



Memorandum of Understanding between The National GEM Consortium and University of Puerto Rico, Mayaguez

This GEM Annual Conference participation Agreement (the "Agreement") is dated and effective as of July 9, 2013 between The National GEM Consortium, hereon referred to as GEM (the "Contractor") and University of Puerto Rico, Mayaguez (UPRM) (the "Sponsor") a GEM Member University for the sole purpose of planning and implementing a campus tour for GEM Employer and University Representatives, and UPR Mayaguez student participation at the National GEM GRAD Lab and Future Faculty Symposium. The "GEM GRAD LabSM" brand is a service mark wholly owned by The National GEM Consortium and the program's primary purpose is the recruiting under-represented minority students to matriculate in a STEM graduate program.

Program

Date	Day	Time	Event
August 7, 2013	Wednesday	12 PM – 3 PM	Department/Lab Tour
	Wednesday	5 PM – 7 PM	Opening Reception
August 8, 2013	Thursday	8 AM – 10 AM	Opening Session – Deans Forum
	Thursday	10 AM – 12 PM	Program: Why Graduate School; How to Apply
	Thursday	12 PM – 2 PM	Lunch
	Thursday	2 PM – 4 PM	Program: How to Fund; Voices From the Field
	Thursday	6 PM – 9 PM	Local Dinner
August 9, 2013	Friday	8AM – 12 PM	Technical Presentation and Annual Board Meeting

We are requesting University of Puerto Rico provide the following resources:

Department/Lab Tour

Shuttle interested GEM attendees to the campus for a guided tour for participants of the GEM Conference (faculty, University staff, Employer reps, undergraduate and graduate students) to showcase the campus and the research conducted at University of Puerto Rico. Provide a tour of your facilities and a lunch.

Reception Welcome Speaker

Approximately 80 University faculty and staff, 25 industry reps and close to 100 undergrad and graduate students will ascend upon the Ritz Carlton in San Juan to participate in a 2.5 day conference. We are respectfully requesting a dignitary from the University of Puerto Rico system attend the GEM Opening Reception to welcome participants to Puerto Rico.

Engineering Deans Forum

We will hold an Engineering Deans Forum Thursday morning during our breakfast session. We respectfully ask that UPRM confirm their interim Engineering Dean to participate on this panel.

GRAD Lab and Future Faculty Professional Symposium

To confirm a minimum of 30 undergraduate (GRAD Lab) and/or graduate students (FFP) to participate in student programming all day Thursday and Friday morning and to encourage a subset of these students to compete in the Technical Professional Competition.

Agreement

Now, therefore, in consideration of the foregoing premises and the mutual covenants hereinafter set forth and other valuable considerations, the parties hereto agree as follows:

GEM'S RESPONSIBILITIES

GEM will provide the following services for this Agreement:

A. Promote Conference GRAD Lab as "UPRM/National GEM GRAD Lab"

Active GEM University Members who host a 2013 GEM GRAD Lab receive a \$1,500 membership credit on their 2013-2014 GEM Annual Membership Fee. Upon execution of this agreement GEM will provide this credit to UPRM.

B. GEM GRAD Lab and Future Faculty and Professional Symposium Program Content and Resource Materials

GEM will provide comprehensive student programming inclusive of a resource packet that will include:

1. Three (3) symposium booklets: (Why Graduate School?, How to Apply, and How to Fund) as a complement to the symposium workshops.
2. Custom program booklet: A detailed agenda booklet that includes bio and picture of each presenter, an institutional ad, and general symposium description.
3. Brochures from national funding agency(s).
4. If available, brochures from the sponsoring institution, UPRM. (Sponsor will provide hard copy materials for this purpose a minimum of 4 weeks before this event).

C. Meeting Room Facilities, Audio Visual, and Meals

GEM will provide facilities, audio visual, breakfast and lunch on both Thursday and Friday for the GRAD Lab and FFP.

SPONSOR'S RESPONSIBILITIES

UPRM agrees to provide the following:

A. Speakers

We ask that UPRM provide (formerly invite on GEM's behalf) the following speakers:

- Honorable Alejandro Garcia Padilla, Governor of Puerto Rico
- Dr. Jorge Rivera Santos, Chancellor University of Puerto Rico
- Dr. Agustin Rullan, Interim Dean of Engineering, University of Puerto Rico

GEM fully understands that the confirmation of the above speakers is completely up to the willingness and/or availability of the invitee.

B. Participants

To register and pay for a minimum of 50 students by July 7, 2013 (30 days before the event) and to ensure a minimum of 30 of these students are actually in attendance for the entire conference from August 7-9, 2013.

C. Travel for student participants and campus tour

UPRM will provide round-trip shuttle service from The Ritz Carlton San Juan to UPRM campus for approximately 50 GEM attendees on Wednesday August 7, 2013 from 7 AM – 4 PM (7 AM-10AM travel time, 10 AM – 2 PM tour and lunch, 2 PM – 5 PM return travel time . UPRM will hold this tour if a minimum of 20 GEM Representatives pre-register for the UPRM tour by July 31, 2013. UPRM will also provide transportation for UPRM students to attend the GEM Conference in San Juan.

D. Host a Lunch

UPRM agrees to host 20-50 GEM conference participants for lunch during the campus tour held on Wednesday, August 7, 2013.

PAYMENT TERMS

UPRM agrees to pay GEM the following:

2013-2014 GEM Membership Fee (discounted for execution of this Agreement)	\$1,000
UPRM 48* Student Registrations at \$25 each	\$1,200
UPRM University Rep Registration Fee	\$ 300

UPRM agrees to incur the following direct costs:

Shuttle transportation roundtrip San Juan – UPRM for 20- 50 participants	- at cost -
Shuttle transportation roundtrip UPRM-San Juan for students to attend GEM conference	- at cost -
Lunch during campus tour	- at cost –

*UPRM agrees to pay a flat amount of \$1,200 for student registration. UPRM understands if less than 48 students register, or less than 48 students attend, no reimbursement will be given. Any student registration above and beyond 48 students will be at the regular student registration rate of \$75.

A net 30 invoice in the amount of \$2,500 will be issued at execution of this agreement from The National GEM Consortium addressed to the Sponsor.

CONTRACT EXECUTION

Your signature below represents that you are an authorized individual for the sponsoring institution and that you agree to terms as outlined in this agreement. Your signature further represents your agreement to the payment terms as outlined. Cancellation of program by the Sponsor within 4 weeks of the contracted event date will forfeit the committed/paid fees, and incurred travel/ costs without obligation to GEM.

Name of Hosting Institution:

University of Puerto Rico at Mayagüez

Name of Sponsoring Group (if different), i.e., NSF LSAMP, Graduate School, School of Engineering:

School of Engineering

Event Contracted Date(s)


August 7-9, 2013

Send Invoice to (Name/Postal Address/Email):

PO Box 9000, Mayagüez, PR 00681-9000

We hereby agree to the terms of the roles and responsibilities of the sponsor outlined by this agreement:

Michele Lezama, Executive Director
Authorized GEM Representative, (Print and sign)



Dr. Andrés Calderón Colón, Chancellor,
University of Puerto Rico
Authorized Sponsor Representative, (Print and sign)

Date

Date