

OPERATION GUIDE

OF THE

SOLAR ENERGY DIVISION

OF THE

AMERICAN SOCIETY OF MECHANICAL ENGINEERS

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November, 1983

Amended:

April, 1984

May, 1988

June, 1990

December, 1991

Revised: November, 1994

Revised: October, 1996

Revised: June, 2000

Revised: January, 2001

Revised: August 2008

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OPERATION GUIDE

OF THE SOLAR ENERGY DIVISION OF THE ASME

The Division's By-laws define the purpose, organization and regulations that govern the operation of the Solar Energy Division. The purpose of this Operation Guide is to define the procedures and methods of operation for the Division's Executive Committee and Administrative and Technical Committees. In addition, the procedures for organizing and operating the Division's Annual International Solar Energy Conference (ISEC) and its participation in the ASME International Mechanical Engineering Congress and Exposition (IMECE) are also described.

Where the By-laws establish the structure and regulations for Division, this Operation Guide describes the procedures for and interactions among the Executive Committee and the Technical and Administrative Committees toward the end of meeting the Division's objectives as stated in the By-laws.

I. THE EXECUTIVE COMMITTEE

The five officers/voting members (Chair, Vice Chair, Secretary/Treasurer, immediate Past Chair, and new Member) of the Executive Committee are selected from the membership of the Solar Energy Division. These members serve staggered five-year terms with one new Member rotating onto the Committee each year as the Past Division Chair rotates off the Committee.

I.1 Requirements for Executive Committee Membership

Through their activities in the Division, candidates for membership on the Executive Committee must have demonstrated a strong interest in the Division and its activities. Most or all of the conditions listed below should be met by prospective candidates for membership on the Executive Committee.

- a) The candidate has served as the Chair of a Technical Committee of the Division.
- b) The candidate has served as the Chair of an Administrative Committee of the Division.
- c) The candidate has organized sessions at the IMECE or at the ISEC.
- d) The candidate has served as the Technical Program Chair for either the IMECE or the ISEC.

- e) The candidate understands that membership on the Executive Committee requires a five-year commitment and attendance at a minimum will involve one face-to-face meeting and two teleconferences per year.
- f) The candidate's employer is aware of the commitment and is willing to support the candidate's involvement on the Executive Committee or the candidate is willing to assume this responsibility.

Each year at the IMECE, the Executive Committee will accept nominations for and elect a new Member to serve on the Executive Committee starting at the end of the next Summer Annual Meeting of the ASME.

I.2 Terms of Office and Promotion of the Executive Committee

The terms of office and promotion by ascendancy through the ranks of the Executive Committee are described below.

I.2.1 Terms of Office for the Executive Committee

The term of office for each position on the Solar Energy Division's Executive Committee, Chair, Vice Chair, Secretary/Treasurer, Member, and Past Chair, is normally limited to one year.

I.2.2 Replacement of a Member of the Executive Committee

In the event that a member of the Executive Committee must be replaced, the four remaining members will meet in special session:

- a) to select a replacement for the Executive Committee; or
- b) to move each member of the Executive Committee below the level of the replaced member to the next highest level on the Committee and select a new Member for the Committee. Refer to section I.2.3 for the ascendancy.

I.2.3 Ascendancy through the Executive Committee

To develop an experienced group of leaders in the Solar Energy Division, advancement through the ranks of the Division's Executive Committee is through the process of ascendancy. The New Member is the newest member of the Executive Committee. After serving one year, the Member ascends or is promoted to Secretary/Treasurer. After serving a year as Secretary/Treasurer, the individual is promoted to Vice Chair; after serving as Vice Chair, the person is promoted to Division Chair; and after serving as Division Chair, the Chair becomes Past Chair. After serving on the Division Executive Committee for five (5) years, the Division Past Chair rotates off of the Executive Committee.

I.3 Responsibilities of Members of the Executive Committee

The responsibilities of the Executive Committee members are described below.

I.3.1 Division Chair

The Chair of the Solar Energy Division is the executive head of the Division. The Chair is responsible to the Division's membership and answerable (to the Energy Conversion Board (ECB) and Technical Communities Operating Board (TCOB) of ASME) for the conduct of the Division's activities. The responsibilities of the Division Chair are:

- a) to develop the agenda, call for and preside over all Executive Committee meetings;
- b) to develop the agenda, call for and preside over all Program Planning meetings;
- c) to nominate and accept nominations for vacant administrative and technical committee chairs;
- d) to represent the Division on the ECB of the ASME as a representative;
- e) to inform the Division membership about activities of the Division by writing a Chair's Message for publication in the SED Newsletter;
- f) to preside at the SED breakfasts or luncheons generally held at the IMECE and the ISEC;
- g) to prepare the SED Chair's Annual Report for presentation at the ECB ;
- h) to provide to ASME Headquarters and the TCOB in May of each year a list of next year's SED leadership for the Division stationary and TCOB Directory;
- i) to serve as the point of contact for all of the Division's activities; and
- j) to oversee and guide the general operation of the Solar Energy Division of the ASME.

I.3.2 Division Vice-Chair

The Division Vice-Chair assumes the responsibilities of the Chair when the Chair is unable to attend a meeting or complete a term in office. In addition, the Division Vice-Chair is responsible:

- a) to serve as the General Program Chair for the SED. This includes overall leadership responsibilities for SED activities at the IMECE and at the ISEC. The General Program Chair will coordinate activities among the Technical Program Chair, ASME Technical Publications staff, and ASME Meetings and Conferences staff;

- b) to serve as the general administrator for any other technical meetings in which the Division participates during their term of office;
- c) to serve as the Chair of the Division's Membership Committee;
- d) to appoint, while still serving as the Division's Secretary/Treasurer and with the approval of the Executive Committee, a Technical Chair with whom to work in the Division's two major conferences, the IMECE and ISEC; and
- e) to coordinate activities of the Division's Technical Committees;
- a) to serve as the Chair of the Division's Membership Development Committee, and
- f) to prepare the SED Vice Chair's Annual Plan Report for presentation and act as a SED representative at the ECB meeting.

I.3.3 Division Secretary/Treasurer

The Division Secretary/Treasurer keeps minutes of all regularly scheduled Division meetings, such as the Executive and Planning Committee Meetings, and any special meetings of the Executive Committee. Specific responsibilities are:

- a) to submit minutes of all meetings to the Members of the Executive Committee within one month after the meeting;
- b) to revise meeting minutes prior to their approval at the next scheduled meeting of the Executive Committee;
- c) to assist the Chair in preparing the Division's Annual Report to the ECB;
- d) to maintain and update the Division's Roster of Committees and their membership. An updated roster should be submitted to the Executive Committee at the ISEC in each year;
- e) to maintain the record of the Division's custodial account;
- f) to initiate all requests for withdrawals from the Custodial Account (such requests require the approval (and signatures) of the Division Chair and at least one other member of the Executive Committee);
- g) to appoint Technical Program Chairs for the following year's IMECE and ISEC, since these conferences will be their responsibility as Division Vice Chair.

I.3.4 Member of the Executive Committee

The responsibilities of the new Member of the Executive Committee are:

- a) to become familiar with the Bylaws and procedures of the SED and the operation of the Executive Committee;

- b) to learn about the conduct of the Division's technical meetings, participation in the IMECE and the ISEC, in preparation for becoming the Vice Chair and General Program Chair for these meetings in two years;
- c) to begin planning for the Division Conference for which the Member will become the General Program Chair;
- d) to serve on the Publicity and Newsletter Committee; and
- e) to serve as a member of the Division's Membership Development Committee.

I.3.5 Division Past Chair

The Division's immediate Past Chair will remain on the Executive Committee for one year following the completion of their term of office as Division Chair. The Division Past Chair's responsibilities are:

- a) to provide continuity for the conduct of the activities of the Division;
- b) to advise the Executive Committee;
- c) to serve as ex-officio representative on the ECB;
- d) to perform special tasks as requested by the Division Chair;
- e) to serve on the Division's Honors Committee;
- f) to serve on the Division's Publicity and Newsletter Committee; and
- g) to oversee the activities of the Division's Education Committee.

II. SOLAR ENERGY DIVISION ADMINISTRATIVE COMMITTEES

Administrative Committees may be formed and/or dissolved by the Executive Committee as required by the circumstances and needs of the Division. The purpose of these committees is to conduct the business of the Solar Energy Division and, as such, each committee and committee Chair is answerable to the Chair of the Solar Energy Division.

II.1 Administrative Committee Chairs

The following sections deal with the selection, terms of office, and general responsibilities of Administrative Committee Chairs.

II.1.1 Selection of Administrative Committee Chairs

Candidates for chairs of administrative committees are selected from the general membership of the Division. Volunteers are solicited and names are placed in nomination at meetings of the Division Executive Committee. The Administrative Committee Chairs are elected on a majority vote of the Executive Committee. Administrative committee chairs shall be members

of the ASME or they shall join within one month of their election as committee chair.

II.1.2 Terms of Service for Administrative Committee Chairs

The Administrative Committee Chairs (as designated below) are elected to three (3) year terms of service. These terms of service should be arranged so that they are staggered. It is possible for an Administrative Committee Chair to succeed him/herself in office for one additional, consecutive term. The Chairs of the Program Committee, the Honors and Awards Committee, the Publicity and Newsletter Committee, and the Membership Committee serve for only one year as a result of their ascension through the Executive Committee.

II.1.3 Responsibilities of Administrative Committee Chairs

Each of the administrative committees has specific responsibilities but there are common requirements that the Chairs of each of these committees must meet. The general requirements of the Administrative Committees are:

- a) to discharge their responsibilities as described in section II.2 of this guide;
- b) to solicit membership on the committee as required;
- c) to maintain an active roster of emails, addresses, telephone and Facsimile numbers of the Committee members and important persons within ASME with whom the Committee must interact;
- d) to maintain records of the committees activities;
- e) to submit a written annual report of the Committee's activities and recommendations for the Division's Executive Committee meeting at the ISEC; and
- f) to pass on to their successor as committee Chair the records and important information related to the conduct of the Committee's business.

II.2 Administrative Committees and Responsibilities

Many of the Administrative Committees are one person Committees. However, the responsibilities of a particular administrative committee may require that the committee Chair seek help from the Division membership.

II.2.1 Program Committee

As stated in Section I.3.2 of this Operating Guide, the primary responsibility of the Division Vice Chair is serve as General Program Chair; that is, to organize and administer the Division's activities at the IMECE and the ISEC. In addition, the Vice Chair is responsible for

coordinating all Division activities with other technical groups, such as the Wind Committee.

The Vice Chair typically nominates two Technical Program Chairs, one for the IMECE and one for the ISEC, for election by the Executive Committee to help with the organization of each of these conferences. Additional Technical Program Chairs may be nominated as required by the Division's involvement in other meetings. Since the organization of these two conferences is one of the most important activities of the Division and involves many members of the Division, this topic is treated separately in Section IV of this Guide.

II.2.2 Honors and Awards Committee

The Honors and Awards Committee comprises the three most recent past Chairs of the Division. The Past-Chair serves as Committee Chair. The Committee reports to the Division's Executive Committee and its responsibilities are:

- a) to solicit recommendations from each of the Technical Committees for Best Paper award for each year's activities. Papers presented at the IMECE, the ISEC and in sessions at other conferences in which the Division participates are eligible for the award. A subcommittee of each Technical Committee is normally appointed by the Technical Committee Chair to review the papers presented at sessions sponsored by the Committee at the IMECE, and ISEC and select the author of the best paper. Authors of papers that receive Best Paper awards are announced at the Division Awards Banquet and typically receive an ASME Award certificate and a one year subscription to the Journal of Solar Energy Engineering. Best Papers are also submitted to the Journal of Solar Energy Engineering for review and publication. The criteria for the award are:
 - The selection process should be based on the technical paper itself and not on the presentation.
 - The chosen paper should have a perceived long-term technical contribution to the particular solar energy technology.
 - The paper should be of journal quality.
 - Specific judging criteria could include originality, completeness, clarity, structure and importance.
 - It is conceivable that sessions sponsored by a Technical Committee may not contain a paper that qualifies for an award. In this case, no award should be given;

- b) to consider and nominate Solar Energy Division members for the grade of Fellow of ASME. The Committee may set a goal of nominating 3 candidates per year;
- c) to nominate Division members for special awards of the ASME as appropriate. These awards are described in ASME Publication MS 71. The Committee should set a goal of nominating at least one person per year for an ASME award; and
- d) to select the winner of the John I. Yellott Award as described below:

Requirements for candidates for the John I. Yellott Award:

- The candidate must be a member of the Solar Energy Division and a dues-paying member of the ASME.
- The candidate should have demonstrated outstanding leadership within the SED for a sustained period of time.
- The candidate should have an established reputation for performing high-quality solar energy research. This may be documented by publications, patents, research reports, etc.
- The candidate should have made significant contributions to solar engineering through education, state or federal government service, or in the private sector.

The awardee will receive a cash award (from the Solar Energy Division's Custodial Fund) of \$1000 and an ASME plaque. In return, the awardee will make a formal presentation at one of the Solar Energy Division's conferences.

Award Frequency: The award will be given in odd-numbered years, as appropriate based on whether or not an acceptable nominee is found.

Nomination Process: The Selection Committee will solicit nominations from the membership of the ASME Solar Energy Division. A letter of nomination describing how the candidate meets the above-stated requirements and a copy of the candidate's resume may be submitted to the Chair of the Selection Committee by any member of the SED. The award schedule is to be determined by the Chair of the Selection Committee.

Selection Committee: The Selection Committee will be Chaired by the Chair of the ASME's Solar Energy Division or his/her designate. Other members of the Committee will be the out-going Chair of the SED's Honors and Awards Committee and the Editor of the Journal of Solar Energy

Engineering. Two other members of the Committee shall be appointed by the Division Chair.

Timing of the Award: The Selection Committee shall select an awardee so that the award can be presented at the ISEC in odd-numbered years.

II.2.3 Membership Development Committee

The Membership Development Committee is composed of the Vice Chair (Chair) and the new member of the Executive Committee. The responsibilities of the Committee are:

- a) to monitor and evaluate the status of membership in the Solar Energy Division;
- b) to coordinate Division activities with the membership development programs of the ASME; and
- c) to recommend and implement membership development activities for the Solar Energy Division.

II.2.4 Education and Student Development Committee

The Education Committee reports to the Division's Executive Committee through the Past Chair. Its responsibilities are to:

- a) coordinate workshops and short courses on solar energy at the IMECE and ISEC;
- b) organize materials and Division outreach activities to ASME local sections and community groups; and
- c) develop programs and materials for education of mechanical engineering students.

II.2.5 Publicity and Newsletter Committee

The Publicity and Newsletter Committee is composed of the Past Chair and the new member of the SED Executive Committee. It is responsible for all Division publicity and the production of the Solar Energy Division Newsletters. Specifically, it is to:

- a) organize and publish the SED newsletters, preferably one in January each year and another as appropriate;
- b) coordinate and organize publicity for the Division's International Solar Energy Conference;
- c) monitor and coordinate the availability of slide presentations, which are available from Technical Committee Chairs and members of the Executive Committee, describing the SED Technical Committees; and

- d) organize and assist with the preparation of any special Division publications such as articles for ME Magazine, Division brochures, and advertisements for short courses.

II.2.7 ASME Headquarters Staff Support

The ASME provides staff support for the Technical Division to help the Executive Committee and the Administrative and Technical Committees. The ASME Staff is available to help the Division's membership to make the appropriate contacts within ASME to accomplish their assigned tasks.

III. TECHNICAL COMMITTEES

The following sections deal with the selection, terms of office, and general responsibilities of the Technical Committee Chairs, the membership of the Technical Committees, and the scope of topical interest of the Technical Committees. All of the Solar Energy Division's Technical Committees report to the Executive Committee through the Vice Chair.

III.1 Technical Committee Chairs

The following sections deal with the selection, terms of office, and general responsibilities of Technical Committee Chairs.

III.1.1 Selection of Technical Committee Chairs

Candidates for chairs of Technical Committees may be nominated by the Executive Committee, the departing committee chair, or members of the technical committee. Names are placed in nomination at a meeting of the Division Executive Committee. The Chair is elected on a majority vote of the Executive Committee. Technical committee chairs shall be members of the ASME or they shall join within one month of their election as committee chair.

III.1.2 Terms of Service for Technical Committee Chairs

Technical Committee Chairs are elected to three (3) year terms of service. These terms of service are to be staggered . It is possible for Technical Committee Chairs to succeed themselves in office.

III.1.3 Responsibilities of Technical Committee Chairs

Each of the technical committees is organized around a specific topical area. It is expected that the respective Technical Committee Chairs will be experts in the subject area of their technical committee. Their specific responsibilities are to:

- a) oversee the activities of the technical committee and assure that all of those activities are conscientiously pursued and completed as required. This applies primarily to assuring that conference

- session chairs are aware of their responsibilities and meet all deadlines;
- b) chair Technical Committee planning meetings at the IMECE and ISEC;
 - c) attend Planning Committee meetings at the IMECE and ISEC and provide information on sessions that will be sponsored by the Committee for the next two years;
 - d) solicit membership on the committee as required;
 - e) organize paper sessions and appoint session chairs for the IMECE and the ISEC;
 - f) coordinate the selection of a Best Paper Award;
 - g) maintain communication with the Editor and/or the appropriate Associate Editor of the JSEE;
 - h) maintain an active roster of emails, addresses, telephone and Facsimile numbers of the Committee members, paper reviewers, and important persons within ASME with whom the Committee must interact;
 - i) maintain a mailing list for Calls For Papers for sessions sponsored by the Committee;
 - j) maintain minutes of the Committee's meetings and records of its activities;
 - k) submit a written annual report of the Committee's activities and recommendations to the Division Chair for the Executive Committee meeting at the ISEC. The report should contain: IMECE and ISEC sessions sponsored by the Committee, Best Paper Awards, planned sessions at conferences for the next two years, a one paragraph statement of the Committee's goals, Committee membership at the ISEC of each year, and important information related to the conduct of the committee; and
 - l) nominate a replacement when their term expires or if they resign.

III.2 Responsibilities and Membership of Technical Committees

Technical Committee responsibilities and membership are described below.

III.2.1 Technical Committee Responsibilities

The Technical Committees are the heart of the Solar Energy Division. Their functions are:

- a) to encourage the exchange of ideas among professionals working in the area of solar energy engineering;

- b) to encourage the preparation of technical papers in their respective topical areas through the sponsorship of technical sessions at the IMECE and ISEC; and
- c) with the approval of the Executive Committee, to cooperate with other technical divisions within ASME and other solar energy technical societies in sponsoring technical sessions and conferences in the topical area.

III.2.2 Membership on Technical Committees

Membership on a Technical Committee is limited only to those individuals who have expertise or an interest in the Committee's topical area. Members should demonstrate a continuing interest in the Committee by attending Committee meetings, submitting papers for technical sessions sponsored by the Committee, organizing sessions for the technical conferences, and/or reviewing papers for sessions sponsored by the Committee.

Technical Committee members need not be members of the ASME but they are encouraged to join. Membership on a Technical Committee is for as long as the individual wishes or until the member is no longer active on the Committee.

III.2.3 Technical Committees of the Solar Energy Division

Technical Committees may be created or dissolved as consistent with the Bylaws of the Solar Energy Division. The current Technical Committees of the Division and their scopes of interest are:

- a) **Conservation and Solar Buildings Committee:** The committee emphasizes design, analysis and monitoring of green, zero-energy and passive buildings and energy conserving buildings, including retrofit strategies. The scope of activity includes envelope dominated buildings and internal gain dominated buildings with all aspects of envelope and building energy system performance considered. Recent activities have emphasized the energy-related aspects of building performance, but in the future the committee will also include the topic of human comfort.:
- b) **Heating and Cooling Committee:** The committee is involved in the design, analysis, testing and measurement, economics and experimental performance of solar heating and cooling systems, components and materials. The scope of the committee's activities includes solar space heating, solar water heating, solar preheat ventilation, thermally driven desiccant cooling, absorption cooling, , energy storage, and advanced solar collectors for heating and cooling applications.

- c) **Photovoltaics Committee:** This technical committee provides a forum for describing the technologies related to the terrestrial conversion of solar energy into electricity by direct conversion. All aspects of photovoltaic energy conversion including manufacturing, electrical conversion, system design, testing and measurement, economics, and applications are within the scope of this committee.
- d) **Solar Chemistry and Bio-Conversion Committee:** This committee promotes interactions among professionals interested in the solar detoxification of hazardous wastes, chemical processes and biomass/bioconversion. Solar detoxification at low and high temperatures, photolytic processes, and thermochemical transport energy are all topics of interest to the committee. Biomass conversion processes are also within the committee's area of interest. The range of appropriate topics considered by the committee includes fundamental and applied research, component and systems analysis, and experimental and analytical investigations.
- e) **Solar Thermal Power Committee:** This committee is involved in the conversion of solar energy into high-temperature thermal energy and thermal-electrical power. Because of the importance of high temperatures in these processes, concentrating collectors, thermal receivers, heat engines as well as analytical and experimental systems analysis are of interest to the committee. Topics of sessions sponsored by the Committee at past conferences include concentrating collectors, receivers, heat engines, and dish-engine and central receiver systems.
- f) **General Solar Topics Committee:** This committee is meant to include specialized and very specific topics which are not covered above. Examples include resource assessment, solar desalination, solar ponds, solar chimneys, ocean thermal energy conversion (OTEC), tidal and wave energy, planning and policy and solar space applications.
- g) **Wind Energy Committee:** The committee works on all aspects of wind energy technology including aerodynamics, machine design, controls, utility issues and small turbine applications.

IV. THE ORGANIZATION OF A CONFERENCE

The conduct of the two conferences in which the Solar Energy Division is involved, the ASME International Mechanical Engineering Congress and Exposition (IMECE) and the Division's Annual International Solar Energy Conference (ISEC), is the main activity of the Division. As such, this activity is discussed in some detail.

Described in this section of the Guide are the responsibilities of the General Program and Technical Program Chairs, and the Technical Session Chairs.

TWO POINTS THAT ARE CRITICAL TO THE CONDUCT OF A SUCCESSFUL CONFERENCE AND THAT WILL BE EMPHASIZED THROUGHOUT THIS SECTION OF THE OPERATING GUIDE ARE:

1. **THERE IS NO SUBSTITUTE FOR ORGANIZATION AND PLANNING;** and
2. **FREQUENT COMMUNICATION (IT IS NOT POSSIBLE TO COMMUNICATE TOO MUCH) BETWEEN THE GENERAL, TECHNICAL, AND SESSION CHAIRS IS ABSOLUTELY NECESSARY.**

IV.1 Responsibilities of the Program Chairs

While the specific partition of responsibilities between the General Program Chair and the Technical Program Chair is not critical to the success of the conference, it is critical that these activities are completed. The suggestions made in these guidelines have worked in the past but should not be taken as the final word.

IV.1.1 The General Program Chair

The Solar Energy Division's Vice Chair is the General Program Chair. The General Program Chair is responsible for the organization and administration of all conferences in which the Division is involved. The Vice Chair will have previously served as a Session Chair, perhaps on a number of occasions, and will likely have been the Technical Program Chair for a IMECE or ISEC Conference. Therefore, the General Program Chair should be familiar with the conduct of a technical conference. Furthermore, the Chair should know the **FOUR CORNERSTONES** for conducting a successful conference, i.e.,

1. **THE SESSION CHAIRS ARE THE MOST IMPORTANT PEOPLE IN THE ORGANIZATION OF A TECHNICAL CONFERENCE.**
2. **BE SURE THAT SESSION CHAIRS KNOW THE DEADLINES AND THEIR RESPONSIBILITIES.**
3. **BE SURE THAT SESSION CHAIRS MEET THE DEADLINES.**
4. **COMMUNICATE FREQUENTLY WITH THE TECHNICAL PROGRAM CHAIR.**

While the specific responsibilities of the General Program and Technical Program Chairs can be negotiated between the two, the General Program Chair will normally:

- a) recommend the dates and location for the ISEC to the Executive Committee for approval (note: the dates and locations for the IMECE are determined by the IMECE Committee). The location is normally selected 18 to 24 months before the meeting;
- b) work with the Technical Publishing staff at ASME Headquarters to establish the deadlines for submission and acceptance of abstracts, the submission and review of papers, and the preparation of the conference webtool;
- c) work with the Division Chair, Secretary/Treasurer, and ASME Meetings and Conferences Staff to develop a conference budget for submission to the Board on Communications. This is normally done from 12 to 18 months prior to the conference.
- d) select topics and obtain speakers for plenary sessions and the Division luncheon;
- e) work with the ASME Meetings and Conferences staff on the Hotel contracts;
- f) work with the ASME Meetings and Conferences staff to print and mail advanced announcements and with the Division's Newsletter Editor to see that an advanced program is published in the Division's January Newsletter;
- g) work with the ASME Technical Publishing staff on the publication of the Proceedings or Symposium Volume;
- h) organize the papers and sessions for the Conference Program; and
- i) work with the ECB's IMECE representative to determine the number of sessions and the time slots for the Division's sessions at IMECE.

The General Program Chair is responsible for the conduct of the Conference. Any problems or questions that arise in preparation for or during the Conference must be resolved by the General Program Chair. The Chair should be aware that a little praise and recognition goes a long way to help in the running of a volunteer organization such as the Solar Energy Division.

IV.1.2 The Technical Program Chair

The Technical Program Chair is responsible for the technical program. Specifically, the Chair is responsible for frequent communication with Session Chairs.

IV.1.2.1 Technical Program Chair Responsibilities

- a) to assure that Session Chairs are aware of deadlines and what they must do to meet those deadlines;

- b) to assure that Session Chairs solicit papers through specific Calls for Papers, telephone calls, etc.;
- c) circulate to all Session Chairs a complete list of session Chairs with their emails, addresses and telephone numbers;
- d) to compile a list of submitted abstracts for each session;
- e) to compile a list of papers submitted for each session;
- f) to assure that completed papers are submitted on the conference webtool and available to the ASME Technical Publishing staff by the established deadline;
- g) to work closely with the General Program Chair so that both are aware of the status of all activities.
- k) to solicit from the Division's Technical Committee Chairs the nominations for the year's Best Paper Awards;

IV.2 Dual-Review process for ISEC and JSEE.

The Technical Program Chair is responsible for seeing that the following dual-review process for papers submitted to the ISEC is implemented by all Technical Committees.

The following statement should be inserted into all calls for papers: In their letters of transmittal, authors can request that their papers also be reviewed for publication in the ASME Transactions, Journal of Solar Energy Engineering. A special form has been developed for this purpose. These papers should have permanent interest value and will incur mandatory page charges if the length exceeds nine journal pages (9000 words).

The following procedure will be used to implement the dual-review process for those authors requesting this action:

1. Session organizers should indicate by email the paper number to the office of the JSEE Technical Editor (TE).
2. Upon cursory review, if the TE determines that the paper might be of JSEE quality, they will log in the paper and assign it to the appropriate JSEE Associate Technical Editor (ATE) .
3. The TE will inform the ATE of the dual review process. .
4. The ATE will immediately contact the session organizer to approve the names (or suggest names) of four reviewers for the paper. These reviewers must all be appropriate to review the paper for the Journal. It is intended that the entire process has only required one or two days to this point.
5. The session organizer will make the paper and both conference and JSEE reviews available to the reviewers along with the enclosed special instructions for the review of the paper.

6. Upon receiving at least three reviews, the session organizer will decide to accept or reject the paper for the conference and will send all the reviewers' comments to the ATE.
7. The ATE will send a recommendation to the Technical Editor for a final decision on publication in the JSEE.

This procedure involves some additional communications on the part of the TE, the ATE, and the session chairs but the following results may be achieved:

1. The session organizer and the ATE each become aware from each other of potential paper reviewers.
2. The total amount of time spent by reviewers is cut in half for papers that eventually would be sent to JSEE.
3. Additional papers will be attracted to the conference because authors see that they can accomplish two objectives with one submission.
4. Additional papers will be submitted to JSEE (particularly from industry) because authors of good conference papers will not have to take the time to resubmit to JSEE.
5. The time will be reduced from performance of research to publication in JSEE.

IV.1.3 The Technical Session Chairs

THE TECHNICAL SESSION CHAIRS ARE THE KEY TO THE SUCCESS OF THE TECHNICAL CONFERENCE.

The Technical Session Chairs are appointed by the Technical Committee Chairs to organize a session or sessions for a specific Conference. It is expected that the Committee Chair will provide information and assistance to the Session Chairs in this regard. However, the General Program and Technical Program Chairs would be making a serious mistake to assume that this is the case.

The responsibilities of the Technical Session Chairs are:

- a) to obtain the conference deadlines from the General Program Chair, Technical Program Chair, or from the Technical Committee Chair;
- b) to select a session Co-Chair to help with arrangements for the conference;
- c) with help from the Technical Committee Chair, to email out a Call For Papers for the Technical Session;

- d) to solicit as many abstracts as possible. (This is the most critical task in the conference preparations. Technical Session Chairs are familiar with the work and researchers in their given areas. They should contact these people directly and solicit papers.) Additional sessions can be easily scheduled for the ISEC if more papers than will serve a single session are received. Time slots for extra sessions at the IMECE may not be available and should be negotiated with the ERB IMECE representative;
- e) to channel abstracts that may be more appropriate for other sessions to the appropriate session chairs;
- f) to remain in contact with the principal authors to be sure that they submit papers;
- g) to select 3 reviewers (the Chair may wish to solicit 4 reviews to be sure that 3 are obtained) for each paper and be sure that reviews are completed in timely fashion;
- h) to distribute anonymous reviewers comments to the authors so that changes and corrections can be made to the papers;
- i) to be sure that the papers are in the proper format, and that the review forms, and the ASME Offer of a Technical Paper Form (MP 1903) are submitted to meet the required publication deadline;
- j) to contact authors to be sure that they will attend the conference, attend the author's briefing, and present their papers and determine what audio-visual equipment they will require; and
- k) to attend the authors' briefing, usually held the morning of the session, to meet authors and be sure that they know how much time is available for their presentations;
- l) to assure that papers are presented in the order they are listed in the Conference Program and at the listed times; and
- m) to assist the Technical Committee Chair in selecting papers for the Best Paper Award.

If for any reason a session chair finds that he or she is unable to attend the conference, he or she must contact their Technical Committee Chair and the Technical Program Chair for the conference immediately.

IV. 2 Timetable for a Technical Conference

Presented below is a Table that describes the range of activities that must be undertaken and when they should be completed in the organization of a technical conference such as the ISEC.

TIME- LINE FOR ORGANIZING A TECHNICAL CONFERENCE

TIME BEFORE

CONFERENCE

ACTIVITY

24 Months	The location and time for the ISEC should be established. The General Program Chair, working with ASME Meetings and Conferences staff, should establish hotel contacts and recommend a conference hotel.
18 Months	The location and date should be finalized and the hotel contract completed. The General Program Chair should select the Technical Program Chair and draft and circulate a General Call for Papers. The General and Technical Program Chairs should develop a schedule for the conference and agree on how it will be organized. The General Program Chair should work with ASME Meetings and Conferences staff to develop a conference budget, which is then submitted to the Board on Communications.
12 Months	The ISEC Planning Meetings are a very critical time for this Conference. The General and Technical Committee Chairs should attend as many of the Technical Committee meetings as possible and identify the session chairs for the various sessions. They should get names, emails, telephone, and FAX numbers for all of the session chairs. They should also provide the session chairs with a list of deadlines and requirements. A special session for next year's session chairs should be scheduled at the ISEC. The conference webtool should be ready by now.
11 Months	The Technical and General Program Chairs follow up with the session chairs and make sure that they are soliciting papers! Help should be offered for any problems that might occur. The General Program Chair contacts the ASME Technical Publications staff about the Conference Proceedings.

- The General Program Chair invites ASME brass; i.e. the Vice President ECB, the President of ASME, and the Vice President of Member Affairs. These dignitaries should be invited to address the conference at the Welcoming Session.
- 9 Months Abstracts should be in about now. The Technical Program Chair contacts each of the Technical Session Chairs and obtains a list of papers and authors. Problems with particular sessions are identified and help provided to solicit more papers. It is recommended that the Technical Committee Chair be involved directly in this activity. The Technical Program Chair arranges for paper review forms to be sent to Session Chairs by ASME Technical Publications staff.
- The General Program Chair arranges for plenary session speakers and creates a first draft of the Conference Schedule.
- The General Program Chair arranges with the Publicity Committee for publicity: ME News, ME magazine, JSEE, ASES, ASME Public Affairs, etc.
- 7 Months The technical papers should have been received. Again, the Technical Program Chair tracks papers and sessions and identifies problems. Problems are resolved by the General Program and Technical Program Chairs.
- 6 Months The Session Chairs send papers out for three (or four) technical reviews. Get reviews back quickly and return comments to authors. Work with the authors to resolve problems with reviewers comments.
- 5 Months The General Program Chair works with ASME Meetings and Conferences staff to develop the advance program.
- 4 Months The completed papers should be on the conference webtool and then forwarded to the ASME Technical Publishing staff. Also, each session Chair should prepare an M&P 1338 form for their session. It is important that the forms be complete, that is, contain the names, addresses, and telephone numbers.
- It is best if the Technical and General Program Chair can work together on the organization of the sessions and the distribution of papers.
- The advance Program should be completed and mailed out. Also, program information should be submitted to the SED Newsletter.

- 2-3 Months The Technical Program Chair contacts all of the session chairs and asks them to contact authors to guarantee attendance at the meeting. General and Technical Program Chairs work with ASME Meetings and Conferences staff to prepare the final program. It should include maps of the hotel meeting rooms, the committee meeting schedule, and a list of authors and session chairs. If the conference has parallel sessions, it is also good to have a session matrix chart in the program. The General Program Chair should contact Plenary speakers and confirm the times and topics for their talks. Arrange for award certificates for plenary and luncheon speakers.
- C-DAY Everyone Fights Fires. Make sure VIPs have transportation. The General and Technical Program Chairs prepare author briefings for each morning and assure that all know times, time limits, and last minute information.

IV.3 Summary

The keys to a successful technical conference are organization and communication. Remember that the people working on this conference are volunteers - they do not have to do this. They want to do it. Treat them with respect, kindness, and heap loads of praise on them. Try to remain flexible. A sense of humor will help you to get through some of the difficult times. Organizing a conference is hard work, but it can also be a very rewarding experience!

APPENDIX I ACRONYMS USED

ASME	American Society of Mechanical Engineers
ATE	Associate Technical Editor
ECB	Energy Conversion Board
ETCE	Energy-Sources Technology Conference and Exhibition
IMECE	International Mechanical Engineering Congress and Exposition
ISEC	International Solar Energy Conference
JSEE	Journal of Solar Energy Engineering
SED	Solar Energy Division
TCOB	Technical Communities Operating Board
TE	Technical Editor

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