

ION's Co-Sponsorship of Meetings Policy

Approved by Council: January 21, 2001

There are two categories under which the Institute will consider a technical co-sponsorship arrangement for a technical meeting:

Technical co-Sponsorship of an ION meeting with another organization:

- 1) The technical co-sponsor shall be a non-profit organization, including a university, related association or foundation, government agency, a military organization, or an internationally affiliated Institute of Navigation.
- 2) The technical co-sponsor shall enhance the technical content of the program, and/or add new or unique technological exposure to the meeting for the purpose of enhancing membership growth or adding a significant number of new attendees who otherwise would not be present.
- 3) The technical co-sponsor shall provide any unique mailing lists to the ION for mailing promotional material.
- 4) The Institute assumes all contractual, management and financial responsibility for the meeting and retains all excesses over expenses unless financial arrangements are specifically noted otherwise in the sponsorship agreement.
- 5) The technical co-sponsor shall pay for the additional cost of any unique requirements.
- 6) The technical co-sponsoring organization shall appoint a Technical Program Chair for its string of sessions, and will manage the solicitation and selection of technical papers for these sessions. This Technical Program Chair will be responsible to the General Chair of the meeting.
- 7) Approval of the technical co-sponsor and the responsibility of all oversight lay with the ION Council.
- 8) **Terms of an Agreement:** A memorandum of understanding, outlining the above policies, will be signed by both parties prior to the commitment of meeting space or funds.

ION cooperative co-sponsorship of a technical meeting run by another organization:

- 1) The meeting's sponsor shall be a non-profit organization, including a university, a related association or foundation, government agency, a military organization, or an internationally affiliated Institute of Navigation.
- 2) The ION will not co-sponsor any meeting for which co-sponsorship asserts or implies that ION supports or endorses any specific actions, political candidates, positions, policies or standards in any national or international forum. However, individual meeting participants may represent and/or advocate different actions, standards, policies or positions consistent with individual personal opinion, or the interests of their individual sponsoring organizations, to provide a

balanced forum for discussion of the technological issues and considerations that underlie policy decisions.

- 3) ION reserves the right to terminate a co-sponsorship agreement with no obligations, financial or otherwise, to the sponsoring organization at any time if it is determined that item (2) above will not be satisfied.
- 4) There must be significant involvement in the organization of the technical program and in the administrative organization of the meeting, by no less than two members of the U.S. ION who are invested in the success and international reputation of the Institute. At least one of the two representatives must be a current member of the ION Council and report to the Council on the status of the co-sponsored meeting both the January and June Council meetings. Details of the technical program shall be presented to the Council (or the Executive Committee) for review.
- 5) The ION assumes no contractual, management or financial responsibility or liability for the meeting.
- 6) The rebate of any meeting profit by meeting sponsor to ION shall be negotiated on a case-by-case basis. Unless specified otherwise, it shall be assumed that the meeting's sponsoring organization shall all retain all excesses over expenses.
- 7) Meeting's sponsor shall be given permission to use the ION logo in publicizing the meeting when logo is used to represent the cooperative relationship between the meeting's sponsoring organization and the ION in the organization of the meeting's technical program. To achieve this permission, the meeting's co-sponsor shall submit the publicizing article or promotional piece to the ION for review by the ION Executive Committee. Under no circumstances shall ION logo be used to endorse (implied or otherwise) the sponsoring organization, or any of the sponsoring organization's events or programs, other than the specific technical meeting for which it was authorized.
- 8) ION co-sponsorship shall not imply the use of any ION services, use of ION mailing lists, advertising in publications, administrative services, etc. ION makes no commitment to provide these services except as they are identified as part of the co-sponsorship agreement.
- 9) All co-sponsorship decisions require the approval of the ION Council. While Council may choose to use this policy as a guide, they are not restricted to specific terms or conditions of it when evaluating a co-sponsorship proposal.
- 10) **Terms of an Agreement:** A memorandum of understanding, outlining the above policies and naming the Council's representatives on the meeting's organizing committee, shall be signed by both parties prior to the use of the ION logo, or representation of the ION's support.