

## **MEMORANDUM OF UNDERSTANDING**

Between:

**Science Atlantic**  
-and-  
**Saint Mary's University**

### **Objective**

The purpose of this memorandum of understanding ("MOU") is to identify the parameters of the relationship between Science Atlantic ("SA") and Saint Mary's University ("Host Institution") in relation to the hosting of Science Atlantic academic student conferences.

### **Obligations of Host Institution**

Host Institution acknowledges that a Science Atlantic conference is an event put on by the Host Institution, not by Science Atlantic or other external organization. Science Atlantic student conferences must be organized following the policies, practices, and agreements of the Host Institution. All contracts and agreements shall be made under the auspices of the Host Institution.

When hosting a Science Atlantic conference, Host Institution shall undertake the following roles and responsibilities:

#### Conference Organization

- Manage organization and planning of the conference, including:
  - Registration
  - Hotel and venue bookings
  - Food services, etc.
- Obtain event insurance (as needed)

#### Financial

- Prepare budget and manage funds for the conference
- Payment of invoices for conference expenses
- Provide a final financial report to Science Atlantic within four months of the end of the conference and return initial float, if provided
- In the event of a surplus from registration and/or external sponsors, forward surplus to Science Atlantic for future activities

#### Institutional Representative

The Host Institution shall have an Institutional Representative ("IR"), typically the Dean of Science or equivalent. The IR has primary responsibility for their institution's engagement in Science Atlantic governance and activities.

In relation to conference planning, the IR is responsible for:

- being available to faculty and student organizers regarding conference planning progress and challenges;
- staying apprised of conference planning milestones by reviewing the monthly Conferences Scorecard provided by the SA office;

- if needed, advocating for campus meeting room spaces, event equipment, and other in-kind support from the Host Institution; and
- providing assistance (e.g. financial, advocacy, and/or advice) in the case of a deficit caused by overspending that was not approved (i.e. costs that were not included in the approved budget and/or that conflict with SA policies).

#### Faculty Contact

A faculty contact shall be appointed for each conference to coordinate the conference (or oversee student organizers) and act as the primary point of contact for conference related business between the conference organizing committee, the IR, SA staff, and the Science Atlantic Division Committee Chair. The faculty contact will be identified to SA by the IR.

The faculty contact is responsible for ensuring:

- regular communication with the IR and Division Chair;
- regular communication with SA and its representatives;
- that the policies of the Host Institution are adhered to; and
- that SA operational requirements (such as budget preparation and award winner information) are completed in a timely manner.

#### **Obligations of Science Atlantic**

Science Atlantic shall undertake the following roles and responsibilities in relation to Science Atlantic conferences hosted by the Host Institution:

#### Communication

- Advertise and promote conference details (location, dates, etc.) through various communication channels
- Post sponsor logos on SA website
- Inform IRs of upcoming conference locations and provide planning updates via the Conferences Scorecard (prepared monthly)
- Manage Division Committee membership and mailing lists to facilitate conference-related discussion and promotion
- Announce award winners
- Prepare and distribute the Annual Student Awards Yearbook
- Prepare and distribute the Conference Year in Review report

#### Resources & Support

- Develop and provide orientation package and introductory meeting for conference organizers and Division Chair
- Provide Conference-in-a-Box (CIAB) conference planning guide
- Recommendations regarding platforms for registration and abstract submission
- Weekly drop-in office hour and/or dedicated email account for questions
- Conference organizers mailing list for questions and information

### Financial

- Review and approve draft budget (Executive Director and Division Chair)
- Manage Division Holding Account
- If requested and approved by the Executive Director and Division Chair at least four months in advance, issue float from Division Holding Account
- Sponsor Undergraduate Research and Science Communication awards
- Issue awards to all winners by e-transfer and provide letters of commendation
- Review draft and final financial reports
- Complete post-conference financial reconciliation and transfer of funds
- In the event of a deficit based on expenses included in the approved budget, provide funds, as available, from the appropriate Division Holding Account

### Other

- Archive data and reports from previous conferences
- Maintain award winner information provided by organizers
- Verify award winners upon request

### **Term & Termination**

This MOU shall come into effect on the last date of signature and have a duration of five (5) years, after which extension, amendment or other changes may be made as agreed by both parties. Within the initial 5-year period, the terms of this MOU may be amended as required, subject to approval by each party. Either party may terminate this MOU upon sixty (60) days written notice to the other party.

### **Counterparts**

This MOU may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same MOU. Signatures delivered in PDF, JPEG or other electronic format or by facsimile shall be effective.

### **SIGNED BY:**

#### **Science Atlantic**



Name: Malcolm Butler  
Title: Chair of the Board

July 14, 2025

Date

#### **Saint Mary's University**



Name: Dr. Michael Khan  
Title: President and Vice-Chancellor

July 14, 2025

Date