



**Memorandum of Understanding in
Regard to the CEEA-ACEG Annual Conference**

***Note that this is draft MOU, and that it must be reviewed and adjusted by the CEEA-ACEG Board and/or the hosting institution, and agreed upon prior to signing**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made this ____ day of _____, 20__, by and between the Canadian Engineering Education Association, a Canadian not-for-profit corporation ("CEEA-ACEG"), and _____, ("Host Institutions") and sets forth the relationship and obligations relating to the Canadian Engineering Education Association- Association canadienne de l'éducation en génie Annual Conference to be held from _____ to _____ in _____ (location of the "Conference").

In agreeing to host the Conference, the parties agree that:

1. The Host Institution will appoint a Conference Chair(s). This person must be, or become upon Chair appointment, a member of CEEA-ACEG.
2. The Host Institution will form an Institutional Conference Organizing Committee ("Organizing Committee") to plan and facilitate the Conference. The Organizing Committee will include a member of the CEEA-ACEG Board of Directors (the CEEA-ACEG Liaison), appointed by the board, who will be invited to participate in all Organizing Committee meetings, calls, and related discussions. The Host Institution agrees to share all conference-related information openly with the CEEA-ACEG Liaison and CEEA-ACEG Executive Administrator, and make reasonable efforts to set meeting schedules to accommodate the CEEA-ACEG Liaison and the CEEA-ACEG Executive Administrator.
3. It is recommended that the Host Institution include the following positions on the Organizing Committee: Technical Chair, Logistics Chair, Treasurer, Sponsorship Chair, Workshops & Special Programs Chair, Marketing & Communications Chair, and Student Programs Chair. A list of Committee members must be submitted to the CEEA-ACEG Board of Directors. These individuals should also be, or become upon Committee appointment, CEEA-ACEG members.
4. The CEEA-ACEG Board of Directors appoints, on an annual basis, a sub-committee of the Board to focus on ongoing matters related to conference strategy and management, and to liaise with the Organizing Committee. The Organizing Committee Chair and Technical Program Chair will sit on this committee to support collaboration and communication between the Organizing Committee and the CEEA-ACEG Board. The mandate of the CEEA-ACEG Board Sub-committee is outlined in a separate Terms of Reference document.
5. The Host Institution will complete an updated draft conference schedule, outlining the conference structure, and a conference budget (including conference registration fees)

by October 1 of the year prior to the Conference. This documentation will be reviewed by the CEEA-ACEG Board of Directors for approval, and must be approved prior to any conference publications or incurrence of conference expenses. A budget template will be provided by CEEA-ACEG to the Host Institution to aid in the preparation of the budget.

6. Once the conference budget is approved, the Committee has the flexibility to make moderate adjustments, providing the overall budgeted expenditures have not been exceeded. Any adjustments to budget line items that result in a change greater than \$5,000 to the line item, and/or any adjustments that result in an overall increase in expenditures beyond the approved budget must be submitted to the CEEA-ACEG Board of Directors for review and approval. The CEEA-ACEG Liaison must be invited to participate in significant budget related discussions. The CEEA-ACEG President, Treasurer, Executive Administrator, and the CEEA-ACEG Liaison must be provided open access to all conference budget documentation at any time preceding, during, and after the Conference.
7. The Host Institution may request a loan of up to \$20,000 from CEEA-ACEG for early expenses incurred prior to registration opening. If possible, all conference related expenses should be submitted to CEEA-ACEG for payment. It is understood, however, that there are some cases where it may be advantageous for the Host Institution to pay the expenses, and then submit receipts to CEEA-ACEG. All conference related expenses should be submitted to CEEA-ACEG for payment within 60 days from the end of the Conference. Auditable invoices or receipts must be provided to CEEA-ACEG for all reimbursements. Cash payments without auditable receipts cannot be reimbursed. Wherever possible, invoices should be sent directly to CEEA-ACEG for direct payment, rather than to the Host Institution.
8. CEEA-ACEG will collect all conference registration and sponsorship fees, with the exception of those raised under Item 16 below, directly through the CEEA-ACEG Head Office. All attendees for the conference must have current membership status in CEEA-ACEG. If registrants are not paid-up members prior to conference or registration, they must pay a membership fee concurrent with conference registration in order to attend the Conference. The membership fee will be retained in full by CEEA-ACEG, and is not to be considered as revenue towards the Annual Conference.

Note 1: Typical registration options include “Regular” and “Student” fees, with modest discounts for “Early-bird” registration. The CEEA-ACEG encourages the inclusions of student members and therefore encourages student fees to be set at or near a break-even level. All conference registration fee levels and amounts are set by CEEA-ACEG, and should be included in the proposed budget for review by the CEEA-ACEG executive.

Note 2: One-day registration will be offered at a fee of \$350 for professionals and \$150 for students. These fees include the annual CEEA-ACEG membership fee. One-day registration is only available to new conference participants, who have never participated in a CEEA-ACEG conference before, and who are not presenting at the conference, and/or K-12 or industry representatives. There will be no early-bird pricing available, and these fees do not include the welcome reception, banquet or other special events.

Note 3: No one may be offered discounted or “free” attendance to the workshops and/or conference without pre-approval of the CEEA-ACEG Board of Directors. The only exception to this are invited speakers, who may attend any portion of the conference or workshop they wish without charge (but must still register for the conference). All

Committee members are expected to pay registrations fees, with the exception of a reasonable number of staff or student volunteers who provide administrative or organizational support throughout the Conference, and will therefore be on site, but will not be attending the main conference or workshop sessions. The Committee will state the number of individuals who fall into this category in their budget requirements, assuming they will incur costs such as meal/snack offerings.

Note 4: Requests may be made for no-charge or discounted registration in exceptional cases for special guests and/or dignitaries whose involvement may provide promotion or other benefit to the CEEA-ACEG organization, such as organizations with which an MOU is in place. The Board must approve these exceptions in advance of the Conference, and/or will inform the Organizing Committee of these exceptions.

9. There will be a workshop day-only registration option available, which should be priced at a slightly higher fee than workshop registration for conference attendees. Workshop presenters will not be required to pay for their own workshop, but if they intend on attending other workshops, they are expected to pay the workshop fee.
10. CEEA-ACEG may run special fee-based workshops in parallel or immediately before and/or after the conference (for example, the Institute for Engineering Teaching and the Institute for Engineering Education Research). The conference committee will be asked to provide room and AV bookings, and place on-campus catering orders for such workshops.
11. Conference sponsorship information must clearly state any provisions and inclusions, such as (but not limited to) the following:
 - Space and location for sponsor exhibits (for example, table size, proximity to conference registration or main entrance area)
 - Access to paper presentations or publications (included or not, and for how many sponsor representatives)
 - Additional benefits such as distribution of promotional material, inclusion of logo on conference materials, etc.
 - Meals, snacks, banquet, meet and greet sessions (included or not, and for how many sponsor representatives). For additional attendees not included in the booth registration, fees for all meals, snack, etc., are to be paid separately so as to ensure inclusion in the meal planning.

Sponsorship fees should be set based on the provisions and inclusions provided. At no time should the sponsorship fee be less than the cost of the conference registration fee plus the cost of all meals. Fees must reflect additional meal costs if more than one representative will be attending the Conference.

12. The CEEA-ACEG Board of Directors will define the call for papers process, including but not limited to the tasks and timelines outlined in the call itself, details on the peer review process, roles and responsibilities, and the software to use for the process.
13. The Host Institution will prepare conference announcements, registration materials, and general information in the program booklet in both official languages. Costs for preparation and translation of these publications must be included in the conference budget. All of these items must be reviewed and approved by the CEEA-ACEG Liaison, and/or the CEEA-ACEG Board of Directors, at the Liaison's discretion, prior to publication and distribution. Copies of all conference publications must be provided to

the CEEA-ACEG head office.

14. The Host Institution will be responsible for creating website material for the Conference, but all material must be posted on the CEEA-ACEG website. Web publications must be prepared in both official languages. CEEA-ACEG can assist by contracting translation if required, and costs will be levied against the conference budget. The website material will be reviewed and approved by the CEEA-ACEG Liaison and/or the CEEA-ACEG Board of Directors and/or their designated representative, prior to publication. Every effort will be made to review such material around promptly, typically within five business days.
15. The Host Institution will make electronic copies of the conference papers available to all registered conference participants by the start of the Conference. Papers must only be distributed to those who have paid full conference registration fees. Workshop only attendees are not eligible to receive conference proceedings.
16. The Host Institution will use the “Guidebook” mobile application, or a similar platform, to provide conference participants with ongoing access to the conference schedule and real-time information about the conference. Electronic copies of the conference papers can be posted through the Guidebook mobile application.
17. CEEA-ACEG will own copyright to the conference proceedings, which will be published with a CEEA-ACEG registered ISBN on the CEEA-ACEG website, or a website determined by CEEA-ACEG, within 60 days of the Conference. This process will be facilitated by the Conference Technical Chair(s) in collaboration with the CEEA-ACEG Liaison.
18. The CEEA-ACEG annual conference is a primary source of revenue for the organization, and the intention is that the conference budget should be struck in a manner that generates a profit of at least \$25,000. Revenues typically include attendee registration fees, trade show booth rentals, conference space rentals, and sponsorship funds provided in support of, or in association with, the Conference. The Host Institution and CEEA-ACEG will divide any financial surplus or loss resulting from the Conference according to the following protocol:
 - Any net surplus above and beyond \$25,000 will be shared on a 50/50 split, with 50% of the profit directed to CEEA-ACEG, and 50% directed to the Host Institution. Net surplus is determined after all expenses relating to the conference have been deducted, including the CEEA-ACEG Executive Administrator’s accommodations and travel expenses to and from the conference, as well as on-site incidental expenses in support of the conference administration, such as printer costs and office space.
 - Provided the Conference operates within the conditions stated in the approved conference agreement, and the pre-agreed expense budget has not been exceeded, CEEA-ACEG will cover up to \$5,000 in loss, and the balance would be the responsibility of the Host Institution. In the case where expenses exceed the approved budget, the Host Institution will absorb 100% of the over-expenditure.
19. The Host Institution is encouraged to carry out additional fund-raising efforts in support of conference registrations for the Host Institution’s faculty, staff and students. It is understood that the Host Institution will consult with the CEEA-ACEG Head Office regarding any benefits accrued by the sponsor that are linked to the Conference itself.

20. The Host Institution will prepare a Conference Report including:
- An itemized financial statement.
 - A summary of conference evaluations/feedback.
 - Other items that might be useful to future conference preparations.
 - The Conference Report must be submitted by the Host Institution to CEEA-ACEG within 120 days of the conference. If the conference financials are not reconciled within 120 days of the close of the Conference, the Host Institution will be liable to pay an increasing proportion of the loss or receive a decreasing proportion of the net surplus, as appropriate, at a maximum rate allowable under the law for each week the conference financials remain un-reconciled.
21. The Committee will include in their plans the provision for an extended CEEA-ACEG Board of Directors meeting as well as the Annual General Meeting (AGM) at the Host Institution site during the conference. The Board meeting space must be private and accommodate up to 15 people. The AGM meeting space must accommodate the full current membership of the organization (numbers will be similar to the full conference registration numbers), and have provision for good quality audio/visual display. Ideally the space for the AGM should also be as private as possible to allow for open discussion of information that is intended for CEEA-ACEG members only. The customary time for the AGM is during the lunch period for approximately 1.5 hours on the final day of the Conference. This should be confirmed between the Committee and CEEA-ACEG Board of Directors well in advance.
22. The Committee will include in their plans the provision for a series of SIG (Special Interest Group) meetings and a SIG mix and mingle, to provide SIGs with an opportunity to meet and discuss official SIG business, and to profile the work of the SIGs for the entire organization. The Committee will also include in their plans the provision of an opportunity to present the CEEA-ACEG awards (which include but may not be limited to: the CEEA-ACEG Lifetime Service Award, the Ron Britton Vanguard Award, the Engineering Education Graduate Student Award, and undergraduate awards for poster or other presentations), and speeches by the CEEA-ACEG Lifetime Service Award recipient and the previous year's Ron Britton Vanguard Award winner. Speeches will be organized jointly by the CEEA-ACEG Nominations and Awards Committee and the (Conference) Organizing Committee.
23. The parties represent and warrant that they maintain general liability insurance in an amount no less than \$1 million to cover potential liabilities that could arise from participation in the Conference.

Signatures of Host Institution:

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|----------------|--|--------------|
| 1. Name, title | | Title: _____ |
| Signature | | Dated: _____ |
| 2. Name, title | | Title: _____ |
| Signature | | Dated: _____ |

Signatures of CEEA-ACEG Organization:

1. Name	_____	Title: _____
Signature	_____	Dated: _____
2. Name, title	_____	Title: _____
Signature	_____	Dated: _____