



## RDA Board Policy on Hosting and Sponsorship

**Scope:** sponsorship of meetings or events organized by the RDA Board or the RDA Steering Committee, or any working groups, committees, etc., directly reporting to these bodies

The RDA Board and the RDA Steering Committee (RSC) will seek and accept support from external organizations that meet these four criteria:

- The organization's overall purpose is in alignment with RDA Board mission and values
- The offer to host or sponsor contributes to the RDA Board's strategic plan
- The offer to host or sponsor does not create an ongoing dependency
- The partnership provides an opportunity to engage with key current or future stakeholders

Acceptance of an offer to host or sponsor does not imply that the RDA Board endorses the policies, services, or products of the external organization.

### **RDA Business meetings**

The RDA Board and RDA Steering Committee organize annual in-person meetings of their members.

RDA Board meetings are not open to observers and are not announced broadly. The location of Board meetings usually rotates among the cities where the Copyright Holders are located. When a Copyright Holder does not have physical office space available for hosting a meeting, the Copyright Holder will seek an invitation from another institution.

The RDA Steering Committee meetings are announced broadly and significant portions of the meetings are open to observers. The RSC seeks and accepts offers to host its business meetings. RSC consults with the Board about hosting offers before making its decision.

In both cases, an offer to host usually entails the provision of meeting rooms and access to facilities. The RDA Fund covers the costs related to catering during the meeting (on-site lunches and breaks).

Acknowledgement of the host will be made in announcements of the Board and RSC meetings as applicable and in the outcomes documents that are openly available on the RDA website.

### **RDA Regional Representative Bodies**

Regional representative bodies determine their own processes and terms of reference. The RDA Board reviews and endorses their terms of reference. This policy on hosting and sponsorship does not govern the actions of the regional representative bodies though it may be used as a model.

### **RDA Events**

The RDA Board and RDA Steering Committee organize events focused on RDA and its development. These events are open to the wider community. An event can last a few hours, a full day, or more than one day, depending on the decisions of the organizers.

The RDA Board or RDA Steering Committee will have control of the content and selection of speakers for any event organized by the respective body. They also retain the right to control messaging about the event.

The RDA Board and RDA Steering Committee will accept contributions in support of a RDA event, whether in-kind or as a funding contribution.

The RDA Board and RDA Steering Committee will accept offers to host a RDA event, with services including but not limited to:

- An event venue and access to facilities and resources (e.g. staffing support, internet access, technology support, microphones, projectors)
- Catering for the event covering both the organization and funding
- Contributions towards costs related to promoting the event.

Acknowledgement of the hosts and sponsors will be made in the announcements of the event, on the website for the event, and in any documentation related to the event, such as programs and handouts.

### **Contact information**

For a RDA Board event, contact the Chair of the RDA Board (see <http://rda-rsc.org/node/433> )

For a RSC meeting or event, contact the [Chair of RSC](#).

*Approved by RDA Board, May 14<sup>th</sup> 2020*