

Alternatives to appearing in-person before the committee by nominees

Candidates are strongly encouraged to appear in-person before the Nominating Committee. However, in exceptional cases and with appropriate justification to the Chair of the Nominating Committee, the Candidate will be allowed to make presentations in absentia.

Supporters who are unable to attend may submit a pre-recorded presentation, in English, not to exceed the time limits indicated in Section 7.

Guidelines for remote presentations:

1. A Candidate may submit a written request to the Nominating Committee Chair and Secretary explaining why an in-person appearance is not possible is required. This can be transmitted by conventional mail or e-mail. This request will become part of the candidate's Nomination Package.
2. The Secretary shall confirm receipt of the remote presentation request with the proposed nominee.
3. A required format will be determined annually by the Electronic Communications Subcommittee and the Physical Arrangements Subcommittee in conjunction with the ASME NC Staff Coordinator. This format is listed below in #6.
4. The Candidate must be available for a teleconference and if such communication facilities are available at the committee meeting site.
5. For uniformity, a plain white or blue background shall be used for all remote presentations. No props.
6. Due to the strict time schedule during the Selection Meeting, all in absentia presentations must be received electronically and in English.
 - a. Presentations – Please refrain from animation and streaming video.
 - i. Presentations over 5 MB will need to be sent on a CD to the ASME NC Staff Coordinator. Smaller presentations maybe emailed.
 - b. Recorded Audio and / or Visual Presentation must be received in a DVD or CD format.
 - i. VHS tapes and Audio Cassette tapes will not be permitted.
 - c. The Committee cannot be held responsible should there be complications with a presentation, at which point, the proceeding must move forward as is.
7. Candidates are reminded that the same time limits will apply to remote presentations as apply to in-person presentations. (See Appendix J)
8. All presentations must be sent to the ASME NC Staff Coordinator and received by May 15. This deadline is necessary to verify the suitability and compliance with the required format and to insure that the media will play correctly during the Nominating Committee Selection Meeting. This deadline should also provide ample time to resolve problems with any submitted material. Please contact the ASME NC Staff Coordinator with any media questions regarding presentation format.