

FINANCES

REPORT DEADLINES

Finances
Report Deadlines
Deficit Coverage and Profit Split
Signing of Contracts
Sample Budget Report
Master Budget Report Form
Exhibits
Job Fair
Fund Raising
Sample Letters

√	When	Description
	End December	Preliminary Budget and Registration Fees to headquarters and district leader
	10 Days after close of conference	Final Financial Report to headquarters and district leaders.
Positive balance ...check for 50% of the balance should be attached to the final financial report. Make check payable to ASME. This money will be used future ASME student programs.		
If a negative balance is encountered at the close of the conference contact the ASME headquarters.		

NOTE: MASTER AND SAMPLE FINANCIAL REPORT FORMS ARE IN EXCEL FORMAT

NO LOSS GUARANTEE/AGREEMENT
ASME guarantees that the Host of any Conference will not suffer a financial loss from the event. In exchange for this guarantee any positive cash flow generated by the conference is split 50/50 between the Host and headquarters.

SIGNING OF CONTRACTS

The only individuals authorized to sign legal documents (including contracts) in the name of ASME are the Executive Director and Assistant Treasurer.

Specific functions in which the Sections are most apt to be involved in which generate contracts are conferences and seminars, bus rentals, catering, meeting locations, and meals. All such contracts should be forwarded to the Assistant Treasurer for review and signature to NY Headquarters (fax # 212-591-7739). In order to assist you, included is a minimum requirements hotel contracts to be included such as the cancellation clause (Attachment 1), Indemnification clause (Attachment 2) and an ADA clause (Attachment 3).

The time required for forwarding and returning the contract is 2-3 days, under normal circumstances.

NOTE: LESSONS LEARNED ... CANAVERAL SECTION 2000 RSC/RAC

Hotel Registration Problems:

Solution: Upon setting up the contracts and registration information, ensure that the hotel has your event listed as ASME and not some other off the wall version, which will cause enormous confusion and irritation for your members. Also, if the hotel is a major chain, do not include a 1-800-number for reservations unless it is a direct number to the hotel. Experience has shown that the national chains don't know what the local hotels are doing and your guest will have problems getting the ASME discounted rate.

The following sheet includes information which must be included in all hotel contracts.

FINANCES

Addendum to Contract Between American Society of Mechanical Engineers and Facility/Vendor

Re:

Date(s):

Americans With Disabilities Act – Facility/Vendor warrants that as a place of public accommodation, it is in compliance with the Americans with Disabilities Act.

Force Majeure: The parties' performance under this contract is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the parties' control, making it inadvisable, illegal or which materially affects a party's ability to perform its obligations under this contract. Either party may terminate this contract for any one or more of such reasons upon written notice to the other party.

Indemnification and Hold Harmless

Obligation of Facility/Vendor - Facility/Vendor shall indemnify, defend and hold harmless the American Society of Mechanical Engineers and its officers, directors, employees and agents and each of them from any and all claims, actions, causes of action, demands, liabilities of whatsoever kind and nature including judgments, interest, attorney's fees, and all other costs, fees, expenses and charges which American Society of Mechanical Engineers, its officers, directors, employees, agents and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of Facility/Vendor, its officers, directors, employees or agents.

Obligation by the American Society of Mechanical Engineers - American Society of Mechanical Engineers shall indemnify, defend and hold harmless Facility/Vendor and its officers, directors, employees and agents and each of them from any and all claims, actions, causes of action, demands, liabilities of whatsoever kind and nature including judgments, interest, attorney's fees, and all other costs, fees, expenses and charges which Facility/Vendor, its officers, directors, employees, agents and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the American Society of Mechanical Engineers, its officers, directors, employees or agents.

Lowest rate

It is understood that during the dates of the Agreement, the Group will have the lowest rate in-house excluding previously negotiated volume corporate business and/or government accounts, crew rooms other similar agreements. This applies to rate made available to the general public, either through the Facility/Vendor Reservation Department, 800 Reservation Service, and any airline reservation system or via the Internet. ASME will receive room night credit for attendees who are registered at a government rate. This is provided that the guest identifies him/herself as part of the ASME group at the time of reservation. The government rate is based on availability.

FINANCES

Cancellation

This agreement binds both the Hotel and the American Society of Mechanical Engineers. The cancellation fee will be waived if a conference of equal or greater value is booked and held within one year of the cancellation.

Guest Walk Clause

If a guarantee and confirmed reservation is not honored because a room is unavailable at check-in, the hotel will relocate the guest to another hotel. The hotel will pay for the guest's transportation to and from the other hotel, a phone call by the guest to advise those concerned of his or her new location, and return the guest to the original hotel as soon as a room is available. The hotel will pay for the guest's first night stay at the other hotel, as well as any rate differential for additional nights that the guest cannot be accommodated at the hotel.

Mitigation

Facility/Vendor shall undertake all reasonable efforts to resell any unused or canceled rooms, food and beverage commitments, and any unused or canceled function space under contract to ASME and will credit those revenues against any penalties, performance clause fees, payments, or liquidated damages, which amounts, if any, shall be due and payable 30 days after the dates of the convention/meeting, provided Facility/Vendor provides proof of its efforts to mitigate such penalties, fees, payments, or damages and proof that rooms and space being held for ASME's convention/meeting or its attendees and guests remained unsold. ASME shall not owe any penalties, fees, payments, or liquidated damages (or shall only owe such monies proportionately on a net basis) if Facility/Vendor meets or exceeds its average occupancy level for the week of the convention/meeting. Facility/Vendor shall credit ASME for rooms that are charged to other groups. Facility/Vendor shall deduct rooms that are out-of-order, off market, or are held for sale for the hotel's "preferred customer" program or similar program or promotion. Facility/Vendor shall assume the obligation of demonstrating that, but for ASME's attrition or cancellation, Hotel would have achieved its average occupancy level for that period, and of demonstrating that rooms being held for ASME and its attendees were unsold. An audited statement of actual room usage for each day of the convention/meeting will be provided to the ASME upon request.

Construction

Facility/Vendor shall promptly notify Group of any construction or remodeling to be performed in the Facility/Vendor over the meeting dates and Facility/Vendor shall use all commercially reasonable efforts to insure that any such occurrence shall not materially interfere in any way with Group's use of the Facility/Vendor. Should construction or remodeling be mutually determined to materially interfere with Group's meeting, Group shall have the right to terminate this contract without liability with written notice to Facility/Vendor as long as such notice is given within (30) days of Group's receipt of notice of such construction or remodeling.

FINANCES

Minimize Noise and Disturbance

The Facility/Vendor shall be responsible for ensuring that the Group's use of all function space is free from noise, distractions, disturbances and interruptions within the reasonable control of the Facility/Vendor. In the event the Group's use of any function space is so disturbed despite these efforts, the Hotel agrees:

To make every reasonable effort to eliminate the noise or disturbance immediately upon notification by the Group meeting planner and;

To provide reasonable compensation to the Group if the noise or disturbance was within the reasonable control of the Hotel but could not be eliminated and such noise or disturbance had a material negative effect on the meeting or function.

Accepted By:

Facility/Vendor

ASME International

By: Joseph M. Holm, Assistant Treasurer

FINANCES

EXHIBITS – JOB FAIR – FUND RAISING

**This is entirely the responsibility of the SPDC Host.
You will need to start talking with companies about this ASAP.
The following are examples from previous conferences.**

NOTE: LESSONS LEARNED ... CANAVERAL SECTION 2000 RSC/RAC

The Job Fair was held in two parts, before and after lunch. Both the students and the engineering community were invited to both. The company interviewers were treated to lunch with the students.

Solution: The only change I would recommend would be to have the hour before lunch set for students only. Then have lunch with the interviewers and then invite the engineering public in after lunch.

Finally, on the Job Fair. The Job Fair was probably the best thing that happened at the SPDC. (I have spoken to several students that received and are taking the jobs that were offered here.) This will bring young, active, ambitious members to your section, which means they will want to replace you in time.

Solution: Let them!!!

NOTE: LESSONS LEARNED ... PALM BEACH SECTION 2001 RSC/RAC

Problem: A company contacted by a PBS member was willing to donate \$1000 for the conference, for job fair booth and exhibit, ad in program, etc. However, after this was agreed upon they received a letter (from another person) stating that the same could be obtained for \$500. Result PBS lost \$500 in donation money and was very embarrassed.

Solution: It is ok for various people to talk with prospective donors, etc. but key word “**COORDINATE**” all activity through a central source to avoid duplication of contact and conflicting information.

NOTE: LESSONS LEARNED ... 2003 RSC/RAC

Problem: Multiple conference accounts. Creates a problem in doing the final accounting and providing necessary information for tax purposes to contributors. Direct billing requires that final billing be sent to ASME International in Dallas so conference banquet expenses, etc. are paid from the Dallas account.

Solution: Only one account should be maintained. Since SFO collects all registration fees it is recommended that all donations be forwarded to the SFO for deposit into the ASME account for the RSC/RAC/RTC. You can either ask donors to send directly to SFO or upon receipt of a donation forward it onto SFO for deposit upon receipt.

SAMPLE FUND RAISING LETTERS FOLLOW

FINANCES

ASME Logo Stationery

Your Section Name and return mailing address

Date

Name & Address

Dear:

The Canaveral Section of ASME, in conjunction with our student chapter, (The Florida Institute of Technology) is hosting the Region XI, Regional Student Conference (RSC). Region XI encompasses all the Southeastern states and over 20 different colleges and universities. The RSC is a gathering of undergraduate and graduate students that come together for leadership training, tours of local industry, presentation of technical papers and design contests. The winners of these various competitions go on to the National ASME Conference.

The RSC will be held at the Doubletree Oceanfront Hotel in Cocoa Beach from April 6-9, 2000.. This year's RSC promises to be the best ever held in Region XI and will have well over 200 of the Southeast's best, brightest and most professional mechanical engineering students. The RSC will cost in the neighborhood of \$25,000. Any funds donated will be used to offset the registration fees for the students. It is our goal to raise approximately \$12,000 to allow for a 50% cost reduction for the students.

The Canaveral Section is asking for your company's help in any of 3 areas: become a **Corporate Sponsor**, send a representative to the Mechanical Engineering **Job Fair** and/or send an Engineering Manager to participate in the "**Engineering Panel Discussion**."

Corporate Sponsorship Opportunities:

\$2000 or more Receives a full page ad in the published agenda
Acknowledgement as a **Banquet Sponsor**

\$1000 to \$1999 Receives a 1/2 page ad in the published agenda
Acknowledgement as a **Luncheon Sponsor**

\$500 to \$999 Receives a 1/4 page ad in the published agenda
Acknowledgement as a **Breakfast Sponsor**

\$500 or less Receives a business card sized ad in the published agenda
Acknowledgement as an **Afternoon Break Sponsor**

Engineering Job Fair Participants:

Friday, April 7, 2000, 11:45 to 1:45, pen Job Fair for one hour and then interviewers are invited to have lunch (at no cost) with the RSC attendees. Rooms for extended interviews will be available if desired. This is the perfect opportunity for local companies to gain exposure to mechanical engineering students that have leadership experience. The typical student that attends these conferences are the best in their fields and are active in leadership roles at their universities.

Engineering Discussion Panel Participants:

Friday, April 7, 2000, 10:45 to 11:45. For this event Engineering Managers will have a panel discussion with their peers from different companies about the current status of the Space business and field questions from the RSC attendees.

Sponsor Representatives, Job Fair Participants and Discussion Panel Members are encouraged to come early and enjoy the Student Design Contest, poster displays and Old Guard Oral Competitions. The contests begin at 8:30 AM on Friday and at 8:00 AM on Saturday.

Any donation that your company is able to provide will be greatly appreciated and will aid us in providing our ASME region with a great 2000 RSC.

Please make checks payable to: ASME, Canaveral Section
Mail to: ASME Canaveral Section; Keith S. Conaughty,

FINANCES

1835 S. Atlantic Avenue, #801, Cocoa Beach, FL 32931

If you have any questions or would like to volunteer for the Job Fair or Engineering Panel Discussion please do not hesitate to contact me at keith.s.conaughty@lmco.com or by phone at (office) 853-4875 or (home) 868-0118.

Thank you for your consideration of these requests. Someone from our organization will be calling you in the coming days to answer any questions you might have. If you are not the appropriate contact in your organization, please forward this request.

Sincerely,

Keith S. Conaughty, P.E.
Chairman, Canaveral Section

FINANCES

ASME Logo Stationery

Your Section Name and return mailing address

March 29, 2000

Mr. Jim Sweeney
Hydro Aluminum Corp
100 Gus Hipp Blvd
Rockledge, FL 32955

Dear Mr. Sweeney:

This is a confirmation letter and request for payment for your support of the Region XI, Regional Student Conference (RSC) that the Canaveral Section of ASME, in conjunction with our student chapter (The Florida Institute of Technology) is hosting. The RSC will be held at the Doubletree Oceanfront Hotel in Cocoa Beach from April 6-9, 2000.

I would like to personally extend my gratitude and thanks to you and your organization for supporting such a fantastic organization and group of students that will be represented at the RSC. Per our phone conversations and email correspondence, we are anticipating your support in the following areas:

Corporate Sponsorship in the amount of **\$2000** for which your organization will receive a **full page** ad in the published agenda and acknowledgement as a **Banquet Sponsor. (Please make payment on or before April 7, 2000)**

Engineering Job Fair Participants:

Your organization will be providing a booth/table top display on Friday, April 7, 2000. **Please be set up in the Discovery room by 10:30 AM.** At 11:45 AM the student Job Fair will start and last for one hour and then interviewers are invited to have lunch (at no cost) with the RSC attendees. A room will be provided for extended interviews. **After lunch the Job Fair will resume from 2:00 - 4:00 PM, where the Canaveral Senior Section of ASME and other engineering professionals will be invited.**

Engineering Discussion Panel Participants:

Jim Sweeney or Mechanical Engineer from your organization will sit on our discussion panel. Participants are requested to be on site by 10 AM for set up and organization. The Engineering Discussion Panel will occur on Friday, April 7, 2000, from 10:45 to 11:45

Please make checks payable to: ASME Canaveral Section
Please mail to: ASME, Canaveral Section
1835 S. Atlantic Avenue, #801
Cocoa Beach, FL 32931

If you have any questions please do not hesitate to contact me at keith.s.conaughty@lmco.com or by phone at (office) 853-4875 or (home) 868-0118. Again, thank you for your support.

Sincerely,

Keith S. Conaughty, P.E.
Chairman, Canaveral Section

FINANCES

A Sample of Fund Raising Letter

Name and address of the company

Dear.....

I am writing on behalf of the Ohio University Student Chapter of the American Society of Mechanical Engineers (ASME). Ohio University has been selected to host the 1994 ASME Region V Regional Student Conference in Athens, Ohio from April 7 - 9th. We would like to invite your company to participate in this event.

Region V comprises Michigan, Ohio, Western Pennsylvania, West Virginia, and Ontario, Canada. It includes 52 colleges and universities active in ASME

We expect approximately 500 students and faculty members to attend the conference. In order to keep the cost of the three-day conference affordable for the students, we are asking companies such as yours to sponsor some of these students by donating a portion of the registration fee. The registration fee is \$80 per student for the entire conference. It is our goal to raise \$30 per student so that out-of-pocket cost will be \$50 per student.

We are requesting that you consider sponsoring several students. A number of recognition opportunities are available including:

- Company name in ASME newsletter and conference materials
- Sponsors recognized at conference
- Opportunity to display company and recruiting materials
- Opportunity to send a representative to meet perspective job applicants

The following categories are suggested:

PLATINUM:	\$1,000 would sponsor 33 students
GOLD:	\$500 would sponsor 15 students
SILVER:	\$300 would sponsor 10 students
Gold:	\$100 would sponsor 3 students

For your convenience we have enclosed a form and self-addressed envelope for you to return check and pertinent information. Someone from our organization will be calling you in the next few weeks to answer any questions you might have. If you are not the appropriate contact person in your company, please forward this request.

We appreciate your consideration of this request and look forward to hearing from you soon.

Sincerely,

Name
Chair, ASME Student Section

FINANCES

SPONSOR INFORMATION

We are interested in participating in the ASME Region V Regional Student Conference from April 7th - 9th, 1994,

Enclosed is a check in the amount of \$_____

For publicity purposes, list our company as follows:

Company Name: _____
Street Address: _____
City: _____
State and Zip code: _____
Contact person: _____
Telephone: _____ Fax _____

___ We would like to send a representative from our organization. His name is _____

___ We can not send a representative but would like to send materials for distribution at the conference.

___ Please send more information about the conference.

___ Have someone contact _____ at _____
(Name) (Telephone)

Make check payable to Ohio University ASME

And mail to:

ASME
Department of Mechanical Engineering
Stocker Center
Ohio University
Athens, OH 45701

(Your gift may be tax-deductible)

FINANCES

October 17, 1991

1-
2-
3-

Dear 4-:

You recently received a letter from us requesting support from your company for the upcoming 1992 American Society of Mechanical Engineers Region X Student conference to be hosted by the University of Arkansas. Since that time we have developed a number of other support possibilities and wanted to present them to you.

As described in our previous letter, this conference serves as the annual regional meeting for ASME student sections in Region X consisting of schools in Texas, Louisiana, Arkansas, Oklahoma, and the Republic of Mexico. The University has never hosted this meeting and is looking forward to this opportunity to impress our friends and rivals to the southwest.

Representatives from approximately 20 student sections will attend the two day conference and participate in the activities listed on an attachment. The 1991 conference was held at the University of Texas and had an attendance of approximately 400. These are typically the more professional, more active, and better academic students at their institutions.

With this letter we request that your company consider funding in some form to support conference expenses. A proposed budget is attached showing estimated expenses for the conference. We hope that industrial supporters will provide funding for most conference expenses, minimizing the registration fee charged to each participant.

Any contribution will be greatly appreciated. Your company may wish to simply make a tax-deductible contribution that will be acknowledged prominently in the conference program. Other options include supporting specific events or purchasing advertising. If your company chooses to sponsor a specific event, it is welcome to :

- Present a display about your company near the main entrance to the event.
- Feature your company logo in the event program.
- Have two company representatives attend the event and be introduced by the event's chairperson.
- The contribution levels for sponsorship of various events are attached.

Another support method which will benefit both your company the conference is purchase of advertising in the conference program or on mementos to be given to the participants. Approximately 400 copies of the program will be printed and distributed to all conference participants, Region X ASME officials, Region X Mechanical Engineering Department heads, and engineering faculty and students at the University of Arkansas. The mementos could be beverage mugs, water bottles, frizbees, etc. If, for example, beverage mugs are chosen, the conference logo (copy attached) will appear on one side, and the company logo will appear on the other. Advertising rates for the program and for the mementos are shown in attached material.

If you have any questions or need more details, please contact any of us. Thank you for considering this request. Support in any form will be greatly appreciated and should be payable to the U of A ASME Student Section.

Sincerely,

Rick J. Couvillion
ASME Faculty Advisor
(501) 575-4155
(501) 575-6532 (Fax)

E.P. Clark
Faculty Co-advisor
(501) 575-661

N.J Schmidt
Department Head
(501) 575-3153

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AMERICAN SOCIETY
OF
MECHANICAL ENGINEERS
1992 REGION X STUDENT CONFERENCE

Host/Sponsors:

American Society of Mechanical Engineers, Student Section
Department of Mechanical Engineering, University of Arkansas.

Date/Headquarters:

Friday and Saturday, April 3 & 4, 1992. Fayetteville; Hilton.

Purpose:

Annual meeting of ASME members from all ASME student sections located in Region X (Texas, Louisiana, Arkansas, Oklahoma, and Mexico.)

Typical Attendance:

300 ASME student members and faculty advisors, ASME staff personnel from the Dallas field office, and the Region X ASME Vice-President.

Schedule of Activities:

Thursday Afternoon - Canoe trip down Buffalo National River for early arrivals. Cost per person will be approximately \$15.

Friday Morning - Old Guard Competition consisting of oral technical presentations by a contestant from each participating school. Bell Engineering Center. A judges/contestants breakfast will be held Earlier in the morning at the Hilton.

Friday Mid-Day - Region X Student Section Committee luncheon meeting. business of Region X student sections is conducted. Arkansas Union.

Friday Afternoon/Evening - Design Contest and Picnic. Each school designs and builds an air-water propelled rocket from a 2-liter soft drink bottle. Each entry is launched and downrange distance is measured. Smoke chicken and/or pig will be served with the usual compliments at Lake Wedington in the Ozark National Forest.

Saturday Morning - Continuation of Old Guard Competition.

Saturday Mid-Day - Awards Banquet. Lunch, presentation of awards, and a guest speaker. Fayetteville Hilton

Saturday Afternoon - Regional Student Leadership Seminar (RSLs). New faculty advisors and two or more new officers from each section stay through noon Sunday for operations and leadership training. Fayetteville Hilton

FINANCES

1992 ASME Region X Student Conference
University of Arkansas and the Fayetteville Hilton
April 3-4, 1992

OPPORTUNITIES FOR SPONSORSHIP

<u>Event</u>	No. Sponsors/ <u>Slots Open</u>	Cost per <u>Sponsor</u>
Welcome Reception	1/0	\$1000
Judges/Contestants Breakfast	1/1	\$ 750
ASSC Luncheon	1/1	\$ 750
Picnic	2/2	\$1000
Design Contest	1/1	\$1000
Awards Banquet	4/3	\$1250
Breaks	1/1	\$1000

ADVERTISING RATES

Conference Program

Full Page - \$1000

Half Page - \$ 550

Quarter Page - \$300

Mementos

\$1000 for 350 mementos displaying both the conference logo and the sponsor's logo.

FINANCES

Sponsorship Levels

The 1997 ASME Regional Student Conference is rapidly approaching and the need to find corporate sponsors who are willing and able to make donations to help make this a successful and entertaining conference is critical. Our goal is to raise \$35,00 for this years' convention.

A "recognition of corporate sponsors" plan has been developed. The sponsors will be categorized into 4 classes by their total dollar donations to the conference. These classes are the *Gold*, *Silver*, *Bronze*, and *Special Thanks* class. The following is a list of the qualifications and benefits of each level:

<u>Class</u>	<u>Donation Range</u>	<u>Benefits</u>
Gold*	≥ \$2,000	Information table at dinner banquet. Full page ad in program. Resume book.
Silver	\$1,000 to \$1,999	Banner at dinner banquet. Half- page ad in program. Resume book.
Bronze	\$500 to \$999	One quarter page ad in program. Resume book.'
Special Thanks	< \$500	Company Name on "Special Thanks" page. Resume book.

*The sponsor who gives the largest donation will be permitted to provide the featured speaker for the dinner banquet if they choose to do so.

**The resume book will consist of resumes form the attending students, most of which are juniors, seniors, or graduate students. Each company will receive a copy of this book so that they may arrange a meeting with any of the students.

Any donation that your company is able to provide will be greatly appreciated and will allow us to provide our ASME region with a great conference in 1997.

FINANCES

Dear ASME Member,

We are writing on behalf of the University of Cincinnati student sections of American Society of Mechanical Engineers. As you may already know Cincinnati has already been chosen as the site of the 1997 ASME Region V Student Conference. Typical attendance of this conference is approximately 500 students. The conference will involve leadership training courses, tours of the campus and visitations of local industries.

The total budget of the conference expected to be nearly \$70,000. Our local student groups are looking for companies to help sponsor the event, in order to make the registration fee more affordable to students. The conference represents an excellent opportunity for local industry to gain valuable exposure to future leaders of the industry and prospective employees. We have a lot to offer potential sponsors which we would love the opportunity to discuss with you and your company.

If you think your company may be interested please mail us the name of company as well as persons whom we should contact. Please sent the letters to the following address:

ASME, University of Cincinnati Student Chapter
Attn: Cara M. Golembiewski
2220 Victory Parkway ML #103
Cincinnati, OH 45206

Or e-mail us at jpoland@uceng.uc.edu

We would also like to mention that we will be in need of judges for several of the competitions, and that private donations are also gladly accepted. Even the smallest contributions will be greatly appreciated. Thank you for your time and consideration.

Sincerely

James E. Poland, ASME President
Car M. Golembiewski, Co-Chair ASME Region V Conference

FINANCES

October 28, 1996

Dear ,

Each year the Student Sections of the American Society of Mechanical Engineers (ASME) have a regional conference where undergraduate and graduate students come together for leadership conferences, tours of local industry, presentation of technical papers, and design competitions. Winners of the various competitions are invited to attend the National ASME conference. Approximately 500 students attend this conference.

This year, the honor of hosting the Region V Conference belongs to the University of Cincinnati, both the Main Campus and the College of Applied Science. Region V consists of the upper Midwest along with parts of Central Canada. The conference will be held April 3-5, 1997, at the Sharonville Convention Center. This honor of hosting the conference is done on a rotational basis and only comes once every 50 years

We are writing to you to request your support for this conference. The total budget for the conference will be approximately \$70,000. Increased corporate sponsorship will make it possible for more students to attend. Cincinnati has a lot to offer and this is our chance to show it off to future industrial leaders. A show of support by local industry will help demonstrate the outstanding relationship between local industry and the University of Cincinnati. This is also a fantastic opportunity for local companies to gain exposure to engineering students with leadership experience. The students who attend the conference are some of the best in the area and are active in leadership roles in their respective Universities.

Additionally, we are looking for companies that would be interested in allowing tours of their facilities. The tours will be held on Friday, April 4 at your convenience. It could be one tour or multiple tours limited in size.

To show its' support for this event, the College of Engineering has agreed to support the conference with a sizable donation.

If you are interested, we will be happy to have a representative of ASME contact you either by phone or in person. Please contact the ASME Faculty Advisor, Professor Bob Rost at (513) 556-0420 or email : bob.rost@uc.edu, if you have any question. Thank you for your consideration of this request.

Sincerely Yours,

James E. Poland
Chair, ASME UC Student Section