

2019 Spring Forum: March 29-30
MEMORANDUM OF AGREEMENT

BETWEEN

University of Alaska Southeast
11120 Glacier Highway
Juneau, AK 99801

AND

Juneau World Affairs Council
P. O. Box 20201
Juneau, AK 99802

The University of Alaska Southeast (UAS) and the Juneau World Affairs Council (JWAC) agree to collaborate on the Spring 2019 Juneau World Affairs Council Forum to be held on the UAS Juneau Campus, Thursday through Saturday, March 29-30. UAS and JWAC agree to the following:

UAS Will	JWAC Will
<ul style="list-style-type: none">• Contribute \$5,000 to JWAC in support of the conference• Provide venues for lectures, panel discussions and other presentations, available for participants 30 minutes before each session.• Provide venues for catered events.• Coordinate and pay for cost of UAS resources as follows:<ul style="list-style-type: none">○ Media Services staff time and equipment required to record and/or broadcast the lecture on Friday, March 29, as well as equipment needed for all other sessions (i.e. microphone, laptop, podium, laser pointer, projector, and screen).○ Provide laptop pre-loaded with presentation files provided by speakers.○ IT Services staff time from 8:00-10:00 AM on Saturday, March 30 to troubleshoot any technical issues.	<ul style="list-style-type: none">• Coordinate and purchase airline transport for presenters.• Coordinate ground transportation in Juneau for presenters as needed.• Coordinate and provide housing for presenters.• Provide poster-sized signs mounted on foam core with the agenda to place outside the Egan Lecture Hall• Provide small posters to distribute across campus.• Provide large posters to place at 4 entrances to Egan Classroom Wing.• Communicate the technical and media needs to UAS through JWAC President no later than Wednesday, March 20.• Provide written overview of the Forum consisting of 2 paragraphs to UAS Public Information Officer by Monday, March 18 in order to meet external publication deadlines.

<ul style="list-style-type: none"> ○ Chancellor's and Provost's Office Staff time to coordinate Room Scheduling, Catering, and Signage. ○ UAS staff time to develop press release, event poster, radio spot, and website; promote the Evening at Egan lecture in the Juneau Empire and Capital City Weekly newspapers; and have a photographer on-site for the lecture. <ul style="list-style-type: none"> • Display event posters around campus, post 24x36 event posters at each entrance of the Egan Classroom Wing. (Posters produced and delivered by JWAC.) • Display poster-sized agenda on foam core at the entrance of the Egan Lecture Hall. (Posters produced and delivered by JWAC.) • Co-host reception for speakers, JWAC board members, and special guests on the evening of Friday, March 29 before the lecture. • Arrange catering for lunch on Saturday, March 30 on campus (paid for by JWAC). • Ensure availability of coffee for purchase at Spike's Café in the Egan Classroom Wing from 8:30-Noon on Saturday, March 30. 	<ul style="list-style-type: none"> • Provide any presenter PowerPoint files to UAS Chancellor's Office (Keni Campbell, Chad Calhoon, Anita Parrish) by Wednesday, March 20. • Communicate to presenters that book sales are allowable, but must be handled entirely independently of UAS, whether on their own, or with the help of JWAC volunteers. • Include UAS logo and list UAS as co-sponsor on all printed publicity and on the JWAC website, with a link provided to UAS. • Produce two 24x36 poster mounted on foam core depicting the event's sponsors. • Produce 250 programs which include the full speaker schedule. • Assist in promoting the Forum and lectures via radio interviews (KTOO, PSAs, Juneau Afternoon, Capital Chat), advertising in the local newspapers, JAHG poster service, and through community calendars. • Provide for dinner Off Campus on Saturday, March 30 (Meals other than those listed in this agreement will be the responsibility of the individual.)
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Please note contact information for UAS staff below.
Both organizations agree to collaborate for their mutual benefit
and that of the community of Juneau.



09/25/2018

Dr. Richard A. Caulfield, Chancellor Date
University of Alaska Southeast



9/26/2018

President (sign and print name) Date
Juneau World Affairs Council

UAS CONTACTS:

Name	Email	Phone	Conference Responsibility
Dr. Rick Caulfield	racaulfield@alaska.edu	796-6272 / 957-1070	JWAC Board Member
Keni Campbell	Klcampbell4@alaska.edu	796-6509 / 321-4277	Pre-planning, general assistance
Chad Calhoon Anita Parrish	clcalhoon@alaska.edu aaparrish@alaska.edu	796-6565 / (907) 419-6727 796-6147	<ul style="list-style-type: none"> • Technology, coordination with media and IT departments • Catering • General assistance