



MEMORANDUM OF UNDERSTANDING
FOR
NYU ABU DHABI INSTITUTE PROGRAM ORGANIZERS

TABLE OF CONTENTS

THE HISTORY AND MISSION OF THE NYU ABU DHABI INSTITUTE.....2

ADMINISTRATIVE AND OPERATIONAL GUIDELINES.....4

PART A. GENERAL INFORMATION.....5

PART B. COMMITMENT MEMORANDUM9

PART C. FAQ FOR PROGRAM ORGANIZERS 11

PART D. POST-PROGRAM ASSESSMENT..... 13

PART E. SIGNATURE PAGE..... 14

THE HISTORY AND MISSION OF THE NYU ABU DHABI INSTITUTE

In Fall 2008, the NYU Abu Dhabi (NYUAD) Institute began to offer various programs aimed at increasing the visibility of NYUAD and advancing the intellectual endeavors of the new project. As a major hub of scholarly and creative activity, advanced research, and co-curricular enrichment, the Institute is a cornerstone of NYUAD's academic excellence, bringing together faculty and students from institutions of higher learning, professionals from both the public and private sectors, and leading experts from all over the globe, the region, and the UAE.

The Institute sponsors and coordinates major academic conferences, research workshops, lectures, film series, exhibitions, and theatrical and musical performances. Through a comprehensive range of activities, the Institute forms an intellectual and programmatic link between NYU New York and NYU Abu Dhabi, and bridges and creates knowledge communities across the globe.

The Institute welcomes proposals from within the NYU Global Network as well as from the broader international academic community (see page 5 for eligibility). Those who are interested are encouraged to frame program goals as explicitly as possible, not only in relation to the state of the respective field of research, but also in terms of relevance to the Institute's mission—a connection applicants are asked to address specifically in the Commitment Memorandum (Part B of the MOU). The NYU Abu Dhabi Institute's mission is:

- To provide public and specialized academic forums for discourse about cultural, historical, artistic, and scientific themes, and public policy topics having global significance as well as special relevance for Abu Dhabi and curricular development;
- To contribute to the academic experience of NYUAD's faculty and students;
- To establish networks of collaboration and cooperation with local and regional academic and professional institutions; and
- To invite scholars and faculty from NYU and around the world to Abu Dhabi in order to contribute to NYUAD's potential as an incubator of ideas and innovation.

The Institute's Steering Committee will look favorably upon proposals that exhibit concrete and organic collaborative opportunities with local and regional partners. To ensure that the proposed program is as successful and productive as it can be, applicants are encouraged to make a special effort to explore, as early as the proposal planning stage, all opportunities to include relevant collaborators from the UAE and the Middle East.

The Institute also hosts public programs of evening lectures and other special events for the NYUAD community that are organized by local deans, faculty, and students. Interested parties may submit nominations for the Institute's public events calendar throughout the year using the appropriate form on the NYUAD Intranet. Inquiries about these programs may be directed to Nahed Ahmed (nahed.ahmed@nyu.edu), Manager of Faculty & Student Programs.

ADMINISTRATIVE AND OPERATIONAL GUIDELINES

In preparing a proposal, kindly pay close attention to a few administrative and operational guidelines that will facilitate the smooth execution of program plans. The Institute's operations are governed by NYUAD financial, travel, and logistical policies and procedures. Applicants and all colleagues involved with a proposed program need to be familiar with these policies and willing to work with the Institute to assure necessary compliance.

Travel

Program Organizers will need, in particular, to be mindful of applicable policies regarding travel to and accommodations in Abu Dhabi. The Institute and all of its guests participating in a program, without exception, are required to use the integrated services—airline ticketing, accommodation, and airport ground transportation—of NYUAD's travel agency in Abu Dhabi. All concerned should take note that the Institute does not have the authority to grant exceptions to the Travel Policy.

Budget

NYUAD's budget and spending policies require the Institute to control costs in a disciplined and consistent way. Included in a program budget are only expenses essential to the program. While applicants are not expected to submit a budget as part of the proposal process, the Institute will develop a draft budget based on the submitted proposal for internal consideration.

Co-sponsors

The Institute welcomes the opportunity to co-sponsor with a relevant organization or institution and encourages applicants to bring to its attention potential co-sponsors (financial or programmatic). Please note that co-sponsor involvement will be subject to the Institute's review.

The NYUAD Institute team—with staff based in Abu Dhabi and New York—is available to offer support throughout the proposal and program planning processes. Please feel free to visit nyuad.nyu.edu/research/nyuad-institute.html for more information and to be in touch with a member of the Institute team (for whom contact information is outlined in Part A) with any questions.

PART A. GENERAL INFORMATION

1. Contact Information for NYUAD Institute Principal Staff

Sharon Hakakian Bergman, Associate Director of Academic Programs, New York.
sharon.bergman@nyu.edu, +1 212 992 7941

Gila Bessarat-Waels, Academic Program Manager, Abu Dhabi.
gila.waels@nyu.edu, +971 2 628 4025

2. Program Proposal Eligibility & Process

The Institute welcomes proposals for Conferences, Workshops, and Regional Collaborative Seminars in all fields of study that have thematic relevance to NYUAD's curriculum and areas of research (Arts & Humanities, Engineering, Science, and Social Science). Proposals can be submitted by full-time faculty from any of NYU's global sites or scholars of another international institution of higher education who play an active and leading role in research and scholarship. The Institute can accommodate a limited number of programs proposed by non-NYU scholars each year. All proposals are subject to the selection criteria mentioned below.

As part of the process, applicants will be expected to submit a Commitment Memorandum, which will be peer reviewed and then presented to the NYUAD Institute Steering Committee, who will give a final decision.

In preparing the Commitment Memorandum, applicants should take the following selection criteria into account:

1. Highest quality of scholarly or creative content;
2. Clarity and significance of the scholarly question(s) central to the proposal, framed in the context of the state of research of the respective discipline(s);
3. The proposed outcome of the program, seen also in relation to the mission of NYUAD and the Institute;
4. The potential of the program to stimulate active interest and partnerships among UAE-based scholars and institutions;
5. Its potential to enrich and complement NYUAD's curriculum; and
6. Prospects for creating a strong, sustainable intellectual community associated with NYUAD.

The committee may decline the opportunity to consider the proposal further or recommend resubmission in a subsequent application period. The Chair of the Steering Committee will provide the applicant with rationale in writing for the Committees' decision. If a proposal is denied, the applicant may resubmit a revised version only once more within a one-year period following its initial submission.

Applicants should be aware that NYUAD also hosts programs at 19 Washington Square North (WSN), its center in New York. Programs at 19 WSN complement those occurring in Abu Dhabi or in some cases are regarded by the Steering Committee as programs more appropriate for the 19 WSN venue. The Institute welcomes, from

applicants for Abu Dhabi programs, indications of how their proposed program may advance the goals of NYUAD 19 WSN programming (in Part B. 9).

Proposals for Institute public programs in Abu Dhabi, such as Lectures and Panel Discussions, may be solicited by the Institute or submitted by NYUAD deans, faculty, and students. To submit a proposal for a public program, please complete the speaker nomination form which can be found on the NYUAD Intranet.

3. Categories of NYUAD Institute Programs

Conferences

The principal purpose of Conferences is to extend the reach, breadth, and depth of a mature basic or applied research field by presenting recent research achievements, advancing research dialogues among communities of scholars and research professionals, and sharing results with attentive publics. Conferences may also be designed to stimulate new research and/or to mobilize collaborative research efforts among relevant global and Middle East regional experts. Conferences normally include no more than 40-50 invited international and local participants who meet over 2-3 working days in Abu Dhabi in sessions that the Program Organizer may choose to open to the public. Please note, however, that not all conference subjects draw public participants during daytime working hours in Abu Dhabi. The Institute will advise Program Organizers accordingly on the basis of experience to date with varied conference formats and substantive content. A companion evening public lecture on some aspect of the Conference's subject-matter is possible, if fitting for a lay audience, subject to the approval of the public program nominations.

Workshops

The principal purpose of Workshops is to provide an intensive working environment that facilitates in-depth scholarly review of globally significant research fields, stimulates evaluations of research-in-progress, promotes new research and cross-disciplinary perspectives, and enriches wherever possible NYUAD's curricular development, pedagogical innovation, and advanced research agendas. Scaled for effective working dynamics and interchange, workshops normally include no more than 25 invited participants in by-invitation proceedings that span 2-3 days. Important objectives in the design of workshop agendas include promoting dialogue among research institutions and scholars globally and within the Middle East region as well as expanding networks of institutional and disciplinary contacts. A companion evening public lecture on some aspect of the Workshop's subject-matter is possible, if fitting for a lay audience, subject to the approval of public program nominations.

Regional Collaborative Seminars

The principal purpose of Regional Collaborative Seminars is to stimulate and deepen collaboration between NYUAD, the Institute, and teachers and scholars in the UAE, the Gulf, and the larger Middle East region. Regional Collaborative Seminars cater to the subject areas and disciplines of teachers and scholars in regional institutions and to subject areas that have special scholarly or policy significance in the region, or that serve curricular development goals. The Seminars, organized on a by-invitation-only basis to facilitate specialized deliberations, are designed to encourage sustained and continuous regional scholarly communication. Seminars will normally involve no more than 20 participants, at least 50 percent of whom will be drawn from the region. Typically

meeting for 2-3 days in Abu Dhabi, Seminars will be structured to nourish sustained disciplinary dialogue within a regional network involving meetings at regular intervals over two to three years. The Institute may exercise discretion in eliciting Seminar proposals from scholars in the region.

PART B. COMMITMENT MEMORANDUM

Once completed, applicants may submit the Commitment Memorandum to the Institute by emailing it to nyuad.program.proposal@nyu.edu

Note: Sections marked with “” will inform the Institute’s program budget preparation. These elements are prime drivers of major budget lines and will be regarded as firm and authoritative estimates.*

Date:

To: Advisory Committee, NYUAD Institute

From:

Subject: Proposed [INSERT PROGRAM NAME]

1. Program Formal Name
2. Program Overview, Goals, and Expected Results [1000 Words]
Please be sure to explicitly state the specific scholarly question(s) that the program will address, and provide a brief description of the relevant discipline’s state of research and how this proposal fits within this context.
3. Promotional Blurb [75-100 Words]
4. Local and Regional Audience-Development Objectives [300 Words]
5. Explanation of How the Program Advances the Mission of NYUAD and the NYUAD Institute [300 Words]
6. Proposed Dates*
Please note that dates are contingent upon the Institute’s calendar which can be booked as far as six months to a year in advance.
7. Travel*
 - a. For Program Organizers*
 - b. For Participants (Note that participants will arrive the day before the program begins and depart the day after the program ends.)*
8. Overview of Conference/Workshop/Regional Collaborative Seminar Structure and Requirements (subject to revision during program planning)
 - a. Outline of Agenda Structure and Topics
 - i. Description of Panels/Sessions
 - ii. Number of speakers

- iii. Provisional Roster of Speakers and Biographical Identification
i.e Name, Title, Institution, Country
 - b. Associated Business-Related Visits with UAE Professionals or Educational Institutions, if applicable*
- 9. Statement of Potential Relevance for 19 Washington Square North Programming - if applicable
- 10. For NYU scholars, applicant's signature as well as signed approval of the respective Dean and/or Department Chair (See Part E)

For all other scholars, applicant's signature (in Part E) as well as two letters of recommendation, assessing the academic merits of the applicant(s) and the proposal.

PART C. FAQ FOR APPLICANTS

When should applicants submit their proposals? When will the applicant receive the Institute's decision?

Proposals will be reviewed twice a year: in September and February. To be considered, proposals must be completed according to MOU guidelines and received by the 1st of the month. Notification will follow within two months of the submission deadline. Programs are scheduled 6 to 9 months from the date of notification.

Is the Institute able to help applicants reach out to potential local and regional participants?

While the Institute has been successful in encouraging wide participation in its programs, it has to rely on Program Organizers and their specialized networks of scholars and practitioners to assure that programs continue to engage an appropriate audience. Program Organizers are, in fact, often better informed and more widely aware of such collaborative options than the Institute itself, though the team is always prepared to share knowledge gained over the last few years and to facilitate introductions to local universities and expertise as much as possible.

Will participants receive honoraria?

The Institute makes a significant investment in organizing a program—bringing participants to Abu Dhabi from around the world, covering their travel, accommodation, and meals during their stay, and providing them with a professional, academic environment in which to work. With this in mind, the Institute does not pay honoraria to conference and workshop participants.

Can a program take place over a weekend?

In the UAE the weekend comprises Friday and Saturday, during which the Institute cannot hold programs. Program Organizers are asked to understand that NYUAD's offices are closed on Fridays and Saturdays and Institute staff is not available. In addition, Program Organizers (and/or essential planning team members) based in New York will need to arrive one full business day prior to the opening day of the program to work with the Institute team on the ground.

The Institute encourages applicants to consider scheduling the first day of their programs no earlier in the week than a Monday (and no later than a Wednesday). A Monday start date, for example, will allow the program organizing team to depart from New York on Friday, arrive in Abu Dhabi on Saturday, and meet with the Institute team on the ground on Sunday before the program begins on Monday.

Will the Institute arrange any touristic activities for the participants?

If there is still time in the agenda after the program sessions are finalized, a single courtesy tour of Abu Dhabi can be arranged for guests, but the Institute is otherwise obliged to comply with NYUAD Travel Policy that precludes staff assistance or financial support for private touristic activities.

PART D. POST-PROGRAM REPORT

For the Institute's internal purposes and in a continuous effort to improve programming, Program Organizers are asked to submit a post-program report addressing the points provided below. This report evaluates the extent to which the program met the substantive program goals of the approved proposal. This assessment also contributes to the Institute's periodic reporting and assessment, best-practice recommendations for future Program Organizers, and continuous improvement as a partner. The Institute would very much appreciate feedback on these points, as well as any others that the Program Organizer feels are relevant.

The Program Organizer Report should consist of:

- A summary of the program and in relation to the goals stipulated in the MOU
- An assessment of the program planning process with the Institute team; and
- An assessment of how the experience with the program might lead to follow-up programs in future academic years, either in Abu Dhabi or at 19 WSN New York, and/or to curricular development and major research proposals at NYUAD.

PART E. SIGNATURE PAGE

Signature confirms that:

1. Program Organizer accepts the principles and conditions stipulated in this MOU;
2. Program Organizer has read and understands the attached NYUAD Travel and Expense Reimbursement Policy and undertakes to inform all members of the program planning team and all participants of the content of the Policy; and
3. The appropriate academic officer verifies the scholarly standing of the applicant.

For all applicants

Program Organizer Name:

Title:

Signature:

Date:

For NYU applicants

Dean/Department Chair Name:

Title:

Signature:

Date:

For all other applicants

Please submit two letters of recommendation, assessing the academic merits of the applicant(s) and the proposal.



NEW YORK UNIVERSITY ABU DHABI CONFERENCE/WORKSHOP GUIDELINES

Effective Date: 1 SEPTEMBER 2016

Date approved:

Supersedes: n/a

Issuing Authority: [Provost]

Responsible Officer: Assistant Director, NYUAD Institute

RELATED NYU AND NYUAD POLICIES/GUIDELINES/PROCEDURES

The following policies and documents should be referenced for additional details relevant to this policy:

- Guidelines for Institute Promotional Material

PURPOSE OF GUIDELINES

This Procedure aims to plan and organise programs sponsored by the Institute. Following these procedures will enable a smooth implementation of the program.

SCOPE OF PROCEDURE

This procedure applies to all programs organizers.

Definitions:

PO	Program Organiser
ADP	Assistant Director of Academic Programs
Program	Multi-day programs: workshop/conference/colloquium/regional collaborative seminar

Proposal for a program must be submitted by a Program Organiser to the NYUAD Institute e-mail nyuad.program.proposal@nyu.edu, prior to one of 2 specific deadlines determined during the academic calendar.

There are guidelines on eligibility and requisites to apply for Institute sponsorship of a program on the MOU <http://nyuad.nyu.edu/en/research/nyuad-institute/institute-programs/call-for-program-proposals.html>

Program dates are scheduled on the Institute calendar according to availability basis; *please note programs are not supported during the weekend.*

Travel

POs will work with NYUAD Institute travel agents on all travel related matters including cost management.

- All travel should be booked through NYUADI's Authorized Travel Agent(s) including local car pick-ups.
- All flights must be booked in economy class within the price thresholds set by the Institute, please refer to Table (1) in page 3.
- Business class can be authorized by the travel approver for flights more than eight (8) hours of flight time on an exceptional basis and will be booked within the price thresholds set by the Institute, please refer to Table (1) in page 3.
- All flights on business class must be booked with stop-overs.
- All travel must be booked (purchased) at least fourteen (14) days in advance of the departure date; travel initiation communication e-mail with participants must start 3 months in advanced. Itineraries will be sent to participants 2 weeks prior to travel date.
- If a traveller requests a change, the agent will notify the traveller that the Institute does not cover change or cancellation fees once a traveller has confirmed an itinerary.
- Institute will cover transportation from/to Abu Dhabi airport only.
- All travellers must be booked to arrive (1) night prior to the program and depart the next morning at the end of the program. If a traveller requires early check-in or late check-out at the hotel due to their itinerary schedule, the travel agent will be arranging for that to be booked.
- Travellers can choose to arrive earlier or leave later than authorised dates at their own expense. Travel agent can facilitate these options.

Accommodation

All group and individual hotel requests should be booked through NYUADI's Authorized Travel Agent(s). Priority booking will be made on NYUAD Campus. In the event that the Campus Hotel is not available, NYUAD's Authorized Travel Agent(s) will offer hotel options close to campus, and within the same price range as the Campus Hotel, please refer to Table (2) in page 4 for accommodation price threshold.

Logistics: All programs are held on campus in the Conference Centre. The meeting room is assigned according to the size of conference.

Catering: is organised on campus: these include 2 refreshment breaks and a buffet lunch for all participants (public or by-invitation). The budget includes one official dinner off campus and one dinner on campus. Alcohol is not covered by the Institute. Please refer to Table (2) in page 4 for off-campus dinner price threshold allowed per person.

Agenda: Institute templates are shared with the PO team who are required to enter all necessary information: panel details, Chair/moderators, paper titles, participant names and institutions and timing. These templates are essential in communicating important information to all.

Program marketing: All programs are promoted in our brochures, campus posters and digitally through intranet. Additionally, public programs are promoted in the local published media and on campus.

Program reports: PO team must deliver a conference report to the Institute 3 weeks post program.

Table (1)
Airfares Thresholds

Class of travel	North America	Latin/South America/ US West Coast	Middle East	Europe	Australia	Africa	East Asia	Central/South Asia
Business	AED 20,000	AED 25,000	AED 5,000	AED 12,500	AED 22,500	AED 14,000	AED 20,000	AED 4,000
Economy	AED 5,000	AED 12,000	AED 2,000	AED 3,000	AED 6,000	AED 3,500	AED 4,000	AED 2,000

Table (2)
Accommodation and Logistics Thresholds

Single rooms	AED 400
Double Rooms	AED 450
Dinner (per person)	AED 200

1. CONTACTS

Subject	Contact
Institute Operations Manager	Nora Yousif +971 2 628-4050 nora.yousif@nyu.edu
Assistant Director, Academic Programs for Abu Dhabi Based Programs	Gila Waels +971 2 628-4025 Gila.waels@nyu.edu
Associate Director of Academic Programs for NY Based Programs	Sharon Hakakian Bergman +1 212 992-7941 sharon.bergman@nyu.edu