



MEMORANDUM OF AGREEMENT

**The 11th International Conference on Training of the Judiciary 2024
Between
The International Organization for Judicial Training (IOJT)
and
The Judicial Research and Training Institute (JRTI)
of the Supreme Court of Korea
Goyang, South Korea**

The International Organization for Judicial Training (IOJT), is an international organization whose mission is to:

- promote the rule of law;
- consider common issues for the training and education of judges;
- promote and advance cooperation among its members;
- facilitate international exchange of information.

In furtherance of its Mission, the IOJT partners with one of its member Institutes to host an International Conference.

The IOJT Board of Executives confirmed to hold the 11th International Conference in 2024, in Seoul, South Korea.

The objectives of the IOJT International Conferences are to:

- reach as many IOJT Member Institutes as possible;
- exchange knowledge, opinions and best practices on judiciary training; and
- consider, discuss and confirm the ongoing goals and the IOJT structure.

The parties agree as follows:

1. Structure of the IOJT Conference

Conference President

The President of the 11th IOJT Conference (Conference) will be President KWON Kihoon of the **JRTI**.

Conference Program Committee (CPC)

The IOJT President, IOJT Secretary-General, IOJT Deputy Secretary-General, and the **JRTI** representatives designated by President KWON Kihoon of the **JRTI** will act as the IOJT Conference Program Committee (CPC).

The CPC will be responsible for the conference supervision and organization, including:

- Development of the overarching concept and themes of the program;
- Program planning, including selection of speakers and presenters;
- Management, financing, and all related activities, including determining compensation for non-IOJT registered speakers.

Local Organizing Committee (LOC)

The composition of the Local Organizing Committee (LOC) will be determined by the **JRTI**. The Committee can establish sub-committees or working groups for specific activities. The chairperson of the Local Organizing Committee will be determined by the **JRTI**.

The LOC will be responsible for the actual organization of the Conference, including:

- Selection and supervision of venues, catering, accommodations, and other suppliers;
- Registration of participants
- Related administrative and organizational issues.

2. Conference Responsibilities

The **JRTI** will provide the following items:

- Conference meeting space; including a plenary hall (for up to 300 people) and at least three additional meeting rooms for workshops according to the conference program;
- Additional meeting rooms for special activities, such as speaker preparation room, registration office, committee meetings, staff office, etc.;
- Meeting rooms for the Board of Executives (9-10 people) and Board of Governors (20-22 people). These meetings are usually held 1-2 days before the conference begins and on the last day after the official end of the conference. Lunch is provided for Executive Committee members during the meetings prior to the conference and secretarial equipment (computer, photocopying, etc.) needed;
- Audio visual equipment such as screens, projectors and microphones for plenary room and three breakout session rooms;
- Conference banners, signs, information board;
- An electronic copy of conference materials to be given to each participant;
- Free internet access for use of participants during the conference;
- Provide travel and tour information for conference participants and accompanying persons before, during or after the conference;
- Facilitate a half day cultural tour for those interested participants and accompanying persons at the participant's cost.
- Support an internet website for the conference for twelve months starting about six months before the conference;
- Simultaneous interpretation into English, French and Spanish at the plenary sessions and all workshops held in main hall;
- Submit informational reports and budgets to IOJT at specified times to keep IOJT fully informed of Conference developments;
- Public relations before and during the conference;
- Photographer at main conference events. Photos to be posted on conference website during and after the conference.
- Cover lodging expenses for IOJT Board of Governors.

IOJT will provide the following:

- IOJT will pay registration fees and airfare expenses for IOJT Board of Governors.

3. Conference Announcements

The first announcement of the Conference will be posted on the conference website and distributed by email to IOJT members and other potential participants by January 2024.

The second electronic announcement will be sent out by April 2024.

4. Conference Financial Aspects

All income generated by the Conference, such as registration fees, sponsorships, etc., will be deposited directly into a specified IOJT Bank Account. Major vendor services invoices will be paid using the funds deposited into the IOJT Bank Account for the Conference. Sponsorships must be approved by the IOJT Board of Executives in advance. Sponsorships will not include the budget/grant from the Supreme Court of Korea and the JRTI.

Registration Fees

The registration fees will be as follows (in US \$):

	Member (dues paid)	Member (dues not paid)	Non-Member
Early registration fee (by Oct 1, 2024)	\$800.00	\$1,000	\$1,000
Regular registration fee (after Oct 1, 2024)	\$1,000.00	\$1,200	\$1,200
Guest/Interpreter	Actual Cost plus \$100 administrative fee		

The active participant's registration fee includes:

- Badge
- Conference bag
- Electronic version of conference materials
- Admission to all conference programs
- Welcome cocktail reception (Sunday)
- Farewell Gala Dinner (Wednesday)
- Three Lunches (Monday-Wednesday) and daily coffee breaks

The registration fee of interpreter/guest includes:

- Badge
- Admission to all conference programs
- Welcome cocktail reception (Sunday)
- Farewell Gala Dinner (Wednesday)
- Three Lunches (Monday-Wednesday) and daily coffee breaks

The Local Organizing Committee will facilitate a half day cultural tour for those interested participants and accompanying persons at the participant's cost.

Cancellation Policy

The JRTI will apply the following registration cancellation policy:

- Registrations cancelled by October 1, 2024-refunded, less 10% processing fee
- Registrations cancelled after October 1, 2024-no refund, but an alternate attendee may be substituted for no additional fee.

Financial Reporting

The JRTI will provide the IOJT Secretary-General with a final conference financial report no later than six months after close of the Conference. The financial report will include an accounting of the funds received from Conference registration, sponsorships and events and the various costs for hosting the Conference for purposes of future Conference planning.

5. Conference Program

A detailed proposal of the Conference program content will be developed by the Local Organizing Committee.

6. Final Remarks

The IOJT will use its savior-faire and contacts to promote the Conference.


Amendments to this Memorandum of Agreement (Agreement) are subject to mutual agreement of both parties in writing and in advance.

It is further agreed that the **JRTI** and IOJT will review this Agreement in January 2024, at which point, if the financing of the Conference, and/or the registration numbers are not at a satisfactory level, and at any time, if force majeure circumstances beyond the parties' control including the pandemic (such as the Covid-19 pandemic) arises, the Conference could be cancelled, subject to the consent of both parties, without penalty to either party.


It is also agreed that the President of the **JRTI**, and the IOJT Secretary-General will sign the Agreement in the name of their respective organizations and that they bear no personal responsibility. The same applies to other officials, members or committees of IOJT.



SIGNED BY



Mary C. McQueen
Date October 23, 2023
Secretary-General, IOJT



KWON Kihoon
Date 10. 24. 2023.
President, JRTI