

CONFERENCE PROPOSAL GUIDELINES

Please use these guidelines when preparing your proposal for an ECI conference. Include each section listed below, using the underlined words as titles for each section. It is strongly suggested that before you submit a proposal, that you contact the Engineering Conferences International Executive Director who will put you in touch with a member of the Conferences Committee.

1. Suggested title of conference
2. Preferred dates/suggested location
3. Name, organization, mail/e-mail addresses, phone/fax numbers of Chair and Co-chair(s)
4. Organizing Committee Membership (name, affiliation, address, phone/fax/e-mail numbers). At the time the proposal is submitted, this committee should consist of at least five members in addition to the chairs. At least three of these should be committed, not merely "to be invited". If the conference is an international one, there should be committee members from Europe, the Pacific Rim, and North America, as appropriate.
5. Synopsis: This is a short perspective explaining the intended scope and thrust, the major reasons justifying the conference (timeliness, importance, desired accomplishments, etc.)

In this area there should be a paragraph which details who should attend this conference and what they will gain from the conference. This will be used in conference publicity and is particularly important as potential participants can point to this information when asking superiors for permission to attend.
6. Outline of the program as now visualized. (We realize that many of the speakers will be "expected" or "invited", rather than "firm".
7. Chairperson's prior experience in conference organization.
8. Technical co-sponsorship with professional societies or government agencies. Have or will any of them be approached as a possible technical co-sponsor or cooperating society? (This usually does not mean financial aid, but rather publicity or other aid that broadens awareness of the conference.)
9. Proposal review: Has the proposal for this conference been reviewed by any organization before? If so, which one(s) and what was their response?
10. Other proximate conferences (within approximately 6 months) which might conflict in content or compete for attendance. Please explain.
11. Estimated number of attendees and what percentage will be from industry, government, academia?
12. External Funding (in addition to the Chair's Fund) to be sought): amounts, sources, chances of success. Could the conference be held if funds were to be denied by one or more of the expected sponsors?
13. Are there proprietary bars to a full exchange of information? If so, please explain.
14. Pre-conference publications - abstracts or proceedings (if any).
15. Post conference publications - extended summary or proceedings (if any).
16. Please include a list of potential speakers with affiliation - even if no commitments have been made. This will be helpful to Conferences Committee members who review the proposal.

17. Publicity suggestions: Publications and societies.
18. Potential participants: A list of approximately one hundred potential participants with their addresses. Each member of the organizing committee should contribute to this list.