

MEMORANDUM OF UNDERSTANDING
Between
UNIVERSITY OF FLORIDA
AND
INTERNATIONAL NETWORK FOR ENGINEERING EDUCATION AND
RESEARCH & INTERNATIONAL CONFERENCE ON ENGINEERING
EDUCATION

WHEREAS the University of Florida, Gainesville, Florida, USA (UF) wishes to host the International Conference on Engineering Education for the Year 2004 (ICEE-2004), and has applied for endorsement by the Advisory Board of the International Network for Engineering Education and Research (iNEER), and the International Steering Committee of the International Conference on Engineering Education (ICEE-ISC); and

WHEREAS on September 28, 2000 David R. Colburn, Provost and Vice President for Academic Affairs, UF, by letter to Win Aung, Secretary General, iNEER and ICEE-ISC, have indicated UF's interest to host ICEE-2004; and

WHEREAS the proposal by UF has been reviewed favorably by the iNEER Board and ICEE International Steering Committee and is found to be consistent with the general concept of ICEE, and with principles set forth in the document "iNEER/ICEE Proposal Guide" posted on the iNEER website; and

WHEREAS at their meetings in October, 2000 the iNEER Board and ICEE International Steering Committee have agreed to endorse the proposal by UF, and authorized the iNEER/ICEE-ISC Secretary General to proceed to promulgate the present memorandum of understanding authorizing UF to convene ICEE-2004;

NOW, therefore, iNEER Board and ICEE International Steering Committee and UF, known jointly also as the Parties, wish to establish the following understanding:

1. iNEER Board and ICEE International Steering Committee do jointly endorse and authorize UF to organize ICEE-2004 as an official ICEE conference in the Year 2004 in the city of Gainesville, Florida, USA at some period during the month of August 2004.
2. The conference shall be known as "International Conference on Engineering Education". UF shall present a proposed set of specific themes for the conference at the joint iNEER/ICEE-ISC meeting in August, 2001, with international partnership development as a focus. After receiving feedback from iNEER/ICEE-ISC, UF shall submit a written proposed set of themes, phrasing these in succinct terms at the next planning meeting. Realizing the appropriateness of themes is time sensitive, UF may modify the set of themes subject to approval of

iNEER/ICEE-ISC. UF 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 September, 2000 edition of the iNEER/ICEE Proposal Guide posted on <http://www.ineer.org>, under the link for "iNEER Information".

3. UF shall issue a Call for Papers and have its website operational by **August 1, 2003**; iNEER shall help disseminate information related to ICEE-2002 through its website and by direct communication. Specifically, iNEER shall help promote participation, and enhance general publicity and information dissemination via its website and its e-mail network, currently comprising more than 3,000 members of the international engineering education and research community in more than 50 countries. UF shall maintain its website for ICEE-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 ICEE-2004 website shall identify iNEER as its sponsor and include its logo on the main page.
4. UF, 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, the Bologna Declaration, government policy issues, and international accreditation.
5. iNEER shall have the option of organizing one session on information dissemination relating to international partnerships. UF and iNEER shall jointly implement one or more education partnership workshops as a part of ICEE-2004.
6. UF 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.
7. Within **30 days from the deadline for acceptance of abstracts**, or soon thereafter, UF 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.
8. As soon as possible after the conference and with a target of within 60 days, UF shall send an electronic version of the ICEE-2004 proceedings. iNEER shall archive them by posting them on the iNEER website. iNEER and UF shall coordinate efforts to seek publication of selected papers in

- one or more special issues of engineering education journal(s). UF and iNEER agree to edit these issues jointly.
9. UF, at its local expense, shall organize two combined meetings of the iNEER Board and the ICEE International Steering Committee, once in the fall of 2003 and again one day before the formal opening of ICEE-2004. These meetings shall be co-chaired by UF and iNEER. UF shall have the option of inviting additional participants, such as members of its national organizing committees, to these meetings.
 10. UF shall arrange, at its own expense, for the taking of digital still photographic records of the activities of ICEE-2004 and the ICEE-ISC meeting held in Gainesville, and forward the files for each to the designated iNEER contact person within 30 days after the event. iNEER shall archive them by posting them on its website.
 11. UF 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.
 12. iNEER shall provide UF with ICEE and iNEER flags and UF shall display them prominently and appropriately in the main hall of the conference.
 13. iNEER/ICEE-ISC shall be provided with a **waiver of registration fees** for 5 attendees to be designated by iNEER/ICEE-ISC.
 14. UF, as a sponsor, agrees to support the iNEER/ICEE Secretariat, by contributing a part of the excess funds remaining after the settlement of conference accounts. UF agrees to budget the conference finances so as to enable it to contribute a target sum of about **25% of conference income** excluding grants and donations received from industry, government and academic institutions. Use of these funds by the Secretariat shall be as described in the document "iNEER/ICEE Roles and Operation of the iNEER/ICEE Secretariat" posted on <http://www.ineer.org> under "iNEER Information." Remittance of the funds shall be through wire fund transfer or a bank check made out to "iNEER/ICEE Secretariat" and sent to:

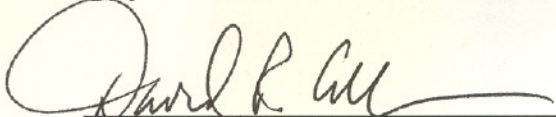
iNEER/ICEE Secretariat
S.T. Mau, Treasurer
C/o Newark College of Engineering
New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
USA

Within 30 days after the conference, UF shall provide iNEER with the number of paid attendees and the amount of donation toward sponsorship of iNEER Secretariat. Based on this New Jersey Institute of Technology (NJIT) shall provide UF with an invoice for the same. UF shall transfer the funds within 30 days after receipt of the invoice. Within **two weeks** of the receipt of funds, NJIT shall provide UF with a written acknowledgement.

15. This agreement shall not be affected by changes in personnel either at iNEER/ICEE-ISC or UF.
16. 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 ICEE-ISC; and the President of New Jersey Institute of Technology as the head of the host-institution for the iNEER/ICEE Secretariat. On behalf of UF: the Provost and Vice President for Academic Affairs; the Dean of Engineering; and the General Chair, ICEE-2004.

Signed:

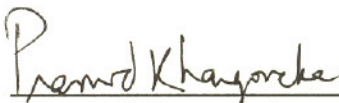
UF:



David R. Colburn
Provost and Vice President for
Academic Affairs

7.19.01

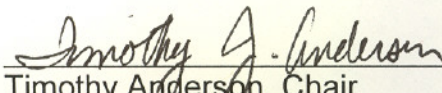
Date



Pramod Khargonekar
Dean, College of Engineering

7/19/01

Date

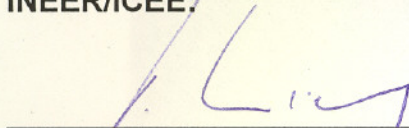


Timothy Anderson, Chair
Department of Chemical Engineering

7-17-01

Date

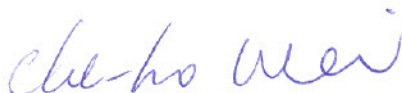
iNEER/ICEE:



Vaclav Roubicek, 2000-2001 Chair
INEER-IAB/ICEE-ISC
Rector
VSB Technical University of Ostrava
Ostrava, Czech Republic

8-5-01

Date

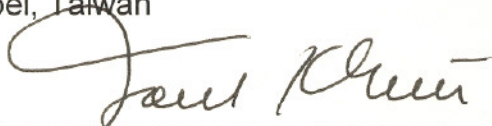


Che-Ho Wei, 2000-2001 Co-Chair
INEER-IAB/ICEE-ISC

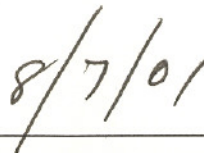
8/5/01

Date

Chairman, National Science Council
Taipei, Taiwan



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



Date