision on first submission of proposals
October	1 st	2023	Final submission of proposals
November		2023	Presentation of proposals
December		2023	Decision on the final submission proposals

Suggested Timetable for the Congress

Date		Event
December	2023	Setting up of Local Organising Committee
January	2024	Signing of the agreement between HI/LOC and GPEAN / first SC visit to the site
May	2025	Website goes live/Call for Papers
September	2025	Deadline for abstracts submission
December	2025	Decision on abstracts acceptance
February	2026	Submission of final papers and deadline for Early Bird Registration that guarantees inclusion of the paper in the proceedings book / second SC visit to the site
May	2026	Deadline for online registration
July	2026	Congress

APPENDIX III – CHECKLIST

The following checklist is indicative of the information required to be supplied to GPEAN during the two-stage submission process. GPEAN may also seek additional information, not listed here, in discussion with the bidding institution(s) as part of the second stage of the selection process, to ensure sufficient information to allow due diligence and effective planning for the Congress.

1. Organisational and External Support / Capacity

- Evidence of support from institution('s/s') chief academic officer(s).
- Evidence of external public and private sector support, including national and regional planning school associations.
- Evidence of potential sponsorship support.
- Record of comparable conference organisation and financial viability.

2. Proposed Structure of Congress

- Suggested theme and logo.
- Suggested date and schedule of Congress, including draft program (only in the full proposal).
- Draft mobile workshop program.
- Draft pre/post Congress program.

3. Structure of Local Organising Committee

- CVs of Congress Chair, Co-chair(s), formal members.
- Evidence of prior conference organising experience.
- Availability / expected time commitment (in person-hours) prior to Congress.

4. Congress Budget and Management

- Line budget, including proposed registration charges and other sources of income (including “in kind” contributions).
- The budget should include fixed and variable cost components.
- A budget sensitivity analysis should be conducted to show the financial outcome based on the targeted number of attendees, 25% lower participation and 25% higher participation.
- Secretariat service resources / structure to be deployed.
- Insurance cover to be deployed.
- Proposed formal staffing and voluntary support (prior to and during Congress).
- Identity of commercial conference service provider(s) / professional conference organiser, including evidence of track record, stability, capacity (if to be used).
- Identity of professional abstract manager with a system to distribute to co-chairs for evaluation of paper/panel proposals, and which allows co-chairs to communicate. Furthermore, the system should allow coherent sessions to be composed or organised.
- Management timeline / critical path / key dates in preparation.
- Final statement of accounts must be submitted by the HI/LOC within one year of the Congress.

5. Infrastructure and Other Resources

- Venue capacity, features and costs, barrier-free access.
- Proposed catering provision, capacity to meet special dietary needs.
- Accommodation capacity, costs and locations in regards to venue(s).
- Intra-Congress transportation provision between venue, workshops, dinners, etc.
- Proximity of accommodation/venue to airports and other major transport infrastructure (in travel time and costs).
- Resources allocated for provision of Congress website, which can be accessed throughout the worldwide region.
- Internet and other promotion methods proposed to be used, to reach all the planning schools member of GPEAN
- On-line abstract submission and review.
- Registration and implementation of the congress can be carried out in a hybrid form (online and offline).
- Documentation of the Congress; proceedings of articles/abstracts, video recordings, photos as well as agreements and other congress results should be made available online on the congress website which should be managed for at least 5 years. Copy of documentation should be submitted to the WPSC committee.

6. Appeal of Host Location

- City and region appeal, and accommodation costs.
- Accessibility by national and international transport and costs.
- Compelling planning issues.
- Potential issues of perceived public safety / public hygiene / health provision / travel visas, etc. that may need to be addressed, including personnel who can handle crises such as robbery involving loss of travel documents and need of medical services.

APPENDIX IV – TYPICAL Wpsc CONGRESS ACTIVITIES

1. Keynotes

Keynote presenters are selected among distinguished scholars, practitioners and leaders of various national or international organisations who are expected to deliver an inspiring and thought-provoking speech related to the theme of the Congress. The keynotes are given during plenary sessions at the opening, closing or during the Congress. The number of keynotes and sessions vary from one to three, depending on the time allowed and the proposed Congress program.

Note that the opening plenary keynote is determined by the SC.

2. Roundtables

Roundtables offer a less structured format for discussing a topic of current interest, usually within 90 minutes sessions. The roundtables involve 4-5 panellists who (in 10-15 minutes) present their views, approaches and / or experiences in dealing with a particular planning issue, and a moderator who invites and facilitates Q&A and discussion. Roundtables are an important outlet for exploring the emerging and critical issues and innovations (theoretical, methodological) from multiple and diverse perspectives.

3. Full Paper Presentations

Full Papers are included in the regular sessions organised by tracks. The sessions are typically 90 minutes long and include 4-5 paper presentations and time for discussion / Q&A. Full papers present a developed research idea which is empirically tested with rigorous methodology and has specific findings. The full papers are generally equivalent to draft journal articles or book chapters. Depending on the author's decision, the papers may or may not be shared with other Congress participants in digital or hard copy format. A competition for the best paper could also be organised.

4. Poster Presentations

Posters are exhibited in a specially designated area on the Congress premises. The organisers may decide to create a special poster session and make additional announcements in order to ensure that the posters are viewed by the majority of the Congress participants. This session should be scheduled outside the time used for regular parallel sessions. A competition for the best poster could also be organised to raise the standard of and attention to the research presented in the posters.

5. Mobile Workshops

Mobile Workshops (MW) are designed to offer the Congress participants an educational experience through locally sourced examples of successful or failing places and projects. They may take a half day of the Congress and are usually offered in the afternoon of the second or third day of the Congress or can be full-day at the end. Depending on the expected attendance, 10-20 MWs are organised and made available during the registration on a first-come-first-serve option. Each MW has a guide (a professor, a PhD student or a local expert), responsible for preparing the materials and the logistics. MWs can be motorised or non-motorised (e.g., on foot or by bicycle). The transport mode and the length should be clearly stated in the programme and registration, as the choice of MW may be affected by individual

mobility preferences or limitations. There may be additional fees for full-day post-conference MWs.

6. PhD Workshop

PhD Workshop is organised in conjunction with the Congress. It is intended to provide educational experience for pre-selected students in the early stages of their dissertation research, through thematic lectures and discussions and interactive working sessions. PhD Workshop is planned simultaneously with the main Congress, but managed by a different committee which develops the programme, proposes and invites the mentors, issues the announcements, and selects the participants. Guidelines for organising the PhD workshop are provided in a separate document. It is usually offered right before the Congress to provide PhD students opportunity to attend the Congress as well.

7. International Student Competition

The International Student Competition is organized in conjunction with the Congress. It can be one of the pre-congress activities. It allows planning students to present their project work before the Congress begins. The competition aims to encourage students to embrace global transformation and offer new planning ideas and innovations. The Congress committee should establish a committee to organize the competition and appoint jurors to select the competition winners.

8. GPEAN Meeting, Conferences and Associations Presentation

The meeting of the GPEAN Council and its series editorial board (*Dialogues in Urban and Regional Planning*) comprises two half-days, conducted before and after the congress. It requires a quiet room for about 10-15 people, equipped with a projector, internet access and a screen. It is also expected that the LOC provide room and equipment for the presentation/conference of GPEAN associations included in the scientific programme. This could be in the format of a roundtable or a plenary session. Other rooms might be requested on demand of GPEAN (e.g., AESOP annual congress assembly, meeting rooms for different journal editorial boards, etc.).

9. Publication Fair

Book and journal exhibitions are a chance for planning scholars to meet with authors and publishers. It is held in a location that is frequented and accessed by the attendees on hourly basis. The potential exhibitors are contacted by the Congress organisers.

10. Social Events

Social events are hosted in unique places of cultural and / or political importance. In some cases, these events are sponsored or co-sponsored by national governments (e.g., ministries for planning), local authorities, and / or other research and professional organisations and it could be one or a combination of the following: Welcome Reception; Congress Dinner or Closing Reception. The organiser must inform if the cost is included in the Congress registration fee or not.

11. Breaks

The following provisions are compulsory and included in the registration fee: box lunches (if necessary for mobile workshops); lunches, coffee and tea for the morning and afternoon breaks, giving special attention to special dietary requirements, e.g., vegetarians, diabetics, homeopathy followers, non-pork eaters, and halal meat eaters. The location of these provisions should be within the Congress facilities and in proximity to presentation rooms and exhibit areas.

12. Information/Communication

All Congress-related information, updates, announcements and news should be available on a website, including: dates and deadlines; membership of the Local Organising Committee (LOC) and any other committee; tracks descriptions and co-chairs; instructions, templates and links for online submission of papers and any other relevant material; congress fees; registration (online); accommodation (including a map with distances, travel modes and time of travel to the Congress venue); general schedule; keynotes; programme (sessions, roundtables, posters); PhD Workshop (schedule, programme, location, mentors, etc.); social programme and events; instructions for presenters (paper, panel, poster) and session chairs; mobile workshops (description, timing, special requirements, leaders); congress venue (maps and plans with clearly marked spaces); local transport (from-to airport and around the city); contacts; other relevant information (climate, history, local cultural or sport events held at the time of the Congress, etc.); gallery of photos and videos taken during the Congress (keynotes, general sessions, receptions and other social events, mobile workshops, dinner).

13. Number of Tracks

The tracks are designed to reflect the diversity of the planning field and to organise the programme into easily identifiable topics that the attendees can navigate and find the sessions and presentations of their interest. The number of tracks (about 15) and their titles are the responsibility of the SC considering LOC inputs. The responsibility of reviewing and selecting papers and creating the programme lies in the track co-chairs, in collaboration with the organisers. The three co-chairs should include one member from the local community of planning scholars (i.e., host institution, region or country) and two from the membership at large, defined together with the SC, ensuring a representative track leadership for the Congresses co-sponsored jointly with other associations, presenting a broader representation from the relevant parts of the world. The track co-chairs are expected to attend and register for the Congress and their tasks are to: a) write a track description to be posted on the Congress web site; b) review the submitted abstracts and decide which are acceptable based on the process agreed with the organiser and the other co-chairs, c) propose track sessions of 4-5 presentations, poster displays and panels based on the submitted abstracts, d) participate in the meetings of track co-chairs as organised by LOC before, during or at the end of the Congress. The list of tracks for WPSC 2022 is attached as indicative of track themes (Appendix VI).

Note that the number of tracks (about 15) and their titles are the responsibility of the SC considering LOC inputs.

14. Congress materials and accessories

Congress materials include: a) Book of abstracts with ISBN (printed and / or digital format / online); b) Book of proceedings with ISBN, in which the authors decide whether to publish or not (printed and / or digital format / online); c) Congress Programme (printed and digital format / online); d) Academic information (journal and book leaflets, meetings, etc.); e) Invitations and tickets (e.g. for congress dinner, mobile workshops, welcome reception, cruises); f) Local attractions, travel and entertainment information. It is up to the LOC to decide what accessories to provide, and, except for the badge, all are optional. Following are examples of accessories: a) Badge (should be clearly legible bearing the name of the person, institution and Congress, GPEAN and the Associations logos); b) Bag (should contain the Congress material); c) Notepad; d) Pencil or pen, etc.

15. Submission of Abstracts and Papers

All submission of abstracts and papers should be done online through the Congress web site. Submitted abstracts and papers should be accessible to the track co-chairs by special permissions to access the system. The co-chairs might see only the abstract that are relevant to their task. The system should facilitate recording of the co-chairs' decisions to accept or reject the abstract (each and then final agreed-upon decision), and possibly entertain other options (e.g., suggest for a poster session, suggest a more suitable track, etc.). Based on the final decisions recorded in the system, the corresponding authors are informed of the outcome by the Congress Organisers. The track co-chairs suggest the sessions' chairs among the registered or expected participants, contact them and confirm the assignment with the Organisers (for inclusion in the programme).

16. Registration

The system used for Congress registration should be integrated with other Congress activities as well as the financial processing and accounting, such as selection of Mobile or PhD Workshops. During an online registration, the prospective attendees should be able to fill in a form containing all necessary details and have several payment options, international and domestic (invoice, online by credit card or an account, bank cheque). On-site registration should be available during the Congress and should rely on the same system so that problems such as duplications or manual handling (and possible misplacement of information) are avoided. Cancellation is an important part of the registration procedures. A clear cancellation policy should be developed, made easily accessible, and honoured by the Organisers.

APPENDIX V – INFORMATION ON PREVIOUS WPSC

First WPSC 2001

Host Institution: Tongji University, Shanghai, China

Sponsor Association: ACSP, AESOP, APSA and ANZAPS

Theme: “Planning for Cities in the 21st Century: Opportunities and Challenges”

Rationale: The First WPSC aimed to cover a wide range of topics which would be faced by planning educators and the profession in a rapid urbanising world in the turn of the new millennium. The selection of Shanghai reflected the view shared by four regional associations that the influence of the World Congress would be greatest if it could be held in one of the fastest growing cities and regions, where both the opportunities and challenges were greatest, and thus the need for planning was most obvious too.

Second WPSC 2006

Host Institution: Autonomous University of Mexico, Mexico City, Mexico

Sponsor Association: ALEUP

Theme: “Diversity and Multiplicity: A New Agenda for the World Planning Community”

Rationale: The Second WPSC was worried about how planning should address differences of culture and places taking into consideration the global forces that affect territories, how spatial justice could be defined in the light of diversity, and how to convert diversity and multiplicity into effective resources for the betterment of urban life.

Third WPSC 2011

Host Institution: University of Western Australia, Perth, Australia

Sponsor Association: ANZAPS

Theme: “Planning’s future – Future’s planning: Planning in an Era of Global (Un)Certainty and Transformation”

Rationale: The 2011 Congress aimed to cope with a series of “mega-wicked problems” in the form of rapid urbanisation, climate change, population growth and demographic structuring, natural disasters and, global economic, considering the (re)turn to urban and regional planning/planners for explanations and (re)solutions as a result of it. It aimed to critically reflect on where planning education and practice came from, where they were at that time and heading to over the following 10-20 years.

Fourth WPSC 2016

Host Institution: Federal University of Rio de Janeiro, Rio de Janeiro, Brazil

Theme: “Global Crisis, Planning & Challenges to Spatial Justice in the North and in the South”

Rationale: The 2016 Congress aimed to discuss the challenges for planning to promote social justice considering the impacts of the 2008 financial crisis both in Global North and South, which various cities have witnessed the growing of protest movements of a discontent civil society.

Fifth WPSA 2022

Host Institution: Indonesian Planning Schools Association

Theme: “Planning A Global Village: Inclusion, Innovation, and Disruption”

Rationale: The joint 5th WPSA congress and 16th APSA congress in 2022, used these ideas as backdrop for critically examining the effect of disruptive innovation and inclusion in planning and design. At the same time, the congress also considered topics related to globalization and the way it stimulates creative disruption and inclusion in planning and design. We encouraged ideas that consider disruptive innovation and inclusion as other forms of machine capable to co-opt various actors and institutions in disseminating certain social, economic and cultural values, planning and design as a form of resistance against the commodification process diffused across space and social groups and is systematically embedded in the structural power relations of innovation politics, and historical assessment of space and built environment as a form of disruptive innovation.

APPENDIX VI – LIST OF TRACKS OF WPSC 2022

01. Urban, Peri-Urban, and Metropolitan Development
02. Informality, Inclusion, and Participation
03. Heritage, Culture, and Identity
04. Disaster, Risk, and Resilience
05. Environment, Climate, and Health
06. ICT, Knowledge, and Innovation
07. Spatial Analysis, Methods, and Modelling
08. Governance and Politics
09. Infrastructure, Transport, and Mobility
10. Rural, Regional, and Small Island Development
11. Planning History, Theory and Practice
12. Planning Education and Pedagogy
13. Land, Housing, and Settlement



WORLD PLANNING SCHOOLS CONGRESS 2026: CALL FOR PROPOSALS

APPENDIX VII – AGREEMENT ON WORLD PLANNING SCHOOLS CONGRESS 2026 TEMPLATE

1. Parties of the Agreement

This Agreement on the World Planning Schools Congress 2026 (WPSC 2026) (“Agreement”) is made by and between the Global Planning Education Association Network (GPEAN), hereby represented by the WPSC Steering Committee Chair (SCC) [Iwan Rudiarto], and the [Institution(s), Department Name(s)], represented by [Name(s), Position(s)].

Under this Agreement, the [Institution(s), Department Name(s)] will organise the WPSC 2026 in [Place].

2. Dates and duration of the Congress

The dates of [Dates, Year] are envisaged for the Congress. The PhD Workshop will be held in [Place], hosted by [Institution(s) Name(s)] from [Dates, Year], followed by an optional stay for the workshop participants during the Congress.

3. Local Organising Committee

The Local Organising Committee (LOC) of the Congress is presided by the Chair and a Deputy Chair. The everyday contact between the Parties of the Agreement will be held by the Contact Person, who is agreed to be [Name].

3.1. Members of LOC

3.1.1. The Local Organising Committee shall consist of: Representative part, including:

- a) Chair: Name
- b) Deputy Chair: Name and other members:

[List Names and Affiliations]

3.1.2. If the Contact Person for any reason failed to act provisionally or permanently, the LOC shall nominate a new Contact Person without any delay.

3.1.3. The Local Organising Committee may wish to establish any other bodies to help the development and organising the Congress.

3.2. Responsibilities of the LOC

3.2.1. The responsibilities of the LOC are as follows:

- 3.2.1.1. To provide GPEAN with any relevant information without any delay, through the Contact Person or in any other way if necessary;
- 3.2.1.2. To organise the tracks, track co-chairs; keynote speakers and invited persons in accordance

with GPEAN and the WPSC Steering Committee (SC);

- 3.2.1.3. To present frequently the state of preparations to the SC;
- 3.2.1.4. To create a well organised congress webpage, where all possible information on the congress will be uploaded. This web page shall be maintained and updated regularly, well before the various deadlines, and shall remain accessible on the web at least for one year after the Congress. The website should necessarily include the logo and the link to GPEAN and its associations webpages;
- 3.2.1.5. To set the various deadlines for the preparations of the WPSC 2026;
- 3.2.1.6. To prepare informational materials about the Congress and to distribute them to potential participants, namely:
 - a) First announcement and call for abstracts;
 - b) Traditional paper flyers and brochures to be sent to the WPSC members by the GPEAN Coordination Committee (CC);
 - c) Congress programme to be distributed via GPEAN information media as well as Congress website;
 - d) Any Congress information on Congress website starting in May [Year before Congress Year];
 - e) Congress abstracts and authorized full papers to be made available via Congress web site at the beginning of the Congress;
 - f) Congress brochure in printed form with final programme and list of participants and (optional) as App with more detailed information, to be distributed to the participants at the beginning of the Congress;
- 3.2.1.7. To organise the very Congress, namely:
 - a) Venue and technical facilities;
 - b) Accommodation and meals / refreshments for the participants, invited persons and speakers, and accompanying persons;
 - c) Programmes for mobile workshops and other possible activities;
 - d) Organisation of airport pick-up services if required for a specific list of a maximum of fifteen persons defined by GPEAN and other persons defined by the LOC;
 - e) Hiring the staff for the Congress during its meetings (personnel congress desk, registration, payments, handing over Congress materials, assistance for administrative matters; student assistants; hostesses, etc.);
 - f) Organising the assessment of the abstracts submitted for the Congress through track chairs and providing track chairs with all necessary directions and assistance;
 - g) Encouraging GPEAN partner organisations to organise their activities during the Congress (see article 4.1, 6);
 - h) Scheduling the Congress track sessions and securing that in each room where sessions will be held, there is a person with the responsibility to assist the speakers technically, and organisationally, and to take care in case an accident occurs;
 - i) To subscribe an insurance policy, where possible, covering operation risks from the

organisation of events (optional);

- j) To cover the costs of the Congress, travel and accommodation of the WPSC 2026 Steering Committee members and payments to GPEAN as agreed below in article 7.2. of the Agreement;
- k) To prepare and send to the SC the Congress Report and the Financial Report as stated in articles 6 and 7.2.d (below);
- l) To ensure visibility and to facilitate the GPEAN and its associations activities during the Congress, namely:
 - i. Ensuring that the GPEAN and its associations visual identity elements (symbols and logo, etc.) are well visible in the venue of the Congress, and well visible on the website, and that the logo and other visual identity elements are printed on all material and documents distributed;
 - ii. Ensuring that GPEAN and its associations name and logo are embedded into logo of the Congress;
 - iii. Providing free of charge the appropriate spaces (rooms, amphitheatres, etc.) for the GPEAN and its associations activities prior and during the Congress (meetings of Organising Committee, Thematic Groups meetings, Editorial Boards meetings), and include in the printed and website programme the necessary details for these meetings (room, day, time, etc.);
 - iv. Providing free registration for the representatives appointed by the GPEAN Organising Committee.

3.2.2. The LOC may wish to establish on their account any working units and/or to hire any staff, etc., so that their responsibilities could be accomplished.

4. GPEAN

4.1 Responsibilities of GPEAN and the Steering Committee

The responsibilities of GPEAN and the Steering Committee are the following:

- 4.1.1. To define scientific content of the Congress, namely:
 - a) To define the main keynote speaker,
 - b) To approve the tracks and their titles,
 - c) To communicate with partners and keynote speakers in cooperation with LOC as far as the Congress is concerned,
- 4.1.2. To provide the LOC the GPEAN and its associations logos for the purpose of organising of the Congress;
- 4.1.3. To provide the LOC on time with any advice and/or expertise including written material that are relevant to the organisation of the Congress;
- 4.1.4. To distribute to the GPEAN members the information via GPEAN website and Newsletter, in order to promote on time, the attendance of the Congress;
- 4.1.5. To provide the LOC with any required official letters or any other documents which may help LOC to get the sponsorship or other kind of help;

- 4.1.6. To provide the LOC with the contact addresses of organisations, which have a cooperation agreement (Memorandum of Understanding) with GPEAN and to facilitate contacts with these GPEAN partner organisations;
- 4.1.7. To provide the LOC on time with all information necessary so that the printed material and the website can satisfy the requirements of article 3 of this document.

4.2 WPSC Steering Committee Chair

- 4.2.1. For the working contact between GPEAN and the LOC, the WPSC 2026 Steering Committee is represented by the Chair: Iwan Rudiarto
- 4.2.2. The Steering Committee Chair will namely:
 - a) Submit the proposals of LOC for the decisions about the Congress to be made by GPEAN Council, including:
 - i. proposals for the tracks,
 - ii. nominations for the keynote speakers and invited persons,
 - iii. nominations for track co-chairs;
 - b) Advise on the format of the abstracts and the way(s) how they will be submitted and reviewed;
 - c) Follow the progress of the preparation of the Congress, and secure deadlines in cooperation with LOC and GPEAN;
 - d) Report on the Congress preparation to the Council of Representatives and Executive Committee on request;
 - e) Forward advice, positions on issues and decisions of GPEAN to the LOC.

5. Congress theme and tracks

- a) The general theme of the Congress is: [Theme]
- b) Tracks and titles will be as follows: [List about 15 along with Thematic Groups which are associated with particular tracks]
- c) Any change in tracks owing to low or high number of relevant papers should be agreed mutually between LOC and the SC.
- d) The track co-chairs will be appointed by GPEAN based on LOC's proposal.

6. Congress General Report

- 6.1. At the conclusion of the Congress, the LOC will prepare a final Congress General Report. This report shall contain general basic information (Key lectures, track chairs, round tables etc.) as well as statistical data of the Congress, useful information for the future and detailed comments on the successes and failures of the congress organisation, so that future congress organisers improve and GPEAN increases steadily its congress quality.
- 6.2. More specifically, the statistical data must include:

- a) For key lecturers, topic, name and contact details of the presenting persons;
- b) Number of papers submitted, number of papers accepted, acceptance rate and papers presented (all data per track);
- c) Number of authors (by gender), distribution of authors by country, number of countries represented (by authors);
- d) Number of final registered participants;
- e) Statistics of (accepted) “no-shows”, paper withdrawals, and (average) track sessions’ attendance;
- f) Number of Schools represented;
- g) Number of editions/proceedings of the congress published with an ISBN Reference (if applicable);
- h) Name of the publisher of the proceedings (if applicable).

6.3. This report will be submitted to the GPEAN within three months after the end of the Congress. This report is different from the Financial Report described in article 7.

7. Financial arrangements

7.1. Congress fees

- a) All participants of the Congress are obliged to pay appropriate congress fees except for invited persons agreed between the parties of the Agreement.
- b) The following fees, including local taxes, have been agreed (in US\$ or Euros €):
 - i. Early Bird registration =
 - ii. Late (after) & on-site registration =
 - iii. Low-income countries members =
 - iv. Student registration =
- c) Any change of fees will need amendment of this Agreement.
- d) The fee will cover participation at all sessions of the Congress, participation at welcome reception and a workshop, Congress materials, lunches and beverages during the breaks during the main Congress days.
- e) The fee for other (tourist, cultural, programme for accompanying persons, congress dinner etc.) events can be charged separately on the request of a participant.
- f) The participants of the PhD workshop are entitled to join the Congress for free and the congress dinner at a reduced price.
- g) The mentors of the PhD workshop are entitled to join Congress for free and are invited to the Congress dinner for free.
- h) The members of LOC are entitled to join the Congress and are invited to the Congress dinner for free.
- i) The members of the GPEAN Council and Steering Committee are entitled to join the

Congress and the Congress dinner for free (up to fourteen persons).

- j) Up to fifteen persons nominated by GPEAN, including representatives of partner organisations, which have a Memorandum of Understanding signed with GPEAN are entitled to join the Congress and the congress dinner for free. A list should be provided two weeks before the Congress.
- k) Invited keynote speakers are entitled to join the Congress for free and are invited to the Congress dinner for free.
- l) The members of the particular units of the institution organising the congress are entitled to join the congress at a reduced price (e.g., same as the students' fee).

7.2. Agreement on financial participation of GPEAN

- a) The entire cost connected to the activities of the Congress are born and paid locally, and will be covered by the [Institution].
- b) The costs defined in a) include namely:
 - i. The rent for the Congress precincts, facilities and equipment (if applicable),
 - ii. Social events, apart from Congress dinner
 - iii. Invited persons (including accommodation, travel expenses, meals and social events),
 - iv. Local administration and staff,
 - v. Local overhead costs,
 - vi. Printing costs of hand-outs, Congress material.
 - vii. At least two trips (air tickets and accommodation) for the Steering Committee members to follow up the Congress organisation.
- c) Support for specific activities connected to the Congress, such as PhD Workshop, costs for Awards, etc.,
- d) At the conclusion of the Congress, the LOC will prepare a final budget breakdown, a list of participants and fees paid by them and a written Congress Financial Report, including final financial statistics. This report will be submitted to the GPEAN within three months after the end of the Congress. This report is different from the Congress General Report described in article 6.
- e) GPEAN will obtain 10% of the total registration fees (including taxes) according to the article 7.1. b) within five months after the Congress has been finished.
- f) GPEAN will provide the LOC the bank or other financial institution information needed to transfer the amount due according to established in point 7.2.e) above.

8. Final Article

The present agreement is issued in three original signed copies to be held by: [Name] as Local Organising Committee Chair (one original copy), the WPSC Steering Committee Chair, [Name] (two original copies), and a digital copy of this agreement is kept by the GPEAN Council Chair [Name].

Place, Year-Month-Day

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[Name]

Local Organising Committee Chair

[Institution] [Department]

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Iwan Rudiarto

Chair of the WPSC VI Steering Committee