

**Instructions for preparing a  
Special Topic Proposal for the ASME  
Computers and Information in Engineering Conference**

CIE encourages special topics at the annual conference. A special topic highlights an area of interest that may not be covered by the existing Technical Committees, or covers an emerging area into which a Technical Committee wishes to expand. Special topics are a good way to attract new participants to the conference, and to continually grow the technical committee membership.

Proposals for a special topic should provide all the information needed for evaluation by the CIE Executive Committee, and to establish the topic in the conference web tool if it is approved. The second page of these instructions is the form that should be filled out and submitted to the conference program chair at the address provided on the form. The following is guidance on filling out the form fields.

Title: a short descriptive title, e.g., “Prognostics and Health Management”.

Type: Technical Symposium, Panel Session or Poster Session.

Description: several paragraphs that introduce the topic, similar to what would be provided in a typical Call for Papers.

Targeted Number of Submissions: how many technical papers, panelist presentations or posters are expected.

Affiliated Technical Committee: one of the four CIE technical committees (Computer-Aided Product and Process Development, Systems Engineering, Information and Knowledge Management, Virtual Environments and Systems or Advanced Modeling and Simulation) if relevant, or Unaffiliated if not. Affiliation with a Technical Committee is preferable, since it keeps CIE focused and will help Technical Committee growth. Unaffiliated topics should include in their description how the topic aligns with CIE.

Organizer and Co-Organizer: contact information (names, affiliations, addresses, email addresses and phone numbers) of the sponsoring organizer and co-organizer. This information will be entered into the conference web tool if the topic is approved. Organizers are responsible for providing Review Coordinators who can designate enough reviewers to handle the targeted number of submissions. Each technical paper needs at least three reviews.

**Proposals should be submitted to the CIE 2009 Program Chair, Shuichi Fukuda, at [shufukuda@gmail.com](mailto:shufukuda@gmail.com), by November 1, 2008.**

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Title:

Type:

- Technical Symposium
- Panel Session
- Poster Session

Description:

Targeted number of papers, panelists or posters: \_\_\_\_

Affiliated Technical Committee:

- Computer-Aided Product and Process Development (CAPPD)
- Systems Engineering, Information and Knowledge Management (SEIKM)
- Virtual Environments and Systems (VES)
- Advanced Modeling and Simulation (AM&S)
- Unaffiliated

Organizer's Contact Information:

Co-Organizer's Contact Information: