

## MEMORANDUM OF UNDERSTANDING (MOU)

This document constitutes a nonbinding agreement for participating in the OCEANS [Year XXXX City] between the Conference sponsors (Marine Technology Society (MTS) with the IEEE Oceanic Engineering Society (OES) and [Co-Participating Society's name]. All these parties agree:

1. The conference sponsors, MTS and IEEE/OES are financially responsible for the conference. [Co-Participating Society] will NOT be financially obligated for any amount of any conference costs, including, but not limited to, host hotel guarantees, exhibit management costs, printing of publications and proceedings, meals, AV rentals, mailings, phone calls, and other general and normal conference expenses.
2. MTS and IEEE-OES will assume primary responsibility for overall event planning and implementation, seed funding, on-site registration, exhibit management, proceedings production, tutorial coordination, and other main conference planning activities. [Co-Participating Society] members will receive discounted member rates for attendance and receive event discounted room rates at the host hotel.
3. The OCEANS [Year XXXX City] conference is scheduled to run X days, [Conference Dates, Year] assuring a quality and in-depth scientific and technical program. The first day is devoted to tutorials. The next [X] days are scientific and technical sessions with an additional day for special events. An exposition runs in parallel to the scientific and technical sessions.
4. [Co-Participating Society] will be prominently highlighted in all conference promotions.
5. [Co-Participating Society] is invited to place a member in good standing on the conference planning technical program committee.
6. The topics shall be relevant to [Co-Participating Society]'s membership. Additional scientific tracks may be added as requested by your Society or other Societies. A session is 3-4 oral presentations, and track is two sessions with a break between. Presenters would be recruited from multiple oceanographic institutions. The IEEE Author's Guidelines will apply to all presentations. However, poster sessions and oral presentations at workshops organized by your Society may be promoted by abstracts in the technical program. Further details on this, including [submission](#) guidelines will be available on the conference website.
7. As a Co-Participating Society, you are encouraged, but not obligated, to appoint a representative to the Conference Technical Program committee. Each Co-Participating Society is encouraged to organize its own sessions, tracks, poster sessions, town hall meetings, panel discussions, or other appropriate forums for intellectual exchange. Such planning must be done in conjunction with the Conference Technical Program Chair to be certain the events support the overall technical program of the conference and that room and AV assignments are made appropriately.
8. The conference shall be promoted by [Co-Participating Society] through its relevant publications and websites.
- 9. OWNERSHIP OF INTELLECTUAL PROPERTY:** IEEE is the exclusive owner of all rights, title and interest throughout the world to the name OCEANS [Year XXXX City] including, without being limited, to all rights in the trademarks, service marks, certification marks, and association

marks (“Conference Marks”). During the term of this MOU, the [Co-Participating Society] shall have a non-exclusive, non-transferable, royalty-free license to use the Conference Marks in connection with the Conference.

All materials newly developed under this MOU, including, but not limited to, all papers, conference proceedings, copyright, post-event products and all event byproducts in any form and in any media (“Newly Developed Materials”), shall be wholly owned by IEEE.

During the term of this MOU, the [Co-Participating Society] grants a non-exclusive, royalty-free, worldwide license to the IEEE to use its name and logo in connection with the advertising and promotion of the Conference.

10. To become a Participating Society in OCEANS [Year XXXX City] please sign below, scan and email a return a copy to: Conference CoChairs [LOC CoChair Names], Oceans’21 MTS/IEEE.

Please call [CoChair Names and telephone numbers], with questions or thoughts.

11. All parties shall adhere to EU General Data Protection Regulation EU 2016/679 (“GDPR”) and other applicable data privacy laws and regulations to ensure the safety and privacy of all Conference participants. By signing this MOU each party represents that they shall abide by these laws and regulations.

SEE YOU IN [Host City Name]!

[LOC CoChair Signatures and DATE]:

\_\_\_\_\_  
President DATE:

For [Co-Participating Society]:

\_\_\_\_\_  
President DATE:

For MTS:

\_\_\_\_\_  
President DATE:

For IEEE-OES:

\_\_\_\_\_  
President DATE:

## **Non-Discrimination and Harassment Policies**

**Non-discrimination.** The Societies are equal opportunity employers and do not discriminate in hiring, promotion, or conditions of employment on the basis of race, color, religion, sex, physical or mental handicap, age, national origin or sexual orientation.

**Harassment.** The Societies do not permit, sanction, or condone harassment in any form, including but not limited to race, gender or sexual harassment.

**Reporting of discrimination or Harassment.** Any who believes that he or she has been the victim of discrimination or harassment in the workplace should report it to the Conference General Chair(s). Alternatively, if anyone believes that the General Chair has been involved in the discrimination or harassment, they may report the incident(s) directly to the President of either of the Society's Board of Directors.

- a. All reported information reported will remain confidential. There will be no retaliation for reporting any incident.
- b. Any report or claim made pursuant to this policy shall be investigated promptly, usually within two work weeks.
- c. Any person found to have harassed or illegally discriminated against another staff, volunteer or member of the public pursuant to carrying out their work on behalf of the Societies shall be subject to discipline, including termination.
- d. If after investigation substantial facts cannot be established, the situation will be closely monitored for an appropriate period of time.

## **Privacy Statement**

As a user of the Conference's web sites, you are agreeing to the content within this Privacy Statement. We want you to be familiar with how we collect, use and disclose information. This Privacy Statement describes practices in connection with information that we collect through our website and other company owned digital assets, from which you are accessing this Privacy Statement (respectively, the "Site", "Social", "Email", and "App", of which will be referred to as "digital assets") in accordance with applicable privacy laws including, where applicable, the EU General Data Protection Regulation EU 2016/679 ("**GDPR**") and other European data privacy laws and applicable US privacy laws. Only digital assets under the brand owned by the Societies, including third party providers and those specifically used to market the Societies, their services and value, are subject to this online privacy statement.

By using the digital assets and providing Personal Information, you agree to the terms and conditions of this Privacy Statement, as amended from time to time.

**Standards of Professional Conduct:** The orderly and efficient operation of the Societies requires that all maintain professional standards of conduct. Work rules are established to protect the ability of each individual to perform their duties without being subject to offensive, disorderly or dangerous behavior from others. Effective professional relations depend on mutual respect and cooperation. The following standards represent the minimum level of appropriate professional conduct.

1. Each individual is responsible for all Society property in their custody;
2. All shall complete and submit all Society forms, records, and other documents accurately and completely without any attempt to falsify, deceive, to hide information;

3. All are expected to refrain from any actions or activities that impair or appear to impair their objectivity in the performance of their duties of the Society;
4. All are expected to serve the Societies with good judgement, discretion and in the best interest of the Societies and their mission;
5. All Conference activities must be conducted in full compliance with both the letter and the spirit of all applicable laws and regulations.

It is a violation anyone acting on behalf of any of the Societies, to ask for, accept or agree to accept anything of value for themselves, or for another, or pay or agree to pay any money, service, or other valuable consideration in exchange for any Society-related favor, advantage, or benefit.

**Standards for Safety:** Any behavior that endangers the safety of others or yourself is prohibited. These behaviors include but are not limited to:

1. Bringing firearms or weapons of any kind, alcoholic beverages, illegal drugs, or chemicals into Society offices or the Conference venue;
2. Being under the influence of alcohol, drugs or intoxicants of any kind regardless of when or where the substances were consumed;
3. Violating safety or health rules or creating a safety hazard for oneself or others.

**Smoking Policy:** There is strong evidence that smoking is injurious both to the health of smokers and to the health of nonsmokers who can be adversely affected by the inhalation of secondary smoke. Therefore, the Society prohibits smoking by employees or visitors anywhere other than designated approved areas.

**Standards for Protection to Society Property:** Any intentional damage of Society property or the property of co-workers is prohibited. These behaviors include but are not limited to:

1. Removing without authority Society property, records or other materials;
2. Defacing, damaging or destroying Society property, tools, equipment, machines or furniture;
3. Altering, destroying or removing any of the Society's property, tools, equipment, machines or furniture without authorization by the Executive Director.
4. Posting notices on the premises without permission.

**Proprietary and Confidential Information:** Any and all confidential materials and information ("Confidential Information") provided by the Societies, or its participants, during the course of the Conference and thereafter shall remain the property of the Society. Such information may include, but is not limited to, financial and personnel information, written policies, procedures, guidelines, protocols, forms and operating manuals, products, services (strategic plans, claims, information services, and the like) as well as any and all programs and software that contain such material and information.

All shall hold Confidential Information in strict confidence and shall not disclose to others, during the term of this MOU by the Society or thereafter. No one shall not remove or reproduce any documents, records or similar repositories containing or referring to any Confidential Information, during the term of this MOU or thereafter, without the prior written consent of the Societies.