

## **GUIDELINES FOR THE ASME K-10 COMMITTEE ON HEAT TRANSFER EQUIPMENT**

There are a number of unwritten traditions concerning the way the K-10 Committee has operated in the past. It is appropriate that the more important of these be put down in writing to assist the continued operation of the committee. The idea is not to restrict the functioning of the Committee, but to identify those things that have been effective in the past and which could be useful in the future.

- **K-10 COMMITTEE MEETINGS.** The K-10 Committee normally meets at the ASME IMECE and at the Summer Heat Transfer Conference. In the past, the meetings have normally been held at 4:00 p.m. on the second day of the heat transfer sessions at the particular meeting. Thus, for the IMECE, they alternate between Tuesday and Thursday afternoons, while at the NHTC they are on Monday. In addition, unofficial meetings have been held during the International Heat Transfer Conference.
- **CHAIRPERSON.** The Chairperson of the K-10 Committee is appointed by the Heat Transfer Executive Committee (HTD EC) for up to a three year term of office. The Chairperson is ultimately responsible for all K-10 activities and executive decisions for the committee including reassigning Secretarial, K-Committee Representative (KCR), and Session Chair positions in their absence. K-10 Members interested in serving as incoming Chairperson should contact the incumbent K-10 Chair during his/her last year in office. Based on member activity, interest and discussions with senior K-10 members, the incumbent Chairperson will send the HTD Executive Committee a recommendation for the next K-10 Chairperson appointment.
- **SECRETARY.** The Secretary is appointed by the Chairperson and may serve in that capacity as long as it is mutually agreeable. The Secretary is responsible for taking the minutes and having ASME Headquarters post them on the K-10 website approximately one month after the meeting. He/she is also responsible for mailing the meeting announcements and agenda in a timely manner. The Secretary is the individual to contact should a member be unable to attend scheduled meetings. There is not necessarily an automatic line of succession from Secretary to Chairperson because the Chairperson is appointed by the HTD Executive Committee.
- **NUMBER OF MEMBERS.** The Committee should be large enough to staff the organization of technical sessions sponsored by the Committee. However, it must not be so large that it cannot function efficiently. Each member should have the opportunity to be involved directly with the planning of at least one technical session every two or three years. Considering the number of available slots for technical sessions for the K-10 Committee, this places the number of members at about twenty-five.
- **REQUIREMENTS FOR MEMBERSHIP.** Members should be interested in some aspect of heat transfer equipment. The individual must be willing to attend meetings and actively assist with the work of the Committee. This generally involves the commitment of the individual's company support to carry out these responsibilities. It should be emphasized that one's membership tenure is subject to continued active participation. The selection of new members from a waiting list is made

by the Chairperson with the approval of the Committee. Although the Committee should have reasonable representation from industry and academia, traditionally the K-10 Committee has been the HTD Committee with a strong representation from industry. It is also important that the Committee represent as many different facets of the heat transfer equipment area as possible.

- **APPLICATION FOR MEMBERSHIP.** Anyone interested in becoming a member of the K-10 Committee should send an e-mail or letter to the Chairperson outlining his/her desire to become a member, the reasons why the K-10 Committee is the appropriate one for him/her to join, and his/her willingness to actively participate in Committee activities. The Chairperson should then invite the prospective member as a guest to the next committee meeting. After attending one or two meetings as a guest, the Chairperson should send the prospective member a letter of invitation outlining the objectives, activities, and expectations of the K-10 Committee and the obligations of membership. A written reply should be received by the Chairperson stating that the applicant agrees to actively participate and generally should have the support of his/her employer. Evidence of interest in the committee activities and the letter of application will be considered in the selection of new members by the Chairperson.
- **ORGANIZATION OF TECHNICAL SESSIONS FOR THE IMECE AND SUMMER HTC.** One of the major responsibilities of the K-10 Committee is the organization of technical sessions at the IMECE and Summer HTC. These may take the form of traditional technical paper presentations, panel discussions, poster sessions, or focus sessions. In general, the session organizers will be members of the K-10 Committee; however, there may occasionally be exceptions. The number of sessions sponsored by the K-10 Committee depends on the availability of slots in the program. In the past, there have been three slots at the Summer HTC and three slots at the IMECE. If enough interest is generated on a particular subject, more than one session may be requested.
- **ORGANIZATION OF TECHNICAL SESSIONS WITH OTHERS.** The Committee should actively assist with the organization of joint sessions with other K-Committees, ASME Divisions, and even other professional organizations. Such societies include but are not limited to the AIChE, AIAA, ANS, and JSME. The Joint Power Generation Conference and the American Power Conference are other meetings where the K-10 Committee sessions may be considered.
- **K-COMMITTEE REPRESENTATIVE (KCR).** The KCR is a voluntary position for each conference that oversees all K-committee activities for the conference. The KCR assists the HTD conference Chairman in selecting abstracts for the different sessions proposed for the conference. In addition to coordinating activities with the HTD conference chairman, the KCR should be included in the distribution of correspondence. This includes the list of abstracts received and those accepted for a session, instructions to authors, and paper publication deadlines and decisions. The KCR has access to the ASME web tool, having oversight functional control over all K-10 sessions.
- **SESSION ORGANIZERS.** In addition to coordinating activities with the HTD program representative, the Chairperson of the Committee should also be included in the distribution of correspondence. This should include a list of abstracts received and those accepted for a session, instructions to authors, and decisions as to the publication deadlines and format.

Using the ASME web tool, the session organizers are responsible for conducting the review process of papers submitted to the session. In some instances, it may be difficult to obtain qualified reviewers. One option in such cases is to include a member of the K-10 Committee, other than the session organizers, in the review process for each paper. Each member of the K-10 Committee should place himself/herself on the HTD Paper Review list maintained by the HTD staff. In any event, the high quality of papers presented at the technical session must be maintained.

Authors who have presented papers of archival nature should be encouraged to submit them for publication in the ASME Journal of Heat Transfer.

After attending several K-10 meetings, guests interested in joining the K-10 committee are encouraged to propose a conference session if a K-10 member is willing to co-chair the session.

- **SUPPORT OF CONTINUED EDUCATION.** The K-10 Committee is committed to the development and the support of courses related to heat transfer equipment. It should continue to review emerging technologies to identify short courses that should be offered.

- **NOMINATIONS FOR AWARDS.** Another responsibility of the Committee is to make nominations for the several HTD and ASME awards. There is a procedure for making these nominations set up by the ASME Headquarters. Included among the awards are the HTD Best Paper Award, Distinguished Service Award, and the Heat Transfer Memorial Award. The Max Jacob Award is given jointly by the ASME and AIChE. Finally, nominations for the promotion of HTD Members to the Fellow grade should be submitted by Committee members.

- **RESIGNATION FROM THE COMMITTEE.** The HTD EC has a stated policy that a Committee member should be encouraged to resign if he/she finds that he/she cannot actively participate in the Committee activities over a one-year period. Lack of active participation is defined as the following:

- a) Failure to attend four consecutive regular meetings of the Committee (even if the Secretary has been notified ahead of time).
- b) Failure to notify the K-10 Committee Secretary of inability to attend two consecutive regular meetings.
- c) Failure to contribute to K-10 Committee activities over a three year period, even if meetings are attended. Such activities include but are not limited to session organizer and co-organizer, presenter of a short course, or Committee officer.

The Chairperson of the K-10 Committee has the option to waive this policy in those cases where there are exceptional circumstances. However, if the K-10 Committee is to function properly, it must have the active participation of its members.

Revision Log

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