

*At a minimum, a MOU shall describe the following areas:*

*How each sponsor is directly and substantially involved in the technical program.*

*Lexington Section shall be substantially responsible for the tech program with heavy Region 3 involvement with the student and Region programs.*

*Provisions for dissolving the relationship.*

*Either sponsor can contact the other concerning issues that threaten the success of the conference.*

*Assignment of conference management and other administrative responsibilities to the appropriate organizational units.*

*IEEE Region 3 Conf Chair and General Chair shall communicate and refine responsibilities as the conference approaches.*

*General conference management accountabilities such as assignment of chairs, organizational unit chairs for conference committees, steering committee obligations, location of the conferences, associated exhibitions, etc.*

*General Chair shall be responsible for assigning and monitoring local activities that reflect the best interests of the Region.*