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To	<i>Dr. Sharma</i>	From	<i>Aracelis</i>
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MEMORANDUM OF UNDERSTANDING
Between
UNIVERSITY OF PUERTO RICO – MAYAGUEZ (UPRM)
AND
INTERNATIONAL NETWORK FOR ENGINEERING EDUCATION AND
RESEARCH (INEER)

The iNEER Board and ICEE International Steering Committee and UPRM hereby jointly agree to establish the following understanding and agreement.

1. **ENDORSEMENT:** Subject to UPRM fulfilling the terms of the present agreement in full, iNEER Board and ICEE International Steering Committee do jointly endorse and authorize UPRM to organize ICEE-2006 as an official ICEE conference in the Year 2006 in Puerto Rico during July or August 2006. The conference shall be known as "International Conference on Engineering Education: Education, Research and Development Fostering Economic Growth". UPRM shall have full control and responsibility over conference program and budget, and shall have the flexibility to organize the conference based on its technical interests, and cultural and historical tradition, following guidelines given in the iNEER/ICEE Proposal Guide.
2. **CALL FOR PAPERS & WEBSITE:** UPRM shall issue a Call for Papers and have its website operational by **August 1, 2005**; iNEER shall help disseminate information related to ICEE-2006 through its website and by direct communication. UPRM shall maintain its website for ICEE-2006, with a link to the iNEER website at <http://www.ineer.org> on the main page, for a duration **not less than five years** after the conclusion of the conference. The ICEE-2006 website shall identify iNEER as its sponsor and include its logo on the main page.
3. **ACCESS TO ABSTRACT AND PAPER SUBMISSION SYSTEM TO iNEER:** To facilitate monitoring of the abstract submission rate, UPRM will provide iNEER with real-time, direct access to the ICEE-2006 abstract and paper submission system once it is operational.
4. **PROVISIONS BY iNEER:** UPRM, as a sponsor fulfilling the terms of this memorandum, shall have a representational seat on the iNEER Board which shall provide advice and assistance within its means when requested, including development of partnership sessions, publicity among the iNEER/ICEE community worldwide, and identification of speakers and sessions dealing with emerging issues. Session topics may deal with, but not limited to, new developments in engineering education and research in the international context, such as distance learning, Bologna Declaration, government policy issues, and international accreditation.
5. **iNEER SESSION:** iNEER shall have the option of organizing one plenary session on information dissemination relating to international partnerships.

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- UPRM and iNEER shall jointly implement one or more education partnership workshops as a part of ICEE-2006.
6. **OPENING SESSION:** iNEER shall be given an opportunity to address the attendees to extend greetings and welcome at the plenary, open session of ICEE-2006.
 7. **CEREMONY:** UPRM and iNEER shall cooperate, at the request of either party, in implementing a ceremony for awards and for signing of international cooperative agreements, and shall identify a contact person for the same. Such a ceremony preferably should be held in conjunction with the conference banquet or similar auspicious occasion, and shall be chaired by iNEER.
 8. **CHANNEL OF COMMUNICATION:** UPRM and iNEER shall maintain an effective channel of communication, and shall each designate a contact person for general information dissemination and coordination. Each party shall also identify an individual responsible for organization and planning of education partnership workshops.
 9. **ARCHIVING ABSTRACTS BY iNEER:** Within **30 days from the deadline for acceptance of abstracts**, or soon thereafter, UPRM shall forward to iNEER, by electronic means in a format to be agreed upon, the data on all abstracts received, including titles of abstracts, names of authors, affiliations, regular and e-mail addresses, and abstracts. iNEER shall archive the information by posting it on its website. UPRM shall distribute to all attendees, as part of the registration package, an edited and bound book of abstracts.
 10. **ARCHIVING PROCEEDINGS BY iNEER:** As part of the registration package, UPRM shall distribute the proceedings of ICEE-2006 in CD format. By **September 15, 2006**, UPRM shall send to iNEER an electronic version of the ICEE-2006 proceedings. iNEER shall archive them by posting them on the iNEER website.
 11. **SPECIAL PUBLICATIONS:** iNEER and UPRM will each designate up to two guest editors to edit and publish jointly one or more joint iNEER-UPRM special publications based on papers presented at ICEE-2006. iNEER will obtain the copyright releases from authors whose papers are accepted for inclusion in the publications. Each publication will show the iNEER and UPRM logos on the cover. The main iNEER-UPV publication will be included in the registration package to be distributed to attendees at ICEE-2004. UPRM will include the main, special iNEER publication for the previous year (ICEE-2005) for handout to all registered attendees of ICEE-2006 as a part of the registration package for ICEE-2006. iNEER will have overall responsibility for final editing, formatting, production, marketing and shipping to the conference site of the iNEER-UPRM special publication for ICEE-2006.
 12. **REGISTRATION FEES AND iNEER SHARE OF CONFERENCE INCOMES:**
 - (a) **INCOME FROM REGISTRATION FEES:** UPRM agrees to pay to the iNEER/ICEE Secretariat a sum equal to a **twenty-five percent (25%)**

add-on to the base registration fee, excluding grants and donations received by UPRM directly from industry and government sources. This payment will not be separately identified on the registration form. As an example, if UPRM sets the base registration fee (Y) at \$320, the add-on for iNEER share (I) shall be:

$$I = (Y)(0.25) = (320)(0.25) = \$80.$$

- (b) **INCOME FROM JOINT PUBLICATION:** UPRM shall add an additional amount to the registration fees in order to include a copy of the special iNEER publication for ICEE-2005. As a part of the overall registration fees, this add-on will not be separately listed on the registration form and attendees will not be given an option to decline to pay. UPRM will pay iNEER 75% (that is, \$22.5 if the add-on is \$30) of the add-on collected while UPRM will receive 25% (that is, \$7.50).
- (c) To implement Paragraphs 12(a) and 12(b), UPRM shall use the following formula to calculate the total iNEER share of registration fees from ICEE-2006:

$$\text{Total iNEER's share in U.S. Dollars} = (X)(Y)((0.25) + (X)(22.5)$$

where X = number of paid registered attendees, and Y = base registration fee in U.S. dollars paid by each registered attendee, either for pre-registration or late registration.

- (d) The first installment of the payment shall be due two weeks after the close of pre-registration; while the second installment shall be due three weeks after the end of ICEE-2006. With each remittance, UPRM shall attach a statement informing iNEER of the relevant number of paid registered attendees. Remittance of the funds shall be through wire fund transfer or a bank check made out to "iNEER/ICEE Secretariat". The funds shall be forwarded to the Secretariat, currently located at the Newark College of Engineering, New Jersey Institute of Technology, University Heights, Newark, NJ 07102-1982, USA. In case of an address change, the Secretary-General of iNEER shall notify UPRM in writing.

Within **two weeks** of the receipt of funds, iNEER shall provide UPRM with a written acknowledgement.

13. **SELLING OF SPECIAL PUBLICATIONS OUTSIDE OF ICEE-2006:** iNEER and UPRM will be free to market copies of all special publications arising from ICEE-2006 outside of the conference, splitting the proceeds according to the ratio of 90:10, with the larger share going to the party having overall responsibility for final editing, formatting, production, marketing and shipping.

14. **REGISTRATION FEE:** In light of Paragraph 12(a) and Paragraph 12(b), the final registration fee (R) charged each attendee in U.S. dollars shall be:

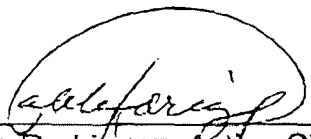
$$R = Y + I + 30$$

where Y is the base registration fee, I is the 25% iNEER share, and "30" represents the add-on in U.S. dollars for the special publication.

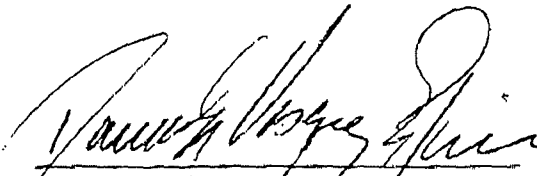
15. **MEETINGS:** UPRM shall organize two combined meetings of the iNEER Board and the ICEE International Steering Committee, once in the fall of 2005 and during ICEE-2006. These meetings shall be co-chaired by UPRM and iNEER, which will set the agenda and issue the invitation to iNEER Board and ISC members. UPRM shall have the option of inviting additional local participants, such as members of its national organizing committees, to these meetings.
16. **PHOTOGRAPHY:** UPRM shall arrange, at its own expense, for the taking of digital still photographic records of the activities of ICEE-2006 and the ICEE-ISC meeting held in Valencia, and forward the files for each to iNEER within 30 days after the event. iNEER shall archive a selection of the photographs by posting them on its website.
17. **FLAGS AND BANNERS:** At its discretion, iNEER may provide UPRM with ICEE and iNEER flags and banners and UPRM shall display them prominently and appropriately in the main hall of the conference.
18. **WAIVER:** iNEER/ISC shall be provided with a **waiver of registration fees** for 5 attendees to be designated by iNEER/ISC.
17. **SIGNATORIES:** For the purposes of the present Memorandum of Understanding, the responsible parties are as follows. On behalf of iNEER/ICEE: The Chair and Vice Chair of the iNEER Industry Advisory Board; and the President of New Jersey Institute of Technology as the head of the current host-institution for the iNEER/ICEE Secretariat. On behalf of UPRM: Dr. Pablo Rodriguez, Acting Chancellor of UPRM; Dr. Ramon E. Vasquez, Dean of Engineering at UPRM and ICEE-2006 Co-Chair; and Lueny Morell, Professor and Director, R&D Center, and ICEE-2006 Co-Chair.

Signed:

UPRM:

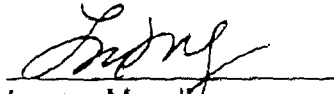

Pablo Rodriguez, Acting Chancellor


Date



Ramon E. Vasquez, Dean
College of Engineering

June 2, 2002
Date



Lueny Morel
Professor and Director
R&D Center

June 2, 2002
Date

INEER/ICEE:

Che-Ho Wei, Chair
INEER Board/ICEE-ISC
Chairman, National Science Council
Taipei, Taiwan

Date

Vaclav Roubicek, Past Chair
INEER Board/ICEE-ISC
Rector
VSB Technical University of Ostrava
Ostrava, Czech Republic

Date

Saul K. Fenster, President
New Jersey Institute of Technology
Newark, NJ, USA

Date