



**International Council  
for Small Business**

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**INTERNATIONAL COUNCIL FOR SMALL BUSINESS**

**LETTER OF AGREEMENT TO HOST THE ICSB WORLD CONFERENCE**

AGREEMENT, made the 7th of January 2010, by and between the ICSB Affiliate or Hosts Swedish Entrepreneurship Forum and Swedish Agency for Regional and Economic Growth (hereinafter referred to as HOST) and the International Council for Small Business (ICSB), to host the 2011 ICSB World Conference in Stockholm, Sweden.

WHEREAS, the International Council for Small Business is the world's largest international professional organization dedicated to advancing small business and entrepreneurship, coordinates and integrates programs and information among its 2000 plus members in 70 countries joined through its affiliates in Australia/New Zealand, Brazil, Canada, Europe, Japan, Korea, Middle East, Republic of China, Puerto Rico & the Caribbean, and the United States.

WHEREAS, the ICSB, a non-profit organization, advances entrepreneurship and small business development internationally through Global Knowledge, Global Networks, Applied and Theoretical Research, Education/Teaching Exchange, Small Business Consulting/Advising and Sharing of Government Programs,

WHEREAS, ICSB and its affiliates support National, Regional and World Conferences which provide members an opportunity to learn and contribute to the latest developments in small business management and entrepreneurship with the worldwide leaders in small business management and entrepreneurship,



designation of person(s)/entity fees to receive income and pay expenses connected with the World Conference; e) addition of participating cosponsors; and any exhibition in conjunction with the activity concerned.

**3. Allowable fees.** Any fees charged for participation in the cosponsored activity shall not exceed the estimated direct and indirect costs of the activity. Most attendees must secure funding from their respective organizations, generally academic, corporate, or governmental. High registration fees will prohibit many from attending. Thus, it is important to secure private-public sector funding or reduce costs so as to minimize registration fees. A good benchmark is to examine prior three years of registration fees from previous ICSB World Conferences. A differential fee for non-members, consisting of an appropriate membership fee plus conference registration fee must be established. Membership fees collected from non-members shall be forward to the International office within 60 days after the close of the World meeting.

**4a. World Conference Fee to ICSB.** Affiliates will agree to pay the ICSB a fix rate, which is currently \$15,000 US, for right to hold the annual World meeting. This fee is due in two parts (for detailed information please refer to Section 4.0 ICSB FEES of the ICSB 's PLANNING GUIDELINES FOR WORLD CONFERENCES – June 2005 version). As stated in the planning guidelines, the fee will be paid in two components: 12 months before the conference the Host Affiliate will pay half (\$7,500USD) the Hosting Fee and a final check for the balance of the fee will be provided to the Senior Vice President Finance & Control at the commencement of the Conference. If the Hosting Affiliate completes all the reporting process as required in the World Conference Planning Guidelines, and confirmed by the SVP of Programmes, the IO will return \$1000USD to the Hosting Affiliate, after the reporting process is certified.

Signatory initials selects this option and negates 4b. AET



**9. Quality and Quantity of activities.** The parties will cooperate to ensure that the activity will be of the highest quality and quantity will be comparable to previous World Conference standards. This applies to number of days, events, meals and social activities. This should be consistent with World Conference Planning Guide.

**10. Financial report.** Within 90 days following the conclusion of the World Conference, per the World Conference Planning Guide, the affiliate will generate for ICSB a final financial report summarizing income collected and expenses paid in connection with the World Conference. Within ninety (90) days a list of revenues, including contributions of sponsors and exhibitors, shall be generated for the ICSB Senior Vice President for Finance and Control. Any adjustments, as per Clause 4, shall be negotiated at this time. In addition, any pending funds/ fees shall be forwarded to the International Office.

**11. Liability.** Neither party assumes any liability for costs incurred by, or damages assessed against, the other party or any participating cosponsor involved with the World Conference.

**12. Termination and/or Cancellation.** Either party may terminate and/or cancel this agreement upon not less than eighteen (18) months from signature of contract written notice by certified mail to the other party. Termination shall not affect compliance with all terms of the agreement for activities completed before termination. Termination of this agreement by said Affiliate of Host within eighteen months of the scheduled World Conference date will result in a cancellation clause penalty of \$5,000 U.S. if the conference can not be rescheduled.



ICSB

Affiliate/Host

Claire Massey

Pontus Braunerhjelm

ICSB SVP Programmes

Swedish Entrepreneurship Forum

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Date 16<sup>th</sup> Jan 2010

Date Jan 28<sup>th</sup>, 2010

Affiliate/Host

ECSB Affiliate

Karin Hallerby

Thomas Cooney, President of ECSB

Swedish Agency for Regional  
and Economic Growth

Entrepreneurship Council for Small Business

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Box 4044, SE-102 61 Stockholm, Sweden

Date 22<sup>nd</sup> Jan, 2010

Date 16<sup>th</sup> Jan 2010