

**CCToMM-CSME Memorandum of Understanding for CCToMM M³ Symposia
within the CSME Forum (Congress)
June 7, 2010**

The following memorandum of understanding, agreed to by the ECs of both CCToMM and CSME, outlines a submission and review process, as well as a formula for profit/loss sharing between CSME and CCToMM for any (student and full) CCToMM Symposium registrants brought to the 2010 Forum, and all subsequent Forums and Congresses (as of 2014 the CSME Forum will be termed CSME Congress). The CSME Forum Organizing Committee (OC) will communicate with the CCToMM Executive Council (EC) to provide means so that CCToMM Symposium participants are clearly and unambiguously identified in the Forum on-line registration process. If there are up to 10 CCToMM Symposium registered participants at the Forum (Congress), then 35% of the profit generated by the CCToMM Symposium participants will be shared with CCToMM. However, if there are greater than 10 CCToMM Symposium registered participants, then 50% of the profit generated by the CCToMM Symposium participants will be shared with CCToMM.

A CSME Forum participant shall be counted as one CCToMM Symposium participant if they submit at least one paper to the CCToMM Symposium regardless of how many other papers are submitted to other CSME Forum sessions, and regardless of how many additional CCToMM papers they submit. Each registered co-author shall count as an additional CCToMM participant. For example, three authors on one CCToMM paper who all registered at the Forum as CCToMM Symposium participants shall count as three CCToMM registrants. In the unlikely event that the CSME Forum should post a loss, CCToMM will share the loss according to the above formula.

EXAMPLES:

Suppose the Forum has 400 participants in total (students and full) and posts a \$10, 000.00 profit. This is \$25.00 profit per participant.

1. If the CCToMM Symposium has 8 registered participants (students and full), CCToMM would receive $(\$25.00 \times 8) \times 0.35 = \70.00 .
2. If the CCToMM Symposium has 20 registered participants (students and full), or 5% of all registrants, CCToMM would receive $(\$25.00 \times 20) \times 0.50 = \250.00 , or 2.5% of the total profit.
3. If the CCToMM Symposium has 40 registered participants (students and full), or 10% of all registrants, CCToMM would receive $(\$25.00 \times 40) \times 0.50 = \500.00 , or 5% of the total profit.

REVIEW PROCESS:

CCToMM authors shall review the CCToMM Symposium papers submitted. For each paper submitted the corresponding author will be responsible for two reviews. The on-line registration process will be assumed to have identified all CCToMM Symposium submissions, authors, and CCToMM Symposium registrants. The CSME Forum organizers should make the process very clear and easy for the authors during the submission process to identify their contribution as a CCToMM Symposium contribution. The same should be done during the registration process.

This version of the MoU supersedes all earlier versions.

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