

MEMORANDUM OF UNDERSTANDING (MoU)

Between

Istanbul Medeniyet University – Faculty of Engineering and Pure Sciences - Department of Mechanical Engineering and ACME Meetings (ACME Conferences & Events Organization) for the "2nd International Meet & Expo on Fluid Mechanics and Thermodynamics (FLUIDMEET2026)" organisation.

1. Purpose

This Memorandum of Understanding (MoU) is established to outline the terms of cooperation between Istanbul Medeniyet University (IMU), Department of Mechanical Engineering, and ACME Meetings, an international conference and event's organizer, for the joint organization of an international scientific conference.

The aim of this collaboration is to promote scientific exchange, enhance international visibility, and create a high-quality academic event in the fields of engineering, technology, and applied sciences.

2. Background on ACME Meetings

ACME Meetings is an international professional event organizer specializing in scientific, technological, and industrial conferences. The organization hosts global meetings across Europe, North America, and Asia, offering platforms for researchers, industry leaders, and innovators to collaborate and present new research. Their meeting portfolio includes conferences in engineering, materials science, energy, biotechnology, and advanced technologies.

3. Responsibilities of Istanbul Medeniyet University

1. IMU will serve as **local host institution** for the conference.
2. IMU will provide **venue facilities**, including:
 - Main conference hall
 - Parallel session rooms
 - Registration area
 - University technical equipment (projectors, sound systems, internet, etc.)
3. IMU will designate **Prof. Dr. Hasan Koten** as **Conference Co-President**.
4. IMU will provide institutional support for local logistics when needed.
5. IMU may promote the conference within academic and scientific networks.

4. Responsibilities of ACME Meetings

1. ACME Meetings will act as the primary **conference organizer**, responsible for:
 - Conference website, registration system, and promotional materials
 - Scientific program coordination in cooperation with IMU
 - Speaker invitations and communication

- Sponsorship outreach and exhibitor management
- All organizational and operational expenses (excluding venue)

2. ACME Meetings will coordinate with IMU on all academic aspects and ensure high professional standards.

5. Financial Arrangements

1. ACME Meetings will set the official **conference registration fees**.
2. **ACME Meetings and Istanbul Medeniyet University Mechanical Engineering Department** can extend below list.
 - Proposed contribution: **70% registration fee discount for participants from our university and free of charge for conference chair paper submissions.**
 - Desk printer, Name badge, Personnel equipment, Conference bag, Bag Items, Posters (10 pieces), Poster stand tripod, Cardboard cups, Certificate Refreshments, coffee, Live broadcast camera, Flag, Food, Program printout **Flag will be provided by ACME Meetings.**
 - Conference rooms, Zoom, White tableclothx8, Plastic plates, water, tea, coffee, laptop, restaurant, Internet, Screen/laptop/projector **will be provided by IMU Mechanical Engineering Department.**
3. Venue-related costs provided by IMU will be considered as in-kind support.
4. All other organizational expenses, staff, materials, accommodation (participants who register for the conference and complete their accommodation booking through our website will receive the accommodation details), catering, social events, etc. will be the sole responsibility of ACME Meetings.

6. Academic Governance

1. The conference will be jointly led by:
 - **Conference Co-President (IMU):** Prof. Dr. Hasan Koten
 - **Conference Co-President (ACME Meetings):** Representative designated by ACME Meetings
2. A **Scientific Committee** will be jointly formed by IMU and ACME Meetings.
3. IMU retains the right to approve the final scientific theme, keynote speakers, and academic structure.

7. Use of University Facilities and Branding

1. ACME Meetings is permitted to use the official name and logo of Istanbul Medeniyet University **only for conference-related promotional purposes**, with prior approval.
2. IMU may use conference materials, proceedings, and branding for academic dissemination.

8. Duration and Termination

1. This MoU becomes effective on the date of signature and remains valid until the completion of the conference and all related financial obligations.
2. Either party may withdraw with written notice at least **90 days** prior to the planned conference date.

9. Non-Binding Nature

This MoU expresses good-faith intentions and does not constitute a legally binding contract. A detailed agreement may be prepared later if required.

10. Signatures

ACME Meetings

Samara Simha
Conference Manager
FLUIDMEET Series
ACME MEETINGS



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