

Agreement for a conference co-hosted by

The Association of Medical Microbiology and Infectious Disease (AMMI) Canada
AND
The Canadian Association for Clinical Microbiology and Infectious Diseases (CACMID)

March 28, 2022

Preamble:

AMMI Canada and CACMID choose to enter a joint conference agreement because of their shared interests in networking and learning from each other in population and individual health issues that are undeniably tied in terms of the research, development, and clinical care for the Canadian public. Working co-operatively on an annual national conference ensures optimizing the joint goals and objectives, ongoing communication, and collegiality amongst the members of both organizations. Both Associations recognize that they share many common interests, and that continuation of joint conferences would result in excellence in knowledge dissemination, education, and networking.

Due to the ongoing COVID-19 pandemic and the uncertainty of the impact on the annual conference, a one-year contract for the year 2021-2022 has been agreed upon by the board members of AMMI Canada and CACMID. The contract will be reviewed following the 2022 conference, with the consideration to extend to a multiple year agreement. This contract is a one-year extension for the 2022 year.

The following is a conference-planning agreement between both groups.

Nothing contained in this agreement shall or shall be deemed to constitute the parties neither as a partner nor as an agent of the other nor any other relationship whereby either could be held liable for any act or omission of the other. Neither party shall have any authority to act for the other nor to incur any obligation on behalf of the other save as specifically provided by this agreement. Each party covenants to indemnify the other from all claims, losses, costs, charges, fees, expenses, damages, obligations, and responsibilities incurred by a party to this agreement by reason of any action or omission of the other outside the scope of the authority specifically provided by this agreement.

The priority of both AMMI Canada and CACMID is to create a safe environment at the annual conference. As the situation surrounding the COVID-19 pandemic is constantly evolving, we will be working in conjunction with the Sheraton Vancouver Wall Centre to monitor the health and safety protocol requirements. We will meet or exceed the standards set by the Sheraton Vancouver Wall Centre, the Health Authority for British Columbia, and the Public Health Agency of Canada (PHAC).

Date and location for the 2022 annual conference:

Conference to be held in a hybrid format both virtually and in-person in Vancouver at the Sheraton Wall Centre, Monday, April 4 to Friday, April 8, 2022.

1. Expected number of delegates and disciplines:

With a joint conference of AMMI Canada and CACMID, attendance is expected to reach 250 in person and 150 virtual delegates. Participants are expected to include public health professionals, physicians and trainees specializing in infectious disease and medical microbiology, clinical microbiologists and trainees, basic science researchers and trainees, pharmacists, infection control practitioners, industry representatives, government officials, and public health policy makers.

2. Conference Committees and Conference Planning Team

Conference committees, as outlined below, shall be composed of equal representation from AMMI Canada and CACMID. Decisions will be made by consensus. When a vote is required, a simple majority (50%+1) rules.

A. Central Planning Committee will be composed of:

- AMMI Canada President, Co-Chair
- CACMID President, Co-Chair
- AMMI Canada Past-President
- CACMID Past-President
- AMMI Canada President-Elect
- CACMID Vice-President
- Scientific Planning Committee Co-Chairs (AMMI Canada Program Planning Committee Chair and CACMID Board Member)
- Sponsorship Committee Co-Chairs (AMMI Canada and CACMID)
- Conference Co-Treasurers (AMMI Canada and CACMID Treasurers)
- Abstract Committee Co-Chairs (CACMID Meeting Secretary and AMMI Canada Member)
- AMMI Canada Executive Director / Conference Secretariat - non-voting member

The Central Planning Committee will oversee the two main working committees for the conference, the Sponsorship and Scientific Planning Committees, as well as the Conference Planning Team. The Committee will ensure that timelines are met and perform or oversee the following functions:

- Development, review and distribution of all conference material
- Promotion and advertising; media releases
- Sponsorship
- Other conference fundraising ventures
- Finance, including a budget
- Registration
- Appoint committee members/volunteers as required
- Contracting of other service providers as required
- Development of guidelines and policies for the provision of honoraria and speaker expenses

The role of each organization and each individual committee member specific to the above responsibilities will be determined by consensus. Consideration must be given to current contracts with conference planners, publishers, and any other contracted service providers when decisions are made.

Responsibilities will be divided in a fair and equitable manner.

B. Scientific Planning Committee

The responsibility of the Scientific Planning Committee is to develop an educational program of issues current to all disciplines and that satisfies the requirements of both parties; to develop plenary sessions of a topic of interest to all professions; and to develop break-out sessions for special interests. The Committee will be co-chaired by the AMMI Canada Program Planning Committee Chair and the CACMID Scientific Planning Committee designate and report to the Central Planning Committee.

C. Abstracts Review Committee

The Abstracts Review Committee will be co-chaired by an AMMI Canada member and the CACMID Meeting Secretary. A method for call and review of abstracts will be established. Abstracts will be e-published as a supplement in the Journal of the Association of Medical Microbiology and Infectious Disease Canada (JAMMI). All fees associated with e-publication will be paid by the conference including but not limited to review, design layout and publication. The abstracts will be made available on the AMMI Canada and CACMID websites and be available to delegates in an appropriate format prior to and during the conference. The conference schedule will include adequate time and space for oral and poster presentations. For 2022 posters will be available in virtual format only.

D. Sponsorship Committee

The Sponsorship Committee will be co-chaired by a representative of AMMI Canada and of CACMID. The Sponsorship Committee is responsible for development and implementation of the annual sponsorship and exhibitor prospectus as well as maintaining relationships with the existing and potential sponsors throughout the year.

E. Conference Secretariat

The Conference Secretariat will consist of the AMMI Canada secretariat (Executive Director, Executive Assistant, two Meetings Planners, and Education Coordinator) with support and guidance from the CACMID Secretary-Treasurer and AMMI Canada Treasurer.

The Conference Secretariat will provide a schedule of work with critical dates and deadlines to the conference committees in order to guide their work.

AMMI Canada's operational expenses (\$150,000) to plan the conference will be included as expenses in the conference budget. The operational expenses to plan the conference include a percentage of staff salaries, benefits and employer expenses, office overhead, technical equipment, software, and support.

A third-party, professional event planning organization may be involved in-part or in-whole for conference planning, logistics and operations, as agreed jointly by AMMI Canada and CACMID. The Conference Secretariat will be responsible for negotiating the best options for virtual conference software, audio-visual services, abstract services, and exhibit management services.

The following cities and venues have been contracted for future conference. AMMI Canada has entered into a lease commitment for premises for the annual conference until May 31, 2025, with estimated total payments of \$95,787.

- 2023: Toronto, ON, Westin Harbour Castle
March 29 – April 1
- 2024: Vancouver, BC, Sheraton Vancouver Wall Centre
April 9 – April 12
- 2025: Toronto, On, Westin Harbour Castle (contract pending, per agreeing to move the 2021 cancelled in person conference)
April 2 – April 5

The Conference Secretariat will schedule a minimum of 6 CPC teleconferences/year. Agenda items will include:

- Sponsorship Committee report
- Exhibit and exhibitor registration update
- Abstract submission, review, and approval numbers
- Registration numbers
- Budget update, including actual and planned expenditures and revenue
- Scientific Planning Committee report, to include any recommendations for the creation, scheduling, naming, and other logistical considerations for new content options.

The Conference Secretariat will provide updates to:

- a) The CPC co-chairs on marketing and communication of the annual meeting including:
 - Inviting other organizations to participate as collaborating societies to assist with marketing the conference to their respective membership
 - Draft news releases for approval
 - Develop and disseminate communications of the conference internally to members and external through distribution platforms like MailChimp and social media
 - Other opportunities for publicizing the Annual Conference
- b) CPC Co-Treasurers for review and approval:
 - Bids related to the production of marketing material
 - All other contracts over the value of \$5K (including those decided within other committees, example sponsorship committee).

The AMMI Canada and CACMID Treasurers will jointly support the AMMI Canada secretariat and the CPC by providing fiscal guidance and by reviewing and recommending proposed conference budget allocations.

3. Exhibits

The exhibit hall will be in person with a small virtual component for the 2022 conference. Dedicated time for visiting sponsors and exhibitors in the in person exhibit hall when representatives will be available to engage will be scheduled.

Responsibility for developing an exhibitor prospectus, exhibit announcements, registration, design of the virtual hall will be delegated to the Conference Secretariat.

4. Registration Fees

The 2022 registrations fees have been determined and approved for the 2022 conference by the Central Planning Committee. For identification and reporting purposes, conference registrants will be required to indicate if they are a member of AMMI Canada and/or CACMID. Proof of membership will be required to obtain member rates for conference attendance.

5. Committee Meetings and Annual General Meetings

During the in-person meeting, the program will provide time for committee meetings, annual general meetings, board meetings and meetings of affiliated organizations without unduly compromising attendance to the Scientific Program and exhibit times. These will be scheduled before and/or following the Scientific Program of the conference. Meeting schedules will be reviewed and approved by the Central Planning Committee and Scientific Planning Committee. The Central Planning Committee will conduct a Wrap- Up/Debriefing meeting following the close of the conference either onsite or virtually.

5. Special Events

The Central Planning Committee will determine appropriate special events for attendees. It is in the joint interests of AMMI Canada and CACMID to continually develop new content options, in order to enhance the excellence and visibility of the conference. These elements could include the invitation of high-profile speakers, closing lecture, special symposia/workshops, affiliated workshops and/or wider advertising of the joint conference. The conference planning committees are empowered to provide clear direction and recommendations on what the conference should include in order to help ensure sustainability and excellence. Final decision(s) regarding new content options, taking into consideration the financial implications to the conference budget, rests with the Central Planning Committee.

6. Publicity and Promotion

The Conference Secretariat will coordinate the production of brochures with input from the committees. Mailing/contact lists from both associations will be merged into one master list. The Conference Secretariat will distribute all conference materials to the master list. Both the AMMI Canada and CACMID websites will house identical information on the conference. At least one press release will be sent to the media. This, as well as publicity, will be coordinated by the Conference Secretariat. Where deemed necessary, the above material will be translated into French.

7. Accreditation

AMMI Canada is an accrediting body for the Royal College of Physicians and Surgeons of Canada (RCPSC). The conference and all co-developed educational activities with other organizations and industry, will be developed to adhere and fulfil all accreditation rules as stipulated by RCPSC. The overall accreditation fees will be waived and all co-developed accreditation with other organizations or industry will be included in sponsorship fees. Note: the current accreditation fee for co-developed session is \$10,000 Canadian plus applicable taxes.

8. Expenses and Profit (Loss) Sharing

All revenues and expenses will be reflected on the budget vs actuals spreadsheet. All expenses for conference operations will be covered from a joint conference account (detailed further below).

a. Committee Expenses

Unless specifically indicated, all meetings will be held virtually.

b. Conference Secretariat / Operational Expenses

All planning and operational and logistical expenses related to planning and delivering the conference by the Conference Secretariat will be included as expenses in the budget.

c. Allocation of revenues and expenses

For purposes of accounting and budgeting:

Conference revenue including, but not limited to, registration fees, exhibitor rentals and sponsorship will be allocated to the joint conference budget.

Conference expenses will include, but may not be limited to:

- Conference planning and operational costs (salaries, benefits, employer expenses, overhead, office equipment, software, and technical support)
- E-publication of abstracts in JAMMI
- Artwork and design
- Virtual conference platform
 - Service fee, customization fees, development, and implementation fees
- Miscellaneous: printing, postage and courier, stationery, and office supplies
- Bank charges, accounting for the joint conference account, credit card and merchant fees
- Translation services
- Third party conference planners
- Recoupable expenses related to integrated symposia and workshops
- Honoraria for invited speakers (where applicable)
- Approved conference-related overtime for Conference Secretariat
- Audio visual support
- Expenses for AMMI Canada, CACMID, and CCM poster awards (plaques)
- Allowance for education grants to both AMMI Canada and CACMID (detailed below)

The education grant program is of value for both associations to bring delegates (trainee members, technologists, etc) to the conference and to otherwise enhance attendance/participation at the conference. The education grant program should not be construed as part of the distribution of profit to either organization, as this is a core program for the joint conference. As such, \$50K (\$25K for each organization) will be factored into the conference budget for education grants. Each association will administer its own education grants (i.e. recruit applications and pay out the education grants to eligible applicants). The deadline to close the grant program will be 1 month following the last day of the conference, at which time each association can recoup from the conference account the amount of money required to pay education grants awarded to its members, to a maximum of \$25K each. Should either association wish to increase the amount of education grants beyond \$25,000 any additional education grant costs will be borne by the respective organization. Unawarded funds from the \$50K allocation will remain as part of the conference revenue.

The net profit or loss from the conference will be determined after all revenue and expenses are updated from the conference budget.

The distribution schedule to AMMI Canada and CACMID will be as follows:

Net Loss:		Net Profit:	
CACMID allocation:	25%	CACMID allocation:	25%
AMMI Canada allocation:	75%	AMMI Canada allocation:	75%

d. Budget

A budget will be developed by the Conference Secretariat and approved by the Central Planning Committee.

e. Financial Accounts

A separate account for this joint conference will be set up by the Conference Secretariat, including Merchant VISA and MasterCard capabilities. A quarterly statement will be sent to the Central Planning Committee or as required.

AMMI Canada's accountant will be contracted to prepare the financial reports. Their fee will be included in the conference budget. The reports will be reviewed and approved by the Conference Treasurers. The final fiscal report will be sent to the Central Planning Committee within a reasonable period of time following completion of each conference. Profits/losses will be disbursed at that time.

9. Third Party Negotiations

In the event where a 3rd party organization requests participation with AMMI Canada and/or CACMID in a joint conference for any of the years included in this agreement, then a revised agreement must be agreed to and signed by both AMMI Canada and CACMID Presidents as well as the 3rd party organization. In a situation where the terms of a revised agreement cannot be agreed upon, then the original agreement between AMMI Canada and CACMID will remain valid for a conjoint AMMI Canada CACMID conference.

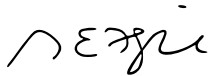
10. Renewal of Agreement

This agreement will be reviewed with the intent to renew following the 2022 conference with the goal to extend to a multi-year agreement.

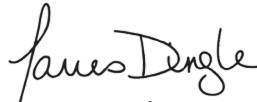
11. Agreement and Signatories

The President of each organization will formalize the agreement between AMMI Canada and CACMID through signing of this document.

Agreed to on: March 28, 2022



Sarah Forgie
AMMI Canada, President



Tanis Dingle
CACMID, President