



[HOST MEMBER LOGO]

## **[SAMPLE] Memorandum of Understanding between SNOMED International and Host Country for October Business Meeting & SNOMED CT Expo**

This Memorandum of Understanding is between SNOMED International and [HOST MEMBER COUNTRY] to enable a clear understanding of roles and responsibilities in the organization of the SNOMED International October Business Meeting and SNOMED CT Expo. The event is taking place in [LOCATION] from [DATES.] The event will be branded as a SNOMED International event, with the support of the [HOST MEMBER COUNTRY] in logistical arrangements.

### **Contacts**

Both parties have nominated a specific individual who is responsible for organizing that event from start of initial arrangements and planning until post-conference.

SNOMED International contact for this event is [Insert Name]

[HOST MEMBER COUNTRY] contact for this event is [Insert Name]

SNOMED International's Customer Stakeholder Relations Management (CSRM) team will continue to take forward responsibilities as per previous conferences, with assistance from the SNOMED International Events & Communications Team. The SNOMED International contact will be ultimately responsible, reporting to SNOMED International CEO and leading CSRM Executive (Region dependent) for:

- The overall conference plan
- Ensuring timescales are met
- Managing actions from 3<sup>rd</sup> parties
- Scheduling appropriate meetings/teleconferences
- Writing SNOMED International Management Board briefing notes (in collaboration with the CSRM lead)
- Providing secretarial support (with help from SNOMED International Events & Communications Team)
- Other activities as requested by SNOMED International CEO and Senior Management Team, and in close liaison with [HOST MEMBER COUNTRY] contact.

It is required that the host country will support and fulfill the following activities:

- **VENUE SELECTION:**
  - Propose selection of 2-3 venues appropriate for hosting business meeting and SNOMED CT Expo events and associated accommodation per stated SNOMED International requirements

[HOST MEMBER LOGO]



- **SPEAKERS & PROGRAMME:**
  - Participating, as desired, as a member of the planning committee charged with evaluating the SNOMED CT Expo conference ‘Call for Papers’ process
  - Provide suggestions on high value national and regional keynote and plenary speakers, and serve as the key contact in securing those invitations as needed.
  
- **COMMUNICATIONS & PROMOTION:**
  - Required participation in the communication planning process with SNOMED International to ensure national promotion of the event. Required activities include distributing key messages via the host country’s established e-health distribution lists and mechanisms, leveraging media partnerships, and clinical, regional and industry associations as applicable.
  - Both parties will ensure appropriate and consistent attendance at October SNOMED CT Expo Planning Group teleconferences.
  
- **SNOMED CT EXPO EXHIBITION & ADDITIONAL EVENTS:**
  - Required hosting of a welcome event for business meeting delegates, with event specifics provided to SNOMED International within acceptable timeframes and in alignment with the registration process.
  - A host country may also offer additional events, visits, etc. as desired, providing they are planned within acceptable timeframes and in alignment with the registration process.
  - A host country is required to have a booth as part of the SNOMED CT Expo Exhibit floor.
  
- **VENDOR ENGAGEMENT:**
  - Working with SNOMED International to identify vendors nationally and regionally to support SNOMED CT Expo sponsorship and exhibition success.
  
- **PLANNING & IN-COUNTRY SUPPORT:**
  - Required participation in monthly planning calls
  - Facilitation of travel Visa process via issuance of letters of invitations for delegates, as required.
  - Act as the ‘team on the ground’ navigating language and local requirements as necessary where SNOMED International is unable to do so.



[HOST MEMBER LOGO]

**Additional Requirements Include:**

**Strategy, Theme and Budget**

Both parties, in conjunction with the October SNOMED CT Expo Planning Group and/or SNOMED International Management Board will agree strategy for the conference. The budget is set and paid for by SNOMED International (aside from any locally-hosted social events that the [HOST COUNTRY] may wish to fund).

**Venue, A/V, Webcasting and Exhibition Requirements**

The [HOST COUNTRY] will be responsible for sourcing suitable venues based on the SNOMED International *Conferences and SNOMED CT Expo Guidelines* document. The October SNOMED CT Expo Planning Group will make a final decision based on agreed criteria (location, cost, layout of rooms etc.). Negotiation with the venue should be completed by SNOMED International, with sign-off of any contractual arrangements to be undertaken by a member of SNOMED International's Senior Management Team.

A/V, Webcasting and Exhibition Requirements should be negotiated through the hotel with either their in-house organizations or 3<sup>rd</sup> party contractors; this should be done by the SNOMED International, with assistance from the Host country.

**Gala Awards Dinner and Transport**

SNOMED International will be responsible for arranging any sponsorship for the Awards Dinner, with assistance from the [HOST COUNTRY.] This will be branded solely as a SNOMED International &/or Sponsor event, and SNOMED International's CEO is fully responsible for the budget for this event, managed by the SNOMED International Contact.

The Host Country will be responsible for suggesting a list of suitable entertainment the Business Meeting's Awards Dinner, based on the budget advised by SNOMED International's CSRM and Communications Executives. Arrangements will then be confirmed by SNOMED International.

**Drinks Receptions & Special Events**

SNOMED International will be responsible for arranging any sponsorship for the Expo Drinks Reception, with assistance from the Host Country. This will be branded solely as a SNOMED International &/or Sponsor event.

Any additional welcoming events that the Host Country chooses to arrange during the conference will be the sole responsibility of the Host Country, both for budget and planning. SNOMED International can assist with invitations where required.



[HOST MEMBER LOGO]

Proposed special events schedule includes:

- **Date (AM/PM):** Insert Activity *(arranged by [...], with costs covered by [...])*
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- **Date (AM/PM):** Insert Activity *(arranged by [...], with costs covered by [...])*
- **Date (AM/PM):** Insert Activity *(arranged by [...], with costs covered by [...])*

**Billing and Invoices**

If liaising with organizations locally, the Host Country will ensure that these parties invoice SNOMED International directly, using the SNOMED International office address and supplying appropriate details for SNOMED International to pay deposits and final balances by the dates required. SNOMED International will be responsible for billing sponsors and exhibitors directly.

**Speaker Packages, Travel Funding**

SNOMED International, in liaison with October SNOMED CT Expo Planning Group and/or Management Board, will determine what speaker packages are to be offered (this may be travel, subsistence and accommodation expenses for keynote speakers).

**On behalf of SNOMED International**

**Signatory** [Organisation, Role]

**On behalf of Host Country**

**Signatory** [Organisation, Role]

Signed

Signed

Date

Date

*This MOU represents acknowledgement of responsibilities for a specific event with no legal or further contractual binding between the two organizations.*