

## **Memorandum of Understanding** on the organisation of a capacity building seminar

### **1. General Concept**

Capacity building seminars are services offered by the European Music School Union (EMU) to its members. The guiding idea is to create synergies by using the network of the EMU to give an international perspective on a given topic and to engage with music education professionals from the hosting country. While seminars are primarily aimed at the members of the hosting association, they are still open to international delegates. This way it is ensured that seminars are also platforms for exchange, peer-learning and networking.

### **2. Content of the seminar**

The European Music School Union is responsible for drafting the programme of the seminar. The hosting association is asked to give feedback on the proposed agenda, to make suggestions to adapt the programme to specific areas of interest and to make recommendations on further speakers and aspects.

### **3. Division of responsibility**

The EMU is responsible for the programming of the seminar, including inviting the speakers, making travel arrangements, ensuring the smooth running of the seminar by keeping time and taking care of technicalities related to the presentations and sessions. The EMU is furthermore responsible for the international marketing of the event.

The hosting organisation is responsible for the national marketing of the event and for advising on the provision of suited premises. This includes a meeting space, a hotel and optionally leisure events or dinners. If translation will be needed, the hosting organisation will take care of organising it and they will cover the costs of the translation.

#### **3.1. Budget**

While the financial responsibility lies with the EMU, the hosting organisation is asked to help find suited accommodations for participants and subsistence during the seminar. On this basis, a budget is drafted which includes the costs for the accommodation and subsistence of participants, speaker's fees and their travel and accommodation costs as well as the travel and accommodation costs of the moderator and one EMU representative. If the profit of the seminar amounts to more than 3000€, the hosting organisation will receive 50% from the excessive part.

The hosting association is encouraged to use its resources and network to find premises for the seminar and to market the seminar locally. However, should any costs occur related to these aspects, the hosting association bears the financial responsibility for them.