

Operational Guidelines for the Engineering Conferences International Conferences Committee

1) Mission Statement

The Conferences Committee (CC) of Engineering Conferences International, Inc. (ECI) shall advance engineering science and practice by identifying and developing international interdisciplinary conferences. The ECICC is solely responsible for the technical content of the ECI Program.

The objectives of the ECI Program are to:

- a) Identify and sponsor professional international engineering conferences in specialty or multidisciplinary technology areas that will benefit from a level of discourse not possible in larger forums.
- b) Organize conferences that provide an opportunity for engineering professionals and related physical, biological, and social scientists from academic, industrial, and governmental sectors to gather and discuss areas of technological importance.
- c) Cooperate with professional engineering, scientific, and social science societies to jointly sponsor conferences and to take other joint actions that will foster complementary programming.
- d) Initiate conferences that will have a significant impact on engineering education, research, practice, and/or development, and that will influence national and international technology policy.

2) Organization of the Conferences Committee

2.1 Membership

The Conferences Committee will have 15 Members, serving three-year terms, beginning on January 1st and ending on December 31st. Members may be reappointed, depending upon their productivity and interest. The terms of office of Members will be arranged such that each year the terms of five members will expire. New and reappointed Members of the Conferences Committee will be nominated at the Fall CC meeting by a majority vote of the Members whose terms will not be expiring at the end of the year. The names of the nominees will be sent to the Secretary of the ECI Board of Directors with the recommendation that these individuals be appointed to the ECI Conferences Committee. Members of the Conferences Committee shall represent a wide scope of the engineering and related professions; it is strongly desirable that members be active (past or present) in technical/scientific societies.

The President of the ECI Board of Directors and the ECI Executive Director shall be non-voting *ex officio* members of the ECICC.

2.2 Responsibilities of Members

Each Member of the Conferences Committee has the responsibility for identifying potential conference topics along with, if possible, the names of possible ECI Conference Chairpersons. The Member proposing the conference will usually be designated as the Liaison for that conference. A review of the current status of these suggested conference topics will take place at the meetings of the Conferences Committee. If a Member of the CC is not able to attend the CC meeting, an update of the current status of the conference planning for which he or she is the Liaison, as well as suggestions for new conferences, must be sent to the ECI Executive Director prior to the meeting.

Conferences Committee Members are expected to attend all meetings of the Conferences Committee. ECI will reimburse reasonable travel and living expenses.

2.3 Affiliate Members

The ECI Conferences Committee Chairperson is authorized to appoint with the approval of a majority of the Conferences Committee, non-voting Affiliate Members of the CC. The appointments are for one year and may be renewed with mutual agreement of the Chairperson and the appointee. Affiliate Members fall into three categories:

- a) Past Members of the Conferences Committee who are actively involved in continuing conferences series;
- b) Individuals who have previously been involved in the organization of ECI conferences; and
- c) Individuals who have special expertise in areas not currently covered by the membership of the Conferences Committee.

Affiliate Members of the Conferences Committee shall have the same responsibilities as members (apart from voting), including serving as Conference Liaisons.

Affiliate Members are invited to attend all meetings of the Conferences Committee, but their expenses will be covered by the ECI for only one meeting of the CC each year.

2.4 Meetings of the Conferences Committee

The Conferences Committee will normally meet three times a year: Winter, Summer, and Fall. At least one of these meetings is to be face-to-face; one or more of the others may be via teleconference and/or e-mail. The minutes of these meetings shall be distributed to all Conferences Committee Members and Affiliates.

2.5 Election of the Chairperson, Vice Chairperson, and Secretary

In years in which an incumbent Chairperson's, Vice Chairperson's, or Secretary's term of office expires, nominees for open positions will be selected at the Fall meeting of the ECICC by a majority vote of the voting Members whose terms will not be expiring on December 31st. All nominees for Chairperson, Vice Chairperson, and Secretary shall remove themselves from the meeting during the discussion preceding the vote. The names of the nominees will be sent to the Secretary of the ECI Board of Directors. The Chairperson, Vice Chairperson, and Secretary shall be appointed for three-year terms at the Annual Meeting of the ECI Board of Directors.

2.6 Liaison

The Liaison is responsible for assisting the ECI Conference Chairperson(s) in the preparation of a Conference Proposal. The proposal is submitted to the Liaison who, after providing a letter of recommendation, will transmit the proposal to the ECI Executive Director for review and approval by the Conferences Committee.

Once the proposal has been approved, the ECI Staff, the ECI Liaison, and the ECI Conference Chairperson(s) will work together in organizing and planning the conference. The content of the technical program is the responsibility of the ECI Conference Chairperson(s). The Liaison has a supportive role during this period and provides assistance as needed to the ECI Conference Chairperson(s) and the ECI Staff. In order to function effectively, the Liaison must be kept informed of all significant actions taken with regard to the organization of the conference by the ECI Staff and the ECI Conference Chairperson(s).

The Liaison, or a substitute from the Conferences Committee, will attend the conference, at ECI expense, and assist the ECI Conference Chairperson(s) and the ECI Staff as needed to ensure that the conference is successful. The Liaison also must help to promote the ECI Conferences program by soliciting suggestions for new conferences and, if the conference is in a continuing series, identifying the next Conference Chairperson(s) and the Organizing Committee, and assisting them in the initiation of the

conference planning activities. A report on the conference will be submitted by the Liaison with his or her expense statement.

3) Conferences Program

3.1 Types of Conferences

Two types of ECI conferences are organized by the ECICC: (1) conferences on new topics and, (2) conferences built upon previous conference topics. This latter type will be referred to as conferences in a Continuing Conference Series. The Series Conferences will be reviewed periodically by the Conferences Committee to determine if they continue to meet the mission statement of the ECI Conferences Program.

The support provided to the ECI Conference Chairperson(s) may vary. The normal procedure is that the ECI Staff does all the marketing for the conference including web site postings and dissemination of all pre-conference announcements, invitations, and registration material. The ECI Staff is also responsible for keeping the web site up to date, for all conference site arrangements, and for providing staff support at the conference. The Conference Chairperson(s) will be responsible for the organization of the technical program and if he or she so elects, will receive a Chair's discretionary fund. ECI will assume complete financial responsibility for the conference.

A conference in a continuing series or a conference on a new topic for which the ECI does not have financial responsibility is identified as a "Cooperative" Conference. An ECI Liaison is appointed and assists the ECI Conference Chairperson(s) to prepare and submit a proposal for the conference. In this case the Local Arrangements Committee or another society assumes the financial responsibility and pays the travel and on-site expenses of the ECI Liaison attending the conference. The conference will be listed on the ECI Conferences Calendar and other relevant announcements. The ECI Staff processes grants for these conferences without charge. If the ECI Staff is asked by the conference organizers to provide other services, the ECI will be reimbursed for out of pocket expenses as well as ECI Staff time and overhead.

3.2 Conference Proposal Procedure

The Proposal for an ECI Conference or a "Cooperative" Conference will be transmitted by the Liaison to the ECI Executive Director. The ECI Executive Director reviews the proposal and makes a recommendation based on the background material on past conferences if it is a series conference. The proposal and the recommendations from the liaison and ECI Executive Director are sent to the ECI Conferences Committee Chairperson and Vice Chairperson for tentative approval. With tentative approval, the proposal is circulated to the ECICC members and the conference is placed on the ECI Conferences Calendar with a note that it is in the review process. Members of the ECICC are asked to provide feedback, including technical input, suggestions, referrals, etc., which will be summarized by ECI Staff and communicated to the Conference Chairperson and ECI Liaison. Upon the receipt of positive comments from the ECICC members, the ECI Conferences Committee Chairperson and Vice Chairperson approve the conference. The proposal with a Request for Approval is sent to the President of the ECI Board of Directors and the ECI Executive Director.

3.3 Joint Sponsorship of Conferences

Frequently an ECI Conference is conducted in cooperation with another professional society or government agency. ECI retains the financial responsibility for the conference, and the pre-conference procedures are those described in 3.2. Corporations and other organizations that contribute funds to the Conference Chairs are acknowledged in the Conference Program.

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