

Technical Conference (TC)

OVERVIEW

Room	A/V	Food	Judges	Host Workers	Comments
1	Screen Multimedia Projector Possibly: OH Projector, 35 mm projector, and/or VCR	No	No	1	Set up Auditorium Style with Speaker Station

RESPONSIBILITY OF HOST

√	When	Description
	1 Year Before SPDC	Obtain Secure On-Site Area for Poster Competition
	Prior to TC	Obtain necessary A/V equipment
	Day of TC	Periodically monitor room for assistance needed by DISTRICT TC Chair

RESPONSIBILITY OF DISTRICT

√	When	Description
	November	Send Information to prospective speakers.
	January	Send second reminder.
	January	HEADQUARTERS Collect Papers for distribution to TC Chair and/or Review Committee
	February	Advise of acceptance/rejection and if they will be making a presentation at the TC or just publishing.
	February	Return papers to submitter for corrections.
	March	Print TC Journal
	Day of TC	Oversee and Conduct Session

RESPONSIBILITY OF PRESENTER

√	When	Description
	January	Submit Paper for Review to TC committee
	February	Make Hotel Reservations and Register for Conference
	February	Make necessary corrections to paper
	February	Return corrected paper to ASME HEADQUARTERS for publication.
	Day of TC	Show up on time for presentation.

IMPORTANT

If a prospective speaker contacts you and wants to know if he/she can participate tell them to contact ASME HEADQUARTERS.

Toll Free Voice: 800-THE-ASME