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APPENDIX A: PROGRAMMATIC TERMS AND CONDITIONS

858 A. Food and Housing

858 A.1. Housing

A.1.1. SUT agrees to provide housing and food services for the ISU community, as set forth below. The housing services will be part of the items applicable under ARTICLE 4. of the Agreement and subject to the payment schedule agreed to in the ISU'99 SSP Budget.

A.1.2. ISU student housing description:

- Student apartments located at the SUT Seminar Center II (behind Surasammanakhan Hall).
- 100 Single occupancy rooms with private bath/shower.
- 600 THB per room-night paid by ISU.
- Periodic room cleaning and linen changes included in room service, no extra cost to ISU.
- Laundry charges paid by ISU/students: Cost to be determined and agreed upon by both SUT and ISU before the start of the SSP.
- Pre- and post-SSP housing cost will be 600 THB per room-night.
- Occupants are responsible for their phone costs. ISU not financially responsible.

A.1.3. Describe ISU staff and faculty housing here...

- Up to 120 two-bed hotel style rooms in the SUT Seminar Center I (Surasammanakhan Hall)
- Equipped with telephone, television, air conditioning, linen service, and private bath.
- The rental rate will be 800 THB per room-night.
- Linen changes included in room service, no extra cost to ISU.
- Laundry charges paid by ISU/faculty: Cost to be determined and agreed upon by both SUT and ISU before the start of the SSP.
- Pre- and post-SSP housing cost is 800 THB per room-night.
- One and two-bedroom suites will be made available to ISU on an as-available basis for 1500 THB/room-night.

A.1.4. SUT will assist ISU in locating additional housing, if necessary, for faculty, staff and visiting lecturers, and hotel accommodations for VIPs, e.g. on the SUT campus or in downtown Nakhon Ratchasima, and as second-hand renting. All costs for such additional accommodations will be assumed by ISU.

858 A.2. Recreational Facilities

The Sport and Health Center will be available to ISU students, faculty and staff during its normal hours of operation, (8:30 to 20:00, Monday through Friday) at no extra cost to ISU. Facilities and services include but are not limited to aerobic classes, ballroom dancing,

fitness testing, volleyball, basketball, ping-pong, badmitten, six tennis courts, an exercise room, outdoor volleyball, and three soccer fields.

၆၈၆ A.3. Food Service

A.3.1. The SUT food service for SSP'99 includes:

- SUT will provide to ISU students, faculty, staff and visiting lecturers in the Surasammanakhan Hall cafeteria.
- Full service (20 meals per week: 3 meals per day on Monday through Saturday, 2 meals on Sunday).
- Hotel style meals consisting of a mix of Asian and simple Western (e.g., hot and/or cold sandwiches, spaghetti, stews, etc.) for 120-200 people.
- The minimum guaranteed number of meals is 120.
- The meals will begin with dinner on 27 June 1999
- Meals will end with lunch on 4 September 1999.
- There may be no meal service when ISU participants are at other places, such as the field trip, excursions, opening and closing ceremonies. There will be no meal service cost to ISU for these missed meals.
- Meal service will also be available for ISU staff and personnel who are at SUT prior to and after the SSP start and end dates.

The food services will be part of the items applicable under ARTICLE 4. of the Agreement and subject to the payment schedule agreed to in the ISU'99 SSP Budget.

A.3.2. Prices

- The price of full meal service will be 420 THB per meal-day
- 100 THB per breakfast, 120 THB per lunch, 200 THB per dinner, based on 69 days.
- All participants will have meal cards and their names will be recorded on a master list and referred to by the cashier.
- Composition of meals, coupon system for paying and special meals such as box lunches, and the cost of additional food and beverages, are to be negotiated and agreed to between ISU and SUT.

The Parties agree that a certain flexibility must apply during the course of the Summer Session with respect to variation of foods served at each of the different meals. The parties will cooperate and use their best efforts to accommodate, within reason, variations requested by ISU participants.

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Alcoholic beverages may be consumed by ISU SSP participants on the campus of SUT.

B. Facilities

၆၈၆ B.1. Academic and Administrative Facilities

၁၇၇ B.1.1. SUT agrees to provide academic facilities (such as classroom areas and main auditorium) and administrative facilities (such as staff and faculty offices) for ISU, mainly in the Technopolis and in the Surasammanakhan Hall.

8.5.2 B.1.2. Computer laboratories will be provided as specified in Appendix B.

8.5.3 B.1.3. Appendix B sets forth the specific rooms, dates and requirements made available to ISU. ISU will have exclusive use of said areas during the specified dates unless otherwise noted.

B.1.4. Any facility or room changes will be discussed and agreed upon by the designated SUT and ISU representatives as given in ARTICLE 6.

B.1.5. Additional rooms and facilities may be required from time to time to help meet the academic goals and needs of the ISU'99 Summer Session. In all instances, use of additional facilities will be agreed upon by the persons named in ARTICLE 6.

8.5.6 B.1.6. Rooms mentioned in Appendix B will be available 24 hours a day, seven days a week and for the dates set out in Appendix B unless otherwise noted.

8.5.7 B.1.7. Access to all facilities 24 hours a day, seven days a week, will be provided by SUT security and building managers to ISU staff and faculty for all rooms specified in Appendix B unless otherwise noted.

8.5.8 B.2. **Security and Maintenance**

SUT agrees to provide necessary security, cleaning and maintenance services to the academic and administrative facilities mentioned in Appendix B.

8.5.9 B.3. **Library**

The SUT Library will be available to ISU students, faculty and staff for the duration of the ISU'99 Summer Session. Opening hours are from 8:00 to 20:00 on Monday-Friday and on Saturday they are open from 9:00 to 18:00 and Sunday from 9:00 to 16:00. User conditions will be the same as those applicable to SUT students and faculty. ISU students, faculty and staff may have their own SUT library cards granting them full privileges to the SUT Library.

SUT will also provide ISU with a separate library area in the host site, which will be specified in Appendix B.

8.5.10 B.4. **Health Services**

B.4.1. The SUT health clinic facility will be utilized by ISU students for their non-emergency health needs during normal hours of operation (8:30 to 16:30 Monday through Friday). A nurse is present during all normal hours of operation. A doctor is present between 11:30 and 13:30 every day and no reservation is necessary to see the doctor.

B.4.2. The student is responsible for all fees incurred during the use of the SUT health clinic. As a typical example, a visit to the SUT health clinic for a sore throat would cost approximately 300THB.

B.4.3. If a student is sick during non-business hours, the ISU medical officer will contact a SUT representative who will decide whether to call an ambulance or whether the sick person should wait until the clinic is open.

8.5.11 B.5. **Additional Facility Matters**

8.5.12 B.5.1. SUT will arrange installation of telephone and fax connections in rooms as specified in Appendix B. The cost of this will be shared between the Parties. The cost will be monitored and agreed to by SUT and ISU personnel. SUT will provide the telephone and fax. Any structural changes to SUT's property associated with such additional installa-

tion must first be approved by the SUT representative designated under paragraph B.1.4. above. ISU will be billed for all telecommunication costs and usage charges incurred for the Summer Session. Bills will be provided on a monthly basis and will include an itemization of calls made and other charges.

ces B.5.2. Any requests by ISU for special or extra electrical wiring for any space provided to ISU must be approved by the SUT representative. The cost of such wiring will be billed to ISU.

B.5.3. SUT will provide waste receptacles within the academic and administrative work areas.

mvfuf C. SUT Support Staff

SUT agrees to provide 4 people familiar with English and familiar with the Nakhon Ratchasima area to provide logistic support to the ISU'99 Summer Session. Among the functions which may be carried out by these individuals are those of visitor coordinator, van driver, public relations coordinator, audio-visual coordinator and two (2) receptionist(s). In general, all positions are to cover the office hours for the full duration of the ISU'99 Summer Session. However, the positions of receptionist will be filled from 5 June to 4 September 1999.

D. Equipment

279 D.1. Furniture

SUT will supply furniture as listed in Table 1 below. SUT will also assist ISU in borrowing additional furniture from within the SUT campus, if possible at no charge to ISU. SUT will also assist ISU in pursuing loans of additional furniture from outside sources. In the latter case, ISU shall assume costs.

Table 1. ISU Furniture Requirements

FURNITURE DESCRIPTION	MIN #	FURNITURE DESCRIPTION	MIN #
# of Desks with lockable drawers	36	# of Rolling Task (Office) chairs	36
# of 6 foot folding tables	30	# of Lockable Cabinets	8
# of 2 drawer lockable file cabinet	1	Linear length of Book Shelf space	300 feet
# of Straight chairs	130	Full-Sized Refrigerator/Cooler	1

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CCS D.2. Computers and Networks

D.2.1. SUT will provide ISU access to at least 80 Windows-DOS computers, standard laser printer capabilities and access to color printing on an as-needed basis.

SUT will provide climate controlled computer laboratories which includes a lockable control room for workspace for computer staff with overview of the computer facilities and workspace for at least fifty (50) work stations. The computer lab will be fully operational starting a week before the start of the session. All of these machines will be available for configuration to ISU personnel three (3) weeks before the start of the Summer Session.

Thirty (30) work stations will be divided between staff offices (13), faculty/TA offices (12), the ISU library (4) and the Program Director's Office (1).

The computer lab will be of exclusive use to ISU and accessible 24 hours a day, 7 days a week during the full duration of the Summer Session. Arrangements will be provided for security and private access to ISU participants only at no cost to ISU.

- D.2.2. If needed by ISU, additional computers will be provided by SUT if available. If necessary, SUT will assist ISU in pursuing loans of additional computers from outside sources at cost to ISU.
- D.2.3. The ISU facilities require full ethernet network capability. SUT will provide maintenance of the network and computer facilities during normal office hours. ISU will be responsible for the maintenance of the network and computer facilities except for items falling under the warranty provided by SUT.
- D.2.4. Cost for paper, toner, spare parts to ISU owned equipment and extra service over and above the normal hardware warranty for the computer equipment will be billed to ISU.
- D.2.5. ISU will provide and be responsible for all the software used during the Summer Session by the ISU participants.

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D.3. Motor Vehicles

D.3.1. The following transportation arrangements will be in effect during the Summer Session:

- SUT will provide one 11-person mini-van and driver starting three weeks before the program starts and ending four days after the program concludes for ISU use. This vehicle will be used for local travel needs and airport pick-up and drop-off purposes. SUT will assume the cost for insurance related to these vehicles. ISU will pay for gasoline used by the vehicle. ISU will also pay for driver overtime time outside the hours of 7:00 and 18:00.
 - SUT will provide other vans or cars with driver on an as-available and as-needed basis for ISU departmental trips or activities. SUT will assume the cost for insurance related to these vehicles. ISU will pay for gasoline used by the vehicle. ISU will also pay for driver overtime time outside the hours of 7:00 and 18:00.
 - SUT will provide transportation to and from the airport for airport pick-up and drop-off of ISU participants both on arrival and departure days, city tours for all participants during orientation, to and from the opening and closing ceremony, as well as any other local sponsored events during the Summer Session. SUT will assume all costs related to these vehicles. Gas and driver overtime charges are the responsibility of SUT.
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- SUT will provide transportation service (bus) to downtown Korat when needed (approximately once a week). ISU will pay for gasoline used by the vehicle. ISU will also pay for driver overtime time outside normal working hours.

D.3.2. SUT will support ISU in finding additional rental cars and other vehicles if need be. Costs for such additional transportation and car rental will be billed to ISU.

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D.4. Audio Visuals

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D.4.1. SUT will provide and maintain the following audio visual aids for exclusive use for the duration of the Summer Session:

- overhead projectors in all classrooms, one (1) in the faculty workroom and two (2) in the main lecture hall
- two (2) fixed slide projectors with carousels, moveable, for the entire ten (10) week duration of the SSP

- access to multiple movable TV-VCR cart sets, at least one for the entire ten (10) week duration of the SSP
- one (1) video player in the main lecture hall
- one (1) video projection system in the main lecture hall
- one (1) computer screen projector which can be checked-out during the ten (10) week duration of the SSP
- one (1) sound system including microphone, amplifier, audio cassette player, compact disc player and two speakers for the entire ten (10) week duration of the SSP

D.4.2. SUT will provide and maintain a facility for phone or video conferencing, satellite reception and cable TV suitable for tele-lecturing on an as-needed basis.

D.4.3. Any other audiovisual equipment that ISU may need, if existing at SUT, will be made available to ISU whenever possible, at no cost.

D.4.4. Any cost for renting equipment necessary for the Summer Session beyond that available from SUT will be billed to ISU.

D.5. Photocopying and Printing

D.5.1. To meet ISU photocopying needs, SUT will facilitate relations between ISU and a local photocopier company when needed.

D.5.2. ISU shall also have access to on-campus photocopying and printing services located on campus. ISU will be responsible for all photocopying and printing cost. A monthly detailed itemized bill will be provided to ISU.

D.5.3. SUT will assist in finding additional printing services, e.g. for the Design Project Reports, the Biography books and the Contacts directory.

E. Special Events

SUT will assist ISU in securing local sponsorship for ISU special events, such as receptions, dinners for guests, single-day field trips, and other local functions.

E.1. Opening Ceremony

SUT will sponsor, pay for, arrange and invite ISU to the Opening Ceremony of the Summer Session. The ceremony will be followed by a dinner reception. Transportation will be provided from SUT to the venue and back.

E.2. Closing Ceremony

SUT and the city will invite ISU to the Closing Ceremony. Transportation will be provided from SUT to the venue and back. There will be a banquet immediately after paid for by ISU. Cost of food will be 300-350 THB per person, beverage costs will be 100 THB per person, and classic Thai folk dance performances will cost 5,000 to 10,000 THB. Exact prices will be negotiated prior to the event.

E.3. Field Trip

Approximately 150 (+/- 10%) ISU participants will go on a three (3) day field trip to a site agreed to by both parties. SUT will help the arrangement of transportation and lodging at very low or reasonable rates. ISU will pay for all incurred costs.

E.4. Weekend Excursions

SUT will assist in arranging weekend excursions and help find sponsorship to the greatest extent feasible. ISU will be responsible for paying all costs and expenses for those agreed upon by both Parties which are not covered by sponsors.

E.5. Conferences

SUT will assist ISU in organizing conferences and seminars open to the public. SUT will also assist ISU in obtaining additional space for any special event that ISU may organize. ISU will be responsible for all incremental costs associated with these conferences.

F. Publicity

SUT will assist ISU in promotional campaigns related to the ISU Summer Session. ISU and SUT will jointly solicit additional publicity for the ISU'99 Summer Session, including media coverage, publicity signs, art work, welcome packets, giveaway items etc.

G. Academic Program Support/Local

ISU will continue to develop and identify ways to create links between itself and its faculty and the Thai and Southeast Asian academic community in conjunction with the ISU'99 Summer Session.

H. Scholarships

In consideration for its support of the ISU'99 Summer Session, ISU will provide two (2) full scholarships for the ISU'99 Summer Session for participants from SUT. ISU will also provide two (2) full scholarships for the ISU'99 Summer Session for students from the AUAP. The Parties understand and agree that all students must first meet the ISU academic criteria for admission into the Summer Session. .

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APPENDIX B: ISU 1999 SUMMER SESSION PROGRAM FACILITIES AND EQUIPMENT SCHEDULE

This appendix sets forth the specific rooms, dates and requirements made available to ISU to be used for academic and administrative purposes. ISU will have exclusive use of said areas without cost during the specified dates.

Rooms mentioned in this appendix will be available 24 hours a day, seven days a week and for the dates set out in this appendix. Access will be provided by building managers or security guards for all rooms specified in this appendix.

SUT agrees to provide necessary security, cleaning and maintenance services to the academic and administrative facilities mentioned in this appendix.

#	ROOM	PURPOSE	STARTING DATE	ENDING DATE	PHONES	FAXS	PCS	PRINTERS
1.	Sura I Main Mtg Room	Main Auditorium	23 June 1999	4 Sept 1999	0	0	0	0
2.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
3.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
4.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
5.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
6.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
7.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
8.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
9.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
10.	Sura I 2nd Floor Office	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
11.	Technopolis 219	DP Classroom #1	23 June 1999	4 Sept 1999	0	0	0	0
12.	Technopolis 223	DP Classroom #2	23 June 1999	4 Sept 1999	0	0	0	0
13.	Technopolis 117	Staff Offices	5 June 1999	6 Sept 1999	12	0	13	1
14.	Technopolis 218	Faculty/TA Offices	5 June 1999	6 Sept 1999	13	1	12	0
15.	Technopolis 116	Director's Office	5 June 1999	6 Sept 1999	1	0	1	0
16.	Technopolis 108	ISU Library	5 June 1999	6 Sept 1999	1	0	4	0
17.	Technopolis 216	Computer Lab 1	5 June 1999	6 Sept 1999	2	0	50	2
18.	Technopolis 112	English Tutorial Room	23 June 1999	4 Sept 1999	0	0	0	0
19.	Technopolis 220	Faculty Prep Room	23 June 1999	4 Sept 1999	0	0	0	0
20.	Technopolis 114	I/O-Storage Room	5 June 1999	4 Sept 1999	0	1	0	1
21.	F5 Equipment Bldg	Computer Lab 2	5 June 1999	4 Sept 1999	0	0	60	1

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Attachment 1: Spreadsheet of SSP'99 Estimated Contract Costs

On-Site Housing

1 ISU staff arrives	04-Jun-98 and departs	06-Sep-98 for a total of	94 Room-Nights x	1,500 THB/R-N =	THB	141,000
3 ISU staff arrive	04-Jun-98 and depart	06-Sep-98 for a total of	94 Room-Nights x	800 THB/R-N =	THB	225,600
1 ISU staff arrives	11-Jun-98 and departs	05-Sep-98 for a total of	86 Room-Nights x	1,500 THB/R-N =	THB	129,000
10 Staff arrive	13-Jun-98 and depart	06-Sep-98 for a total of	85 Room-Nights x	800 THB/R-N =	THB	680,000
11 TAs arrive	21-Jun-98 and depart	06-Sep-98 for a total of	77 Room-Nights x	800 THB/R-N =	THB	677,600
100 Students arrive	26-Jun-98 and depart	04-Sep-98 for a total of	70 Room-Nights x	600 THB/R-N =	THB	4,200,000
1000 Cochair, faculty & visiting lecturer room-nights at a rate of...				800 THB/R-N =	THB	800,000

On-Site Meals

120 minimum number of meals guaranteed ISU participants for...	69 meal-days x	420 THB/M-D=	THB	3,477,600
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Closing Ceremony

Costs for the Closing Ceremony will be covered by ISU but are not estimable at this time.

TOTAL AMOUNT DUE: **THB 10,330,800**

Payment #1 (due June 21 1999): THB 2,582,700

Payment #2 (due August 20 1999): THB 2,582,700

Payment #3 (due October 15 1999): THB 2,582,700

Payment #4 (due January 14 2000): THB 2,582,700