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TO: Division, Subdivision & Institute Chairs

FROM: Jack Whitehead, Chair, Committee on the Technology Executives Conference (CTEC)

SUBJECT: **ACTIONS FROM THE 2003 TECHNOLOGY EXECUTIVES CONFERENCE (TEC) AND PREPARATION FOR THE 2004 TEC, MARCH 5-7, 2004, The Pittsburgh Hyatt at the Pittsburgh International Airport in Pittsburgh, PA**

TEC 2003 was about change and focused on ways to better respond to the evolving Council on Engineering (COE). Separate tracks were created to “enable” incoming leaders to guide ASME units and gain the synergy of senior leaders to unveil best practices useful in unit planning and operations.

During TEC 2003 Division leaders met in their Groups with their VPs, to apply the methods learned to improve an existing or develop a new product/service. The plan of action for each Group was critiqued and leaders agreed to follow it through with these plans and evaluate the outcomes. Since the leaders also agreed that it would be useful to monitor the “pulse” of the plans at IMECE 2003, Group/Division leaders who worked on the plans and are at the Congress are invited to attend the TEC Committee Meeting on Monday, November 17, 2003 to share progress to date. Please advise Jennifer Delda, ASME Staff, of your availability at deldaj@asme.org. Your Group/Division input will be reported to COE.

The 2004 TEC will be held at the Pittsburgh Hyatt at the Pittsburgh International Airport on March 5-7, 2004. At this time, I invite you to identify those individuals who will attend on behalf of your Technical Division or Subdivision and submit their names by December 13, 2003, to Jennifer Delda at deldaj@asme.org using the attached form.

The purpose of the TEC is to provide Council on Engineering (COE) leaders and key committee personnel with the information they need to lead their ASME units successfully. The TEC also provides:

- an overall view of the Society’s activities
- an opportunity to network with leaders of other units and with ASME Staff
- and an opportunity to interchange ideas to effect changes in Society operations consistent with ongoing changes in the engineering workplace

With the changes that are taking place in the Council on Engineering, it is imperative that the leaders of all parts of the COE be up to date with actions and continuing plans, and be prepared to work closely with the rest of the volunteer and staff leadership of COE.

TEC has proven over the years to be an outstanding leadership training experience and it will continue to be a means to best position our leaders for the future programming and operation in COE.

To better serve COE, the TEC Committee plans to add a Group/Division Fair that challenges Groups/Divisions to create posters that display their current products/services. The posters are to be brought to the TEC for viewing and discussion by all attendees. This action is expected to facilitate thoughts about “do we have the right mix of programming” and “how are we reaching our customers”.

TEC-Funded Delegates

TEC is prepared to pay the expenses of two delegates from your Division/Subdivision/Institute and one delegate from your Group Board.

In order to gain maximum benefit for your Division or Subdivision, we suggest that you send the following as your funded delegates:

- Incoming Division Chair and
- New Executive Committee Member

In order to gain maximum benefit for your Group, we suggest that you send a member of your Board that you consider will champion your vision and mission.

Non-Funded Delegates

Additional delegates may also attend *without* a TEC expense reimbursement. They may, for example, be self-paying, funded by their companies or universities, or be funded by Division custodian accounts. All delegates to be funded by division custodial accounts must be authorized *in advance* of the conference.

Committee Meetings in Conjunction with the TEC

Because the TEC brings together the technical leadership of the Society, many Divisions choose to hold separate meetings before or after the conference. In arranging for such meetings, we ask that you keep a few things in mind:

- no concurrent meetings may be scheduled during the TEC - that is, not between the hours of 7:30pm on Friday and 12:00 noon on Sunday.
- meeting facilities are limited. Accommodations will be scheduled on a “first come, first served” basis;

Hotel information, TEC reimbursement policy, and other details will be posted on the web shortly at www.asme.org/tec. The Advance Program will be posted as soon as available.

If you have any questions, please contact Jennifer Delda at 212-591-7108 or e-mail at deldaj@asme.org

Thank you for making maximum use of this terrific training opportunity by your support of TEC.

Sincerely,
Jack Whitehead