Memorandum of Understanding between the World Orchid Conference Trust and the Organisers of a World Orchid Conference

The Memorandum of Understanding between the World Orchid Conference Trust and the Organisers of the 24th World Orchid Conference has been written to recognise the relationship between the two organisations. It is signed when accepted as a Provisional Host for a WOC.

The Organisers of the 24th World Orchid Conference agree to the following:

- Follow the Checklist for Hosting a WOC and give updates for the completion of outlined tasks;
- Follow the recommendations and demonstrate suitable progress using the Guidelines for Prospective Hosts and Organisers of WOC;
- Update the WOC Trust Board monthly, including written reports;
- Become a Host Sponsor and appoint a Host Trustee to the WOC Trust Board;
- Inform the WOC Trust President of any changes in their plans or management team as soon as possible;
- Provide liability insurance for their WOC, including a rider that covers the WOC Trust and the Trustees as co-insured;
- Ensure that the financial responsibility for the WOC rests solely with the Host. The WOC Trust does not have any financial responsibility for the WOC beyond the monetary awards it may offer; and
- Provide a portion of all registrant’s (full, companion, day, virtual, etc.) registration fee to be paid tax-free directly to the Trust without any tax liability to the Trust. Example: For the 24th WOC in 2026, the scheduled portion of a full registrant’s fee paid to the Trust will be forty US dollars ($40.00). The companion fee will be thirty US dollars ($30.00.)

The World Orchid Conference Trust agrees to the following:

- Provide the Organisers of a WOC with advice and assistance through the WOC Trust Board;
• Provide the Organisers of a WOC with advice and assistance through the WOC Trust’s Conservation, Horticulture and Scientific and Education, Committees;

• Promote the WOC on the WOC Trust’s website and through their contacts;

• Provide the Organisers of a WOC with advice on Judging and Show schedules; and

• Facilitate communication with the previous WOC organisers for any information and advice they are willing to share, e.g., Show and Judging schedules, mailing lists, etc.

Signatories for the WOC Trust:

President’s Signature: 

Printed Name: 

Date: _____

President-Elect’s Signature: 

Printed Name: 

Date: _____

Signatories for the Organisers of the _____ WOC to be held in _____ in ________________:

Chair, Organising Committee Signature: 

Printed Name: 

Date: _____

Treasurer, Host Organisation Signature: 

Printed Name: 

Date: _____