Cipher Craft

University of Engineering and
Technology Lahore.

Memorandum of Understanding (MOU)

This MOU is entered into by and between **Notion UET Lahore** and **Cipher Craft team.**

Description:

Cipher Craft is a dynamic tech event where people enthusiastic about coding and entrepreneurship come together to explore innovative ideas and push the limits of technology. Scheduled for September 13 and 14, 2024, this event is a place where you can learn, create, and connect with like-minded individuals through hackathons, workshops, and networking opportunities.

Event Highlights:

Following is the Event Highlights of Cipher Craft:

➢ **Registration:** Participants will complete their registration by presenting their CNIC/ID Card (University Card) and Verification Code (Luma) to ensure a smooth process.

➢ **Breakout to Rooms & Team Formation:** Attendees will be guided to designated rooms. Teams of 2 to 4 hackers will be formed, laying the foundation for collaborative hacking.

➢ **Project Ideation:** Teams will create a comprehensive project plan, outlining key tasks, milestones, and timelines to steer their development process.

➢ **Project Development:** Teams will start working on their ideas, transforming them into tangible projects.

➢ **Refreshment Break:** Participants will enjoy a quick snack to recharge their energy.

➢ **Workshop:** A hands-on session aimed at boosting productivity through multiple workshops.

It is a fantastic opportunity to gain experience, new skills, meet new people, and have a lot of fun. Join us and push the boundaries of technology.

Venue: UET Main Campus

Purpose:

The purpose of this MOU is:

- The purpose of this MOU is to formalize the collaboration between Cipher Craft team and NOTION UET LAHORE for Cipher Craft 2024. This partnership aims to leverage media resources to enhance the visibility and impact of the event, fostering innovation, community, and learning.

Responsibilities:

NOTION UET LAHORE and Cipher Craft Team agrees to the following tasks for this MOU:

- **Speaker Session**: Notion UET Lahore will conduct a speaker session of 20-25 minutes on Notion during a peak time slot with a minimum audience (subject to final count).
- **Grant Amount**: The grant amount will be decided based on audience size, event reach, category, etc.
- **Logo Placement**: The Notion UET Lahore logo will be placed on all social media, website, and printing materials.
- **Expense Receipts**: Provide an expensive receipt for the entire event.
- **Audience Management**: Use lu.ma for managing the audience.
- **Media Coverage**: Media coverage will be sent to the signatory within three days after the event without any logos or writing on the pictures.
- **Grant Disbursement**: The amount will be sent to the party within seven days. If any of the above terms are violated, the grant may be reduced or revoked.
- This is non-disclosure information and should not be shared publicly without the consent of both signatories.

Publicity Rights

Cipher Craft agrees to promote NOTION UET LAHORE's sponsorship through various channels, ensuring maximum visibility before, during and after the event.

Mutal Terms:

- ➢ Both parties agree to share insights and feedback to improve the collaboration and event execution.
- ➢ Both parties will respect confidentiality and proprietary information shared during the partnership.

Duration:

This MOU shall remain in effect from the date of signing until the conclusion of all post-event activities related to Cipher Craft 2024.

Termination:

Either party may terminate this MOU by providing written notice to the other party at least 15 days in advance. In the event of termination, both parties agree to fulfill any outstanding responsibilities agreed upon prior to the termination date.

Amendments:

Any amendments to this MOU must be made in writing and signed by authorized representatives of both parties.

Signatures:

This MOU shall be effective upon the signature of both parties' authorized officials.

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NOTION UET LAHORE   **Muhammad Nouman**
Lead Organizer