

Suggested Anteroom Procedures

During the Selection Meeting, Anteroom activities are the responsibility of Alternates in attendance, under the supervision of the Interview Procedures Subcommittee. The following briefly summarizes the specific activities required:

- 1 The Anteroom personnel should provide an up-to-the-minute schedule chart showing the name of the person presently being interviewed, and the number of minutes the actual progress is behind or ahead of schedule. Preferably, the schedule of interviews is shown by an overhead projector and the status of the schedule is shown on a chalkboard.

The proposed nominees and their supporters are thus able to estimate the time they will be called. They should be apprised of a possible earlier appearance if a proceeding speaker has not yet "checked in" and is questionable for the scheduled time slot. At least two persons should be in the Anteroom ready to appear before the Nominating Committee.

- 2 Anteroom personnel shall maintain and use a file which shows where the nominees and their supporters may be located (1) in case of a change in schedule and (2) to assure that at least two persons are in the Anteroom waiting to appear before the Nominating Committee.
- 3 Anteroom personnel should act as receptionists, make every effort to help and put the scheduled speakers at ease. If the speaker asks for advice, any of the following comments are appropriate;
 - avoid repeating information which is in the proposal or supporter background form
 - tell in your own words why you or the nominee is well qualified for the position and what you or the nominee will do for ASME if elected
 - tell the truth and do not cover up, especially when responding to questions
 - supporters do not speculate on future actions of the nominee.
- 4 On the signal from the Committee Chair, an Anteroom attendant shall escort the speaker into the interviewing room. After escorting the speaker into the room, the escort shall be seated. An Anteroom attendant positioned inside the entrance to the interviewing room shall notify the next speaker to appear before the Committee. (Alternatively, either the escort for the next speaker or the escort for the exiting speaker may serve this function if there are insufficient Anteroom attendants.)
- 5 Escorts and other Anteroom attendants shall deliver messages to and from the interviewing room as required to facilitate the process.
- 6 Anteroom personnel shall not discuss at any time or in any place outside the interviewing room the substance of any proceedings in the interviewing room.