

MEMORANDUM OF UNDERSTANDING

Sustainable Remediation Forum and Air & Waste Management Association

Joint Events (Webinars/Workshops/Conferences/Symposia)

This Memorandum of Understanding (MOU) is between the Sustainable Remediation Forum (SURF) and the Air & Waste Management Association (A&WMA), referred to below as “the Societies,” who agree to jointly organize and operate at least one technical event on a topic of mutual interest to members of both organizations. Herein, “Event” is to mean a joint webinar, workshop, symposium, or conference.

BACKGROUND

SURF and A&WMA will collaborate to hold at least one joint event to be agreed upon by both organizations. This event is intended to serve the members of both Societies by addressing technical topics where there is some overlap between the Societies’ programs. Although the intent herein is to host one joint event there is nothing to preclude hosting additional efforts.

The Societies will determine and agree, prior to the event, which Society has responsibility for managing and running the effort.

This MOU is prepared in compliance with the requirement that it be reviewed a minimum of every two years.

TECHNICAL PROGRAM

The technical program for any joint event will be as follows:

- Conferences, workshops, and symposiums will include one to three days of presentations and discussions.
- Concentrate on technical topics of mutual interest to the Societies.
- Webinars should follow an agenda and format mutually agreed upon by the Societies.

LOCATION (Excludes Webinar)

- While many of the efforts will likely be held in the U.S., events may be organized on an international or worldwide basis.
- Venue should be a hotel with all in-house services (lecture rooms, catering, etc.), or other facility with commensurate conference services).

ORGANIZATION

- Technical topics will be proposed by either Society in the form of a written abstract

circulated for review and approval by the partner society.

- A program committee will be made up of approximately 10 volunteers with representation from both SURF and A&WMA. The makeup number of representatives from each society will be jointly agreed upon by both Societies. The host Society will support recruitment of chairperson and committee members.
- Both Societies will mutually agree on the topic, date, time and venue, as appropriate, for the Event.
- The program committee will select technical session topics that are of interest to members of both Societies.
- The Societies will alternate responsibility for organizing the efforts unless it is agreed that one society will have on-going responsibility. Events organized by one Society will use that society's name first. . .Example: Workshop hosted by A&WMA will use the name "A&WMA/SURF Webinar or Workshop."
- Host Society is responsible for creating marketing material. Each Society is responsible for marketing to its own respective memberships and providing documentation.
- Each Society will adhere to its own travel protocols and/or guidelines.

FEES AND ATTENDANCE

- Members of SURF and A&WMA can register for Events at a reduced rate.
- The attendance objective may vary depending on the type of Event (webinar, workshop, conference).

FINANCIAL AGREEMENT

- The budget for each Event will be developed by the organizing Society, but approved by both Societies.
- Net income or loss will be split between the Societies on a 50-50 basis. Staff costs in the budget for the organizing Society of each Event should be mutually agreed on by both Societies with the intent of covering staff operating costs. No costs other than staff and direct costs will be allowable (costs that are not allowed include, but are not limited to, overhead, indirect costs and G&A). Direct costs will be included and clearly identified in the budget prepared in anticipation of the Event.
- Either Society shall have the right to audit the financial results of the Event at its own expense.

POST EVENT

- The final attendee list, survey results, sponsors and financial results will be shared between the Societies within 60 days of the conclusion of the Event.
- A Report, in the form of a one- or two-page synopsis, will be prepared by the program committee and provided to all participants after the event. The right to distribute the report will be shared between A&WMA and SURF.
- Societies will evaluate relevancy in the marketplace to determine similar, future Events.

WITHDRAWAL OR CANCELLATION

Should a Society withdraw from an Event at any time after it has approved the budget for the Event, the representatives of the remaining Society shall have the sole right to decide whether or not to cancel the Event. The liability of the withdrawing Society to the effort shall be determined as follows:

If the Event is not held, or is otherwise canceled, the organizing Society shall, within 90 days of the decision, provide a final financial report. Any surplus or loss shall be shared 50-50 by the Societies.

If the Event is held, the withdrawing Society shall remain liable for half of any net loss after accounting for expenses (up to a maximum of \$3,000 liability in the case of a webinar).

If the organizing Society is the withdrawing party, and the other Society intends to continue to hold the Event, the organizing Society will work with the other Society to ensure an orderly transition of activities.

This MOU shall become effective upon the date last signed below ("Effective Date") and shall remain in effect for the duration of two years from the Effective Date. Renewal of this MOU will be determined 60 days prior to the (expiration?) termination of this MOU. The first workshop shall be held within one year of the Effective Date.

Paul J. Javara

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SURF President

9/7/11

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Date

Michael P. Kelly

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A&WMA Executive Director

8/12/11

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Date