

MEMORANDUM OF UNDERSTANDING
Between
POLYTECHNIC UNIVERSITY OF VALENCIA
AND
INTERNATIONAL NETWORK FOR ENGINEERING EDUCATION AND
RESEARCH

The iNEER Board and ICEE International Steering Committee and UPV jointly agree to establish the following MOU which supersedes any previous version.

1. **ENDORSEMENT:** Subject to UPV fulfilling the terms of the present agreement in full, iNEER Board and ICEE International Steering Committee do jointly endorse and authorize UPV to organize ICEE-2003 as an official ICEE conference in the Year 2003 in the city of Valencia, Spain during July 22 – 26, 2003. The conference shall be known as "International Conference on Engineering Education: Teaching Innovation, and Progress through Partnerships". UPV 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:** UPV shall issue a Call for Papers and have its website operational by **August 1, 2002**; iNEER shall help disseminate information related to ICEE-2003 through its website and by direct communication. UPV shall maintain its website for ICEE-2003, 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-2003 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, UPV will provide iNEER with direct access to the ICEE-2003 abstract and paper submission system once it is operational.
4. **PROVISIONS BY iNEER:** UPV, as a sponsor fulfilling the terms of this memorandum, shall have a representational seat on the iNEER Board for a term of two years, which may be renewed by invitation. iNEER 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.



- UPV and iNEER shall jointly implement one or more education partnership workshops as a part of ICEE-2003.
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-2003.
 7. **CEREMONY:** UPV 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:** UPV 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, UPV 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. UPV 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, UPV shall distribute the proceedings of ICEE-2003 in CD format. By **September 15, 2003**, UPV shall send to iNEER an electronic version of the ICEE-2003 proceedings. iNEER shall archive them by posting them on the iNEER website.
 11. **SPECIAL PUBLICATIONS:** iNEER and UPV shall each designate up to two guest editors to co-edit and publish the 2003 iNEER Special Publication. iNEER will obtain the copyright releases from authors whose papers are accepted for inclusion in the publications. This publication shall be included in the registration package to be distributed to attendees at ICEE-2003. iNEER will have overall responsibility, and shall pay the expenses, for final editing, formatting, production, marketing and shipping to the conference site of the special publication for distribution at ICEE-2003.
 12. **REGISTRATION FEES AND iNEER SHARE OF CONFERENCE INCOMES:**
 - (a) **INCOME FROM REGISTRATION FEES:** UPV 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 UPV directly from industry and government sources. Students in general and UPV staff in particular will be exempt from contributing the aforementioned 25% add-on. UPV will transfer up to a



maximum of twenty thousand US\$ (20,000 US\$) to iNEER. The remaining amount due, if any, shall be held in a credit account for iNEER at the UPV Finance Department for expenditures to be designated by iNEER at any time. These expenditures may be for reimbursements for travel expenses for personnel to be designated by iNEER. This 25% add-on shall not be separately identified on the registration form. As an example, if UPV 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: UPV shall add an additional iNEER share of \$30 to the registration fees in order to include a copy of the special iNEER publication for ICEE-2002. 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.
- (c) To implement Paragraphs 12(a) and 12(b), UPV and iNEER shall use the following formula to calculate the total iNEER share of incomes from ICEE-2003:

$$\text{Total iNEER's share in U.S. Dollars} = (X)(Y)((0.25) + (X)(30))$$

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) Within three weeks after early registration, UPV shall inform iNEER of the exact number of paid registered attendees liable of the aforementioned 25% add-on. iNEER will then draw an invoice (indicating its US tax payer ID), for the corresponding amount. The second installment shall be processed by September 16, 2003 according to the same procedure. UPV shall notify iNEER when the processing or remittance has taken place. Remittance of the funds shall be through wire fund transfer (bank name and account number to be furnished by iNEER) or a bank check made out to "iNEER/ICEE Secretariat" and sent to:

iNEER/ICEE Secretariat
Treasurer
C/o Newark College of Engineering
New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
USA



Within four weeks of the receipt of funds, iNEER shall provide UPV with a written acknowledgement.

13. **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.

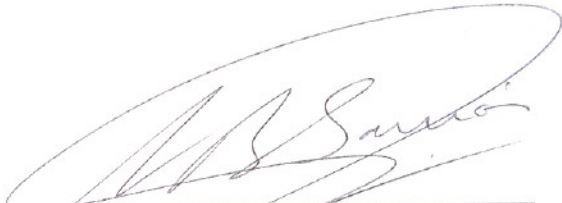
14. **MEETINGS:** UPV shall organize two combined meetings of the iNEER Board and the ICEE International Steering Committee, once in the fall of 2002 and during ICEE-2003. These meetings shall be co-chaired by UPV and iNEER, which will set the agenda and issue the invitation to iNEER Board and ISC members. UPV shall have the option of inviting additional participants, such as members of its national organizing committees, to these meetings.
15. **PHOTOGRAPHY:** UPV shall arrange, at its own expense, for the taking of digital still photographic records of the activities of ICEE-2003 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.
16. **FLAGS AND BANNERS:** At its discretion, iNEER may provide UPV with ICEE and iNEER flags and banners and UPV shall display them prominently and appropriately in the main hall of the conference.
17. **WAIVER:** iNEER/ISC shall be provided with a **waiver of registration fees** for 5 attendees to be designated by iNEER/ISC.
18. **SIGNATORIES:** For the purposes of the present Memorandum of Understanding, the responsible parties are as follows. On behalf of iNEER/ICEE-ISC: Professor Vaclav Roubicek and Professor Robert Altenkirch. On behalf of UPV: Prof. Justo Nieto Nieto, Executive Chair of the local Organizing and Scientific Committee and Dr. Enrique Ballester, Executive Vice-Chair of ICEE-2003.

Signed:

UPV:

Justo Nieto Nieto, Rector
UPV

13th Nov. 2002
Date



Enrique Ballester, Director
Higher Technical School of
Design Engineering, UPV

13th NOV. 2002

Date

INEER/ICEE:



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

15th Nov. 2002

Date

