



[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] as a strategic partner in logistical arrangements.

### **Contacts**

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

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

SNOMED International's Communications and Customer Stakeholder Relations Management (CSRM) Teams hold joint accountability for the execution of the SNOMED CT Expo. SNOMED International is responsible for executing the following activities to ensure a successful Business Meeting & SNOMED CT Expo for delegates:

- Developing and executing against the conference plan and budget paid for by SNOMED International (aside from any locally-hosted social events that the host country is required or may wish to fund).
- Maintaining appropriate timescales;
- Managing actions from 3<sup>rd</sup> parties;
- Organizing involvement from SNOMED International lines of business as required;
- Scheduling and chairing SNOMED CT Expo Planning Meetings;
- Writing SNOMED International Management Board briefing notes for stakeholders including the SNOMED International Management Board, General Assembly or Member Forum, and Host Country as required or requested;
- Assuming responsibility for all logistics planning associated with delivering the business meeting and SNOMED CT Expo (e.g. Venue procurement, gala venue procurement and transportation, networking reception, catering, accommodations arrangements, etc.)

**It is required that the host country will support and fulfill the following activities, except where stated as optional, or as desired:**

- **PLANNING & IN-COUNTRY SUPPORT:**
  - Parties will ensure appropriate and consistent attendance at the SNOMED CT Expo Planning Group monthly teleconferences.
  - Facilitation of travel Visa process via issuance of letters of invitations for delegates, as required.



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- o Act as the ‘team on the ground’ navigating language and local requirements as necessary where SNOMED International is unable to do so.
- **SNOMED CT EXPO PARTICIPATION & ADDITIONAL EVENTS:**
  - o Both parties, in conjunction with the October SNOMED CT Expo Planning Group and/or SNOMED International Management Board will agree on relevant themes and strategy for the conference.
  - o A host country is required to have a booth as part of the SNOMED CT Expo Exhibit floor.
  - o Member countries are required to host a welcome event for business meeting delegates, with event specifics provided to SNOMED International within acceptable timeframes and in alignment with the timing of the conference registration process.
  - o A host country may also suggest additional events, visits, etc. as desired, providing they are planned within acceptable timeframes and in alignment with the registration process.
- **VENUE SELECTION:**
  - o Provide feedback on SNOMED International proposed venues for hosting of business meetings and SNOMED CT Expo core and secondary events (E.g. tourism activities, cultural events) per stated SNOMED International requirements. Note: Any negotiation with prospective venues will be completed by SNOMED International, with sign-off of all contractual arrangements undertaken by a member of SNOMED International’s Senior Management Team.
- **SPEAKERS & PROGRAMME:**
  - o Participating, as desired, with evaluating the SNOMED CT Expo conference ‘Call for Abstracts’ submissions.
  - o Providing suggestions on high value national and regional keynote and plenary speakers, and serve as the key contact in securing those invitations as needed.
  - o Host countries are strongly encouraged to promote national submissions to the ‘Call for Abstracts’ process to offer international delegates insight into SNOMED CT use within the host country.
- **COMMUNICATIONS & PROMOTION:**
  - o 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.
- **VENDOR ENGAGEMENT:**
  - o Working with SNOMED International to identify vendors nationally and regionally to support SNOMED CT Expo sponsorship and exhibition success.



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**Additional Items:**

**Additional Events and/or Ceremonies**

Any additional welcome events or ceremonies that the Host Country requests 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.

Prospective special events schedule includes:

- **Date (AM/PM):** Insert Activity *(arranged by [...], with costs covered by [...])*
- **Date (AM/PM):** Insert Activity *(arranged by [...], with costs covered by [...])*
- **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 the SNOMED CT Expo Planning Group, will determine what speaker packages may be offered (this may include travel, subsistence and accommodation expenses for keynote speakers).

**On behalf of SNOMED International**

**Signatory** [Organization, Role]

**On behalf of Host Country**

**Signatory** [Organization, 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.*