

Memorandum of Understanding (Proposal)

Between

Critical Race Studies in Education Association (CRSEA)

and

[Primary Host Institution]¹

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Critical Race Studies in Education Association (CRSEA) and [institutional partners] to host the 2017 Critical Race Studies in Education Association Annual Conference scheduled for [CRSEA annual meeting is always held the Wednesday following Memorial Day though Friday of that same week]

- PreConference: Wednesday, [insert date here]
- Main Conference Day 1: Thursday, [insert date here]
- Main Conference Day 2: Friday, [insert date here]
- Leadership Transition and Conference Conclusion Meetings: Saturday, [insert date here]
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Background

The Critical Race Studies in Education Association (CRSEA) is an interdisciplinary consortium of scholar activists, graduate students, education practitioners, and community-engaged education stakeholders who recognize the global implications of race and racism in the education of minoritized people in the US. As an education research association, we work to identify, expose, and advocate against racial inequities, ultimately aiming to eradicate white supremacy. As a community, we are committed to: (1) countering and combating systemic and structural racism through education scholarship and praxis; (2) recognizing the multiple locations of oppression and the myriad manifestations and effects of their intersections; and (3) co-constructing liberating knowledge that facilitates collective agency to transform schools and communities. With this mission in mind, the annual Critical Race Studies in Education (CRSEA) conference brings together education researchers, community organizers, activists, educators, students and members of the community who use, or are interested in, the critical study of race to frame, examine, document, understand and disrupt racial injustice in education, and in the broader society.

DESCRIPTION OF THE PRIMARY HOST INSTITUTION, MISSION, AND VALUES.

NARRATIVE (What makes your institution, its partners, (and its location) a reasonable host for the CRSEA annual meeting?)

¹ There must be one primary host institution. This is the institution where the CRSEA conference will be convened. That said, it is perfectly appropriate to partner with other local and/or state institutions of (higher) education. These are usually individuals who agree to share the financial burden of hosting the conference at the primary host institution.

Purpose

This MOU will outline the parameters of the partnership between [insert host institution name] & the Critical Race Studies in Education Association (CRSEA). The host institution, and institutional partners if any, will provide assistance in areas related to hosting the conference in [insert city where primary host institution is located] (i.e. general information related to vendors and hospitality) and support specific activities (see table below).

The Critical Race Studies in Education Association (CRSEA) is responsible for all other aspects of the conference including program development and execution, registration and onsite conference facilitation.

The above goals will be accomplished by undertaking the following activities:

Table 1: Conference Hosting Responsibilities

CRSEA	Primary Host Institution and Institutional Partners (names)
Conference Materials <ul style="list-style-type: none">• Physical Conference programs• Conference advertisement and marketing• Conference registration software and documentation• Name badges• Program inserts	Food & Beverage [enter proposed food and beverage vendor option(s)] <ul style="list-style-type: none">• Continental Breakfast: Thursday and Friday• Lunch on Thursday and Friday• Derrick Bell Legacy Awards Reception (Friday evening)²
Honorariums and Reimbursements <ul style="list-style-type: none">• Plenary speakers• Keynote panels• Volunteers	Facility Use and AV Support [enter proposed option(s) for conference host facilities] <ul style="list-style-type: none">• Open space for registration and general information (Wed – Fri)• 10 rooms for concurrent breakout sessions, business meeting, and hospitality (25 – 40 people capacity). (Wed – Fri)• One Large Auditorium (for at least 300 people) for general plenary sessions (Wed – Fri)<ul style="list-style-type: none">○ In order to prepare the conference program, primary host institution will provide list

² It is preferable that the host institution and its partners sponsor this reception. The Association usually receives at least partial funding from Taylor & Francis to offset costs for this reception. This aspect of the final MOU is negotiable, but a plan to fund this reception will make the proposal even more compelling.

	<p>of room numbers and locations to the CRSEA Program Chair no later than 40 business days prior to the start of the conference.</p> <ul style="list-style-type: none"> • 1 conference room for CRSEA conference planning and transition meeting (15-25 people) (Tuesday and Saturday)
<p>Derrick Bell Legacy Awards</p> <ul style="list-style-type: none"> • Award plaques • Travel and hotel accommodations • Conference registration and materials 	<p>Transportation [enter transportation plan for conference attendees]</p> <ul style="list-style-type: none"> • Tentative Transportation plan for conference attendees
<p>Conference Operations Expenses</p> <ul style="list-style-type: none"> • Travel and accommodations for leadership • 	<p>Lodging [enter proposed lodging accommodations]</p> <ul style="list-style-type: none"> • Primary host institution will secure a block of rooms on behalf of CRSEA <ul style="list-style-type: none"> ➤ Costs for lodging will be paid by individual attendees
<p align="center">Other Miscellaneous Conference Details³ (These are items to be further negotiated between CRSEA and Primary host institution and institutional partners)</p> <ul style="list-style-type: none"> • American Sign Language (ASL) Interpreters • Thursday Night Reception • Pre-Conference/Welcome Reception on Wednesday • Ancillary conference materials (i.e. conference paraphernalia, pens, bags etc.) 	

CRSEA Concessions for Primary Host Institution and Institutional Partners

- ***Undergraduate Student Participation***
 - 15 total complimentary undergraduate student registrations for pre conference and main conference participation to be shared among the primary host institution and institutional partners.
- ***General Attendee Sponsorship***
 - The primary host institution and up to two institutional partners will each receive 5 complimentary registrations to be used by graduate students or faculty affiliated with the institution.
 - **NOTE:** Individuals benefiting from these complimentary registrations are still responsible for paying CRSEA membership dues
 - Institutional Partners will provide the list of attendees to CRSEA no later than **15 business days** prior to conference convening
- ***2 Complimentary Conference Sessions***

³ Any concessions the host institution can make here improves the competitiveness of the proposal to be accepted by the CRSEA Executive Team.

- The topic, details, and speakers for these sessions are to be organized by the primary host institution and institutional partners
- These two sessions will go in the conference program as part of two separate concurrent breakout session blocks
- ***Inside Front, Inside Back, or Back Cover Color Ad Space in Conference Program***
 - This is exclusively for the primary host institution. The primary host institution can elect to share the space with the institutional partners.

Reporting

In consultation with their respective organizations, the CRSEA president (as the official representative of the Critical Race Studies in Education Association) & institutional rep(s) [insert institutional representative name(s)] will be the point of contact between CRSEA, the primary host institution, and institutional partners.

Budget Draft⁴

Duration

This MOU proposal will, after mutual agreement, become the official memorandum of understanding between CRSEA and [enter primary host institution]. This MOU agreement is at-will, and may be modified by mutual consent of authorized officials from CRSEA and the Primary Host Institution. This MOU shall become effective upon signature by the authorized officials from the CRSEA and Institutional Partners [enter institutional partner(s)], and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Critical Race Studies in Education Association [enter full name(s) of institutional partner(s)] this MOU shall end on June 4, 2017.

Contact Information

_____ Date: _____
 President, Critical Race Studies in Education Association
 Email
 Mailing Address
 Phone Number

_____ Date: _____
 (Institutional Representative's name)
 (This is the person representing the primary host institution and institutional partners)

⁴ This does not have to be final. It would help the leadership team to see how the host institution is planning to support hosting the conference. Please include tentative costs for facilities and catering, and funding sources. Also include a note about how much of the material resources are already guaranteed available for hosting the conference.

Email
Mailing Address
Phone Number