

## Memorandum of Understanding

between

\_\_\_\_\_ having its main place of business at \_\_\_\_\_  
and

**The ICD 2020 planning committee (Committee of the Association for Dietetics in South Africa)**

All sponsors and exhibitors participating in the ICD 2020 will be required to sign a memorandum of understanding (MoU). The purpose of the Memorandum of Understanding (MoU) is to provide clarity on core principles to which all sponsors must abide in order to participate in the International Congress of Dietetics 2020 (ICD 2020).

### **Relevance:**

All sponsor communication must have direct relevance to and be in support of achieving the congress objectives, as well as having relevance to the theme of the ICD 2020.

### **Managing conflict of interests and independence:**

The speakers and academic programme shall be compiled and managed by the ICD 2020 planning committee. Sponsors are not permitted to influence the selection of speakers or the academic programme of the ICD 2020.

### **Non-endorsement:**

The ICDA does not endorse any brand, company product or service. Participation in the ICD 2020 is not synonymous with endorsement by the ICD 2020 planning committee, the ICDA or the delegates attending the ICD 2020.

### **Scientific validity, ethical soundness and professional appropriateness:**

The ICD 2020 planning committee reserves the right to ask for substantiation of any claims made by sponsors or exhibitors regarding their products or services. Any products or services that are unable to substantiate their nutrition or health claims will not be permitted to participate in the ICD 2020.

### **Fair and consistent application of the sponsorship guidelines:**

All representatives of the private sector contributing funds to the congress, regardless of the tier or type of sponsorship, will be subject to the same procedures as defined in the ICD 2020 Sponsorship Guidelines. Exhibitors will be treated with the same procedure as all sponsors.

### **Screening criteria:**

All potential sponsors and exhibitors will need to complete an online application survey and are assessed against screening criteria to determine suitability to participate in the ICD 2020. Only once approved by the ICD 2020 planning committee, will sponsors and exhibitors be approved for participation in the ICD 2020.

### **Management of funds:**

The ICD 2020 planning committee is entirely responsible for the allocation and use of funds and resources received from the private sector. Sponsors shall have no influence in how funds contributed to the ICD 2020 are utilized, unless in the case of contributions in kind, where the ICD 2020 sponsorship portfolio holder agrees with the goods exchanged for sponsorship benefits, according to the sponsor packages defined above.

### **Right of admission:**

It is at the discretion of the ICD 2020 planning committee whether to engage with a representative of the private sector for participation in the ICD 2020. The ICD 2020 planning committee reserves the right to remove a sponsor or exhibitor at any time where it is found by the committee that the sponsor's behaviour is no longer in agreement with the guidelines stipulated above.

### **Method of communication:**

It is required that all correspondence between representatives of the private sector and the ICD 2020 planning committee be conducted over email, and where a telephonic discussion does take place, the key points of the discussion should be noted in an email for record keeping purposes.

**Undertaking of agreement:**

By signing this memorandum of understanding, the sponsor or exhibitor confirms agreement and understanding of the information and requirements contained in this document.

Sponsor or exhibitor package: \_\_\_\_\_

Cost: \_\_\_\_\_

Signed: \_\_\_\_\_

By: \_\_\_\_\_

On behalf of \_\_\_\_\_

Signed: \_\_\_\_\_

By: \_\_\_\_\_

On behalf of the ICD 2020 planning committee

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