

Physical Arrangements

The Physical Arrangements Subcommittee is responsible for the room arrangements necessary to provide adequate facilities for the Selection Meeting, which is held at ASME's Annual Meeting held in June (year).

The room arrangement at the Selection Meeting should be set up conference style with seating available for at least 30 persons. In addition, multimedia presentation equipment, a lectern microphone and a whiteboard or blackboard should be available. If additional accessories such as portable or wireless microphones are provided they should be displayed in such a way as to ensure that all proposed nominees and supporters are aware that they have the option of using them. It is important that the conference room for the Selection Meeting be adequately soundproofed and isolated from the hallway and the Anteroom in order to ensure the privacy of the discussions and decisions within.

The room arrangement for the Selection Meeting must include an Anteroom to provide a waiting room for persons arriving for their interviews. In addition, the Anteroom will be used to provide information for proposed nominees and supporters prior to their appearance before the Nominating Committee. Several Alternates of the Nominating Committee will act as receptionists in the Anteroom.

The Physical Arrangements Subcommittee, working with Headquarters staff, is responsible to see that all necessary equipment and facilities are available within these rooms. Past custom has dictated that certain equipment within these rooms be provided by the Interview Procedures Subcommittee and the remainder is the responsibility of the Physical Arrangements Subcommittee.

Appendix Q shows the preferred arrangement of the rooms to be used by the Committee. As can be seen in these figures, at the Selection Meeting the Anteroom must be accessible from an outside hall, and the interviewing room must be accessible from the Anteroom. A second door connecting the interviewing room to a hall is highly desirable. Page 3 of Appendix Q shows the preferred arrangement of the Committee interviewing room. Page 2 of Appendix Q shows the preferred arrangement for the Anteroom.

Since the above mentioned figures cannot show in detail every item that must be used within the rooms, attached is a list of the required items.

PHYSICAL ARRANGEMENTS SUBCOMMITTEE

<u>NAME OF ITEM</u>	<u>RESPONSIBILITY ASSIGNED TO</u>	<u>SOURCE</u>
Rooms	Headquarters (HQs) Staff with Physical Arrangements Subcommittee (PAS)	Hotel
Anteroom Signs (Basic/Specific)	PAS with HQs Staff	HQ Staff
List of Do's and Don'ts	PAS with HQs Staff	PAS
Copies of Proposals	HQ Staff	HQ Staff Committee
Use of Alternates	Interview Procedures Subcommittee/ HQ Staff	HQ Staff
2 Lecterns (Interview Room w/table) Lectern (Anteroom-for practice- w/table)	PAS with HQs Staff	Hotel
Microphones for Lectern & Tables (One per table) 3 or 4 Lapel Microphones	PAS with HQs Staff	AVPG (Audio Visual Company)
Computer and Printer in Anteroom	HQs Staff	AVPG
Telephones in Anteroom and Selection Meeting Room	PAS with HQs Staff	Hotel
Flip Charts	PAS with HQs Staff	AVPG / Hotel
Shredding Company/ Paper Shredder (large capacity) & Garbage Bags	HQs Staff	Outside Vendor – Shred It
One LCD Projector Screens & Stands (Method to Dim Lights)	PAS with HQs Staff	AVPG
Name Cards for Table	HQs Staff	HQs Staff
Timers for Lectern & Secretary	PAS with HQs Staff	AVPG
Misc. Supplies (paper, clips, staples rubber bands, 3 hole punch,pencil, garbage w/plastic bags,ballot holders, ballot paper- at least 3 colors)	HQs Staff	HQs Staff