

**Memorandum of Understanding  
Between  
The American Meteorological Society  
and the  
Co-convenor  
of the  
International Radar Conference**

The American Meteorological Society and \_\_\_\_\_ have agreed to cooperate on the organization of the 2007 International Conference on Radar Meteorology. The following represents the understanding between the American Meteorological Society (AMS) and \_\_\_\_\_.

The AMS will host the conference, at \_\_\_\_\_ on \_\_\_\_\_.

The \_\_\_\_\_ agreed to serve as the co-convenor of the conference and will perform the following activities in consultation with the AMS.

- a) Identify persons to serve on the program committee.
- b) Promote the conference to its constituency through direct mailing and on their web site.
- c) Participate in the preparation of a call for papers.
- d) Participate in the review and selection of papers for presentation at the conference.
- e) Participate in development of the programs and any related special events.
- f) Participate in the planning of the conference luncheon, banquet or other food functions.
- g) Provide mailing lists to the AMS for mailing of brochures and an exhibit prospectus to attendees.
- h) Identify potential sponsors for the conference in general, abstract volume cover, support equipment, or social events.
- i) Provide a logo for use on conference related materials.

The American Meteorological Society has agreed to serve as the co-convenor for the conference and will perform the following services:

- a) Promote the conference in the *AMS Bulletin* and on the AMS Homepage.
- b) Provide a link from the AMS Homepage to the \_\_\_\_\_ Homepage.
- c) E-mail participants conference and exhibit information.
- d) Provide training for the program chairpersons in the use of the on-line submission of abstracts.
- e) Use AMS's on-line submission of abstracts capability to collect abstracts submitted for presentation.
- f) Allow conference chairpersons access to the on-line abstract system for the purpose of organizing the program.
- g) Assign a single point contact in the AMS Meeting Department to assist the conference chairpersons with the organization of the conference program and related conference support activities.

- h) Collect manuscripts through our on-line system and organize the conference program.
- i) Arrange for printing services and delivery to the conference site.
- i) Assist in recruiting sponsors to support equipment and social events.
- j) Select the meeting facility in consultation with the \_\_\_\_\_.
- k) Use AMS's on-line access registration system for all attendees.
- l) Provide the administrative and logistics support including on-site staff support for the conferences.
- m) Make on-line access to abstracts and manuscripts available on all attendees.
- n) AMS will set-up a list serves for use of the \_\_\_\_\_ Committee. All members of the program Committee will have access to the list serve for the purposes of posting conference related materials and communication with one another.
- o) Prepare a Congress Budget and establish registration and exhibit fees in consultation with the \_\_\_\_\_. All decision regarding the use of conference funds will be jointly undertaken. The fees will generate sufficient revenue to allow the conference to operate on a break-even basis. Policies regarding complimentary registrations (if any) will be established at the time the budget is established. Should there be any funds remaining after all the bills have been paid, they will be dispersed on the basis of a formula that is mutually developed at the time the budget is prepared. Any losses will be treated using the same formula.
- p) The AMS will collect abstract submission fees from all authors. The AMS will collect registration fees from each attendee. The abstract and registration fees will be used to defray the cost of meeting expenses.

The parties agree to reconcile expenses and income with ninety days after the conclusion of the conference.

Third parties may be associated with the joint venture, which may require a modification to this memorandum of understanding, with the agreement of the two co-conveners.

The parties who sign this agreement acknowledge that they are authorized to bind their respective organizations to terms outlined in this Memorandum of Understanding.

\_\_\_\_\_  
Date\_\_\_\_\_

\_\_\_\_\_  
Date\_\_\_\_\_  
Claudia Gorski,  
Director, Meetings Operations  
American Meteorological Society