Collaboration with Member Associations

1. **Policy**
   It is the policy of the Water Environment Federation (WEF) to engage in collaborative activities with the local Member Associations relative to the planning, development and management of WEF Specialty Conferences and Workshops when that collaboration is determined to be in the best interests of both WEF and the Member Association. Specialty Conferences and Workshops are intended to further the Mission of WEF and the Member Associations.

   Those interests are defined as being advanced when the collaboration results in the potential for increased revenue, attendance, profitability, enhanced product quality or reduced expenses for the event and for which both WEF and the Member Association see sufficient mutual benefit to be willing to share mutual risk on some pre-determined basis.

   Further, it is the policy of the Water Environment Federation to make this opportunity available to its Member Associations, and to share profits that result from the collaboration on a negotiated basis. Factors such as relative risk and level of effort should be considered.

2. **Example Applications of Collaboration Policy**
   Examples of how the WEF/MA Conference and Workshop Collaboration Policy would be applied to revenue sharing from specific events are given below. These examples are provided to facilitate consistent application of the policy.

   <u>Example A – Partnership to enhance a scheduled "Hot Topic" Workshop</u>

   WEF develops a successful "Hot Topic Workshop" program on a specific topic and plans and budgets for the delivery of that workshop in three locations in a specific year. The WEF budget is based on attendance and income projections that reflect the workshop's history. The MA in one of the planned locations indicates an interest in collaborating on the workshop. In this instance, the MA's income from the event is based on a share of the net income from attendance above that included in the WEF budget and/or on any savings on budgeted costs achieved by outsourcing specific tasks to the MA.

   <u>Example B – Partnership to add a "Hot Topic" Workshop</u>

   An MA approaches WEF expressing interest in the delivery of one of WEF's established "Hot Topic Workshops" in its state or region. This event would be in addition to those already included in the WEF budget

and would apparently not compete with other instances in which the program is delivered. The MA handles all of the logistical arrangements for the event and WEF coordinates with speakers and provides program materials. In this instance, the entire net revenue from the event would be shared based on the level of risk and relative contributions of the two parties.

Example C – Partnership to enhance an established WEF Specialty Conference

WEF's Residual & Biosolids Specialty Conference has been held on annual basis since 1987 and has a well-established attendance and income history. The MA for a scheduled location approaches WEF about collaboration. WEF reviews attendance patterns for the conference and determines the anticipated contribution of local (state or region) attendance to the projection on which the WEF budget is based. In this instance, the MA's income from the event would be based on a share in the net income from local attendance above that included in the WEF budget and/or on any savings on budgeted costs achieved by outsourcing specific tasks to the MA.

Example D – Partnership to develop a new Specialty Conference

WEF and an MA agree to work together to develop and organize a specialty conference on a new topic. In this instance, the entire net revenue from the event would be shared based on the level of risk and relative contributions of the two parties.

Approved
WEF Board of Trustees
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