



North American Manufacturing  
Research Institution of the  
Society of Manufacturing Engineers



## Conference Proposal Guide

### Background Information

The ASME Manufacturing Engineering Division (MED) and the SME North America Manufacturing Research Institute (NAMRI) jointly decided in July of 2009 to collocate the annual meeting of each organization, i.e., MSEC of MED/ASME and NAMRC of NAMRI/SME, starting from June of 2011. The collocated conferences will be held in the second week of June annually. A week before or after may be considered only under extremely special circumstances. Conference collocation means that the two conferences will be held side-by-side at the same place and a single registration will allow full access to both conferences.

The International *Manufacturing Science and Engineering Conference* (MSEC) is the flagship annual forum sponsored by the Manufacturing Engineering Division (MED) of the American Society of Mechanical Engineers (ASME) to disseminate the most recent results in manufacturing research and development through both technical papers and panel sessions. Since its inauguration in 2006 it has increasingly attracted more than 200 researchers and practitioners from over 20 countries.

Since 1973, the *North American Manufacturing Research Conference* (NAMRC) has been held on the campus of a host institution to encourage a dialogue between conference attendees; offer opportunities for laboratory tours; and disseminate state-of-the-art manufacturing knowledge. NAMRC has historically had about 80 to 150 attendees on average.

### Important Dates

The host organization can either be a university that has active manufacturing research programs, an industry company that has strong involvement in manufacturing technology, or a government/non-profit organization that has significant leadership in manufacturing research and development. Interested organizations can submit written host proposals to the Coordinating Committee (CC) established by the MED Executive Committee (EC) and NAMRI/SME Board. The due date of a host proposal is the first of December three years before the conference year. The CC will make a recommendation to the MED EC and NAMRI/Board by the following early January. A final selection of the host site is expected to be announced by the following February. The critical dates are:

December 1, Year-3	Conference Proposal to CC
January 31, Year-2	CC Recommendation to MED EC and NAMRI/Board
April 15, Year-2	Announcement of Host Site
June, Year -2	Agreements signed among the Host, ASME and SME
2nd week of June, Year	The Collocated Conferences

## **Selection Criteria**

The criteria for the site selection will be based highly upon the ability of the organization to provide high-quality high-value venue for a first-class international conference in the manufacturing research and development area; and the ability to communicate effectively with the ASME/MED and NAMRI/SME communities.

## **Proposal Contents**

The proposal should provide the following elements:

### **1. *Conference Organizers***

- 1.1 Organizing Committee – Individuals and their roles
- 1.2 Institutional support and commitments
  - 1.2.1 Relevance of the organization to manufacturing research and development
  - 1.2.2 Letter(s) of support from upper administration with detailed commitments, such as release time, secretarial support and financial commitment.

### **2. *Conference Site***

- 2.1 Site access and travel options: air travel and ground transportations, with associated cost estimates.
- 2.2 Conference facilities:
  - 2.2.1 Available rooms for opening ceremony, parallel sessions, committee/board meetings, staff and author preparation rooms.
  - 2.2.2 Banquet format and venue
  - 2.2.3 Maximum conference capacity
  - 2.2.4 Availability of audio/visual/internet.
- 2.3 Weather/climate
- 2.4 Local attractions

### **3. *Accommodation***

- 3.1 Lodging options and cost estimates
- 3.2 Distance to the meeting site (transportation arrangement if appropriate)
- 3.3 Availability of internet at lodging sites

### **4. *Conference Schedule***

- 4.1 Tentative session/event allocation plan (i.e., plenary, technical, student sessions, meeting schedule)
- 4.2 Technical tours
- 4.3 Special sessions to encourage active participations from industries, universities, or governmental/non-profit organizations
- 4.4 Companion program

## 5. *Conference Finance*

- 5.1 Conference budget, including but not limited to
  - 5.1.1 Facilities charge
  - 5.1.2 Conference website charge
  - 5.1.3 Registration service (e.g., website, credit card charge, name tags, goody bag, misc office suppliers, etc.)
  - 5.1.4 Audio/visual/internet charges
  - 5.1.5 Banquet and its transportation cost if appropriate
  - 5.1.6 Food and refreshment charge covering breakfasts, coffee breaks, lunches and banquet
  - 5.1.7 Publication charges (e.g., paper submission/review website, conference proceedings, conference program, conference promotion material, etc.)
  - 5.1.8 Six (6) Complimentary registrations
  - 5.1.9 ASME staff charge (\$2200.)
  - 5.1.10 SME/NAMRI promotion charge (\$2500.)
  - 5.1.11 SME foundation charge (\$20/per full registration)
  - 5.1.12 Guest speakers' honorarium (MSEC – Merchant Medalist; NAMRC – Founder's lecture)
  - 5.1.13 Poster boards if applicable
  - 5.1.14 Dues to the societies based on the current ASME/MED and NAMRI board policies regarding conference operations
- 5.2 Registration cost structure
  - 5.2.1 Regular registrations (early/regular/late/one-day registration)
  - 5.2.2 Student registrations (early/regular/late registration)
  - 5.2.3 Guest registration (guest speakers, student design competition presenters, companions, etc.)
  - 5.2.4 Estimated numbers of each registration category
- 5.3 Plan for securing external sponsorships
- 5.4 Plan for conference promotion

## 6. *Special elements (pre/post-conference events, unique features, event highlights, etc)*

## 7. *Appendix (if applicable)*

### **Proposal Submission**

The written host proposal should be emailed, in PDF format, to the co-chairs of the Coordinating Committee, that is, Program Chair of the MED Executive Committee listed at [http://divisions.asme.org/MED/Executive\\_Committee.cfm](http://divisions.asme.org/MED/Executive_Committee.cfm); and to the Secretary of NAMRI Board listed at <http://www.sme.org/cgi-bin/communities.pl?communities/namri/advisors.htm&&&SME> before the proposal due date. The proposing organization may be invited to make a verbal presentation at the MED EC meeting and the NAMRI/SME Board meeting before a selection is made. If the proposal is selected, the conference organizers are expected to provide regular updates to the MED EC and NAMRI/SME Board.

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Drafted and recommended by the Coordinating Committee, November 1, 2009  
Approved by MED Executive Committee, November 5, 2009  
Approved by NAMRI/SME Board of Directors, February 25, 2011