

The International Institute for FRP in Construction  
IIFC Administrative Center  
Queen's University  
Department of Civil Engineering  
Ellis Hall, 58 University Ave  
Kingston, Ontario, K7L 3N6, Canada

CICE2018 conference organiser  
Address

## MEMORANDUM OF UNDERSTANDING

The objective of this memorandum is to establish the relationship between the International Institute for FRP in Construction (IIFC) and XXX (hereinafter referred to as the Organiser) about organising and hosting the International Conference on FRP Composites in Civil Engineering (CICE2018), the sixth official conference of the International Institute of FRP in Construction (IIFC) (hereafter referred to as the Conference). With the aim of ensuring the smooth organisation of CICE2018, and a continuing stable relationship between IIFC and the Organiser, the following arrangements will operate on the basis of equality and mutual benefits.

### 1. Conference organisation:

- a. The Organiser will finalise the Local Organising Committee (LOC) no later than XX months prior to the Conference;
- b. The LOC will consult with IIFC about the dates of the conference and finalise these with the formal approval of the Executive Committee of the IIFC (ExCom) no later than YY months prior to the Conference;
- c. The LOC will finalise the conference venue in consultation with IIFC no later than XX months prior to the Conference;
- d. The LOC will negotiate with relevant accommodation providers to secure suitable and affordable accommodation for conference attendance;
- e. The LOC will, in consultation with the ExCom, include the IIFC General Meeting in the conference programme, and facilitate an IIFC Council meeting, an ExCom and Advisory Committee meeting and other necessary meetings during the conference. The LOC should absorb any cost incurred by these meetings;
- f. The Organiser will be supported by the ExCom in the setting-up of the International Scientific Committee and in publicising the event. The Chair of the LOC will automatically become a member of the ExCom, for one term as the CICE Conference Coordinator, from CICE2016 to CICE2018.

### 2. Contacts and communication:

- a. The point of contact at the IIFC is the vice-president responsible for conferences, or a designated member by the IIFC Executive Committee;
- b. The point of contact for the Organiser should be the Chairperson of the LOC, or a designated member of the LOC;
- c. The Organiser should update regularly, and as soon as possible upon the request of the IIFC, about the progress of the organisation.
- d. Minutes of LOC meetings should be copied to the IIFC point of contact.

3. Finance and membership fees:

- a. The LOC will actively seek financial support from its represented organisation(s) and other local, regional, national and international sources;
- b. The LOC will finalise registration fees in consultation with the IIFC no later than **XY** months prior to the Conference. Based on the IIFC constitution, the registration fee must include the appropriate IIFC membership fees for all conference attendants, including both IIFC members and non-members, for the following year. The total membership fee owing is to be electronically transferred to the IIFC account at the conclusion of the conference.
- c. The Organiser is solely responsible for all financial aspects of the conference.
- d. The IIFC will provide the Organiser a US\$1000 (one thousand) seed fund to facilitate the smooth preparation of the conference.
- e. Following the Conference, the Organiser will provide the ExCom with a balance sheet of the conference finances.

4. Proceedings and copyrights:

- a. IIFC owns or co-owns the copyright of all papers presented at the conference;
- b. The LOC should be in close consultation with the IIFC about the form of the proceedings to be published (hardcopy full papers; CD; USB Flash Drive etc.);
- c. IIFC should grant the right to the publisher chosen by the LOC to publish the proceedings;
- d. The Organiser should transfer the electronic version of the proceedings to IIFC as soon as possible and no later than the last day of the conference;
- e. The IIFC will post the proceedings in its website, making it available free for both IIFC members and non-members shortly after the conference.

5. Promotion of the conference

- a. The LOC shall actively promote the conference and increase its attractiveness through publication of papers in journal special issues; pre- or post-conference short courses for local engineers and conference participants etc.
- b. The IIFC shall promote the conference in its website, newsletter and other means it deems appropriate, and assist the LOC through other appropriate means.

6. Awards

- a. The IIFC will give out its best paper awards to papers presented at the conference.
- b. The IIFC may also present an IIFC Medal and a Distinguished Young Researcher award at the conference. The winner of the IIFC Medal will be

invited to deliver the IIFC Distinguished Lecture and the winner of the Distinguished Young Researcher award will be invited to deliver one of the keynote lectures at the conference.

7. Keynote speakers

- a. The LOC shall allocate in the programme one plenary lecture slot for the IIFC Distinguished Lecture to be delivered by the IIFC medal winner, and one for a keynote speech to be given by the winner of the Distinguished Young Researcher award;
- b. The LOC may propose the total number of keynote lectures, and recommend Keynote Speakers but the decision ultimately lies with the ExCom. The LOC is encouraged to communicate with the IIFC about these at the early stages. The ExCom will provide a list of former keynote speakers at IIFC and APFIS conferences for information purposes. The IIFC encourages the LOC to consider geographic, national, and gender diversity in the selection of keynote speakers. Once a formal proposal is submitted to the IIFC ExCom for approval, the IIFC ExCom should reach a decision (which may either approve the proposal or suggest amendments) and convey to the LOC within **two** weeks.

8. Ownership of the conference

- a. The ownership of the conference lies with the IIFC.

9. Disputes

- a. Should a situation arise where disagreements between the Organiser and the IIFC Executive Committee cannot be resolved through negotiation, the IIFC reserves the right to withdraw the right awarded to the Organiser.

The International Institute for FRP in Construction Signed:

Date:

Organiser of **CICE2018**

Signed:

Date: