

## **Guidelines for Affiliate Members of the ECI Conferences Committee**

1. Read and comment on all conference proposals in your area of expertise within the deadline.
2. Be a member of at least one topical subcommittee.
3. Participate in your subcommittee conference calls (usually about three per year).
4. Generate new conference topics appropriate to that subcommittee and the ECI format.
5. Try to identify technical chairs for your proposed conferences.
6. Scan the suggested conferences list (S-List) when you receive it to see if you can offer assistance to other CC members with suggestions for chairs, speakers, etc.
7. Attend at least one CC meeting every two years. (ECI will reimburse transportation and hotel for North American-based members for one meeting per year. For those outside North America, ECI will reimburse for one meeting every two years.)
8. Within one to two years of becoming an Affiliate, propose a conference where you will act as a technical liaison. Ideally, each Affiliate will act as a technical liaison of a conference every two years.