



Manual of the National Program Committee

American Institute of Chemical Engineers

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Executive Board of the Program Committee
c/o Technical Programming Department
American Institute of Chemical Engineers
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American Institute of Chemical Engineers
Manual of the National Program Committee

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Purpose of the National Program Committee of AIChE

The function and purpose of the National Program Committee of the American Institute of Chemical Engineers is to oversee the content and maintain the highest-quality programming of AIChE's technical and professional meetings. The purpose of these technical and professional meetings is to share knowledge and to promote networking among professionals.

1. Summary

The National Program Committee (NPC) of the American Institute of Chemical Engineers (AIChE) is responsible for organizing and conducting all National, Annual, and Special meetings of the Institute and for coordinating jointly sponsored meetings with other technical societies at the national or regional level (i.e., across multiple sections). The NPC works with the Director of Technical Programming, the Director of Meetings, and other staff members of the Institute.

Procedures and policies followed by the NPC in planning and carrying out its meetings and in long-range planning are described in the Appendix.

2. Organization of the National Program Committee

The National Program Committee (NPC) is composed of an Executive Board of the Program Committee (EBPC) and representatives of the individual Programming Groups and their subsidiary Programming Areas. A list of the current programming groups and areas is given in the Appendix and on the AIChE website (<http://www.aiche.org/conferences/programming/npc>).

Also part of the NPC — from the time of their appointment by the EBPC until after the meeting in question — are the Meeting Program Chairs (MPC's) and General Arrangements Chairs (GAC's) and their co-chairs. They are responsible for the technical and supporting program for specific meetings of the Institute.

The NPC reports through the EBPC to the Chemical Engineering Technology Operating Council (CTOC), one of the three operating councils that report to the AIChE Board of Directors. The structure of the National Program Committee is illustrated in Fig. 1.

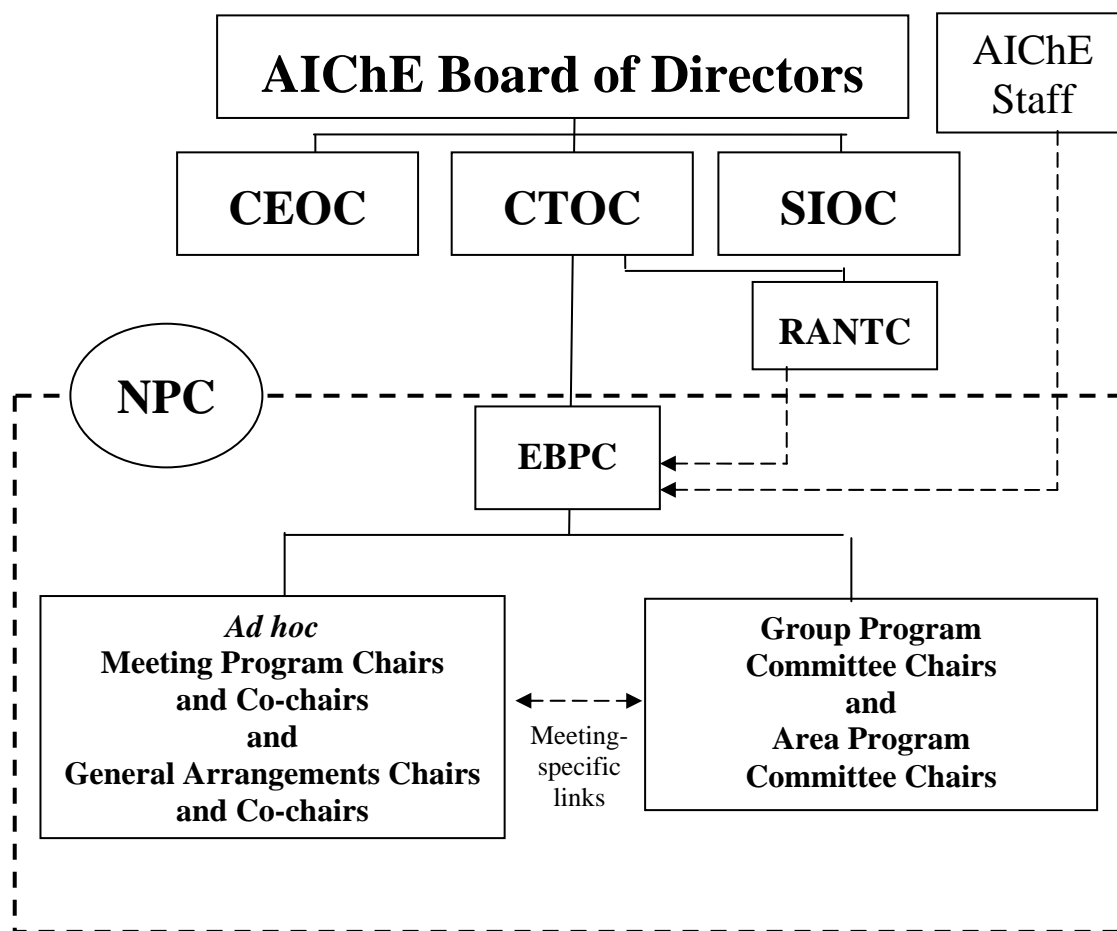


Figure 1. Structure of the National Program Committee of AIChE.

In this figure, CEOC = Career and Education Operating Council, CTOC = Chemical Engineering Technology Operating Council, SIOC = Societal Impact Operating Council, RANTC = Research and New Technology Committee, NPC = National Program Committee, and EBPC = Executive Board of the Program Committee. The NPC is represented by the block enclosed by a dashed line.

3. Group and Area Program Committees

3.1 Description. Group and Area Program Committees are responsible for proposing, organizing, and maintaining the quality of technical sessions for meetings of the Institute. Groups and areas have evolved along subject-interest lines and are listed in the Appendix

and on AIChE website. Group Program Chairs are responsible for transmitting programming requests of the Program Groups and Areas in accordance with instructions issued by the Director of Technical Programming in conjunction with the MPCs.

3.2 Programming by Divisions, Forums, and AIChE Committees. Programming by Divisions and Forums is carried out by their corresponding Group and Area Program Committees. Various standing committees of AIChE, such as the Research and New Technologies Committee (RANTC), the Student Chapters Committee, the Professional Development Committee, and the Awards Committee, often request programming for AIChE meetings. Programming by these AIChE committees for a session held during the regular meeting periods of the technical sessions is carried out through Groups 4 (Education) and 18 (Liaison Functions).

3.3 Establishment of Groups and Areas. Programming Groups and Areas of AIChE are established by approval of the EBPC. Petitions for forming Groups and Areas should be sent to the Director of Technical Programming of AIChE for consideration by the EBPC. Each of the Group and Area Program Committees should have in place a procedure or set of bylaws approved by the EBPC for the timely selection and approval of its own chair and any other officers. It is the responsibility of each Group and Area Program Committee to provide information about its officers to the Director of Technical Programming of AIChE in a timely matter. Inactive Groups and Areas will be reviewed periodically for possible removal.

4. *Ad hoc* Meeting Program and General Arrangements Committees

4.1 Description. Each Annual and National Meeting of AIChE is organized by a Meeting Program Committee and General Arrangements Committee. The Meeting Program Committee is responsible for the technical program, and the General Arrangements Committee is responsible for local support functions, including fundraising, plant tours, and non-technical program events. The chairs of these committees—the Meeting Program Chair or MPC and General Arrangements Chair or GAC—are appointed by the EBPC and are members of the NPC until after their meetings are held.

4.2 Appointment of members. The MPC and GAC may appoint any number of people to their respective committees, including co-chairs, based on what is judged effective for their own meeting and their own preferences. Responsibilities and timetables are given in detail in the MPC and GAC Handbooks.

5. The Executive Board

5.1 Functions of the EBPC. The Executive Board of the Program Committee (EBPC) has the following broad functions and responsibilities:

- **Leadership of the NPC.**

- Establish policy and procedures for the Institute's technical and professional meetings.
- Organize and conduct meetings of the NPC at the AIChE Programming Retreat /Spring Meeting and Annual Meeting and as deemed appropriate throughout the year.
- Approve co-sponsorship and co-organization of technical meetings with other societies.
- Maintain channels of communication within the NPC and between the NPC and AIChE Headquarters staff.

- **Planning.**

- Oversee and plan the content and format of the Institute's technical and professional meetings.
- Carry out long-range planning for meetings and other programming activities.
- Coordinate and encourage interdisciplinary efforts.
- Develop programming on new technologies, aided by RANTC.
- Identify and consider new meeting sites.

- **Quality.**

- Monitor and maintain the quality of AIChE's technical and professional meetings (e.g., based on feedback from participants and the professional community).
- Oversee their technical relevance,

- **Appointments.**

- Appoint the Meeting Program Chairs (MPC's) and General Arrangements Chairs (GAC's) for the Institute's meetings.
- Appoint new EBPC members.

- **Training.**

- Train MPC's, GAC's, new NPC members, meeting session chairs, and speakers.
- Maintain appropriate manuals to support this function.

- **Awards.**

- Select the Institute Lecturer, the George Lappin National Program Committee Service Award, and any other awards to be administered by the NPC.

5.2 Membership of the EBPC. The structure and organization of the EBPC are shown in Fig. 2. The EBPC consists of eleven voting members—four officers, six members-at-large, and one *ex officio* member from AIChE Headquarters—and several non-voting *ex officio* members that serve important advisory roles.

The officers of the NPC (and EBPC) are the Chair, 1st Vice Chair, 2nd Vice Chair, and Past Chair, each to serve for a term of one year. The Chair must be formally approved by CTOC. The 2nd Vice Chair is elected by EBPC and normally progresses through succession in the order: 2nd Vice Chair, 1st Vice Chair, Chair, and Past Chair. Consequently,

the 2nd Vice Chair has a four-year commitment to the EBPC. Officers of the NPC are normally selected because of their demonstrated leadership within the NPC structure and their experience as a Meeting Program Chair. In the event of vacancy, the EBPC will select a suitable replacement.

There are six members-at-large with three-year terms, two appointed each year; these members as well as the officers are assigned duties by the Chair. The terms of the four officers and six at-large members begin January 1 of the appropriate years.

The EBPC may organize itself into various task forces or committees to accomplish its functions.

The final voting member of the EBPC is a staff member of AIChE appointed by the Executive Director. This *ex officio* member, serving as EBPC Secretary without term limitations, is normally the Director of Technical Programming.

The *ex officio* non-voting members of the EBPC are: 1) the CTOC Liaison, appointed by the chair of CTOC, 2) the Executive Director of AIChE, 3) the Director of Technical Activities of AIChE, 4) the Director of Meetings, 5) the chair or the chair's designee of the Research and New Technology Committee (RANTC), and 6) the Meeting Program Chairs and co-chairs who are currently serving.

5.3 Responsibilities of the members and officers. The members of EBPC support its functions and assist the officers. The functions and responsibilities of the officers are as follows (see also Fig. 2):

- **Chair:**
 - General oversight of the EBPC and the NPC.
 - Chairs the NPC Programming Retreat and EBPC meetings.
 - Leads the strategic and tactical planning activity of the EBPC and the NPC, including integration and alignment with planning efforts of the programming groups, of CTOC and of the AIChE Board.
 - Makes EBPC appointments and coordinates task forces.
 - Chairs the Institute Lecture at the Annual Meeting.
 - Prepares the annual report to CTOC (November).
- **1st Vice Chair:**
 - Plans and organizes the NPC Programming Retreat for the following year (by which time he/she will be Chair).
 - Oversees training activities.
- **2nd Vice Chair:**
 - Oversees quality initiatives.
- **Past Chair:**
 - Chairs the EBPC Awards Committee.
 - Coordinates appointments to EBPC, MPC's and GAC's.
 - Chair of Group 18: Liaison Functions.

- **Secretary:**
 - Prepares minutes of the EBPC meetings,
 - Assembles materials needed for these meetings, including the annual programming retreat.
 - Coordinates and/or supports all EBPC/NPC activities.
 - Supports the Chair of EBPC in his/her duties.

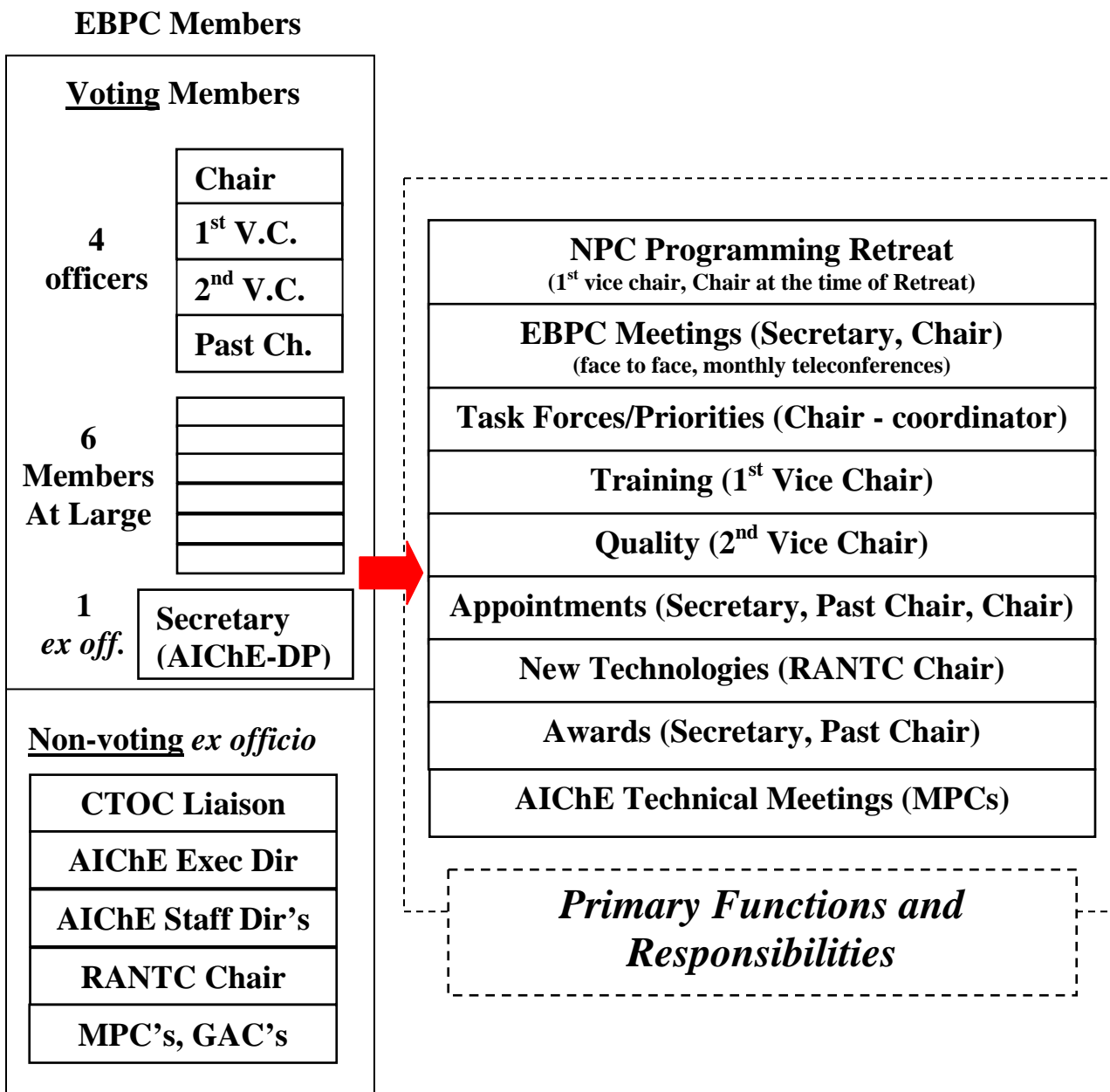


Figure 2. Organization of the EBPC.

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5.4 EBPC Meetings. The Executive Board (EBPC) normally meets on the Sunday morning at the start of each Spring Meeting (in conjunction with NPC Programming Retreat) and Annual Meeting. The EBPC also meets in monthly teleconference meetings during the year. A quorum consists of a majority, *i.e.* six, of the voting members.

EBPC meetings are generally open to other participants at the discretion of the Chair.

Selection of officers and members-at-large of the EBPC and selection of MPC's and GAC's requires approval of 2/3 of the voting members of the EBPC. Removal of these people for failure to meet the obligations of their positions also requires a 2/3 vote of the voting members of the EBPC.

Approval of all other business items requires a simple majority of those voting members present at a regular meeting of the EBPC (quorum required) or of a majority of the voting members outside of a regular meeting (e.g., by e-mail).

6. Implementation

6.1 Bylaws of the NPC. The main text of this manual, Sections 1-6, constitutes the bylaws of the National Program Committee. Changes to the Bylaws require a two-thirds affirmative vote by the voting members of the EBPC, either of the full membership (8 of the 11 voting members) in the case of mail or electronic mail ballot, or by two-thirds vote of those present (including as proxies) at a regularly scheduled EBPC meeting.

6.2 Policies and procedures. Current policies and procedures approved by the EBPC are given in the Appendix. Changes to these policies require a majority affirmative vote by the voting members of EBPC, either of the full membership (6 of the 11 voting members) in the case of mail or electronic mail ballot or telephone conference, or by a majority vote of those present (including as proxies) at a regularly scheduled EBPC meeting.

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A1. General Information

A1.1 Background on the EBPC

Historical notes

The National Program Committee (NPC) and the Executive Board of the National Program Committee (EBPC), together with the AIChE programming/Meetings staff, are responsible for the planning and programming of all meetings. These groups are also responsible for maintaining manuals describing policies and procedures for the EBPC, and for training the Meeting Program Chairs, General Arrangement Chairs, and Session Chairs.

Prior to 1989, the EBPC was composed only of the Past Chair, Chair, First Vice Chair and Second Vice Chair. The executive committee's primary efforts were directed toward the management of AIChE's National and Annual Meetings with little time for strategic planning, evaluation of the meetings or training. In response to the 1988 Meetings Task Force Report, EBPC was reorganized, expanding its membership to address these new missions.

EBPC was reorganized in 1989 into two parallel committees, which reported to the Chair. These committees were: an Implementation Committee and a Planning Committee, each with three members and chaired by a Vice Chair. To accomplish the goals set forth in the 1988 Meetings Task Force Report, each member of these two committees was assigned specific functions. These functions included training, evaluation, and appointments for the Implementation Committee; and strategic planning, meeting formats, and interaction/programming with other societies for the Planning Committee. The chairs of these two committees were assigned these responsibilities when they were elected as officers in EBPC, *i.e.* the chair of the implementation committee would be the second vice chair one year and the first vice chair the next year, to preserve the continuity and consistency within each committee. The EBPC was enlarged to include six subcommittee chairs for the Implementation and Planning Committees, and included AIChE staff directors who were associated with the programming efforts of AIChE. Various committees of the NPC -- the Meeting Program Chairs' Committee, the Division Programming Chairs Committee, and the Group Programming Chairs Committee -- were in turn chaired by the officers of the NPC.

The complicated structure above did not reflect how the EBPC and the NPC actually operated, so the Training Committee developed the present structure in 1995, described in the Manual.

The 1996 manual and appendices were further revised and updated in 2005. They are provided in printed format and on the AIChE programming Web site. Continuing updates will be maintained continuously in the future, reviewed on an annual basis.

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Current members of the EBPC (2005)

Officers (voting):

Phillip R. Westmoreland (UMass), Chair	<westm@ecs.umass.edu>
Robert E. Hoch (Consultant), 1st Vice Chair	<bobhoch@aol.com>
G. V. Reklaitis (Purdue U.), 2nd Vice Chair	<reklaiti@ecn.purdue.edu>
George Liebermann (Xerox), Past Chair	<george.liebermann@xrcc.xeroxlabs.com>
Joseph J. Cramer (AIChE), Secretary	<josec@aiche.org>

Members-at-Large (voting):

Kelvin H. Lee (Cornell U)	2003-2005	<KHL9@cornell.edu>
Benson Pair (Halliburton)	2003-2005	<benson.pair@halliburton.com>
Kathleen Stebe (Johns Hopkins U.)	2004-2006	<kjs@jhu.edu>
Rashmi K. Shah (Shell, retired)	2004-2006	<rkshah1@yahoo.com>
Tiberiu M. Leib (DuPont)	2005-2007	<Tibe- riu.M.Leib@USA.dupont.com>
Gil U. Lee (Purdue U.)	2005-2007	<gl@ecn.purdue.edu>

EBPC ex-officio nonvoting members:

John Sofranko, Exec. Director of AIChE	<johns@aiche.org>
Stephen Smith, Sr. Dir. Res. Ctrs., Mtgs, & Prog.	<steps@aiche.org>
Jeff Wood, Senior Manager of Meetings	<jeffw@aiche.org>
James C. Hill, CTOC Liaison to EBPC	<jchill@iastate.edu>
Jeffrey Perl, RANTC Liaison to EBPC	<JefferyPerl@chichem.com>

Program Chairs and Vice Chairs of Currently Active Spring and Annual Meetings:

D.B. Bhattacharya and Sikdar Subhas, 2005 Annual, Cincinnati

Tiby Leib and Peter Pujado, 2006 Spring, Orlando

Peter Cummings and Andre DaCosta, 2006 Annual, San Francisco

Chairs of the NPC/EBPC (No AIChE records on NPC Chairs between 1944 and 1983)

2005	Phillip R. Westmoreland
2004	George Liebermann
2003	Mark McCready
2001-02	Herb Epstein
2000	Sangtae Kim
1999	Dennis Griffith
1998	David A. Rosenthal
1997	Timothy J. Anderson
1996	William D. Byers
1995	Peter R. Pujado
1994	Dale L. Keairns
1993	Danny D. Reible
1992	Rayford G. Anthony
1991	Alfred E. Wechsler/J.R. Hopper
1990	Jack R. Hopper
1989	Theodore M. Fosberg
1988	Basil C. Doumas
1987	Gary C. April
1986	Verle N. Schrodtt
1985	Edward C. Hohmann, Jr.
1984	James A. Finneran
1983	William W. Grimes

A1.2 Current list of Programming Groups and Areas

- Group 1. Engineering Sciences and Fundamentals
 - Area 1a - Thermodynamics and Transport Properties
 - Area 1c - Interfacial Phenomena
 - Area 1d - Transport Processes
 - Area 1e - Electrochemical Fundamentals
 - Area 1f - High Pressure
 - Area 1g - Low Pressure
 - Area 1j - Fluid Mechanics

- Group 2. Separations Division
 - Area 2a - Distillation and Absorption
 - Area 2b - Crystallization and Evaporation
 - Area 2c - Extraction
 - Area 2d – Membrane-Based Separations
 - Area 2e - Adsorption and Ion Exchange
 - Area 2f - Fluid-Particle Separations
 - Area 2g - Bio Separations
 - Area 2h - General Topics and Other Methods

- Group 3. Particle Technology Forum
 - Area 3a - Particle Production & Characterization
 - Area 3b - Fluidization and Fluid-Particle Systems
 - Area 3c - Solids Flow, Handling and Processing
 - Area 3d - Nanoparticles
 - Area 3e - Energetics

- Group 4. Education
 - Area 4a - Undergraduate Education
 - Area 4b - Graduate Education
 - Area 4f - Chemical Engineering History
 - Area 4g - Professional Development Committee
 - Area 4h - Career Guidance Committee Liaison
 - Area 4i - Student Chapters Committee Liaison
 - Area 4j - Continuing Education Advisory Committee Liaison
 - Area 4k - Department Heads Forum
 - Area 4l - Chemical Engineering Education Projects Committee Liaison
 - Area 4m - Young Faculty Forum

- Group 5. Management Division
 - Area 5b - Marketing Section
 - Area 5c - Entrepreneurial Forum

- Group 6. North American Mixing Forum

- Group 7. Transport and Energy Processes
 - Area 7a - Multi-Phase/Complex Fluids
 - Area 7b - Interfacial Transport
 - Area 7c - Emerging Energy Processes
 - Area 7d - Biotechnology and Microsystems
 - Area 7e - Fouling in Process Industry
 - Area 7f - Alternative Energy and Fuel Cells

- Group 8. Materials Engineering and Sciences Division
 - Area 8a - Polymers

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- Area 8b - Biomaterials
- Area 8d - Ceramics
- Area 8e - Electronics and Photonics
- Area 8f - Composites

Group 9.Environmental Division

- Area 9a - Air
- Area 9b - Water
- Area 9c - Solid Waste
- Area 9d - Process Development
- Area 9e - Legislation and Regulation
- Area 9f - Fundamentals

Group 10.Computing and Systems Technology Division

- Area 10a - Systems and Process Design
- Area 10b - Systems and Process Control
- Area 10c - Computers in Operations and Information Processing
- Area 10d - Applied Mathematics and Numerical Analysis
- Area 10e - Information Technology

Group 11.Safety & Health Division

- Area 11a - Loss Prevention & Process Safety
- Area 11c - Safety in Ammonia Plants and Related Facilities

Group 12.Process Development

- Area 12a - Process Research and Innovation
- Area 12b - Pilot Plants
- Area 12c - Technology Transfer
- Area 12d - Manufacturing
- Area 12e - Process Intensification
- Area 12f - Microprocess Engineering

Group 14.Nuclear Engineering Division

Group 15.Food, Pharmaceutical & Bioengineering Division

- Area 15a - Food
- Area 15b - Pharmaceuticals
- Area 15c - Biochemical Engineering
- Areas 15d - Engineering Fundamentals in Life Science

Group 16.Fuels & Petrochemicals Division

- Area 16a - Petroleum
- Area 16b - Petrochemicals
- Area 16c - Gas
- Area 16d - Solid Fuels and Alternate Energy
- Area 16e - New Technology and Developments

Group 17.Forest Products Division

Group 18.Liaison Functions

- Area 18a - General (AIChE Committees)
- Area 18f - Offshore Technology Conference
- Area 18h - Professional Development Committee
- Area 18j - Research and New Technology Committee

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Group 20. Catalysis & Reaction Engineering Division

Area 20a – Catalysis

Area 20b – Reaction Engineering

Area 20c – Topicals / Other

Group 21. Computational Molecular Sciences and Engineering Forum (CoMSEF)

Group 22. Nanoscale Science and Engineering Forum

Group 23. Sustainable Engineering Forum

Former Groups and Areas that have been discontinued include:

Area 1b – Kinetics and Catalysis [which became Group 20]

Area 1k - Coating Process Science & Technology

Area 7k - Process Intensification [moved to Group 12]

Area 7h - New Challenges in Enhanced Heat Transfer

Area 7j - Combustion

Area 7k - Heat Transfer Applications

Area 7l - Equipment and Practices

Area 7m - Fouling

Area 7n - Process Energy Efficiency

Area 7o - Polymer Heat Transfer

Area 7p - Emerging Technology

Area 7q - Biotechnology

Area 7r - Space Technology

Area 7s - Materials Processing

Group 13 – Processes and Products

Area 13a - Metals, Minerals, and Inorganic Chemicals

Area 13b - Sulfuric/Phosphoric Acid Plant Operations

Area 13c - Cryogenics

Area 13d - Agricultural Chemicals

Group 19 – Engineering & Construction Contracting Division

A1.3 The Institute Lecture

1. Each year a member of the Institute is invited by the Executive Board of the National Program Committee (EBPC) to present a comprehensive, authoritative review of the chemical engineering science in his or her field of specialization. This presentation is the Institute Lecture.
2. The Institute Lecture is delivered as an unopposed event at the Annual Meeting. The Chair of EBPC presides at the session and normally introduces the lecturer, and the MPC is co-chair of the session. The length of time allocated for this session is normally one hour. The Institute Lecture is the most prestigious award given by the National Program Committee and consists of a \$2000 honorarium and plaque presented at the lecture, in addition to waiver of the meeting registration fee.
3. The Institute Lecturer shall submit a manuscript based on the lecture to either the *AIChE Journal* or *Chemical Engineering Progress*, whichever is more appropriate, to be considered for publication as a review article. The editors should be consulted to determine proper format.
4. Nominations for Institute Lecturer may be made by any member of the Institute and will be accepted at any time with a deadline for consideration of February 15 in the year of the lecture. A letter of nomination and any supporting materials should be sent to the Institute Lecture Committee, c/o Director of Programming, AIChE, 3 Park Avenue, NY 10016-5901. Nominations will be kept active for three years after their receipt. Nominations are solicited by this statement in the

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NPC manual; by description of the award in the AIChE Activities Brochure and in the AIChE Awards description on aiche.org; and by a brief annual announcement in *AIChExtra*. Previous Institute Lecturers are listed on the AIChE website.

5. Selection of the Institute Lecturer is made by EBPC using the following procedure:

- a) The Institute Lecture Committee is constituted by the Chair of EBPC in January, prior to the February 15 deadline. The Past Chair of EBPC is chair of the Institute Lecture Committee, and there will be at least two additional members. One of these members is the MPC for the Annual Meeting at which the lecture is to be delivered, and at least one member must also be a member of the AIChE Awards Committee.
- b) The Institute Lecture Committee submits a ranked slate of candidates for consideration by the EBPC within one month after the February 15 deadline. The slate will include all active nominations received from members of the Institute, as well as any other candidates the subcommittee wishes to include. A recommendation for the Institute lecturer and two alternates will be chosen by the EBPC at this time.
- c) The invitation to be Institute Lecturer will then be extended to the selected candidate at the earliest possible date by the Chair of EBPC and MPC of the meeting in which the Lecture will be given. If the invitation should be declined, they will then approach the alternate candidates. If all candidates decline, the Chair of the EBPC may select the Lecturer in consultation with the Institute Lecture Committee.
- d) The Chair of EBPC is responsible for presiding over the session, along with the meeting's MPC, and for communications with the Lecturer, which include conveying details of the time and place of the lecture and recommending procedures for publication of the manuscript.
- e) Criteria for selection of the Institute Lecturer include the quality and relevance of the accomplishments of the lecturer in the technical field likely to be the subject of the lecture, the communication skills of the lecturer, and the value of the lecture to the meeting attendees and the members of the Institute.

6. The Institute Lecturer will be announced no later than the time that the meeting program goes to press. It will be included on the AIChE web page and other announcements about the program content of the Annual Meeting.

A1.4 George Lappin National Program Committee Award (adopted January 1998)

Description and Selection Criteria

The Executive Board of the National Program Committee presents this service award in memory of George Lappin and his long and selfless service on behalf of AIChE and its national and local programming efforts.

The award consists of a plaque and \$500 and is presented at the Spring Meeting of AIChE. (See the AIChE Awards brochure for further information.)

Selection Criteria include:

- Meritorious service in behalf of AIChE meeting programming
- Effectiveness and value of programming services to AIChE and its members
- Commitment to the true spirit of voluntarism
- Dedication to the profession of chemical engineering
- Significant record of extraordinary efforts in support of technical information exchange

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Selection Committee: The nominee will be reviewed in the month of February of the year the award is to be presented at the Spring Meeting by a panel chaired by the EBPC Past Chair (as of the submission date) and the Chair of EBPC, Secretary of EBPC, and a previous Lappin Award winner. The award winner will be notified by the Chair of EBPC or the Secretary of EBPC by the end of February. The award will be presented by the Chair of EBPC or the Secretary of EBPC at an appropriate occasion during the Spring meeting.

Sponsor: National Program Committee

Frequency: Generally to be awarded once per year provided there are suitable candidates.

Deadline: February 1. Submit the standard AIChE nomination packages to Dr. Joe Cramer, Director of Programming, AIChE, 3 Park Ave., New York, NY 10016-5901.

A1.5 Herbie Epstein Award (adopted Summer 2007)

Description and Selection Criteria The executive board of the national program committee presents this award in Honor of Herbie Epstein and his long and selfless service on behalf of AIChE and its members. The award consists of a plaque and \$500 and is presented at the Spring National Meeting of AIChE by the President of AIChE (or by the Chair or Secretary of EBPC) and a representative of Shell Global Solutions at an appropriate occasion during the Spring Meeting.

Selection Criteria include:

- Meritorious contribution to a technical programming event or task accomplished within two years of the nomination date.
- Value of this programming event or task to AIChE and its members and the profession of chemical engineering
- Compliance to a spirit of volunteerism.
- Demonstrated dedication to the profession of chemical engineering.

Selection Committee: The nomination will be reviewed in the month of February of the year the award is to be presented at the Spring Meeting by a panel chaired by the EBPC Past Chair (as of the review) and the Chair of EBPC, Secretary of EBPC, and one or more additional member appointed at the discretion of the Chair of EBPC. The award winner will be notified by the Chair of EBPC or the Secretary of EBPC by the end of February.

Sponsor: National Program Committee and Shell Global Solutions

Frequency: Not more than once per year

Deadline: February 1. Submit the standard AIChE nomination packages to Dr. Joe Cramer, Director of Programming, AIChE, 3 Park Ave., New York, NY 10016-5901.

A2. Programming procedures

A2.1 General programming procedures and guidelines

The purpose of these guidelines is to provide guidance to entities of the Institute in their service of providing technical programming.

General subject areas for programming are represented by program Groups and their subunit Areas that make up the National Program Committee. These organizations develop technical programming on their focus subjects. Formal co-sponsorship allows Groups or Areas with shared interests to develop and advertise programming more effectively.

Most often, contributed papers are presented in oral presentations, poster, or demonstration sessions.

The Annual Meeting is held in the fall, typically in November. Features of the Annual Meeting include the Annual Business Meeting, the Institute Lecture, and Topical Conferences and technical sessions sponsored by the programming groups of the NPC.

The Spring Meeting is held typically in April. It is also constituted of Topical Conferences and technical sessions sponsored by the programming groups of the NPC. Co-sponsored events, such as symposia, topical conferences, with other societies and organizations are encouraged.

Other meetings may be held at various times as arranged by the NPC and Headquarters staff.

Guidelines for programming at Annual and Spring Meetings are described below. Specific guidelines for Topical Conferences are presented as Appendix A4.

A2.2 The AIChE Programming Retreat

A planning retreat with members of the NPC, EBPC, future MPC's, AIChE staff, CTOC, RANTC and invited guests is held each year to plan the upcoming meetings and to discuss programming issues and strategies for the Institute. This is a key planning tool of the NPC. The plans for this meeting are the responsibility of the person who will be EBPC Chair at the retreat, and he or she will need to initiate planning of the retreat while in the office of 1st Vice Chair.

The Retreat is held on the Saturday before the Spring Meeting begins.

The purposes of the AIChE Programming Retreat include:

- To formulate session and topical conferences for the Spring and Annual Meetings;
- To align the Institute's Programming entities (divisions, etc.) with strategic planning, including information from AIChE departments on marketing, logistics, and planning;
- To train programming entities' representatives on the programming organization and work process;
- To promote networking of programming representatives;
- To plan special meetings;
- To assess performance, including reports on the cost, attendance, and quality performance of the previous year's National and Annual meetings; and
- To develop new initiatives to better serve the Institute's stakeholders.

A2.3 Guidelines for programming committee structures

The purpose of this section is to provide guidelines for structures of the individual program committees within the AIChE National Program Committee. These entities are represented by Groups, which in some cases have subordinate Areas. Many of these programming entities correspond to AIChE Divisions or Forums, but some are stand-alone organizations. Their responsibilities are to develop, conduct, and evaluate programming on relevant topics using sufficient structure as to represent the AIChE membership effectively.

The specific programming entities are published annually in the AIChE Activities Directory under “Committees: Programming Areas.” They are listed above in these appendices and on AIChE’s Web site.

Bylaws for programming committees

Any programming group or area that submits programming requests to AIChE should have a set of operating rules or bylaws for its respective programming areas, approved by the EBPC.

The bylaws are intended to provide an orderly procedure for the programming areas to involve the membership of the Institute in programming decisions and to provide for continuity as well as for periodic changes in leadership. This balance is meant to promote vitality within the programming groups and to provide opportunities for participation by all interested members of the Institute.

The bylaws for each programming Group and Area should include a statement of purpose, a description of how programming decisions are made, and the mechanism and schedule for selection of committee members and officers. Each overall programming Group should have current written procedures addressing all its sub-Areas. These procedures should be updated periodically.

For new programming Groups and, where appropriate, Areas and at the time of updating, these procedures should concisely provide:

- a. Description of the organization;
- b. Recognition of how the overall programming entity aligns with the NPC and the policies stated in the National Programming Manual;
- c. Specific requirements for the assignment of programming responsibilities for each sub-Area of programming to an individual or sub-committee, including lines of reporting;
- d. Specific requirements for personnel succession (length of term, appointment, procedures, *etc.*); these specifications shall ensure sufficiently frequent turnover of the leadership, along with terms long enough to provide continuity;
- e. Description of key programming work processes that adequately addresses (i) participation in the annual Retreat, (ii) coordination with MPC's, other meeting chairs, and National Headquarters, and (iii) the delivery of all programming products such as electronic abstracts, proceedings, program copy, *etc.*;
- f. Recognition and acceptance of key AIChE requirements for the preparation and submittal of written papers and abstracts in compliance with specific meeting deadlines;
- g. Descriptions of how data from various tools are used in preparation of their programming requests (*e.g.* market analysis, focus groups, session evaluation data). Procedures should include any specific additional practices and requirements used by the entity to fulfill their programming responsibilities (*e.g.* peer review, submittal of presentation copies).

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- h. Description of how programming quality is evaluated.

Example: Bylaws for an Area

**Bylaws of the Stem-Cell Nanoinformatics Programming Committee (Area 29a),
1/1/05**

- (1) The Stem-Cell Nanoinformatics Programming Committee is responsible for requesting and arranging the technical sessions and any other programming activities of Area 29a of the National Program Committee of AIChE. Its policies are as described in the National Program Committee Manual and by action of the NPC.
- (2) The Committee meets annually during the AIChE Annual Meeting and by conference call as necessary.
- (3) The Committee consists of up to 12 members. New members are elected by the Committee at its annual meeting for terms beginning the next calendar year. Members serve terms of three years and may be re-elected for one additional term in succession. Persons may be re-elected for additional terms after an absence of one year. The terms of membership are staggered so that up to four members are elected or re-elected each year. The term of membership of an officer of the Committee may be extended if necessary, as provided in (4).
- (4) The officers of the Committee are the Chair and Vice Chair. The officers serve terms of two years in each office, with the Vice Chair ascending to the office of Chair after two years. If the term of membership of an officer ends during his or her term as an officer of the Committee, the term of membership on the Committee for that officer is automatically extended to the end of the officer's term as Chair.
- (5) The Committee normally proposes technical sessions to be held at AIChE Annual Meetings, although Spring Meeting programming may be proposed. Normally, a Meeting Coordinator of programming is appointed by the officers for each AIChE Annual Meeting. The officers and Meeting Coordinator appoint the session chairs and co-chairs for the technical sessions. The officers are responsible for submitting session requests annually to the Group chair, to be forwarded to AIChE headquarters.
- (6) Presentation Records (one to two pages) are required from all presenters using the minimum NPC format of Introduction, Results and Discussion, References, and Contact information.
- (7) For each Annual Meeting, session quality will be evaluated by the officers using data on attendance, on submissions, and on feedback from the session chairs and co-chairs. This assessment will be used by the Meeting Coordinators to plan session requests.
- (8) These Bylaws shall be reviewed and updated periodically, no more than five years from the previous version.

Special requests and questions should be discussed with the AIChE Director of Technical Programming unless a clear line of communication has been previously established.

A3. Policies and Guidelines

A3.1 General policies

A3.1.1 Commercialization

No paper may be permitted that is overtly commercial. Session chairs, and programming group chairs, and topical conference chairs bear responsibility for monitoring adherence to this requirement.

A3.1.2 Company-sponsored events

Care must be exercised so as not to suggest AIChE's support of company functions. Consequently, such events are not listed in the AIChE program as official events, and tickets should not be distributed as part of the official registration material. However, it is permissible for the company to post a copy of their invitation on the designated poster board in the Registration Area. Care should be exercised that it is absolutely clear that such events are not Institute-sponsored and that they do not conflict with technical sessions.

A3.1.3 Competitive meetings

AIChE will not generally cosponsor any technical meeting, joint or otherwise, scheduled directly time-competitive with an AIChE National or Annual meeting. Usually, no publicity or promotion shall be given to competitive meetings, whether or not they occur at the same time as the related AIChE meeting.

A3.1.4 Conference publications

Our standard conference document is presently a CD, DVD, or Web product. Post-conference and pre-conference printed documents will be considered where justified by demand.

A3.1.5 Maximum number of papers to be presented by a single author

The current recommendation to authors is to present a maximum of three podium papers. Submissions / admission of a larger number of papers is permitted at the discretion and approval of the MPC and the EBPC. A change of this policy may be instituted by EBPC following consultation with the NPC.

A3.1.6 Meeting registration fee

All participants, including speakers, are expected to register and pay the appropriate registration fee. Presentation of a paper is felt to be only one form of participation along with chairing sessions, attending sessions and participating in business meetings or other collegial activities.

In certain cases, a particular invited speaker may be felt by conference organizers (Topical Chairs, Group Chairs, and the Meeting Program Chair) to be especially important to the effective implementation of an important part of the conference. The organizers are encouraged to raise financial support from outside AIChE to support the speaker. However, if the invited speaker is attending exclusively to present the invited paper but not attending other sessions, a request can be forwarded to the AIChE Meetings Department requesting fee waiver. This request should be made as early as possible in the meeting formation process, and in no case can a binding commitment be made to any speaker without prior approval of the AIChE Meetings Department.

A3.1.7 Naming of events

Events and technical sessions may be named in honor of an individual or individuals, living or dead, whether an AIChE member or not. The naming of a special social event, such as a recep-

tion or dinner, in honor of an individual or group of individuals, requires approval of the Chair of the EBPC. Proposals for named technical sessions shall be approved by the Chair of the EBPC after consultation with, and concurrence of, the appropriate programming unit.

A3.1.8 Open-to-the-Public Concept

All AIChE meetings are open to the public, but every attendee must register and have a badge. All meeting programs are to carry a statement to the effect: "Admission to any AIChE technical meeting must be by badge only."

A3.1.9 Site selection for meetings

AIChE staff, in consultation with EBPC, shall routinely assess cities with sufficient concentration of hotel and meeting facilities to accommodate meetings, their anticipated attendance, and their number of sessions. Meeting schedules shall be developed with geographical distribution in mind. Careful consideration shall be given before scheduling cities in Canada or other international locations.

A3.1.10 Unopposed events at the Annual and Spring Meetings

The Institute Business meeting and Institute Lecture shall be scheduled such that they are unopposed by other technical sessions at the Annual Meeting. At the Spring Meeting, the Keynote Address (Fuels and Petrochemicals Plenary Session) shall be scheduled so as to be unopposed.

A3.2 AIChE Presentation Record Policy

Speakers at AIChE spring and annual meetings (and other appropriate venues) are requested to submit a "presentation record" to AIChE by the meeting-specific submission deadline(s). This deadline (typically one to two months before the meeting) is established and published for each specific meeting. This requirement is established to serve the needs of meeting attendees, improve the quality of presentations, and to enable AIChE to publish the presentations/papers of the meeting (e.g., a CD available at the meeting and from AIChE after the meeting).

The "presentation record" should not be confused with the Proposal-to-Present (PTP) form (with abstract) that all prospective presenters are required to enter on the web earlier to initiate a request for acceptance of a presentation at the meeting.

Each programming group (or area) is required to adopt specific criteria to satisfy this requirement for presentation records in its sponsored or cosponsored sessions. Minimum requirements for this presentation record are an extended abstract including an introduction, results and discussion (may be augmented with figures and tables, visual aids, poster panels), and references. For a given group, formal full-length manuscripts may be preferred for the presentation record.

Each programming Group or Area is responsible for disseminating their specific presentation record requirements to session chairs and ensuring their understanding of this requirement. Authors will be also advised on the specifics of the submission process, such as e-mail or hardcopy submission options and deadlines. Authors are advised to confirm any special format requirements with their session chairs well in advance of the presentation record submission deadline.

Note: Further background information and instructions for submitting presentation records may be obtained from the AIChE web page at the URL
<http://www.aiche.org/conferences/guidelines/presentationrecord/>

A3.3 Co-sponsorship of meetings with other organizations

A3.3.1 Introduction

The American Institute of Chemical Engineers encourages the pursuit of joint activities in areas of mutual interest with other national and international societies and organizations. This section of the manual is intended to protect the Institute while facilitating cooperation by providing some guidelines for reviewing requests for co-sponsorship or inviting co-sponsorships.

These guidelines apply to any unit of the Institute, including Divisions, Forums and Local Sections entering into agreements for co-sponsored events as requested by other entities and for agreements where the Institute invites a co-sponsorship. They are intended as guidelines and not as absolute rules. These guidelines will be applied by the Executive Board of the National Program Committee (EBPC)* of AIChE in the consideration of requests for approval of co-sponsorships involving the Institute, its technical divisions and forums, and its local sections.

Policy objectives:

- To define the way in which the AIChE (including Divisions, Forums and Local Sections) lends its name to co-sponsor meetings of other societies.
- To encourage the pro-active solicitation of co-sponsorship.
- To use co-sponsorships as a vehicle to increase attendance at AIChE meetings, and
- To widen the AIChE's visibility by co-sponsoring meetings of other organizations.

A3.3.2 Definitions

Co-sponsorship.

- Financial co-sponsorship, is where the Institute or one or more of its technical divisions or local sections in collaboration with other organizations jointly arranges the event, contributes to its programming and has a financial stake in the meeting.
- Non-Financial co-sponsorship is where the Institute or one or more of its technical divisions or local sections allows other organizations to use its name and symbols as a co-sponsor but has no formal involvement in the programming or arranging of the event and no financial responsibilities.
- Invited co-sponsorship – where the Institute or one or more of its technical divisions or local sections pursues the co-sponsorship of an outside organization which may or may not be governed by a specific agreement.

A3.3.3 Requests for Co-sponsorship

All requests for co-sponsorships must be sent to the Director of Technical Programming (programming@aiiche.org) for AIChE. Requests should be accompanied by an explanation addressing adherence or exceptions to the general guidelines for AIChE co-sponsorship of meetings.

All requests for co-sponsorship should at a minimum contain the following: (See Attachment A - Request for Co-Sponsorship Form)

- The dates, location, purpose and official title of the event.
- The names and address of the external organization and the key contact in each organization.
- A statement regarding the financial status--for-profit or not-for-profit--of the other co-sponsoring organizations.

A3.3.4 Requirements for Co-sponsorship

Co-sponsored events should meet the following criteria:

- A. Co-sponsorship of an event must advance the goals of the Institute or one of its entities.
- B. The principal objective of any co-sponsored event should be the dissemination of technical information and topics appropriate to the Institute and its entities. Ancillary profit-making operations such as expositions and meeting reprints, etc., are permitted only in support of the principal objective.
- C. The Institute, a technical division, or a local section should not co-sponsor an event where the co-sponsor is a commercial profit-making organization unless there is a clear benefit to the Institute or its membership.
- D. Co-sponsorship of an event in direct conflict with dates of an AIChE technical programming (i.e. national, regional, local, and/or divisional meetings) should first have a consultation from all affected groups with the final approval by EBPC.
- E. AIChE members should be granted a favorable registration rate (preferably equal to the sponsoring society's member rate).

A3.3.5 When the Institute is the co-sponsor

When the AIChE national is the non-financial co-sponsor, the EBPC is delegated and is authorized to approve the request. If AIChE national has a financial stake in a conference, EBPC should be consulted, but the final decision rests ultimately with the Executive Director and/or the Board of Directors.

- A) New Requests: The Director of Technical Programming should review any new requests and make a recommendation to EBPC (or its delegated subcommittee) for approval or disapproval after completion of the following:
 - The Technical Programming Director has examined the proposed program for compliance with the requirements for co-sponsorship.
 - The Technical Programming Director has reviewed the list of requirements for consideration of AIChE co-sponsorship of meetings contained in section 4.
 - All appropriate technical division(s) and AIChE entities have been contacted and consulted regarding the recommendation to consider co-sponsorship and have expressed themselves with a willingness to take an active part in arranging the event if the request is for a cooperative co-sponsorship.
- B) Repeated Requests: When an outside organization requests the AIChE to co-sponsor an event, and:
 - the request is for co-sponsorship of a corresponding meeting that has been previously approved by the EBPC (and there are no significant changes),
 - and the event has been executed satisfactorily in the past

then the Technical Programming Director of AIChE is delegated and authorized to approve the request. Such repeat requests, must be communicated to the Chair of EBPC, and appropriate technical divisions.

A3.3.6 When a Technical Division, Forum or Other Similar Entity is the Co-sponsor

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- A. When a technical division or forum is the co-sponsor, the proposal should be submitted to AIChE's Director of Technical Programming (programming@aiche.org) for concurrence. Any announcement or publication of such an event must bear the specific name of the particular technical division or entity only.
- B. The Technical Programming Director will consult with the appropriate membership division(s) and EBPC if necessary. Written evidence that the program meets the requirements for co-sponsorship must be given.

A3.3.7 When a Local Section is the Co-sponsor

- A. When a local section co-sponsors a regional meeting they should comply as much as possible with the requirements for co-sponsorship for AIChE meetings listed in section 4. All co-sponsorships of conferences or special meetings should be reported by the local section chair to the Director of Technical Programming (programming@aiche.org) for approval. It will be normal practice that if the meeting has been previously approved and no substantial changes have been made, then prior approval is not required but the local section should still report the co-sponsorship to the AIChE Director of Technical Programming.

For conferences or special meetings that do not require any substantial new financial commitment the request will be quickly reviewed and posted (if appropriate). In co-sponsorships that have a substantial new financial commitment (e.g. larger than 20% of the local sections annual operating budget), then a more substantive review may be conducted.

- B. The AIChE Director of Technical Programming will consult with appropriate Volunteer Member Activities (VMA) staff prior to submitting the request to the EBPC for approval.

A3.3.8 When an AIChE Entity invites a Co-sponsor

- A. When the AIChE national or a division, forum, or local section invites a co-sponsorship, the request should first be submitted to the Director of Technical Programming for concurrence by EBPC.
- B. The outside organization should meet the objectives of this policy as well as all applicable criteria as put forth in "4. Requirements for Co-sponsorship."
- C. The co-sponsorship may or may not be governed by a specific agreement.

*Note: When EBPC is mentioned it is meant to be the officers or subcommittee of EBPC acting on behalf of the entire EBPC, however, the officers may consult the entire EBPC if they believe that a more extensive review of the potential co-sponsorship is required.

A3.4 Session allocations to programming groups

Session allocations to programming Groups (base allocation and supplemental allocation) have been used in the past in planning Annual Meetings when available presentation rooms were a constraint. Currently there are no limits imposed on the programming Groups for the number of sessions or Topical Conferences planned for the Annual or National Meetings. A change of this policy may be instituted by EBPC following consultation with the NPC.

A4. Guide to Programming Topical Conferences

A4.1 Introduction

This document is intended to be a general guide for programming with specific attention to Topical Conferences. You may obtain additional guidance from the AIChE Programming Director (Joe Cramer) and Meetings Director (Jeff Wood). For new topics that do not fit suitably

into an existing AIChE programming group, see RANTC (the Research and New Technologies Committee, Area 18j) for help. All dates listed in this guide are approximate, but meeting these dates will greatly help Topical Conference Chairs and their Topical Conferences.

The idea of a Topical Conference is a set of programming that is thematically focused on a particular topic. In principle, any programming group can arrange its programming to be structured around a theme without having a Topical Conference. However, the programming groups often cover a breadth of subjects. Setting up a Topical Conference provides better visibility inside the AIChE meeting and throughout the engineering and scientific community.

Different formats can be equally successful. The topic may encompass an entire AIChE programming Group or Division / Forum (e.g., a Separations Topical) or it may be more tightly focused (e.g., an Envisioning Biorefineries Topical), drawing from two or more Groups. It may be as few as four sessions, or it may be much larger than that. It may be just technical sessions, but plenary sessions, tutorial sessions, short courses, exhibits, poster receptions, and dinners are strongly encouraged. Also strongly encouraged are proceedings for inclusion on the overall conference CD-ROM, which may be full papers, extended abstracts, or the collected brief Presentation Records. Co-sponsors can be brought in from outside AIChE to draw a much wider audience.

Below, content is presented separately for Topical Conferences scheduled for the AIChE Spring Meeting or for the Annual Meeting (fall meeting). Some instructions are different, but the main differences are the timings. This guide is built on previous EBPC work, and it has also considered other documents such as the Loss Prevention Symposium Chair Checklist.

A4.2 Planning Topical Conferences for the Spring Meeting

APPROXIMATELY 19 MONTHS PRIOR TO THE TOPICAL CONFERENCE (~ September)

- Contact AIChE Meetings Department and find out who is the Meeting Program Chair (MPC) for the meeting and where the meeting will be held. Contact the MPC, introduce yourself, and find out if there has been any particular theme identified for the meeting.
- Draft a structure for the Topical Conference, especially the set of session topics. In addition, consider possible invited speakers, plenary sessions, and if the conference is big enough, short courses, exhibits, and receptions. You may wish to build a Web site for the conference or to use AIChE's Web content.
- Prepare the Topical Conference proposal, including the theme of the Conference and the possible titles of sessions.

17 MONTHS PRIOR TO THE TOPICAL CONFERENCE (~ November)

- Submit the proposal to AIChE Programming Director (Joe Cramer via programming@aiiche.org) and MPC.
- Establish any requirements for a proceedings product (e.g., 4 to 6 page presentation record, a full paper, or the minimum Presentation Record format of about two pages that include Introduction, Results and Discussion, References, and Contact information).
- If you would like to propose any joint programming that would be co-sponsored with other AIChE programming groups, contact the group's program chair and get their agreement.

12 MONTHS PRIOR TO THE TOPICAL CONFERENCE (April)

- Attend the AIChE Programming Retreat. Confirm contacts for jointly sponsored programming.
- Finalize approved Topical Conference (s) at Spring National Meeting and Retreat

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- Prepare individual Call For Papers (CFP) for Topical.
- Identify and confirm the Session Chair and Vice-Chair assignments by letter (E-mail) with those individuals.
- Session Chairs and Topical Chairs distribute individual Topical CFP (hard copy and/or electronic) with due dates. Include any requirements for Preprint Volume presentation records or records of presentation as well as formats (deadline, i.e., 3 months before the Topical Conference, and page requirement, e.g., 4 – 6 pages).

11 MONTHS PRIOR TO THE TOPICAL CONFERENCE (May)

- Be sure that approved Topical Conferences and Topical Chairs have been submitted to AIChE for entry onto Conference Exchange's "AIChE Online Meeting Planning System" (subsequently referred to as the Confex system).
- Session Chairs continue to solicit specific speakers for regular and plenary sessions.
- Work with AIChE Meetings Department to set up marketing: announcement lists, Web site, mailing list.
- Obtain commitments from solicited speakers for Plenary Session(s) and solicit funding if required.

9 MONTHS BEFORE THE TOPICAL CONFERENCE (~ July) – CONFEX ELECTRONIC CALL FOR PAPERS WILL OPEN

- Ensure that all sessions are entered onto the Confex system.
- Encourage Session Chairs and Vice-Chairs to continue to solicit papers.

6 MONTHS BEFORE THE TOPICAL CONFERENCE (~October)

- Following the ~October 15 closing of submissions to the Confex System, Session Chairs review, accept, reject, transfer and order accepted papers.
- Topical Chairs review sessions for balance and adjust if necessary. Submit proposed session schedule requests to Meeting Program Chair.
- Discuss / request meeting room arrangements with the Meeting Program Chair and AIChE Meetings Department (Jeff Wood).
- Complete final arrangements with financial sponsors and non-financial sponsors.
- Submit plans for special events (Conference dinner, tutorials, short courses, co-sponsorships, and potential exhibitors) and sponsoring societies to AIChE Programming Department (Joe Cramer) and Meetings Department (Jeff Wood).

5 MONTHS BEFORE THE TOPICAL CONFERENCE (~ November)

- Meeting Program Chair notifies Topical Chairs and Session Chairs of session scheduling.
- Session Chairs notify authors of acceptance and any requirements for Preprint Volume or presentation records as well as formats (this information should be coordinated with the Programming Department and consistent with the information previously sent to the Programming Department such as the maximum number of pages for each presentation record).

4 MONTHS BEFORE THE TOPICAL CONFERENCE (December)

- Topical Conference Chairs receive a draft letter with instructions / procedures for Presentation Record submittal that is to be e-mailed to Topical Conference Session Chairs once the technical program is finalized.
- Topical Conference Chairs review and reply back to the AIChE Technical Programming Department with approval or edits in regard to their specific Topical Conferences.

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- If an individual Topical Conference proceedings print volume is being produced, the Topical Chair/ Coordinator works closely with Terri Guttilla and Omnipress to prepare a volume.

3 MONTHS BEFORE THE TOPICAL CONFERENCE (January)

- Establish audiovisual requirements of speakers (overhead, computer, and/or slide projectors) and submit any special needs to AIChE Meetings Department (Jeff Wood) if not covered in a standard package.

2 to 3 MONTHS BEFORE THE TOPICAL CONFERENCE (~ January - February)

- Technical Programming sends final instructions/procedures for Presentation Record submittal to Session Chairs for distribution to authors. These final instructions/procedures for Presentation Record submittal are posted on AIChE Web pages. The on-line submittal process opens after the technical program is finalized.
- Presentation records become due, and Session Chairs and Proceedings Coordinator (or Topical Chair) solicit any missing submissions to ensure that as many presentation records as possible are submitted for his/her portion of the overall proceedings CD-ROM.
- If an individual Topical Conference proceedings print volume is being produced, he/she works closely with Terri Guttilla and Omnipress to prepare a volume.
- Those Topical Chairs/Coordinators doing print volume proceedings may have authors submit via the regular on-line submittal process (or they can collect hard copies of presentation records). Topical Chairs/Coordinators send cover text, introduction letter/preface, and color choice for the proceedings to Omnipress (2600 Anderson St. Madison, WI 53704; Ph.: 1-800-828-0305; 608-246-2600; Fax: 608-246-4237).
- Prepare a letter to invite attendees, which indicates the program content, the times, the location, and the date.
- Mail or E-mail the invitation letters.

1 to 2 MONTHS BEFORE THE TOPICAL CONFERENCE (~February - March)

- Maintain contact with speakers and session chairs and confirm their attendance at the Conference.
- Confirm the room arrangements with the Meeting Program Chair and AIChE Meetings Department.

A4.3. Planning Topical Conferences for the Annual Meeting

24 to 21 MONTHS PRIOR TO THE TOPICAL CONFERENCE (~ November - February)

- Contact AIChE Meetings Department and find out who is the Meeting Program Chair (MPC) for the meeting and where the meeting will be held. Contact the MPC, introduce yourself, and find out if there has been any particular theme identified for the meeting.
- Draft a structure for the Topical Conference, especially the set of session topics. In addition, consider possible invited speakers, plenary session(s) and if the conference is big enough, short courses, exhibits, and receptions. You may wish to build a Web site for the conference or to use AIChE's Web content.
- Prepare the Topical Conference proposal including the theme of the Conference and the titles of sessions.
- Submit the proposal to AIChE Programming Director (Joe Cramer) and MPC.
- Establish any requirements for a proceedings product (e.g., 4 to 6 page minimum, a full paper, or the minimum Presentation Record format of about two pages that include Introduction, Results and Discussion, References, and Contact information).

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- If you would like to propose any joint programming that would be co-sponsored with other AIChE programming groups, contact the group's program chair and get their agreement.

19 MONTHS PRIOR TO THE TOPICAL CONFERENCE (April)

- Attend the AIChE Programming Retreat. Confirm contacts for jointly sponsored programming.
- Finalize approved Topical Conferences.

12 MONTHS PRIOR TO THE TOPICAL CONFERENCE (~ November)

- Identify and confirm the Session Chair and Vice-Chair assignments by letter (E-mail) with those individuals.
- Prepare Call For Paper for Topical.
- At the Annual Meeting, one year before the topical, launch announcements: flyers and posters. Make sure your Topical Conference is represented at the NPC meeting at this Annual Meeting.
- Session Chairs and Topical Chairs distribute printed and electronic calls for papers, including due date. Include any requirements for proceedings and/or Presentation Records such as formats, deadline (e.g., 3 months before the Topical Conference), and page requirement (e.g., 4 to 6 pages).

11 MONTHS BEFORE THE TOPICAL CONFERENCE (~December)

- Be sure that approved Topical Conferences and Topical Chairs have been submitted to AIChE for entry onto Conference Exchange's "AIChE Online Meeting Planning System" (subsequently referred to as the Confex system).
- Obtain commitments from solicited speakers for Plenary Session(s) and solicit funding if required.
- Session Chairs make invitations for solicited speakers in regular and plenary sessions.
- Work with AIChE Meetings Department to set up marketing: announcement lists, Web site, mailing list

9 MONTHS BEFORE THE TOPICAL CONFERENCE (~ February when overall conference's electronic Call For Papers opens)

- Ensure that all sessions are entered onto the ConFex system.
- Encourage Session Chairs and Vice-Chairs to continue to solicit papers.
- Plan special events (Conference dinners, lunches, tutorials, short courses, co-sponsorships, and exhibits).

7 MONTHS BEFORE THE TOPICAL CONFERENCE (~ April)

- Complete final arrangements with financial sponsors and non-financial sponsors.
- Submit plans for special events (Conference dinner, tutorials, short courses, co-sponsorships, and potential exhibitors) and sponsoring societies to AIChE Programming Department (Joe Cramer) and Meetings Department (Jeff Wood).

6 MONTHS BEFORE THE TOPICAL CONFERENCE (~ May)

- Following the ~May 1 closing of submissions to the ConFex System, Session Chairs review, accept, reject, transfer and order accepted papers.
- Topical Chairs review sessions for balance and adjust if necessary. Submit proposed session schedule to Meeting Program Chair.
- Discuss / request meeting room arrangements with the Meeting Program Chair and AIChE Meetings Department (Jeff Wood).

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- Submit special events (Conference dinner, tutorials, short courses, co-sponsorships, and potential exhibitors) to AIChE Programming Department (Joe Cramer) and Meetings Department (Jeff Wood).

5 MONTHS BEFORE THE TOPICAL CONFERENCE (June)

- Meeting Program Chair notifies Topical Chairs and Session Chairs of session scheduling.
- Session Chairs notify authors of acceptance and any requirements for Preprint Volume presentation records or records of presentation as well as formats (this information should be coordinated with the Programming Department and consistent with the information previously sent to the Programming Department such as the maximum number of pages each presentation record).

4 MONTHS BEFORE THE TOPICAL CONFERENCE (July)

- Topical Conference Chairs receive a draft letter with instructions/procedures for Presentation Record submittal that is to be e-mailed to Topical Conference Session Chairs once the technical program is finalized.
- Topical Conference Chairs review and reply back to the AIChE Technical Programming Department with approval or edits in regard to their specific Topical Conferences.
- If an individual Topical Conference proceedings print volume is being produced, the Topical/Chair Coordinator works closely with Terri Guttilla and Omnipress to prepare a volume.

3 MONTHS BEFORE THE TOPICAL CONFERENCE (~ August 15)

- Establish audiovisual requirements of speakers (overhead, computer, and/or slide projectors) and submit any special needs to AIChE Meetings Department (Jeff Wood) if not part of standard package.

2 to 3 MONTHS BEFORE THE TOPICAL CONFERENCE (August - September)

- Prepare a letter to invite attendees, which indicates the program content, the times, the location, and the date.
- Mail or E-mail the invitation letters.
- Technical Programming sends final instructions/procedures for Presentation Record submittal to Session Chairs for distribution to authors. These final instructions/procedures for Presentation Record submittal are posted on AIChE Web pages. The on-line submittal process opens after the technical program is finalized.
- Presentation records due; Session Chairs and Topical Chairs solicit any missing submissions to ensure that as many presentation records as possible are submitted for his/her portion of the overall proceedings CD-ROM.
- Those Topical Chairs/Coordinators doing print volume proceedings may have authors submit via the regular on-line submittal process (or they can collect hard copies of presentation records). Topical Chairs/Coordinators send cover text, introduction letter/preface, and color choice for the proceedings to Omnipress (2600 Anderson St. Madison, WI 53704; Ph.: 1-800-828-0305; 608-246-2600; Fax: 608-246-4237).

1 to 2 MONTHS BEFORE THE TOPICAL CONFERENCE (September - October)

- Maintain contact with speakers and session chairs and confirm their attendance at the Conference.
- Confirm the room arrangements with the Meeting Program Chair and the AIChE Meetings Department.

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A4.4. At and after the Topical Conference

CHECKLIST BEFORE THE TOPICAL CONFERENCE

- Overhead / computer / slide projectors
- Spare bulbs for overhead / slide projectors
- Projection screen
- Laser pointer
- Lavalier microphone at overhead
- Floor Microphone for Plenary Sessions
- Podium with reading lamp and microphone for Plenary Sessions
- Lighting control location and instructions

CHECKLIST DURING THE TOPICAL CONFERENCE

- Monitor sessions.
- Give emergency evacuation instructions.
- Introduce the session aides.
- Plant questions to stimulate discussions.
- Topical Conference Chair or Co-Chair complete attendance estimates and submit to Meeting Headquarters.

AFTER MEETING

- Send thanks to speakers.
- Evaluate meeting, writing down a “Lessons Learned” list for subsequent chairs.