The Institute of Nuclear Materials Management

INMM WORKSHOP REVENUE SHARE GUIDE

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INMM Workshop Revenue Share Guide

This document has been prepared to assist INMM Technical Divisions and Chapters in planning, budgeting, and implementing workshops.

Workshop Categories

**Technical Division Workshop** – A workshop/seminar/conference/function initiated, planned, and coordinated by a Technical Division of the INMM.

**Professional Chapter Workshops** – A workshop/seminar/conference/function initiated, planned, and coordinated by a local professional chapter of the INMM.

**Student Chapter Workshops** – A workshop/seminar/conference/function initiated by a Student Chapter. All student chapter workshops are joint workshops with a Professional Chapter, a Technical Division, or both.

**Local Workshop** – A workshop/seminar/conference/function initiated by a Professional Chapter or a Student Chapter intended only for the chapter constituents and not intended to draw a larger regional, national, or international contingency.

Fiscal Policies

The following fiscal policies have been established for the varying types of INMM workshops. Before moving forward with workshop planning and budgeting, you should identify the category or combination of categories above that is applicable to your workshop.

**Workshop Revenue Share**

**Technical Division Workshop** – A budget for each workshop must be prepared and submitted to the INMM Treasurer for executive committee approval and all finances must go through INMM HQ (i.e. INMM pays all invoices and collects all revenue). Workshop budgets must include appropriate management firm support fees for financial management. Additional management services provided by the INMM Management Firm are optional (described in the INMM Workshop Guide). All (100%) proceeds from Technical Division Workshops with no partnerships with local chapters, student chapters, etc, will go to the INMM.

**Professional Chapter Workshops** – A budget for each workshop must be prepared and submitted to the INMM Treasurer for executive committee approval and all finances must go through INMM HQ (i.e. INMM pays all invoices and collects all revenue). Workshop budgets must include appropriate management firm support fees for financial management. Additional management services provided by the INMM Management Firm are optional (described in the INMM Workshop Guide). Professional Chapter Workshops conducted without partnerships with Technical Divisions, student chapters, etc, will involve a revenue sharing policy with the INMM in which the Professional Chapter receives 50% of the net proceeds and the INMM receives 50% of the net proceeds.

**Joint Workshops** - A budget for each workshop must be prepared and submitted to the INMM Treasurer for executive committee approval and all finances must go through INMM HQ (i.e. INMM pays all invoices and collects all revenue). Workshop budgets must include appropriate management firm support fees for financial management. Additional management services provided by the INMM Management Firm are optional (described in the INMM Workshop Guide). Joint workshops and the allowable revenue sharing will be conducted as follows:
Technical Division Workshop with Professional Chapter Support – A workshop that is initiated by a Technical Division, but teamed with a Professional Chapter will function under normal workshop guidelines. However, the revenue sharing will consist of 75% of the net income going to the INMM and 25% going to the Professional Chapter.

Professional Chapter Workshop with Technical Division or INMM Support – A workshop that is initiated by a Professional Chapter, but teamed with a Technical Division, or otherwise utilizing INMM Management support and reaching an audience beyond the local chapter will function under normal workshop guidelines. However, the revenue sharing will consist of 50% of the net income going to the INMM and 50% going to the Professional Chapter involved.

Student Chapter Workshops – As defined under Workshop Categories above, Student Chapter workshops must be teamed with either a Professional Chapter or a Technical Division. Revenue sharing will be consistent with either of the two categories above. If teamed with a Technical Division, the student chapter will receive 25% of the net income with the INMM receiving 75%. If teamed with a Professional Chapter, the 50% chapter revenue share split shall be negotiated between the Professional Chapter and the Student Chapter. The remaining 50% will go to the INMM.

Workshops Involving Multiple Chapters – For all workshops where there are multiple chapters (professional or student) involved, the overall chapter share of the net revenue will be as specified above. The division of the chapter share shall be negotiated among the affected chapters and communicated to the INMM Treasurer. Regardless of the teaming arrangements, under no scenario will the revenue sharing split be greater than 50% to the Professional or Student Chapter, or combination of chapters.

Local Workshop – Since Local Workshops are conducted by Professional Chapters and/or Student Chapters and intended for their constituencies only, no INMM support or profit sharing is provided and, thus, the INMM assumes no risk or financial liability for these events. Typically, these functions would not demand the type or level of support that would require the Management Firm’s capabilities. While the Professional Chapters and Student Chapters carry the INMM name, these events represent the local chapters only and are meant for building the organization at the local level.

Other - For other workshops cosponsored by organizations, such as ESARDA, ANS, WINS, etc., any revenue share will be determined case-by-case and approved by the INMM Executive Committee in advance.

Notes:

Chapter revenue share amounts cannot be calculated and will not be distributed until all expenses and revenue have been accounted for after the workshop and the next financial statement has been completed. Depending on when the workshops are held, this could take up to 90 days.

For all workshops where INMM is assuming the financial risk, the INMM is in charge of the financials. The management firm fee for financial management must be included as a budgeted expense. See the INMM Workshop Guide for workshop management services offered by the INMM Management Firm and the cost for HQ financial management and other optional workshop assistance. Any optional workshop management services selected must also be included in the workshop budget as an expense.