

OPERATING GUIDE

For the TOPICAL MEETINGS

of the

AMERICAN SOCIETY FOR PRECISION ENGINEERING

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1. PURPOSE OF THE TOPICAL MEETING OF THE ASPE

The Topical Meetings of the ASPE is held for the following purposes:

- Provide a forum for technical papers on specific topics related to precision engineering.
- Provide an opportunity for members of the precision engineering community to interact with each other.

2. TOPICAL MEETING DATES AND LOCATIONS

Each year one or more ASPE members will be encouraged to submit to the Board of Directors a specific subject matter around which to build a Topical Meeting approximately six to eight months prior to the expected Meeting dates. One or more possible locations for the Meeting(s) will also be proposed at that time. Preferred months for the Topical Meetings are February for Winter, April or May for Spring, and June or July for the Summer Topical Meetings. The actual dates chosen should avoid conflicts, to the extent possible, with other technical conferences that would be of interest to the precision engineering community.

3. KEY ELEMENTS OF THE TOPICAL MEETING

- Oral Technical Papers: Two to two and one-half weekdays for all Meetings, depending on the number and quality of submitted abstracts
 - List of planned technical papers
- Optional Poster Papers if more than 20-24 good quality papers are submitted
- Optional Reception(s)*
- Optional Banquet Dinner*
- Optional Technical Visits
- Registration
 - Registration Fees
 - Reduced Fees for Students

- Distribute Proceedings
- Student Scholarships -- if Conference chairs or organizers can secure donations of \$1,500.00 per scholarship to be awarded (\$750.00 for the student to defray travel and lodging costs, and the rest to cover ASPE expenses such as meals, Proceedings, share of conference set-up costs, etc.)

* *Perhaps in lieu of lunches.*

4. ORGANIZING COMMITTEE MEMBERSHIP

The organizing committee will include one or two Chairpersons, and as many committee members as the Chairperson(s) should deem to be adequate.

Suggested activities of each of the members of the committee are given in the responsibilities section.

- **Selection Procedure for Meeting Chairperson(s)**

The Chairpersons for the Topical Meetings are established by the fact that one or more individuals propose a topic for the Meeting and then volunteer to chair it. If circumstances require a Chairperson to leave the Committee before the end of his/her tenure, the second Chairperson or a new volunteer with expertise in the field of the chosen topic will take over the organization of the technical aspects of the Meeting.

5. RESPONSIBILITIES

- **Organizing Committee**

The Organizing Committee shall plan all aspects of the Topical Meeting including

- Solicitation of Papers
- Review of the Papers
- Technical Program
- Schedule of Events
- Publicity (local and national/international)
- Local Technical Visit Arrangements

The elements and spirit of previous Topical Meetings ought to be preserved. While new concepts and suggestions are welcome, they should be presented to the Board of Directors for their advice and consent prior to implementation.

The technical content of the Meeting will be the responsibility of the Chairperson(s) and the Organizing Committee. The logistics of the Meeting site, rooms and meals will be the responsibility of ASPE headquarters.

- **Chairperson(s):**

The Chairperson(s) shall preside over and coordinate:

- Technical Program
- Meeting Schedule
- Budget (see Section 9.)
- Local Technical Visit Arrangements
- *Corporate and/or Scholarship Contributions*
- Publicity

The Chairperson(s) shall be the Organizing Committee's liaison between the Board of Directors and ASPE Headquarters.

The Meeting Chairperson(s) shall be responsible for suggesting locations for the Meeting. Headquarters will assist in defining the needs of the Conference and selecting a venue that will meet the meeting space and sleeping room needs of the Topical Meeting. Headquarters will be responsible for dealing with the candidate properties and working out the contractual details.

- **Publicity Coordinator**

The Publicity Coordinator shall plan and coordinate the publicity for the Topical Meeting. This will include the Calls for Papers, placement of Meeting notices, and (free) advertisements in technical publications, trade publications, and/or local media.

- **Local Arrangements Coordinator:**

The Local Arrangements Coordinator shall be responsible for coordinating local activities including: industrial, university, and government lab visits if appropriate, and if they fit into the program without interfering with other daily activities. This function is usually handled by the Coordinator working with the Meeting Planner at ASPE Headquarters.

- **Corporate Contribution Coordinator: (?)**

The Corporate Contribution Coordinator may solicit corporate contributions for the various functions at the Topical Meeting. These functions include the reception, the coffee breaks, meals, or travel expenses of keynote speakers, and possibly for Student Scholarships.

- **ASPE Headquarters: Meetings Manager**

The ASPE headquarters shall provide the support needed by the Topical Meeting Chairpersons to accomplish the planning for and the execution of the Topical Meeting. Headquarters staff will be available to assist the Meeting Chairperson(s). The responsibilities of the headquarters include: providing timely information to the Chairperson(s) related to finances, papers, attendees, and any other information needed to plan and execute the Topical Meeting; printing and distributing Meeting announcements, Calls for Papers, and publicity; selecting hotels and Meeting space arrangements and negotiating contracts; compiling and printing Meeting proceedings; providing audio-visual equipment with adequate back-up; contracting on-site equipment and personnel; maintaining the database of technical papers; administering Meeting finances; preparing registration materials, tickets, badges; handling registration; maintaining a list (see Section 10 for a sample) of key tasks, dates, and responsible individuals for its own use and that of the Meeting Chairperson(s); preparing an advertisement/announcement for the Topical Meeting.

6. TOPICAL MEETING TIMETABLE

Date	Event
Before Annual Meeting	Submit Meeting Proposal to Board of Directors
At Annual Meeting	Initial Organizing Committee Meeting (if possible)
18 Weeks Before Meeting	Send out First Call for Papers
14 Weeks Before Meeting	Send out Second Call for Papers
12 Weeks Before Meeting	Short Abstracts Due at ASPE
10 Weeks Before Meeting	Notification to Authors; Preliminary Program
9 Weeks Before Meeting	Paper Registrations Due
8 Weeks Before Meeting	Send out Program & Registration
5 Weeks Before Meeting	Extended Abstracts Due
4 Weeks Before Meeting	Proceedings to Typesetter/Printer
1 Week Before Meeting	Ship Proceedings and Supplies to Meeting Site

7. FINANCES

A budget for the Topical Meetings shall be prepared by the ASPE Meeting Planner in conjunction with the Topical Meeting Chairperson(s) and shall include the forecast for number of attendees, expenses and revenues.

The principal sources of revenue are: registration fees.

The principal expenses are: facility and equipment rental, meals, printing, staff travel and lodging, mailing, and telephone.

Any major deviations from the approved budget are to be brought to the attention of the ASPE Executive Director as soon as they are recognized.

8. PAPER PROCEDURES

Each abstract submitted will be assigned a unique ID number upon receipt by Headquarters. The Meeting Chairperson(s) and the Committee will have access to a special ASPE web page where they can review the papers.

Once papers have been selected, the Chairperson(s) shall develop the technical program.

After the review, the authors are to be notified promptly as to the status of their paper. For those giving a paper, an extended abstract of 2-4 pages is due 5-6 weeks prior to the Meeting to be bound into the Proceedings.

It should be noted that it is the policy of the ASPE that if at all possible, no paper submitted by a member shall be rejected unless it is in some way not appropriate to the subject matter of the meeting or the program as it develops.

Authors will also be encouraged to submit final manuscripts for publication in the Precision Engineering Journal.

9. SAMPLE BUDGET

It is the recommendation of the Board of Directors that all Topical Meetings should net a minimum profit of \$10,000 to \$15,000.

SAMPLE BUDGET based on 95 participants at a hotel

INCOME		\$31,455.00
EXPENSES		
Audio Visual Equipment	\$ 3,450.00	
Copying (Participant Lists, Proceedings, etc.)	755.00	
Conference Meals	11,175.00	
Postage, Mailing & Freight	165.00	
Staff Travel & Lodging	550.00	
Space Rental	1,500.00	
Supplies	20.00	
Telephone	<u>20.00</u>	
TOTAL EXPENSES		<u>\$17,635.00</u>
TOTAL INCOME – EXPENSES		<u>\$13,820.00</u>

10. KEY TASKS FOR MEETING PLANNING

• HEADQUARTERS ACTIVITIES

✓	Activity	Responsible Person
	First & Second Call-for-papers	Chair(s) & EDL
	Site Selection and Contract Negotiation	Chair(s) & EDL
	Publicity	Volunteer/EDL
	Collect & Distribute Short Abstracts	EDL
	Final Technical Program	Chair(s)/Committee
	Final Printed Program	EDL
	Proceedings Book to printer	EDL
	Conference Registration Reminder E-mail	EDL
	Ship Proceedings to Meeting Location	Printer/EDL
	Stuff, Box and Ship Registration Materials and Supplies	EDL
	Assemble Packets	EDL
	List of Attendees	EDL
	Final Budget	EDL/Chair(s)/TAD

✓	Packets to include:
	Name badge
	Envelope with payment receipt
	Drink ticket (if applicable)
	Proceedings book with Program
	List of attendees (Name, Company, Address, Phone)
	Welcome Letter
	Rules for badges
	Tour info and takeoff locations (if applicable)
	Local area info, if any (Chamber of Commerce)

- **ORAL SESSIONS**

✓	Activity	Responsible Person
	Reminder for Abstracts	EDL
	Notification to Authors	EDL
	Reminder for quality of presentations	EDL
	Order AV (audio, slide projector, overhead)	EDL

- **MEETING SITE ARRANGEMENTS**

✓	Activity	Responsible Person
	Meeting Space Assignments	EDL
	Equipment Rental	EDL
	Phone rental	EDL
	Message board	EDL
	Signs	EDL

✓	Signs needed for:
	Hotel Signs
	Logo for podium
	Registration
	Sessions

- **TECHNICAL VISITS (If applicable)**

✓	Activity	Responsible Person
	Make initial contacts & arrangements	Local Volunteer
	Finalize arrangements	EDL
	Rent busses	EDL/Local Volunteer
	Logistics of tours	EDL/Local Volunteer
	Assign tour guide for each bus	EDL/Local Volunteer