

# MEMORANDUM OF AGREEMENT FOR THE 2022 JOINT ANNUAL INTERNATIONAL CONFERENCE OF MULTIDISCIPLINARY ENGINEERING TECHNOLOGY

The Eternal Scientific Publication and XX hereby enter into the following Memorandum of Agreement for the 2022 Joint Annual International Conference.

## Purpose

The purpose of this agreement is to define the responsibilities of all parties in their agreement to hold the ESP/XXXX Institute Joint Annual International Conference in (Venue) XXXXXXXXXXXXXXXXXXXXXX (Date) XX XX XXXX.

## Responsibilities Of Each Parties

### 1. Role of Eternal Scientific Publications

#### Both online and Offline Advertising for the conference

Paper copy Posters & Call for paper digital promotion through various online Platforms.

#### Review

ESP Will form a review committee along with a group of ESP Editorial Members and Institutional Patrons. This team will assure the quality of the submissions by crosschecking with Turnitin, Content Clarity and etc.,

#### Key Note Address & Session Chairs

ESP will arrange the distinguished Key Note Speakers within scope of the conference as well as the Session Chairs for handling the sessions.

#### Refreshments & Working Lunch

ESP will provide Refreshments & Working Lunch for the Authors, Participants, Volunteers & Patrons of the conference.

#### Conference Kit

A Complete Conference Kit which includes a file, Note Pad, ID Card with tag, Badges, Pen, Conference Souvenir, and Conference agenda.

#### Publication

Submitted Conference papers can be published with Scopus, Web Of Science Group, UGC Care list, and Google Scholar Indexed Journals. ( For Google Scholar Indexed Journals there will be no Additional Publication Journals and for other Indexed Journals and Conference Series there will be Additional Charges may applicable as per the Journal Guidelines.

#### Certifications

Participants Certifications, Presentation Certifications, Volunteering Certificates, Session Chair Certifications, And Organizing Committee Certifications.

#### Remunerations

A affordable remunerations will be provided for the Session Chairs & Key Note Addressee.

**Website**

A official website will be created and maintained by ESP.

**2. Role of Partnering Institutions****Venue**

Institute should provide an auditorium with basic requirements such as seating arrangements, Audio and Lightings, Dias arrangements.

**Hospitality**

Hospitalities such as Rest rooms, Dining area, Refreshment area with volunteer support for participants and delegates.

**Presentation Area**

Atleast 4 Class rooms both audio and visual facilities (Projector and Audio Devices for Presentations.)

**Volunteering Support**

A Proper Volunteer support for accessing Locations inside the Premises.

**Conference Fees and Finances**

1. Conference Fee will be fixed for the participants and submissions after discussing with the Partnering Institute.
2. Conference fee will be collected by ESP.
3. All the Expenses except Venue and Presentation arrangement will be taken care by ESP.
4. All the advertising costs such as printing and dispatching posters, Paid Promotions in Social Media and SEO for the conference website will be bared by ESP.
5. A 30% of Waiver will be provided to the Partnering Institute's submissions and Participants.

**1. Facilities:**

- Arrange and guarantee all meeting space for CDS/IACD events in coordination with IACD Chair.
- Arrange and guarantee all audiovisual requirements for CDS/IACD events in coordination with IACD Chair.

**ESP Additional Responsibilities**

- Coordinate and process all conference registrations, including online registrations..
- Coordinate and implement onsite registration.
- Provide staff and volunteers, sufficient for size of attendance to assist onsite
- Arrange for printing of the final program for the meeting.
- Development and implementation of the conference call for abstracts.
- Development of a conference theme.
- Development of the program outline.
- Review and confirm the conference presenters.
- Review and choose plenary speakers for all joint sessions.
- Negotiation and development in planning all food and beverage functions including, but not included to welcome reception, local event dinner, breakfasts, meeting breaks, except Working Refreshment and Working lunches.
- Any pre- and post-conference sessions. Fees for pre- and post-conference sessions will be reflected in the conference budget to offset the costs associated with the workshops.

**Modifications in Writing**

The parties may, by mutual agreement and execution of a written addendum to this Agreement, modify or supplement or add to the provisions of this Agreement, including adding services and equipment offered. This agreement will be reviewed no later than April 2010 to insure the arrangements outlined herein are appropriate and relevant.

**Governing Law**

This Agreement shall be governed by the Laws of the State of Missouri.

**Entire Agreement**

This Agreement contains the entire agreement of the parties hereto and supersedes all prior or contemporaneous agreements and understandings, oral or written, between the parties hereto as of this date with respect to subject matter hereof.

**MEMORANDUM OF AGREEMENT OFFICIAL SIGNATURES**

The parties mutually agree as set forth above by executing this Agreement on the date(s) shown.

**Representing Eternal Scientific Publications:**

\_\_\_\_\_  
Managing Editor, Eternal Scientific Publications.

\_\_\_\_\_  
Signature Date

**Representing the Partnering Institute :**

\_\_\_\_\_  
Principal, XXXXXXXXXXXX Institute.

\_\_\_\_\_  
Signature Date

