

**Agreement
between
Chiang Mai University (“CMU”)
and
The Hong Kong Polytechnic University (“PolyU”)**

This Agreement is made on [28 November 2022].

1. Background and Terms of the Agreement

The Agreement defines the guidelines for Faculty of Associated Medical Sciences, Chiang Mai University (hereinafter referred to as FAMS-CMU) and The Hong Kong Polytechnic University on organizing the 13th Pan-Pacific Conference on Rehabilitation (hereinafter referred to as PPCR). With respect to PolyU, the Department of Rehabilitation Sciences (hereinafter referred to as PolyU-RS) will be the responsible department.

The Agreement represents the cooperation and understanding between FAMS-CMU and PolyU-RS on organizing the 13th PPCR according to the principles stated by the bidding guidelines. The terms and conditions are further delineated explicitly below:

1.1 Time and Location

The 13th PPCR will take place in November 2023 in Chiang Mai, Thailand. FAMS-CMU and PolyU-RS should avoid clashes with the major events of their respective universities and other major conferences on rehabilitation sciences.

1.2 Language

The language of presentation and publication should be in English.

1.3 Conference Organization and Scientific Programme

PolyU-RS will form the PPCR Liaison Committee to work with FAMS-CMU on organizing the conference. The PPCR Liaison Committee should include at least two PolyU-RS faculty members and the conference secretariat.

The Organizing Committee (OC) and the Scientific Committee (SC) of FAMS-CMU must include at least one faculty member from PolyU-RS to serve as a Co-chair of each of these committees. The OC and SC will contribute to the organization of the conference and the preparation of the scientific programme according to the standard and culture laid down by the previous PPCR conferences.

The OC and SC committee members and the conference secretariat from PolyU-RS will attend meetings with FAMS-CMU, at least one of which in Chiang Mai. The related travelling and

accommodation expenses are to be sponsored by FAMS-CMU.

FAMS-CMU must work closely with the PPCR Liaison Committee, provide brief progress reports and respond to requests for information. In case FAMS-CMU encounters any unforeseen problems that may have an impact on the fulfillment of their proposal, the PPCR Liaison Committee must be informed immediately.

FAMS-CMU will form a local team for organizing the conference, short courses and related activities, such as providing appropriate venues and technical support. The team will also be responsible for the preparation of all promotional materials and activities, including press releases, conference kits and conference dinner.

1.4 Paper Review Protocol

The quality of abstracts is one of the most important determinants of the scientific quality of the conference. As such, the review process must be managed by scientifically knowledgeable professionals, including members from the PPCR Liaison Committee.

1.5 Awards

FAMS-CMU and PolyU-RS will provide certificates for the Best Oral Presentation Awards and the Best Poster Presentation Awards.

1.6 Proceedings

It is strongly recommended that the proceedings and the programme book be in electronic form. The scientific programme can be both in hard and electronic copies.

1.7 Conference Website

FAMS-CMU, in consultation with PolyU-RS, is responsible for designing and managing the conference website which enables on-line registration, abstract submission and payment.

1.8 Financial Responsibility and Insurance

FAMS-CMU is responsible for all financial arrangements, including insurance arrangements for the 13th PPCR. FAMS-CMU is responsible for all incomes and expenditures, including speakers' all-inclusive honorarium, promotional expenses, programme books, conference dinner, conference bags, venue set-up, etc. FAMS-CMU will receive registration fees. FAMS-CMU will not share any expenses with PolyU-RS. In case there is net income after meeting all expenses (inclusive of expert fees, venue rentals, meeting facilities, promotion, staff costs, management fees and taxes), FAMS-CMU and PolyU-RS will share the net income in 60:40 basis between FAMS-CMU and PolyU-RS, respectively. FAMS-CMU is responsible for all expenditures relating to conference organization incurred.

FAMS-CMU will sponsor the air tickets and hotel accommodation of Co-chair of Organizing Committee, Co-chair of Scientific Committee and Conference Secretary for at least one meeting in Chiang Mai and their conference attendance.

FAMS-CMU is encouraged to seek sponsorship/subsidies from external organizations actively, such as grant funding bodies.

2. After the Conference

FAMS-CMU must submit a detailed report, including financial account and evaluation reports, to the PPCR Liaison Committee. FAMS-CMU as a host organizer of PPCR must hold a debriefing and handover meeting with the PPCR Liaison Committee.

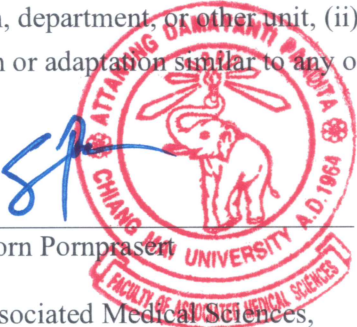
3. Effective Period

This Agreement will be effective from [28 November 2022] for [two years], and may be terminated by either party by giving the other a 60 days' prior notice in writing, provided that the notification is sent at least one year before the current PPCR. Such termination shall not affect the validity and continuity of any incompletely discharged obligation agreed upon by the parties before termination; otherwise the withdrawing party is still liable for any losses of PPCR.


The Agreement will be effective when all parties have signed and shall remain in force until the 13th PPCR has been held as planned unless terminated pursuant to Clause 3 hereof.

4. Other terms and conditions

Each party shall seek the other party's written consent before (a) making any public announcement on or disclosing any information in relation to this agreement, any proposed activity or collaboration under this agreement; or (b) using in any publication, press release, promotional or advertising materials (i) the name, logo, trademark, or any other designation of the other party, its school, college, division, department, or other unit, (ii) the name, title of any staff of the other party, or (iii) any abbreviation or adaptation similar to any of the foregoing.



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