

MEMORANDUM OF UNDERSTANDING (MOU)
Between
VSB TECHNICAL UNIVERSITY OF OSTRAVA (VSB)
AND
INTERNATIONAL NETWORK FOR ENGINEERING EDUCATION AND RESEARCH
(iNEER)

The iNEER Board and VSB jointly agree to establish the following MOU, and to sign the MOU by **July 10, 2003**:

1. **ENDORSEMENT:** Subject to VSB fulfilling the terms of the present agreement in full, iNEER Board does endorse and authorize VSB to organize iCEER-2004 as an official iNEER Conference in the Year 2004 in Bouzov, Czech Republic June 20 – 23, 2004. The conference shall be known as "iCEER-2004: Bouzov" in short and "iNEER Conference for Engineering Education and Research (iCEER)". The theme of the conference shall be "Progress through Partnership". iNEER and VSB shall have joint control and responsibility over conference program and budget. VSB shall have the flexibility to organize the conference based on its technical interests, and cultural and historical tradition, following guidelines given in "Guidelines for an iNEER Conference".
2. **COOPERATION:** VSB and iNEER agree to cooperate fully as partners to ensure success of iCEER-2004 by marshalling their respective pool of volunteers, their respective contacts in academic institutions, industry, and governments, and the local facilities and funding resources available in order to cost-share in the expenses for holding iCEER-2004.
3. **CALL FOR PAPERS & WEBSITES:** VSB and iNEER shall cooperate jointly with the iCEER International Steering Committee (iCEER-ISC) to issue draft Calls for Papers by July 21, 2003. These Calls for Papers shall be distributed at the iCEER-ISC meeting to be held on July 21, 2003 in Valencia, Spain. These Calls shall be finalized and posted on the websites of VSB and iNEER by **October 1, 2003**; iNEER shall help disseminate information related to iCEER-2004 through its website and by direct communication. VSB shall maintain its website for iCEER-2004, 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 iCEER-2004 website shall identify iNEER as its sponsor and include its logo on the main page.
4. **ACCESS TO ABSTRACT AND PAPER SUBMISSION, AND CONFERENCE REGISTRATION DATABASE BY iNEER:** To facilitate monitoring of the abstract submission rate, VSB shall provide iNEER with daily reports by e-mail on the iCEER-2004 abstracts submitted during the entire period of abstract acceptance. The reports shall be in Excel format and shall contain information on names, regular and e-mail addresses, affiliation and title, abstract and paper titles, date of submission, etc. Similarly, VSB shall provide information from the database for paper submission, and conference registration participant lists on a daily basis during the paper submission and conference registration period.
5. **PROVISIONS BY iNEER:** VSB, 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 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 nanotechnology, information technology, distance learning, multimedia and we-based instruction and learning, Bologna Declaration, government policy issues, and international accreditation.

6. **iNEER SESSION:** iNEER shall have the option of organizing one plenary session on information dissemination relating to international partnerships. VSB and iNEER shall jointly implement one or more education partnership workshops as a part of iCEER-2004.
7. **OPENING SESSION:** iNEER shall address the attendees to extend greetings and welcome at the plenary, open session of iCEER-2004.
8. **CEREMONY:** VSB 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.
9. **CHANNEL OF COMMUNICATION:** VSB and iNEER shall maintain an effective channel of communication, and shall each designate a contact person to respond to e-mails from the iNEER community. Each party shall also identify an individual responsible for organization and planning of education partnership workshops.
10. **ARCHIVING ABSTRACTS BY iNEER:** Within **30 days from the deadline for acceptance of abstracts**, or soon thereafter, VSB shall forward to iNEER, by electronic means in a format suitable for editing, 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. VSB shall distribute to all attendees, as part of the registration package, an edited and bound book of abstracts.
11. **COPYRIGHTS, FORMAT, AND PROCEEDINGS:** Each author of accepted papers shall be required to sign an iNEER Copyright Release. Authors shall be required to submit papers in a standard format for iNEER papers. As part of the registration package, VSB shall distribute the proceedings of iNEER-2004 in CD format. By **August 1, 2005**, VSB shall send to iNEER an electronic version in MS Word format of the iNEER-2004 proceedings. iNEER shall have the option of editing them and archiving them by publishing selections in book format or posting them on the iNEER website.
12. **REGISTRATION FEES:** There shall be four levels of fees for the following groups of participants: (a) VSB participants; (b) regular participants including all foreign participants and non-VSB Czech participants; (c) VSB accompanying persons; and (d) Non-VSB accompanying persons. To encourage participation by staff and students of VSB, the fee for (a) shall be lower than for (b). For Group (a) and Group (b), there shall be two components of the registration fees: a VSB component and an iNEER component for services provided to VSB as described in this MOU. The VSB components shall be set by VSB based on its budgeting

process. The iNEER component shall be set by iNEER at US\$40 for Group (a) and US\$100 for Group (b). All participants shall register through the VSB website. iNEER shall provide without additional charge a copy of its recently published Special Volume (entitled: Innovations 2003 – World Innovations in Engineering Education and Research; edited by Aung, Hoffmann, Jern, King, and Ruiz) for each paid registered participant in Group 12(a) (that is, each participant from whom VSB collects and pays to iNEER US\$40) and Group 12(b).

13. **PAYMENT BY VSB TO iNEER:** Every Friday during the conference registration period, based on information from the database for paper submission, and conference registration participant lists VSB provides to iNEER as described in Paragraph 4, iNEER shall send to VSB an invoice for payment of the iNEER component of the registration fees received from participants in Group (a) and Group (b). VSB shall transfer to iNEER (bank account number: 2000003770128; routing number 051400549; SWIFT code: PNBPU33) using bank transfer method the iNEER component of the registration fees collected. Bank transfer costs shall be placed to iNEER's debit. iNEER shall be informed by e-mail each time a transfer is being made, together with a copy of the latest report on participant registration. The number of copies of the Special Volume in the first shipment ("First Shipment") by iNEER to VSB shall correspond to the number of participants covered in the timely payments by VSB to iNEER by April 30, 2003. The First Shipment shall be by surface mail, requiring 4-6 weeks for delivery. Similarly, the number of copies in new shipments shall correspond to the number of additional participants covered in additional payments by VSB to iNEER of the iNEER components. Up to May 28, 2004 iNEER shall have the option of making new shipments on intervals as dictated by the number of new participants involved. In each case, shipments shall be made only after payments for the iNEER components of the registration fees are received by iNEER. Copies of the Special Volume shall be shipped to Professor Vladimir Kebo at VSB. Any delay in shipping the First Shipment caused by a delay in VSB paying iNEER its components of the registration fees, leading to the need to use airmail for the First Shipment, shall necessitate iNEER to invoice VSB, and VSB to pay, for the increase in shipping costs. It is understood that airmail costs 4 times as much as surface mail.
14. **MEETINGS:** VSB and iNEER shall participate in or organize two meetings of the iCEER-ISC, once in 2003 and again during iCEER-2004. These meetings shall be co-chaired by VSB and iNEER, which will set the agenda and issue the invitation to iNEER Board and iCEER-ISC members. VSB shall have the option of inviting additional participants, such as members of its national organizing committees, to these meetings.
15. **PHOTOGRAPHY:** VSB shall arrange, at its own expense, for the taking of digital still photographic records of the activities of iCEER-2004 and the iCEER-ISC meetings, 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 VSB with iNEER flags and banners and VSB shall display them prominently and appropriately in the main hall of the conference.

17. **WAIVER:** iNEER and VSB each shall be provided with a **waiver of registration fees** for 5 attendees to be designated by mutual agreement. Additional fee-exemptions shall be funded through donations. The US\$40 fee per copy of iNEER Special Volume shall apply as indicated in Paragraph 14.
18. **SIGNATORIES:** For the purposes of the present Memorandum of Understanding, the responsible parties are as follows. On behalf of iNEER: Professor Che-Ho Wei and Professor Vojislav Ilic. On behalf of VSB: Prof. Tomas Cermak, and Vladimir Kebo.

Signed:

VSB:

Tomas Cermak,
Rector of VSB



Date

08 -07- 2003

Vladimir Kebo,
Vice Rector

Date

08 -07- 2003

iNEER:

Che-Ho Wei
iNEER Board

Date

Vojislav Ilic
iNEER Board

Date