

# Memorandum of Agreement (MOA)

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## *Session Chair and Vice Chair Expectations and Responsibilities*

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This Memorandum of Agreement (MOA) outlines the general expectations, responsibilities, and conduct standards for all chairs and vice chairs serving at Association for Materials Protection and Performance (AMPP)'s Annual Conference + Expo. By accepting the role of AMPP session chair or vice chair, you agree to the following terms and responsibilities:

### **1. Professional Timeliness Responsibilities**

- Adhere to all established deadlines related to submission reviews, communications, scheduling, and final decisions.
- Submit all assigned tasks (e.g., reviewer assignments, decisions on papers, session planning) by the specified deadlines to avoid delays for authors and fellow organizers.
- Communicate any anticipated delays or challenges in meeting deadlines as early as possible to AMPP staff ([papers@ampp.org](mailto:papers@ampp.org))
  - \*Please note that too long a delay in some missed deadlines can result in the removal of a paper from proceedings from a time restraint standpoint, especially toward the end of the process (nearing conference).
  - Recognize that timely decisions and communications significantly affect authors' ability to plan their participation, travel, and prepare final materials.

### **2. Fairness and Impartiality**

- Make all decisions based on scholarly merit and content quality, without positive or negative bias related to gender, race, ethnicity, nationality, competitiveness, institution, seniority, or personal relationships.
- Disclose any potential conflicts of interest and recuse yourself from handling papers where such conflicts exist.

### **3. Professional and Respectful Conduct**

- Treat all colleagues, authors, and contributors with dignity, professionalism, and respect during all stages of the session, including but not limited to abstract and paper approval and presentation of content.
- Uphold a collegial and constructive tone in all forms of communication, both written and verbal.

### **4. Compliance with Policies**

- Abide by the event's official Anti-Harassment Policy, which prohibits discrimination, harassment, or any behavior that creates an unsafe or unwelcome environment.
- Report any incidents or concerns to AMPP staff ([Stephanie.Chizik@ampp.org](mailto:Stephanie.Chizik@ampp.org) or [Sherry.McCaskey@ampp.org](mailto:Sherry.McCaskey@ampp.org)) promptly and confidentially.

## 5. Author and Reviewer Support

- Ensure that authors receive timely, constructive, and respectful feedback on their submissions.
- Coordinate with reviewers to promote fairness and consistency in evaluations.
- Maintain confidentiality of all submissions, reviewer identities (as applicable), and internal discussions.
  - Please note that reviews are currently single blind, meaning the authors do not know who their reviewer is but reviewers are aware of the authors' identities.

## 6. Communication and Collaboration

- Be proactive in engaging with co-chairs/vice chairs (if applicable) and AMPP staff where needed.
- Respond promptly (within a reasonable timeframe, typically 1–3 business days) to all inquiries and communications from authors and the organizing committee (AMPP), including messages sent via the papers inbox ([papers@ampp.org](mailto:papers@ampp.org)) and the paper management system (Morressier).
- Maintain open and respectful communication with authors, reviewers, other chairs, and AMPP staff to ensure a transparent and inclusive process.

## 7. Integrity and Commitment

- Uphold the highest standards of academic and technical integrity.
- Accept the role of chair or vice chair with the commitment to actively and responsibly participate from start to finish.
- Strive to foster a spirit of open feedback, cooperation, and knowledge-sharing that transcends individual or corporate interests, with the aim of advancing industry-wide understanding and innovation.
- Prioritize the creation and curation of high-quality content that serves the broader public good, recognizing that our collective efforts contribute to positive change, education, and societal progress—beyond commercial or competitive considerations.

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## Agreement Acknowledgment

By continuing in your role as a chair or vice chair, you affirm that you have read, understood, and agree to abide by the terms outlined in this MOA.

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For questions or clarifications regarding this agreement, please contact [Stephanie.Chizik@ampp.org](mailto:Stephanie.Chizik@ampp.org).