

**Report Submitted for the ASME Design Engineering Division
Executive Committee Meeting**

**Friday March 9th, 2007
2 PM – 4 PM EST
Teleconference**

Meeting Agenda

Minutes of September 2006 Meeting

L. Howell

Chair's Report

S. Azarm

Vice Chair/Treasurer's Report

J. Vance

Immediate Past Chair's Report

K.C. Gupta

Technical Conferences

K. Kazerounian

2007 IDETC/CIE:

H. S. Tzou/N. Jalili

2008 IDETC/CIE:

J. Rastegar/S. Manoochchri

2010 IDETC/CIE (Proposal):

P. Larochelle/A. Murray

Technical Committee Operations & IMECE Report

A. Shabana

Old Business

Proposal for Sharing DED Custodial Funds

J. Vance

ASME Design Engineering Division
Executive Committee Meeting
Agenda

Friday March 9th, 2007, Teleconference
Dial-in #: 888-693-8686 Conf ID: 6187838

2 pm – 4 pm EST
1 pm – 3 pm CST
12 pm – 2 pm MST
11 am – 12 pm PST

1. Call to Order	S. Azarm	+0:00 (2:00 pm EST)
2. Approval of Minutes for September 06 meeting	L. Howell	+0:02
3. Chair's Report	S. Azarm	+0:05
4. Vice Chair/Treasurer's Report (+ proposed award match)	J. Vance	+0:15
5. Immediate Past Chair's Report	K.C. Gupta	+0:35
6. Liaison Reports		
(a) Systems and Design Group	K. Waldron	+0:40
(b) Headquarters Report	N. El-Ghobashy	+0:50
7. Executive Committee Reports		
(a) New Technical Conferences	K. Kazerounian	+1:00
• 2007 IDETC/CIE: H. S. Tzou and N. Jalili		
• 2008 IDETC/CIE: J. Rastegar and S. Manoochehri		
(b) Technical Committee Operations	A. Shabana	+1:20
8. National Manufacturing Week Technical Conference	J. Renaud	+1:25
9. Journal of Mechanical Design	S. Azarm	+1:30
10. New/Old Business		+1:50
11. Adjourn		+2:00

DRAFT

**ASME Design Engineering Division Executive Committee Meeting
Minutes of the meeting on
Sunday September 10, 2006, 1:30-4:00
Sheraton Philadelphia City Center Hotel, Salon 5
Philadelphia, Pennsylvania**

Present: S. Azarm, J. Davidson, P. Doepker, E. Dolan, N. El-Ghobashy, K.C. Gupta, L. Howell, K. Kazerounian, P. Klasky, V. Kumar, D. Lee, A. Shabana, S. Sinha, J. Vance, K. Waldron

1. **Call to order.** The meeting was called to order by S. Azarm at 1:35 pm.
2. **Approval of minutes.** The minutes of the Executive Committee Meeting on Sunday March 19, 2006 held in Chicago, Illinois, were unanimously approved.
3. **Chair report.** S. Azarm presented the Executive Committee report (oral and written). A summary of the oral report is as follows:
 - *Finances.* Division finances are in good shape. The IDETC is a primary source of income, and the 2005 IDETC did very well financially.

Action Item: Judy Vance to follow up on S. Azarm's e-mail to Ken Hunt (and El-Ghobashy) concerning the excess rev. for IDETC2006: the amount of \$58,536 has not been transferred to the DED's Acct # 4-0414-0000.

- *Committees.* The division has 12 active technical committees. Technical committees should have bylaws, a plan for leadership succession, and a website. Most committees already have these in place but some still need work. This led to a committee discussion concerning how to influence committees to comply. It was suggested and the Execs agreed that it would be appropriate to push on committees to comply. It was also recommended that we devise a policy statement to which TC committees can respond.

Action Item: S. Azarm to follow up on plan to address this issue.

- *Standing and Special Committees.* The Journal Relations Committee has been created as a new standing committee with the DED Executive Committee Secretary as committee chair. Most standing and special committee chairs have been appointed for the current FY.
- *IMECE.* Concerns have been expressed regarding length, overlap, and non-uniformity in quality of papers. A proposed new name is IERIC. Three separate teams are looking at this at the ASME level. There are still many proposals and be confused by thinking proposals under discussion are approved policy.
- *NMW.* The time of the NMW will be changing. Soon to be the largest show of this sort.
- *Newsletter.* Copies will be available tomorrow in IDETC. Hardcopies are mailed to over 16,000 people, at a cost of about 40 cents per copy. A question was raised concerning whether the hardcopy should still be done in the future. The discussion supported continuing the hardcopy.

Action Item: Shapour will find a newsletter editor.

4. **Vice Chair/Treasurer's Report.** J. Vance presented the Vice Chair/Treasurer's Report (oral and written). Thanks to Shapour for putting the report together. DED finances are in good shape. J. Vance to follow up on IDETC 2005 funds into custodial account. Noha – please copy me on financial e-mails.
5. **Immediate Past Chair's Report.** K.C. Gupta presented the Immediate Past Chair's Report (oral and written). A new journal has been approved, a new committee on micro/nano mechanical systems was started, and a new website was created for the division. The freeze on society-wide awards has affected the division's nomination of a safety award.

Action Item: Shapour to follow up on Barnett-Uzgiris Product Safety award.

Action Item: Kazem to submit candidates for DED representatives for new journal on medical devices. Kazem will be one of them – he will work with Larry to nominate a second.

- 6a. **Liaison's Report – Systems and Design Group.** K. Waldon presented the Systems and Design Group Report (oral and written). K. Waldron presented the Freudenstein memorial resolution. The resolution received unanimous support. As group leader, K. Waldron is able to make one nomination per year for the dedicated

DRAFT

service award. Nominations should be sent to him. There are many proposals on Congress (IMECE) but most are still to be decided. It will probably be broken into two meetings: research and industry related topics. Committee meetings may be separated from technical meetings. DED has responded to the recent questionnaire. A request was made for a list of volunteers to lecture at local sections. Need nominees for committees. There will probably be an increase in IFTOMM dues to \$3600.

Action Item: S. Azarm to look at finding someone to lead lecture list. Consider assigning student affairs division to work on student competition needs.

6b. **Liaison's Report – Headquarters.** N. El-Ghobashy presented the Headquarters Report (oral and written). ASME is working on improving revenue sharing issues. ASME is streamlining and standardizing the position database. Some position titles may need to change for standardization. Encouraged open mindedness. Noha will send Larry additional information and he will send it to the committee. Want a response within a couple of weeks. The changes will affect the bylaws, which will need to be changed. New IDETC management approach. P. Klasky and E. Dolan introduced. Erin Dolan will handle IDETC issues and Noha will handle division-level issues.

7a. **Executive Committee Reports – New Technical Conferences.** K. Kazounian presented this report (oral and written). The 2006 IDETC has a great management team and has been managed well.

- *2006 IDETC/CIE:* Vijay Kumar presented the report (oral and written) – E. Dolan stepped in for K. Punter and did a good job. Number of papers lower (no extensions and lower acceptance rates). Used tutorials and workshops effectively. Management team had 7 people with targeted responsibility. Tried to keep registration fees low. Too early to see how the finances will work out. Social events were planned for every day of the conference. Shapour – were guidelines helpful? Vijay – talked to former IDETC Chairs instead.

Action Item: K. Kazerounian to investigate IDETC guidelines on the web and suggest revisions, updates, etc.

- *2007 IDETC/CIE:* Written report submitted by H.S. Tzou. Kazerounian reported on status.

Action Item: K. Kazerounian will contact organizers.

- *2008 IDETC/CIE:* Written report submitted by J. Rastegar and S. Manoochehri. Kazerounian and Dolan – hotel identified near Brooklyn Bridge. Hotel \$189, which is good for NYC in 2008. Conference will be in early August, which is a different time than usual. Azarm – will this change be okay? Dolan – this is what works to have it in NYC.
- *2009 IDETC/CIE:* Written report submitted by K. Anderson and G. Flowers. Kazerounian and Dolan – RFP process beginning soon.
- *2010 IDETC/CIE:* Kazerounian – P. Larochelle and A. Murray have submitted a written expression of interest.

7b. **Executive Committee Reports – Technical Committee Operations.** A. Shabana presented the report (written and oral). All but one committee submitted reports. DAC has submitted bylaw changes. Azarm – question about timing of leadership changes. Encourage that everyone in division be consistent in changing in July. Judy – slowly move to help committees with succession plans as needed. Final IMECE: DFM-3, F&J-2 RSJP-6, TCVS-13, VDC-6, MNS-3.

Action Item: S. Azarm will inform DAC, in the General Meeting, that their bylaws should be modified with the following changes: fix the ambiguity in the annual meeting definition, and make change in leadership consistent with division's FY. After changes made and approved by DAC, proposal to be submitted to the DED Executive Committee for approval (vote can be done by e-mail vote to expedite process).

Action Item: S. Azarm to discuss division expectations with committees.

8. **Journal Relations.**

- *Journal of Mechanical Design:* V. Kumar reported for M. McCarthy – many improvements made in journal and they are working on more. Azarm – two audiences of the journal (mechanisms-robotics and design automation, theory, DFM). Waldron – a bifurcation would work better by keeping JMD and starting a new journal.
- *Standing committee:* Howell presented ideas for the new Journal Relations standing committee. Waldron discussed the status of *Mechatronics*.

DRAFT

9. **Matching Fund Program.** J. Vance – One time DED matched one-for-one on awards, then paused the practice. The committee discussed the effects of restarting the practice. The custodial account needs to keep enough money to cover potential losses with IDETC. There was a proposal of one-to-one match up to a specified maximum and some into the Da Vinci Award.

Action Item: J. Vance will propose specific numbers for match.

10. **Old business.** Minutes and reports on the website.

Action Item: K. Kazerounian and A. Shabana will follow up on having the minutes and reports added to the DED website.

11. **New Business.**

- *Institutionalizing Executive Committee Elections.* K.C. Gupta: Election procedures were proposed (see written report). The procedure was approved by the committee.

Action Item: S. Azarm will appoint nominating committee and chair of nominating committee, who will send the procedures to technical committees when requesting nominations. Azarm will send the procedures to the Constitution and Bylaw committee, who will also post on webpage.

- *Format/medium, location/time of DED's spring meetings.* S. Azarm led a discussion on options. It was agreed that the next Spring meeting should be by teleconference and the General Committee meeting will be held once a year during IDETC. This was approved unanimously.
- *2007 DMD Conference.* A. Erdman's request for DED endorsement of the DMD conference was approved.
- *DED description on the ASME web site.* Figure 5 was selected.

Action Item: J. Vance will combine description 1 and 2 and follow up on its posting on the website, with Figure 5.

12. Meeting was adjourned at approximately 4:30 PM.

Respectfully submitted,

Larry L. Howell
Secretary of the Division

DED Chair's Report (March 9, 2007, Revised)

Beginning with this spring, the DED Executives will meet twice a year for the Executive Committee and once a year for the General Committee. The spring meeting will be arranged in the form of a teleconference meeting. The other Executive Committee meeting and General Committee meeting will be held during the IDETC with the members physically present.

Action Item Reminder. This is just a gentle reminder regarding the outstanding action items from our September 2006 meeting. For Shapour Azarm, these action items are: (i) to follow up on a policy on leadership succession expectations from Technical Committees (TCs); (ii) to follow up on Barnett-Uzgir's Product Safety award with the ASME; (iii) to find someone to lead the lecture list and to consider assigning student affairs committee to work on student competition needs. Action items for Judy Vance are: (i) to propose specific numbers for match for TCs; (ii) to combine descriptions 1 and 2 with Fig. 5 and to follow up on their posting on the ASME website for the Division. Action items for Kazem Kazerounian are: (i) to update IDETC guidelines currently posted on the DED website; (ii) (K. Kazerounian and A. Shabana) to post a copy of the reports from when they were secretary of the Division on the DED website. Please have these completed before the end of FY on June 30th, 2007.

Finances. Financially, the Division is doing fine. The balance in all DED accounts (general, awards and Technical Committees (TCs)) as of 12/31/06 was \$688,437. (For comparison, as of 6/30/06 the corresponding balance was \$637,549.) For your information, since the previous controller (Ray Farrley) left ASME, the reporting of the Division's finances went from bad to worse. However, it appears that ASME is trying to get the reports out to the divisions in a timelier manner. Vice Chair & Treasurer Judy Vance is going to update us on this issue.

Committees. The Division now has 11 TCs, and 11 Standing and 2 Special committees. I have completed the reappointment of the chairs for all standing and special committees for this fiscal year. Also, as mentioned in our last meeting, all TCs are expected to have Bylaws (and most do) with clear plans for leadership succession and a website for their activities.

NMW. Starting this year, NMW will be held in late September. This coming September it will be held during 9/25-9/27, 2007. John Renaud's term as the Chair of NDEC will be completed at the end of this fiscal year on June 30th. I would like to take this opportunity and thank John for his help in coordinating the DED's response to NMW over the last few years. John has agreed to help with the transition of his responsibilities to the next NDEC Chair. I would like to welcome the incoming NDEC Chair, Zissimos Mourelatos, whose appointment will begin on July 1, 2007 for a four years term: His term will end on June 30th, 2011.

Newsletter. As reported last September, the initial estimate for the newsletter (as given to me by LaShion) was for \$5,967 (total), or about \$0.37 per copy. However, I was informed later on by ASME (email of 10/17/06) that there was an additional \$5,606.88 for the newsletter charges. As a result, the actual newsletter's cost was about \$0.70 per copy (for 16,459 primary members) for 2006. We need to make a decision as to whether we want to continue sending a hardcopy of the newsletter to the DED's primary members for 2007 and revisit this decision again in future years. Finally, Chin An Tan has stepped down as the newsletter editor. I would like to thank him for his efforts. The new editor for the newsletter is Jeremy Michalek. Please join me in welcoming Jeremy.

This will be the last meeting that I Chair. I will continue to serve the Division with my duties as the Chair until my term expires at the end of June when I pass gavel to the next Chair: Dr. Judy Vance. It has been a pleasure working with all of you and serving our community.

Respectfully,

Shapour Azarm
Chair, Design Engineering Division

Status of DED accounts, as of 12/31/06			
Account number	Account Name	Bal 06/30/06	Bal 12/31/06
4-0414-xxxx	All accounts	637,549.37	688,437.52
4-0414-0000	DESIGN ENG DIV	317,737.72	339,886.05
4-0414-5001	DAC COMM AWD	33,473.82	36,744.34
4-0414-5002	ABBOT AWD	28,866.49	31,686.88
4-0414-5003	DAVINCI AWD	660.42	724.63
4-0414-5004	DEN HARTOG AWD	30,546.36	33,530.44
4-0414-5005	OUTSTD EDUC AWD	305.53	335.12
4-0414-5006	MECH&ROB AWD	14,830.36	14,778.95
4-0414-5007	MYKLESTAD AWD	11,751.95	12,900.25
4-0414-5008	DTM COMM AWD	1,568.83	1,221.81
4-0414-5009	NANTZO YANG AWD	51,388.34	56,409.02
4-0414-5053	D'ALEMBERT AWD	15,708.91	17,243.76
4-0414-5054	LYAPUNOV AWD	15,708.91	17,243.75
4-0414-5032	DAC COMM	11,099.20	12,183.29
4-0414-5034	MECH COMM	9,662.99	7,907.32
4-0414-5035	DFM COMM	14,487.14	15,902.37
4-0414-5036	DTM COMM	15,362.63	16,863.48
4-0414-5037	RSAFP COMM	3,597.78	3,949.07
4-0414-5038	EDUC COMM	5,211.52	5,720.83
4-0414-5041	TCVS COMM	20,347.87	22,336.00
4-0414-5042	PTG COMM	10,431.41	11,450.66
4-0414-5048	VEH DES COMM	1,659.19	1,820.98
4-0414-5049	F&J COMM	1,699.81	1,866.01
4-0414-5050	MSND COMM	21,442.19	23,537.34
4-0414-5060	Micro & Nano Comm	0.00	2,195.16

1. The Micro/nano Systems Committee account has been established and \$2,000 has been transferred from the DED Custodial Account.
2. \$1,000 has been transferred to the MSND Committee from the DED Custodial Account as approved by the DED Executive Committee in March 2006.
3. We are waiting to receive revenue from the NMW2006 (\$4,857.95), IMECE2006, and IDETC2006 conferences.
4. During the pushdown of funds for the IMECE 03 and 04, NMW 03, and IDETC 04 and 05, the DED custodial account was not credited with the correct amount. ASME owes DED \$3,304.60.
5. It's not clear if the distribution from NMW 2004 and NMW 2005 has been deposited into the custodial account.
6. There are three expenses that have been charged to incorrect accounts that need to be fixed.

Report of the Immediate Past Chair

K.C. Gupta

For March 9 DED Telecon

1. Election of the new member of the Executive Committee was conducted without any procedural controversy and William (Buddy) Clark was elected. The election procedure draft approved by the Execs in Fall 2006 was adhered to.
2. A similarly patterned election procedure draft was prepared for the election of division's primary journal editors and executive action on this is pending.
3. I have been serving on the Division Best Practices Group coordinated by Allian Pratt, Director of Strategic Issues, Opportunities and Knowledge at ASME. Our group heard about best practices from many divisions. I provided several examples of best practices from DED. Eventually ASME will have a web link for division best practices so that all divisions can benefit from current best practices. ASME will follow up with Shapour Azarm (DED Chair) and Judy Vance (DED Vice Chair) for additional details.
4. In December 2006, ASME finally sent a letter to IEEE canceling the 1995 ASME/IEEE Mechatronics Agreement. For last several months, Dynamic Systems and Control (DSC) has been in touch with IEEE to arrive at some sort of compromise on its own, but I have been out of the loop on this since early Fall 2006.
5. It has been my pleasure to provide advice and/or background to Shapour Azarm and others on many ongoing activities and issues.

Krish Gupta

Immediate Past Chair

IDETC/CIE07 STATUS REPORT



<http://www.asmeconferences.org/idetc07>

2007 ASME International Design Engineering Technical Conferences and Computers in Engineering Conference

Rio All-Suite Hotel & Casino, Las Vegas, NV, September 4-7, 2007

EXECUTIVE SUMMARY:

This status report is respectfully submitted to the ASME Design Engineering Division Executives in order to provide an update on the progress of 2007 ASME IDETC/CIE. The organizing committee has devoted many hours to developing and organizing this Conference. We trust that you will find this status report informative and helpful and would humbly request your feedback to better guide us for making this conference a success. Before anything, we would like to express our sincere appreciation to all the conference general and program chairs, their organizers and the ASME staff.

The report is divided into three main sections; namely, A) Technical Program, B) Conference Budget, and C) Management and Local Arrangements. On the technical program, the conference received an overall abstract/paper submittal of a record breaking of **1700+**. Counting the multiple abstracts submitted by the same author(s) (not duplicates), there are about **1200+** individual authors. This was not possible without the help of many conference and symposium organizers, and ASME staffs. The frontline generals and advisory/international committee members also deserve credits. Preparation for the conference is progressing accordance to the planning milestones.

The total revenue for the conference is estimated to be **\$442,425** with the expenses approximated at **\$337,574**. This equals to a **15%** (conservative) surplus overall. These figures are based on an approved budget and the estimated number of **950** paid attendees. The conference organizers are currently working on the budget to allow for the increased attendance based on the abstract submissions received to date.

On the management and local arrangements, both UK and UNLV Deans (Tom Lester: UK and Eric Sandgren: UNLV) will sponsor a Deans' reception estimated to be over \$25,000. Other pending donations are from Toyota, Lexmark, and Belcan. Exhibitors are being confirmed or pending with the help of Conference Exhibits Chair (Michael Seigler) to coordinate and oversee the exhibits. Sandia, Toyota, Lexmark, Prentice Hall, McGraw Hill, AutoDesk and Wiley serve as a small portion of the potential exhibitors list. Conference organizers and ASME staff (Tzou, Jalili and Dolan) will visit Rio on March 1st to collaborate with UNLV Dean and local organizing committee members, and pre-plan breakout rooms for various technical sessions, committee meetings, luncheons, keynotes, panels, workshops/tutorials, exhibits, breaks, etc.

Respectfully submitted,
Horn-Sen Tzou (UK) and Nader Jalili (CU)
02/23/2007

A. TECHNICAL PROGRAM

(Nader Jalili and Christina Perakis)

Overview: Preparation for the technical program is progressing according to the established planning milestones. The planning for conference started in early March 2006, and the program was finalized early September 2006 to include 13 conferences overall (see Appendix A-1). This demonstrates a 30% increase in the number of conferences compared to the previous years. The technical program chair has already spent many hours for preparing what is seen today as the largest number of submissions in the history of IDETC/CIE. The activities included many email communications to all the 13 conferences general and program chairs, setting up a functioning conference webtool early in the process (September 2006) and providing all the conferences' chairs with a template call for paper (see Appendix A-2 for a sample of such CFP for VIB Conference).

Submission Schedule: The papers submission schedule was decided and agreed upon by all the conferences as summarized in Table 1. With the exception of an extension to the deadline of draft papers submission, the schedule was and will be enforced.

Table 1. Papers Submission Schedule

Submission of Abstract:	Monday Feb. 19, 2007
Submission of Draft Paper:	Monday Feb. 26, 2007 (<i>Extended</i>)
Paper Reviews Completed	April 2, 2007
Author Notification of Acceptance:	April 20, 2007
Submission of Copyright Form (1903):	May 7, 2007
Submission of Final Paper:	May 28, 2007

Papers Statistics: The conference received an overall abstract/paper submittal of over a record breaking of **1700**. This was not possible without the help of many conference and symposium organizers as well as ASME staffs. The number of submitted/accepted abstracts for each of the 13 conferences is given below with the detailed distribution given in Appendix A-3.

Number of Abstracts Submitted:

- 21st Biennial Conference on Mechanical Vibration and Noise (VIB) **349**
- 27th Computers and Information in Engineering Conference (CIE) **184**
- 2007 ASME/IEEE International Conference on Mechatronic and Embedded Systems and Applications (MESA07) **76**
- 6th International Conference on Multibody Systems, Nonlinear Dynamics, and Control (MSNDC) **260**
- 33rd Design Automation Conference (DAC) **197**

- 10th ASME International Power Transmission and Gearing Conference (PTG) **156**
- 19th Reliability, Stress Analysis, and Failure Prevention Conference (RSAFP) **25**
- 31st Mechanisms and Robotics Conference (MECH) **182**
- 1st International Conference on Micro- and Nanosystems (MNS) **64**
- 4th Symposium on International Design and Design Education (DEC) **33**
- 19th International Conference on Design Theory and Methodology (DTM) **107**
- 12th Design for Manufacturing and the Life Cycle Conference (DFMLC) **46**
- 9th International Conference on Advanced Vehicle and Tire Technologies (AVTT) **34**

Total Number of Submitted Abstracts for All the 13 Conferences (1713)

Communication with Conference Organizers: In order to better handle the review process and planning, we have initiated a monthly teleconference call with all the conference general and program chairs. A tentative day/time has been set for the last Wednesday of every month at 1:00 PM EST. A backup day/time would be 3:00 PM EST on Thursdays, if Wednesdays are not working. As we get closer to the conference dates, these calls will take place more frequently (e.g., bi-weekly). The first teleconference will take place on Wednesday Feb. 28, 2007 at 1:00 PM EST.

Student Design Essay Competition: For several years, a student design essay competition in conjunction with IDETC has been going on. This year, NSF has provided funding for winners of the essay competition to receive funding to travel to IDETC and present their work in the form of a poster. An announcement in a prominent place with a link on the main website of IDETC has been placed so that students who are interested in participating can see the announcement. Appropriate spaces for posters to be presented have been reserved.

Outlook: The program chair is currently working on the following items; coordination of the tutorials through Conference Tutorial/Workshop Chair (Dr. Ren-Jye Yang at Ford), keynote speakers, arrangement of technical meetings, tasks and activities for local committee, E-mail access for participants during the Conference, audio/visual equipments, students' reception and recognition of students and their design projects. A planning form was sent to all the conference program chairs in December 2006 to request their specific needs in this regard (see Appendix A-4 for a copy of the request form). These forms have already been completed by the program chairs and sent for compilation to the Technical Program Chair to help better plan for these activities. Along this line, tentative plans for session layouts and estimates for the Conference reception, luncheons, breakfasts, and coffee breaks are being developed.

B. CONFERENCE BUDGET

(Horn-Sen Tzou and Erin Dolan)

Overview: The total revenue for the conference is estimated to be **\$442,425** with the expenses approximated at **\$337,574**. This was predicted based on the previous years' history of budgeted paid attendance, which may be too conservative for the current event with the possibility of increased number of paid attendance. Even this conservative figure will result in a **15%** surplus overall. Table 2 provides a brief summary of the previously approved budget with the detailed information including summaries of revenue and expenses given in Appendix B-1. The conference organizers will prepare to update the budget and allow for the increased attendance based on the abstract submissions received to date.

Table 2. Approved conference budget summary.

Budgeted Paid Attendance		950
Revenue	Registration	\$434,425.00
	Exhibits	\$3,000.00
	Sponsorships	\$5,000.00
	Special Events	\$0.00
	Total:	\$442,425.00
Expenses		\$377,573.68
Surplus		\$64,851.32
% Surplus		15%
	Percentage of Budget	
	Marketing	0%
	Food and Beverage	46%
	Staff Service	10%

The budget includes a site visit by the Conference Program Chair (Nader Jalili)* and Erin Dolan from ASME to Conference site to Rio on March 1, 2007. The hotel room charges will be paid and compensated by the hotel. The purpose of this important site visit is to coordinate with UNLV and Rio personnel, collaborate with UNLV Dean and local organizing committee members, pre-plan breakout rooms for various technical sessions, committee meetings, award luncheons, keynotes, panels, workshops and tutorials, as well as plan exhibits, coffee breaks, etc.

* Tzou covers all his own travels related to IDETC.

C. MANAGEMENT AND LOCAL ARRANGEMENTS

(Erin Dolan and Horn-Sen Tzou)

Overview: The management plan and local arrangements are progressing based on the schedule. This section reports our activities on the three main issues; registration management, exhibit management and hotel logistics.

Registration Management: The management of conference registration is no longer being handled internally at ASME. At the last IDETC/CIE conference held in Philadelphia in 2006, ASME secured the services of Registration Systems Lab (RSL). RSL is a full service registration management provider based out of Oviedo, Florida. The cost of their services were included in the 2006 as well as 2007 conference budgets. Erin Dolan will be the direct liaison with RSL and the conference committee. Weekly progress reports will be issued beginning 10 weeks out from the conference. These reports will outline all areas of registration (member vs. non-member vs. student vs. tutorial attendees, etc.). Registration is expected to go live on or near June 1st.

Exhibit Management: Erin Dolan will work with Michael Seigler (Exhibits Chair recruited by Conference Chair Tzou) to help coordinate and oversee the exhibits. Following the site visit scheduled for Thursday, March 1st, we will determine exactly how much space we have to accommodate exhibits. This information will allow us to determine whether or not we need to limit the number of prospective exhibitors.

Hotel Logistics: As mentioned earlier, the site visit scheduled for Thursday March 1st will enable the organizers to tour the facilities and begin to assess the contracted meeting space capacities.

- Appendix C-1 provides a general overview of the site including room layout and “family-friendly” attractions.
- In total, the group has secured a maximum of 23 breakout rooms. Note that this includes any rooms needed for committee and/or division meetings. Rooms range in size from 33 people theater style to 141 people theater style. 14 rooms hold between 33 and 60 people. 9 rooms hold between 70 and 141. Appendix C-2 details the room description and setup. Although it seems that only 14 breakout rooms have been contracted, in reality, we have more than 14 rooms as some of the 14 rooms are really 2 rooms put together to make a larger room. An example of this would be Breakout 6 in the Palma A/B room (see Appendix C-2). If this room is split into A and B, A would hold about 40 people and B 53 people.
- The Reception is tentatively being planned for the outdoor patio area at the Rio. Following the site visit next week, we will determine if we should consider an alternative (in-door) location for the reception. This would be off site at one of the associated hotels (Paris, Caesars Palace, Flamingo, etc.).

APPENDIX A-1: 2007 IDETC/CIE CONFERENCES



<http://www.asmeconferences.org/IDETC07>

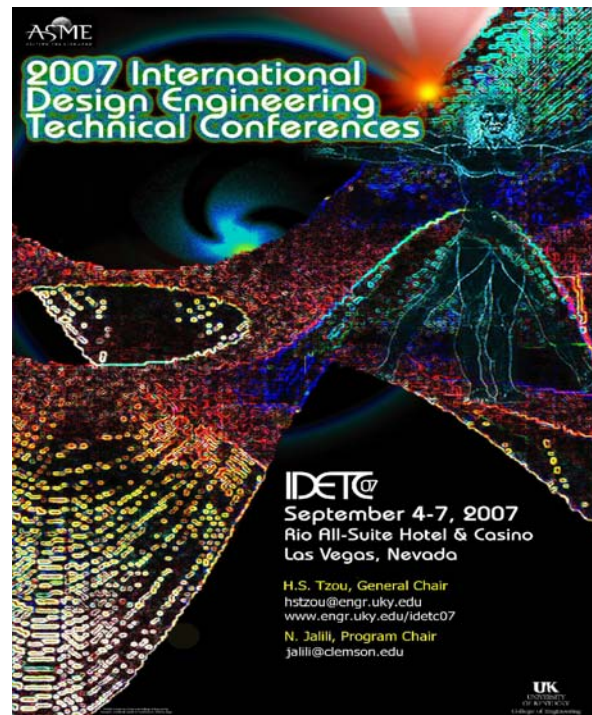
On behalf of the ASME Design Engineering and Computers in Engineering Divisions, it is our great pleasure to invite you to attend and contribute to the 2007 ASME International Design Engineering Technical Conferences (IDETC) which will take place on September 4-7, 2007, at the Rio All-Suite Hotel & Casino, Las Vegas, Nevada. Las Vegas is easily accessible from anywhere in the world and combines the best of outdoor adventure and modern amenities. The conferences will also include plenary sessions, keynote lectures, and tutorials on different topics related to engineering design.

IDETC 2007 General Conference Chair Horn-Sen (H.S.) Tzou

University of Kentucky, hstzou@engr.uky.edu

IDETC 2007 Technical Program Chair Nader Jalili

Clemson University, jalili@clemson.edu



Conferences:

- 21st Biennial Conference on Mechanical Vibration and Noise (VIB)
- 27th Computers and Information in Engineering Conference (CIE)
- 2007 ASME/IEEE International Conference on Mechatronic & Embedded Systems and Applications (MESA07)
- 6th Int. Conference on Multibody Systems, Nonlinear Dynamics & Control (MSNDC)
- 33rd Design Automation Conference (DAC)
- 10th ASME International Power Transmission and Gearing Conference (PTG)
- 19th Reliability, Stress Analysis, and Failure Prevention Conference (RSAFP)
- 31st Mechanisms and Robotics Conference (MECH)
- 1st International Conference on Micro- and Nanosystems (MNS)
- 4th Symposium on International Design and Design Education (DEC)
- 19th International Conference on Design Theory and Methodology (DTM)
- 12th Design for Manufacturing and the Life Cycle Conference (DFMLC)
- 9th International Conference on Advanced Vehicle and Tire Technologies (AVTT)

Affiliated Conferences, Conference Chairs and/or Program Chairs:

1. 21st Biennial Conference on Mechanical Vibration and Noise (VIB) (TC of Vibration and Sound) – Conference Chair: Horn-Sen Tzou (hstzou@engr.uky.edu); Program Chair: Nader Jalili (Jalili@clemsen.edu)
2. 27th Computers and Information in Engineering Conference (CIE) (Computers in Engineering Division) – Conference Chair: Chris Paredis (chris.paredis@me.gatech.edu); Program Chair: Ravi Rangan (rrangan@centricsoftware.com)
3. 2007 ASME/IEEE International Conference on Mechatronic and Embedded Systems and Applications (MESA07) – Conference Chair: F. Wang (feiyue@sie.arizona.edu)
4. 6th International Conference on Multibody Systems, Nonlinear Dynamics, and Control (MSNDC) (Multibody Systems and Nonlinear Dynamics Committee) – Conference Chair: Subhash Sinha (ssinha@eng.auburn.edu); Program Chair: Bala Balachandran (balab@eng.umd.edu)
5. 33rd Design Automation Conference (DAC) (Design Automation Committee) – Conference Chair: Timothy W. Simpson (tw8@psu.edu); Program Chair: Frank Liou (liou@umr.edu)
6. 10th ASME International Power Transmission and Gearing Conference (PTG) (Power Transmission and Gearing Committee) – Conference Chair: Ahmet Kahraman (kahraman.1@osu.edu); Program Chair: Avinash Singh (Avinash.Singh@gm.com)
7. 19th Reliability, Stress Analysis, and Failure Prevention Conference (RSAFP) (Reliability, Stress Analysis, and Failure Prevention Committee) – Conference Chair: Erol Sancaktar (erol@uakron.edu)
8. 31st Mechanisms and Robotics Conference (MECH) (Mechanisms and Robotics Committee) – Conference Chair: Jahangir. S. Rastegar (jahangir.rastegar@sunysb.edu), Program Chair: Qiaode J. Ge (Qiaode.Ge@stonybrook.edu)
9. 1st International Conference on Micro- and Nanosystems (MNS) (Micro and Nano Systems Committee) – Conference Chair: Laxman Saggere (saggere@uic.edu); Program Chair: Arvind Raman (raman@ecn.purdue.edu)
10. 4th Symposium on International Design and Design Education (DEC) (Design Education Committee) – Conference Chair: Gul Kremer (gek3@engr.psu.edu), Program Chair: Michael Keefe (keefe@udel.edu)
11. 19th International Conference on Design Theory and Methodology (DTM) (Design Theory and Methodology Committee) – Conference Chair: Robert Stone (rstone@umr.edu); Program Chair: Li Shu (shu@mie.utoronto.ca)
12. 12th Design for Manufacturing and the Life Cycle Conference (DFMLC) (Design for Manufacturing Committee) – Conference Chair: Edward P. Morse (emorse@uncc.edu), Program Chair: Peter Sandborn (sandborn@calce.umd.edu)
13. 9th International Conference on Advanced Vehicle and Tire Technologies (Vehicle Design Committee) – Conference Chair: Moustafa El-Gindy (mxe15@psu.edu), Program Chair: Corina Sandu (csandu@vt.edu)

Appendix A-2: Sample Conference Call for Papers



21ST Biennial Conference on Mechanical Vibration and Noise (VIB)

*An Integral Part of the
2007 ASME International
Design Engineering Technical
Conferences and Computers
and Information in Engineering
Conferences (IDETC/CIE)*

September 4-7, 2007

**Rio All-Suite Hotel and Casino
3700 West Flamingo Road
Las Vegas, Nevada 89103**

<http://www.asmeconferences.org/IDETC07>

Deadlines

Abstract/Full-length Paper: Feb. 19, 2007
Acceptance Notification: April 20, 2007
Final Paper Submission: May 28, 2007

Description

The 21st Biennial Conference on Mechanical Vibration and Noise (VIB) is an integral part of the 2007 ASME International Design Engineering Technical Conferences and Computers and Information in Engineering Conferences (2007 IDETC/CIE) and will take place in the Rio All-Suite Hotel & Casino, Las Vegas, Nevada, from September 4-7, 2007. This Conference is sponsored by the Technical Committee on Vibration and Sound, which is an integral part of the ASME Design Engineering Division. This event is the theme of the odd-year IDETC and premier international meeting in the fields of Vibration and Noise Engineering. The conferences will also include plenary sessions, keynote lectures, and tutorials on different topics related to engineering design. Papers are solicited in the areas of dynamics, vibration, acoustics and control with the detailed description of topics and corresponding symposia listed below.

Technical Areas and Topics

- Vibration and Noise Control
- Vibration Damping Treatments
- Nonlinear Dynamics and Vibration
- Vibrations and Controls of Manufacturing Systems
- Smart and Intelligent Systems Vibration, Dynamics and System Identification
- Biological System Dynamics, Vibration and Acoustics
- Rotor Dynamics and Control
- Time-Delayed Systems
- Dynamics, Vibration and Control of MEMS and NEMS

Organizing Committee

Conference Chair:

Horn-Sen Tzou..... Univ. of Kentucky

Technical Program Chair:

Nader Jalili Clemson University

Symposia Organizers:

Kon-Well Wang, William W. Clark, Robert Parker, Christopher Rahn, Liming Dai, Reza Nakhaie Jazar, Mahmoud I. Hussein, Massimo Ruzzene, Sotirios Natsiavas, Costas Papadimitriou, Brian Mann, Walter Lacarbonara, Hiroshi Yabuno, Brian Feeny, Gaetan Kerschen, Dane Quinn, Lawrence Bergman, Alexander Vakakis, Giuseppe Catania, Marco Amabili, Mohammad Elahinia, Ahalapitiya Jayatissa, Marco P. Schoen, Douglas E. Adams, Jiong Tang, Weidong Zhu, Steve J. Wilcox, Mostafa Fatemi, Ahmed Al-Jumaily, Dumitru I. Caruntu, Bogdan I. Epureanu, Yukio Ishida, George Flowers, Paolo Pennacchi, C. Nataraj, S. P. Harsha, Homer Rahnejat, Stephanos Theodossiades, Tamás Kalmár-Nagy, David E. Gilsinn, Rifat Sipahi, Jie Chen, Mohammad Younis, Ebrahim Esmailzadeh, Hamid R. Hamidzadeh, Albert C. J. Luo and C. Steve Suh.

Abstracts and Papers Submission

Send your abstracts and full-length papers via the 2007 IDETC/CIE Webtool at:

<http://www.asmeconferences.org/IDETC07>

Select:

21ST Biennial Conference on Mechanical Vibration and Noise (VIB)

APPENDIX A-3: IDETC/CIE 2007 STATISTICS

Abstracts (Total)	1734	Draft Papers (Total)	1713
Awaiting Acceptance	0	Awaiting Submittal	1268
Accepted	1713	Authors Submitted	445
Awaiting Session Assignment	1669	Awaiting Review	435
Assigned to Session	44	Under Review	10
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	21	Rejected	0

21st Biennial Conference on Mechanical Vibration and Noise (VIB)

Abstracts (Total)	349	Draft Papers (Total)	349
Awaiting Acceptance	0	Awaiting Submittal	253
Accepted	349	Authors Submitted	96
Awaiting Session Assignment	339	Awaiting Review	91
Assigned to Session	10	Under Review	5
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

27th Computers and Information in Engineering Conference (CIE)

Abstracts (Total)	184	Draft Papers (Total)	184
Awaiting Acceptance	0	Awaiting Submittal	136
Accepted	184	Authors Submitted	48
Awaiting Session Assignment	179	Awaiting Review	46
Assigned to Session	5	Under Review	2
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0

2007 ASME/IEEE International Conference on Mechatronic and Embedded Systems and Applications (MESA07)

Abstracts (Total)	76	Draft Papers (Total)	76
Awaiting Acceptance	0	Awaiting Submittal	66
Accepted	76	Authors Submitted	10
Awaiting Session Assignment	76	Awaiting Review	10
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

6th International Conference on Multibody Systems, Nonlinear Dynamics, and Control (MSNDc)

Abstracts (Total)	260	Draft Papers (Total)	260
Awaiting Acceptance	0	Awaiting Submittal	182
Accepted	260	Authors Submitted	78
Awaiting Session Assignment	256	Awaiting Review	75
Assigned to Session	4	Under Review	3
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

33rd Design Automation Conference (DAC)

Abstracts (Total)	197	Draft Papers (Total)	197
Awaiting Acceptance	0	Awaiting Submittal	164
Accepted	197	Authors Submitted	33
Awaiting Session Assignment	197	Awaiting Review	33
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0

10th ASME International Power Transmission and Gearing Conference (PTG)

Abstracts (Total)	172	Draft Papers (Total)	156
Awaiting Acceptance	0	Awaiting Submittal	88
Accepted	156	Authors Submitted	68
Awaiting Session Assignment	156	Awaiting Review	68
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	16	Rejected	0

19th Reliability, Stress Analysis, and Failure Prevention Conference (RSAFP)

Abstracts (Total)	25	Draft Papers (Total)	25
Awaiting Acceptance	0	Awaiting Submittal	13
Accepted	25	Authors Submitted	12
Awaiting Session Assignment	0	Awaiting Review	12
Assigned to Session	25	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

31st Mechanisms and Robotics Conference (MECH)

Abstracts (Total)	182	Draft Papers (Total)	182
Awaiting Acceptance	0	Awaiting Submittal	128
Accepted	182	Authors Submitted	54
Awaiting Session Assignment	182	Awaiting Review	54
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

1st International Conference on Micro- and Nanosystems (MNS)

Abstracts (Total)	64	Draft Papers (Total)	64
Awaiting Acceptance	0	Awaiting Submittal	54
Accepted	64	Authors Submitted	10
Awaiting Session Assignment	64	Awaiting Review	10
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

4th Symposium on International Design and Design Education (DEC)

Abstracts (Total)	33	Draft Papers (Total)	33
Awaiting Acceptance	0	Awaiting Submittal	30
Accepted	33	Authors Submitted	3
Awaiting Session Assignment	33	Awaiting Review	3
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

19th International Conference on Design Theory and Methodology (DTM)

Abstracts (Total)	112	Draft Papers (Total)	107
Awaiting Acceptance	0	Awaiting Submittal	94
Accepted	107	Authors Submitted	13
Awaiting Session Assignment	107	Awaiting Review	13
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	5	Rejected	0

12th Design for Manufacturing and the Life Cycle Conference (DFMLC)

Abstracts (Total)		Draft Papers (Total)	
Awaiting Acceptance	0	Awaiting Submittal	34
Accepted	46	Authors Submitted	12
Awaiting Session Assignment	46	Awaiting Review	12
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

9th International Conference on Advanced Vehicle and Tire Technologies (AVTT)

Abstracts (Total)		Draft Papers (Total)	
Awaiting Acceptance	0	Awaiting Submittal	26
Accepted	34	Authors Submitted	8
Awaiting Session Assignment	34	Awaiting Review	8
Assigned to Session	0	Under Review	0
		Reviewed	0
		Awaiting Acceptance	0
		Under Revision	0
		Accepted	0
Rejected	0	Rejected	0

APPENDIX A-4: CONFERENCE PLANNING

Conference/Committee: 21st Biennial Conference on Mechanical Vibration and Noise (VIB)

1. Paper & Session Information

- Numbers of expected papers:
Note: Pls. take a look at the statistics from IDETC05 on the next page for a good estimate.
- Estimated number of panel sessions:
- Requests for numbers of total parallel sessions and preferences:
Note: Pls. plan during the 4 - 7 September 2007 time frame your conference would want to be scheduled and note any constraints (e.g. 36 total sessions, 3 parallel sessions scheduled Tuesday through Thursday, held jointly with MSNDC and avoiding conflicts with Design Education's sessions). See also the table on the next page for sample information.
- Requests for poster sessions and number:

2. Plenary Information

- Number of plenary talks proposed:
Note: Pls. consider your conference size when suggesting this number. A good number is ONE plenary talk per ~150 papers.
- Specific scheduling constraints:

3. Luncheon Information

- Luncheon planned? Yes , No
- Jointly with another conference or at DED Awards Luncheon?
- Audio/visual requirements?

4. Meetings and Special Events Planning

- Total number of committee meetings planned: 1
- Number of non-evening meetings requested: 0
- Total number of special events: 0
- Description, location, attendee size, funding of each special event:

5. Tutorials/Workshops Request

- Estimated number of tutorials 0 and workshops 0 to be submitted.
Note: The tutorials have fees and workshops have no fee. Upon request, you will be contacted by the Workshop Chair for further details and planning.

6. Students Best Paper Competition

- Plan on having conference-level students' best paper competition? Yes , No
Note: If this is yes, these presentations will have to be scheduled before your conference luncheon for award presentations.

Pls. add your conference abbreviation (e.g., VIB) at the end of the filename and send the completed form to Nader Jalili, 2007 IDETC/CIE Technical Program Chair at jalili@clemson.edu, before **January 15, 2007**.

IDETC/CIE 2005 Statistics

Conference: **CIE**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
130	30	3	0	33	3	1	Monday

Conference: **DAC**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
131	26	2	0	28	3	1	Wed (DED)

Conference: **DFMLC**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
43	10	0	0	10	1	1	Wed (DED)

Conference: **DTM**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
52	10	0	0	10	1	0	Wed (DED)

Conference: **MECH**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
125	25	2	0	27	3	2	Tuesday

Conference: **MESA(2005)**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
34	7	1	0	8	1	3	Tues (VIB)

Conference: **MSNDC**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
280	56	3	0	59	5	2	Monday

Conference: **PTG**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
43	0	0	0	9	1	0	Wed (DED)

Conference: **RSAFP**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
18	5	0	0	5	1	0	Wed (DED)

Conference: **VIB**

Total Papers (Estimated)	Paper Sessions	Panel Sessions	Special Sessions	Total Sessions	# Parallel Sessions	# Plenaries Requested	Luncheon Day
323	65	3	0	68	5	4	Tuesday

Notes:

Number of Paper Sessions assumes 5 papers/90 minute session.

APPENDIX B-1: IDETC 2007 BUDGET SUMMARY

Conference Name:	International Design Engineering Technical Conferences & Computer in Engineering Conference		
Location:	Rio All Suites Hotel & Casino, Las Vegas, NV		
Dates:	September 4-7, 2007		
Sponsoring Divisions:	Computers and Information in Engineering Division Design Engineering Division		
Web Site:	http://www.asmeconferences.org/idetc07/		
Account #:			
Prepared:	January 5, 2007		
Staff Managers	Erin Dolan		
CONFERENCE BUDGET SUMMARY			
Budgeted Paid Attendance			
		625	
Revenue			
	Registration	\$434,425.00	
	Exhibits	\$3,000.00	
	Sponsorships	\$5,000.00	
	Special Events	\$0.00	
	Total:	\$442,425.00	
Expenses			
		\$377,573.68	
Surplus			
		\$64,851.32	
% Surplus			
		15%	
Percentage of Budget			
	Marketing	0%	
	Food and Beverage	46%	
	Staff Service	10%	

REVENUE SUMMARY							
Registration Category	Cost Center	Attendance	Registration Fees	Surcharge if Applicable	Total Fee	Projected Income	
Member	3902						
Full (Advanced)		395	\$550.00		\$550.00		\$217,250.00
Member	3902						
Full (On-site)		48	\$650.00		\$650.00		\$31,200.00
Member	3902						
One Day (Advanced)		21	\$450.00		\$450.00		\$9,450.00
Member	3902						
One Day (On-site)		4	\$550.00		\$550.00		\$2,200.00
Non-Member	3902						
Full (Advanced)		136	\$700.00		\$700.00		\$95,200.00
Non-Member	3902						
Full (On-site)		33	\$800.00		\$800.00		\$26,400.00
Non-Member	3902						
One Day (Advanced)		12	\$550.00		\$550.00		\$6,600.00
Non-Member	3902						
One Day (On-site)		5	\$650.00		\$650.00		\$3,250.00
ASME Student Members (Advanced)	3902	110	\$125.00		\$125.00		\$13,750.00
Student Non-member (Advanced)	3902	18	\$175.00		\$175.00		\$3,150.00
ASME Student Members (On-site)	3902	140	\$150.00		\$150.00		\$21,000.00
Student Non-member (On-site)	3902	23	\$200.00		\$200.00		\$4,600.00
ASME Life Member	3902	5	\$75.00		\$75.00		\$375.00
	Total:	950				Total Registration Revenue:	\$434,425.00
Exhibits	3903					Total Exhibit Income	\$3,000.00
Sponsorships	3605					Total Sponsorship Income	\$5,000.00
Special Events	4716					Special Events Revenue	\$0.00
						Total Projected Income	\$442,425.00

EXPENSE SUMMARY						
COST CENTER		DESCRIPTION				BUDGETED AMOUNT
TRAVEL AND SUSTENANCE						
5701		Travel - Staff				\$3,500.00
5702		Travel - Volunteer				\$1,200.00
5703		Sustenance - Staff				\$1,500.00
5704		Sustenance - Volunteer				\$0.00
PROMOTIONAL FEES						
5901		Advertising Promotion				\$1,200.00
TELECONFERENCES						
6002		Telephone				\$750.00
POSTAGE (MISC & AUTHORS MAILINGS)						
6101		U.S. Postage				\$300.00
6102		Other Carriers & Shipping				\$1,500.00
STATIONARY and SUPPLIES						
6201		Office Supplies				\$100.00
AUDIO-VISUAL EQUIPMENT						
6301		AV TOTAL				\$35,000.00
PRODUCTION						
6412		Signs				\$3,500.00
6413		Call for Papers (Actual Cost)				
		Size	11 x 17			
		Colors				
		Number of Pages				
		Creative Services			\$0.00	
		Printing			\$0.00	
		Postage	(Third Class)		\$0.00	
6419	*	Mail List Rental			\$0.00	
						Total: \$0.00
6414		Direct Mail Brochure				
		Pages				
		Color				
		Quantity				
		Creative Services			\$0.00	
		Printing			\$0.00	
		Postage	(Third Class)		\$0.00	
6419	*	Mail List Rental			\$0.00	
						Total: \$0.00

FOOD AND BEVERAGE	No. of People	Base Cost	Service Charges & Sales Tax	Total Meal Cost	No. of Days	Total Cost	
Opening Reception	750	\$40.00	29.00%	\$51.60	1	\$38,700.00	
Coffee Breaks (AM)	500	\$8.00	29.00%	\$10.32	4	\$20,640.00	
Coffee Breaks (PM)	500	\$10.00	29.00%	\$12.90	4	\$25,800.00	
Authors Breakfast	350	\$15.00	29.00%	\$19.35	4	\$27,090.00	
Guest Hospitality	0	\$0.00	29.00%	\$0.00	4	\$0.00	
CIE Lunch	150	\$40.00	29.00%	\$51.60	1	\$7,740.00	
MECH Lunch	150	\$40.00	29.00%	\$51.60	1	\$7,740.00	
VIB/MESA Lunch	300	\$40.00	29.00%	\$51.60	1	\$15,480.00	
DED Awards Lunch	300	\$40.00	29.00%	\$51.60	1	\$15,480.00	
MSDNC Event	300	\$30.00	29.00%	\$38.70	1	\$11,610.00	
Other Food and Beverage	10	\$20.00	29.00%	\$25.80	7	\$1,806.00	
9839		TOTAL FOOD & BEVERAGE					\$172,086.00

9807		Meeting Room Rental				\$5,000.00
9840		Temp Staffing				\$1,000.00
9841		Section Allotment				\$0.00
9842		Session Aides (\$ _____ X _____ Sessions)				\$0.00
9843		Gratuities				\$1,000.00
9844		Bus Transportation				\$4,000.00
9845		Security Personnel				\$1,000.00
9846		Exhibit / Drayage Company				\$5,000.00
9902		Machine Rental				\$0.00
9915		Credit Card & Collection				\$13,936.39
9924		Awards and Honorariums				\$3,300.00
7503		Photography				
		Chairmans Fund				\$3,500.00
		Attendee bags or giveaways				\$6,000.00
9999		Miscellaneous				\$5,000.00
8679		ASME Professional Meeting Services				\$35,000.00
		ASME Professional Engineering Services				\$3,000.00
6426		ASME Conference Web Tool				\$17,800.00
		Abstract Book	0		\$ -	\$0.00
4791		Conference Proceedings			1000	\$12,804.00
		EXPENSE SUBTOTAL				\$366,576.39
		Contingency				\$10,997.29
		TOTAL EXPENSES				\$377,573.68
SUMMARY						
					Total Revenue	\$442,425.00
					Total Expense	\$377,573.68
					Surplus	\$64,851.32
					% Surplus	15%

APPENDIX C-1: FACILITIES AT RIO HOTEL



1) Strip view from the Rio rooftop lounge. (Left vertical photo)

2) Conference room



3) Luncheon room



4) Exhibit area



5) Suite (huge room)



5) Free “family-friendly” shows



APPENDIX C-2: MEETING SPACE CONTRACTED

Day/Date	Time	Event	Capacity / Setup	Room Name
Mon., 9/3/07	24 Hour Hold	AV Office		Choro
Mon., 9/3/07	24 Hour Hold	Staff Office		Salsa
Mon., 9/3/07	24 Hour Hold	Registration		Salsa Reg Desk
Tue., 9/4/07	24 Hour Hold	AV Office		Choro
Tue., 9/4/07	24 Hour Hold	Staff Office		Salsa
Tue., 9/4/07	24 Hour Hold	Registration		Salsa Reg Desk
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 1	56 CR	Tropical C
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 2	44 CR	Tropical D
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 3	64 CR	Tropical G
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 4	48 CR	Tropical H
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 5	28/20 CR	Tropical E/F
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 6	24/28 CR	Lambada A/B
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 7	25/28 CR	Tropical A/B
Tue., 9/4/07	8: 00 AM – 6:00 PM	Tutorial 8	24/32 CR	Palma E/F
Wed., 9/5/07	24 Hour Hold	AV Office		Choro
Wed., 9/5/07	24 Hour Hold	Staff Office		Salsa
Wed., 9/5/07	24 Hour Hold	Registration		Salsa Reg Desk
Wed., 9/5/07	6:00 AM – 10:00 PM	Speaker Ready Room		Lambada C
Wed., 9/5/07	7:00 AM – 8:00 AM	Authors Breakfast	370 Rnds	Amazon N-T
Wed., 9/5/07	7:00 AM – 10:00 AM	General Session	450 T	Amazon G,H
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 1	93 T	Tropical C
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 2	73 T	Tropical D
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 3	103 T	Tropical G
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 4	81 T	Tropical H
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 5	44/33 T	Tropical E/F
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 6	40/53 T	Palma A/B
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 7	40/53 T	Palma E/F
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 8	53/40 T	Palma C/D
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 9	53/40 T	Palma G/H
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 10	141 T	Coco
Wed., 9/5/07	6:00 AM – 6:00 PM	Breakout 11	141 T	Jaguar
Wed., 9/5/07	6:00 AM – 12:00 PM	Breakout 12	104 T	Amazon I
Wed., 9/5/07	6:00 AM – 12:00 PM	Breakout 13	104 T	Amazon J
Wed., 9/5/07	6:00 AM – 12:00 PM	Breakout 14	84 T	Amazon M
Wed., 9/5/07	10:00 AM – 10:15 AM	AM Break	500 Flow	Amazon N-T
Wed., 9/5/07	12:00 PM – 1:30 PM	Lunch	250 Rnds	Amazon N-T
Wed., 9/5/07	3:00 PM – 3:15 PM	PM Break	500 Flow	Amazon N-T

Wed., 9/5/07	6:00 AM – 10:00 PM	Committee Mtg 1	24 Cnf / 49 T	Lambada B
Wed., 9/5/07	6:00 AM – 10:00 PM	Committee Mtg 2	22 Cnf / 44 T	Lambada A
Wed., 9/5/07	6:00 AM – 10:00 PM	Committee Mtg 3	20 Cnf / 40 T	Tropical A
Wed., 9/5/07	6:00 AM – 10:00 PM	Committee Mtg 4	22 Cnf / 44 T	Tropical B
Thu., 9/6/07	24 Hour Hold	AV Office		Choro
Thu., 9/6/07	24 Hour Hold	Staff Office		Salsa
Thu., 9/6/07	24 Hour Hold	Registration		Salsa Reg Desk
Thu., 9/6/07	6:00 AM – 10:00 PM	Speaker Ready Room		Lambada C
Thu., 9/6/07	7:00 AM – 8:00 AM	Authors Breakfast	375 Rnds	Amazon N-T
Thu., 9/6/07	7:00 AM – 10:00 AM	General Session	450 T	Amazon G,H
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 1	93 T	Tropical C
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 2	73 T	Tropical D
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 3	103 T	Tropical G
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 4	81 T	Tropical H
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 5	44/33 T	Tropical E/F
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 6	40/53 T	Palma A/B
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 7	40/53 T	Palma E/F
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 8	53/40 T	Palma C/D
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 9	53/40 T	Palma G/H
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 10	141 T	Coco
Thu., 9/6/07	6:00 AM – 6:00 PM	Breakout 11	141 T	Jaguar
Thu., 9/6/07	6:00 AM – 12:00 PM	Breakout 12	104 T	Amazon I
Thu., 9/6/07	6:00 AM – 12:00 PM	Breakout 13	104 T	Amazon J
Thu., 9/6/07	6:00 AM – 12:00 PM	Breakout 14	84 T	Amazon M
Thu., 9/6/07	10:00 AM – 10:15 AM	AM Break	500 Flow	Amazon N-T
Thu., 9/6/07	12:00 PM – 1:30 PM	Lunch	250 Rnds	Amazon N-T
Thu., 9/6/07	12:00 PM – 1:30 PM	Lunch	300 Rnds	Penn & Teller Foyer
Thu., 9/6/07	3:00 PM – 3:15 PM	PM Break	500 Flow	Amazon N-T
Thu., 9/6/07	6:00 AM – 10:00 PM	Committee Mtg 1	24 Cnf / 49 T	Lambada B
Thu., 9/6/07	6:00 AM – 10:00 PM	Committee Mtg 2	22 Cnf / 44 T	Lambada A
Thu., 9/6/07	6:00 AM – 10:00 PM	Committee Mtg 3	20 Cnf / 40 T	Tropical A
Thu., 9/6/07	6:00 AM – 6:00 PM	Committee Mtg 4	22 Cnf / 44 T	Tropical B
Fri., 9/7/07	24 Hour Hold	AV Office		Choro
Fri., 9/7/07	24 Hour Hold	Staff Office		Salsa
Fri., 9/7/07	24 Hour Hold	Registration		Salsa Reg

				Desk
Fri., 9/7/07	6:00 AM – 10:00 PM	Speaker Ready Room		Lambada C
Fri., 9/7/07	7:00 AM – 8:00 AM	Authors Breakfast	375 Rnds	Amazon N-T
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 1	93 T	Tropical C
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 2	73 T	Tropical D
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 3	103 T	Tropical G
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 4	81 T	Tropical H
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 5	44/33 T	Tropical E/F
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 6	40/53 T	Palma A/B
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 7	40/53 T	Palma E/F
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 8	53/40 T	Palma C/D
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 9	53/40 T	Palma G/H
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 10	141 T	Coco
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 11	141 T	Jaguar
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 12	104 T	Amazon I
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 13	104 T	Amazon J
Fri., 9/7/07	6:00 AM – 6:00 PM	Breakout 14	84 T	Amazon M
Fri., 9/7/07	10:00 AM – 10:15 AM	AM Break	500 Flow	Amazon N-T
Fri., 9/7/07	12:00 PM – 1:30 PM	Lunch	250 Rnds	Amazon N-T
Fri., 9/7/07	12:00 PM – 1:30 PM	Lunch	250 Rnds	Penn & Teller Foyer
Fri., 9/7/07	3:00 PM – 3:15 PM	PM Break	500 Flow	Amazon N-T
Fri., 9/7/07	6:00 AM – 10:00 PM	Committee Mtg 1	24 Cnf / 49 T	Lambada B
Fri., 9/7/07	6:00 AM – 10:00 PM	Committee Mtg 2	22 Cnf / 44 T	Lambada A
Fri., 9/7/07	6:00 AM – 10:00 PM	Committee Mtg 3	20 Cnf / 40 T	Tropical A
Fri., 9/7/07	6:00 AM – 10:00 PM	Committee Mtg 4	22 Cnf / 44 T	Tropical B

REPORT OF 2008 ASME IDETC/CIE

S. Manoochehri and J. Rastegar

(March 5, 2007)

The following are accomplished tasks and the future action items regarding the 2008 ASME IDETC/CIE.

- The conference site for the 2008 IDETC/CIE is finalized. The conference is planned to be held August 3-8, 2008 (Sunday, August 3 through Wednesday, August 8), in New York City in Marriott at the Brooklyn Bridge.
- The key members of the Organizing Committee are selected and on board. The General Conference Co-Chairs are: Souran Manoochehri and Jahangir Rastegar. The Program Co-Chairs are: Jeffrey Ge and Horea Ilies. The Industry Track Chair is: Anurag Purwar. The Publicity Chair is: Kishore Pochiraju. Membership for remaining positions is being solicited.
- We are in the process of contacting the local universities for logistical supports and participations.
- Evening social events are being decided and ASME opinion will be requested on the options.
- Development of a Web site for 2008 conference is being discussed and is in plan.
- Communication with ASME regarding the Web tool and other matters are planned.
- Call for Paper announcement to be included in 2007 conference package is in preparation. In addition a planning meeting for 2008 is being called as part of the 2007 conference activities.
- Communication with the individual committee chairs will be started in near future.
- An initial budget is being developed.

January 12, 2007

ASME Mechanisms Committee and
ASME Design Engineering Division Executive Committee

Re: Hosting DETC2010

Dear Friends,

This is a proposal for hosting the 2010 joint ASME Design Engineering Technical Conferences (DETC 2010) in downtown Montréal. This proposal follows the initial presentation to the Mechanisms & Robotics Committee in September 2006 in Philadelphia, Pennsylvania.

Please let us know if you have any comments or questions.

Yours sincerely,

Pierre Larochelle, P.E.
Mechanical & Aerospace Engineering Department
Director of the Robotics & Systems Lab
Florida Institute of Technology
Melbourne, FL 32901

Andrew Murray
Mechanical & Aerospace Engineering Department
University of Dayton
Dayton, Ohio 05469

Attachments: Letter of Support, T. Waite, COE Dean, Florida Tech
Letter of Support, J. Saliba, COE Dean, Univ. of Dayton
Letter of Support, K. Hallinan, MAE Dept. Chair, Univ. Dayton

A Proposal

To hold the

2010 joint ASME Design Engineering Technical Conferences in Montréal

Summary

Montréal is an exciting location to hold the 2010 ASME Design Engineering Technical Conferences. Montréal is truly an experience: old world charm, French joie de vivre and its own modern style. Meetings in Montréal are, quite simply, an unforgettable experience. Montréal provides a vast array of cultural attractions and entertainment. It houses more than 50 museums and attractions featuring wonders of art, history, science, music, and media. Nightlife in Montréal is exciting. At night, Montréal catches a second wind and the action shifts over to comedy clubs and bars. Weekends start early, as every Thursday night the bars and terraces along Crescent and Saint-Denis Streets and Saint-Laurent Boulevard fill up after work for the traditional 5 à 7—a misnomer, really, because they're usually carried on well into the evening at favorite eating spots. By then it's clubbing time until the wee hours as bars and clubs have their "last call" at 3 a.m. Visitors can dine and dance the evening away on a river cruise down the majestic St. Lawrence River, before heading to Montréal's glittering Casino—open all night, every night—to play or to catch a show at the Cabaret. Finally, sports fans have the cream of crop of professional hockey- Montréal's much-beloved "Habs".

Nestled between mountain and river, Montréal's compact downtown core vibrates to a world beat. This is where Montréalers live, work and play. Along Sainte-Catherine Street, which traverses almost the entire city from east to west, and up and down the cross streets, restaurants of every nationality share sidewalk space with international name-brand boutiques, great department stores, intimate café-terraces and very happening nightclubs and bars. A spectacular view of McGill College Avenue and Mount Royal comes into view from the Place Ville Marie esplanade, the birthplace of the underground network. Walking along Sherbrooke Street reveals designer boutiques, art galleries, and museums. Stroll east and enter Chinatown where a thriving Chinese community continues to celebrate traditional festivals and holidays. With centuries-old buildings and modern skyscrapers, a medley of architectural styles stands side by side. Place Jean-Paul-Riopelle is well worth a visit for its remarkable fountain-sculpture that features a ring of fire. And then there's downtown's underground pedestrian network. Directly under the heart of the city lie 33 kilometers (20 miles) of brightly lit, scrupulously clean passageways, linking thousands of boutiques, major hotels, restaurants, universities, dozens of office buildings and attractions. Every day more than 500,000 people connect through here on their way to work, shop, dine or enjoy the city's attractions.

Getting around Montréal is quick and safe, thanks to the elaborate Metro system and a very low crime rate.

A meeting in Montréal promises to be very well attended by both academia and industry from all over the world since many of the participants will combine their conference attendance with a chance of visiting Montréal with their family. There are several major universities and a wide range of industries within the City: McGill University, the University of Montréal, Ecole Polytechnique de Montréal, and Concordia University. Prof. Jorge Angeles of McGill University and his rather large and enthusiastic group of colleagues and students are committed to facilitate the local arrangements that will ensure the conference's success.



Figure 1: Two views of the Montréal Skyline

(Major portions of the text and the figures in the preceding section come from <http://www.tourisme-Montréal.org>).

The Hosts

The Florida Institute of Technology and the University of Dayton will co-host the conference. Both universities have comprehensive engineering programs, with outstanding undergraduate and graduate programs. The engineering schools at both institutions have highly active research programs in the different areas covered by the conference.

The Florida Institute of Technology was founded in 1958 by Dr. Jerome P. Keuper to offer continuing education opportunities to scientists, engineers and technicians that were working for NASA at what is now Kennedy Space Center. Florida Tech has rapidly grown and now offers baccalaureate, masters and doctoral degrees in science, engineering, psychology, and science and mathematics education. The Florida Institute of Technology today is a premier private technological institution that annually attracts more than 30 million dollars in funded research, primarily in the fields of engineering and physical sciences. Florida Tech is the only independent, technological university in the Southeast and has been named one of the top 14 technical institutions in engineering in the *Fiske Guide to Colleges*. The University is situated on the east coast of Central Florida in Brevard County, site of Kennedy Space Center and NASA shuttle launches.

Less than one hour from Disney World, the Space Coast occupies 72 miles of Atlantic coastline—Orlando’s closest beaches. The university has enrollments of approximately 2,300 undergraduates and 2,300 graduate students. Additional information may be obtained from its web page at www.fit.edu.

The University of Dayton began on July 1, 1850 with 14 primary students from Dayton, Ohio. Known at various times as St. Mary's School for Boys, St. Mary's Institute and St. Mary's College, the school assumed its present identity in 1920. UD has seventy programs at the undergraduate level, a law school, fifty masters programs, and ten doctoral programs, five of which are in the School of Engineering. UD is the largest private university in Ohio and is recognized by U.S. News & World Report as a top-tier national, doctoral-level university and one of the 10 best Catholic universities in the nation. In 2005, UD attracted more than \$70 million in external research funding. The university currently has enrollments of 7500 undergraduate, 2500 graduate and 500 law students. The University of Dayton focuses on educating the whole person through a community of challenge and support. Please visit www.udayton.edu to learn more.

The Chairs of the Mechanical & Aerospace Engineering Departments and the Deans of the Colleges of Engineering from the Florida Institute of Technology and the University of Dayton have expressed their strong support to this proposal (see attached letters).

Conference Location

We propose the Montréal location for consideration as the conference site. Prof. Jorge Angeles of McGill University and his rather large and enthusiastic group of colleagues and students are committed to facilitate the local arrangements that will ensure the conference’s success. A brief description of the location follows.

Montréal, Quebec, Canada

Montréal is the second largest city in Canada and the largest city in the province of Quebec. Originally called Ville-Marie, the city came to be known as Montréal (derived from the French *Mont Royal*, "Royal Mountain") by the 18th century. Formerly the metropolis of Canada, it is now the largest french speaking city in the Western Hemisphere and the French language hub outside of France. Montréal has a population of ~1.5 million and is ranked as the 15th-largest metropolitan area in Northern America and 77th in the world. In 2006, both *Traveler's Digest* and *AskMen.com* ranked Montréal as the number one city in the world to live in for its culture, architecture, history and ambience.

The city rests on the Island of Montréal at the confluence of the Saint Lawrence and Ottawa Rivers. Fall weather is reliably beautiful with average highs and lows of 67.5F (19.7C) and 48.9F (9.4C) in the month of September.

Montréal's night life is particularly dynamic. The most active neighborhoods are rue St-Laurent, Downtown (Crescent Street, Sainte-Catherine Street), Quartier Latin (Saint Denis Street), and Plateau Mont-Royal. Restaurants in Montréal are particularly rich from

the contributions from the different cultural communities that live in the city. Jewish culinary contributions extended to two of the world-renowned local favorites: smoked meat sandwiches and Montréal style bagels.

Montréal is an important center of commerce, industry, culture, finance, and world affairs. Montréal industries include aerospace, electronic goods, pharmaceuticals, printed goods, software engineering, telecommunications, textile and apparel manufacturing, tobacco and transportation. The service sector is also strong and includes civil, mechanical and process engineering, finance, higher education, and research and development. In 2002, Montréal ranked as the 4th largest center in North America for aerospace jobs. Finally, the headquarters of the Canadian Space Agency are located in Longueuil, just southeast of Montréal.

The biggest sport following in Montreal clearly belongs to hockey and the city is famous for its rabid hockey-hungry fans. The Montréal Canadiens are one of the Original Six NHL teams and boast the greatest number of Stanley Cup championships, currently 24.

There are a number of choices for hotels with conference accommodations: *Delta, Marriott, Sheraton FourPoints, Queen Elizabeth, etc.* All these hotels are centrally located in downtown with convenient access to the metro and airport.

(Major portions of the text in the preceding section comes from <http://en.wikipedia.org/wiki/Montreal>).

Traveling to Montréal

Montréal is served by the Pierre Elliott Trudeau International airport. As seen by the chart below Trudeau airport is served daily by several hundred direct flights to most major US cities.

Transborder Destinations

Destination	Airport Code	Weekly Departures	Carrier	Flying Time
Atlanta, GA	ATL	35	Delta Airlines	2 h 55
Boston, MA	BOS	38	Air Canada Jazz	1 h 15
Chicago, IL	ORD	89	Air Canada / American Airlines / American Eagle (AA) / United Express	2 h 30
Cincinnati, OH	CVG	14	Comair (DL)	2 h 15
Cleveland, OH	CLE	19	Continental Express	2 h 00
Dallas / Ft. Worth, TX	DFW	7	American Airlines	4 h 20
Denver, CO	DEN	7	Air Canada	4 h 10
Detroit, MI	DTW	28	Northwest Airlines	1 h 55
Fort Lauderdale, FL	FLL	39	Air Canada / Air Transat / Sunwing / Westjet	3 h 40
Hartford, CT	BDL	20	Air Georgian	1 h 20
Las Vegas, NV	LAS	19	Air Canada	5 h 30
Los Angeles, CA	LAX	14	Air Canada	6 h 05
Miami, FL	MIA	28	Air Canada / American Airlines / Miami Air	3 h 45
Minneapolis / St-Paul, MN	MSP	7	Northwest	3 h 05
New York (JFK), NY	JFK	35	American Eagle / Comair	1 h 35
New York (LGA), NY	LGA	67	Air Canada / Air Canada Jazz / Comair (DL)	1 h 35
New York (Newark), NY	EWK	59	Air Canada Jazz / Continental Express	1 h 35
Orlando (Int), FL	MCO	13	Air Canada / Air Transat / Westjet	3 h 20
Philadelphia, PA	PHL	42	US Airways	1 h 35
San Francisco, CA	SFO	7	Air Canada	6 h 10
Washington (Dulles), DC	IAD	33	Air Canada Jazz / United Express	1 h 50
Washington (Reagan), DC	DCA	19	Air Canada Jazz	1 h 35

A taxi ride from the airport to the downtown hotels costs \$35.00 and drivers accept Visa, MasterCard and American Express cards. L'Aérobús is the shuttle service from the airport to the Montréal Central Bus Station (Berri Terminal). One way fare is \$13.00 and round-trip fare is \$22.75. A complimentary shuttle service is also available between the Montréal Central Bus Station (Berri Terminal) and major downtown hotels. The airport is also served by all of the major car rental companies such as Avis, Hertz, Alamo, Budget, Dollar, and Enterprise.

Some of the Major Industrial Companies and Government Research Laboratories within 2 hours drive

The following is a partial list of companies and government laboratories that have researchers and engineers potentially interested in the topics covered by the conference and are possible sites for conference tours and receptions:

- Canadian Space Agency
- Pratt & Whitney
- Bombardier Aerospace
- Rolls-Royce Canada
- CAE
- CMC Electronics
- Bell Helicopter
- Lockheed Martin Canada
- Nortel Networks
- Rogers Communications

CGI Group
IBM
Videotron
Autodesk
Electronic Arts
Merck
Wyeth
Abbott Laboratories
Pfizer
Bristol-Meyers Squibb
GlaxoSmithKline

Conclusion

Montréal, with its wealth of industries, universities and research institutes; with its conveniently located airport and modern conference facilities, and with its breathtakingly beautiful fall season, is an exciting place for holding the 2010 DETC conferences. There is strong support from the Colleges of Engineering at the Florida Institute of Technology and the University of Dayton and an enthusiastic group of local individuals lead by Prof. Jorge Angeles of McGill University, that have volunteered to facilitate local arrangements for the conference. We believe that a 2010 DETC conference held in Montréal will be a resounding success.

Pierre Larochelle, P.E.
Mechanical & Aerospace Engineering Department
Director of the Robotics & Systems Laboratory
Florida Institute of Technology

Andrew Murray
Mechanical & Aerospace Engineering Department
University of Dayton



Florida Institute of Technology

College of Engineering
Office of the Dean

November 30, 2006

To: ASME's Design Engineering Division Executive Committee

I am pleased to write this letter in support of Professor Larochelle's proposal to serve as Chair of the 2010 International Design Engineering Technical Conferences & Computers and Information in Engineering Conference. Dr. Larochelle would be an excellent choice for chair of this prestigious conference, because of his extensive background in the area of engineering design. Based on his work here at Florida Tech, Dr. Larochelle should have no problem handling the many and varied issues associated with successfully carrying out a conference such as this.

The College of engineering will support Dr. Larochelle's efforts to prepare and produce an effective international conference. Specifically, the College will reduce Dr. Larochelle's teaching requirements in the spring and fall semesters of 2010 to one course. In addition, any travel required during that period for development of the conference will also be accommodated by the College so that he will have the necessary flexibility to perform his function as chair.

We are excited that you are considering Professor Larochelle's application to become chair of the conference in 2010. Please let me know if any further help is required for Professor Larochelle to be selected for this position.

Sincerely,

A handwritten signature in cursive script that reads "T.D. Waite".

Thomas D. Waite
Dean



January 25, 2007


To the ASME's Design Engineering Division Executive Committee:

I would like to lend my unqualified support to the proposal by Professor Andrew Murray to serve as Chair of the 2010 International Design Engineering Technical Conferences and Computers and Information in Engineering Conference. Dr. Murray has exhibited both the organizational skills and leadership at the School and University levels that indicate his ability to organize and execute a successful conference. Moreover, I know that he and Dr. Larochelle have shared a long and productive history of collaboration.

The School of Engineering and the Department of Mechanical and Aerospace Engineering agree on the support being provided to Dr. Murray. The reduction in service load and the reimbursement of his travel expenditures will help Dr. Murray in his organizing efforts.

The School of Engineering is enthusiastic about Professor Murray being the Chair for the 2010 Conference, and we have high hopes that you will accept this proposal. Please do not hesitate to contact me should any additional input serve to help make your decision.

Sincerely,



Joseph E. Saliba, Ph.D., P.E.
Dean

SCHOOL OF ENGINEERING
300 College Park Dayton, Ohio 45469-0228
(937) 229-2736 (937) 229-2756 Fax
<http://engineering.udayton.edu>



January 24, 2007

To the ASME's Design Engineering Division Executive Committee,

I would like to lend my strong support to the proposal by Professor Murray to serve as Chair of the 2010 International Design Engineering Technical Conferences and Computers and Information in Engineering Conference. Drs. Murray and Laroche have a long and productive history of collaboration and I expect them to organize and execute a successful conference.

The Department of Mechanical and Aerospace Engineering is prepared to support Dr. Murray in his organizing efforts. Specifically, the Department recognizes this to be a significant portion of Dr. Murray's service activity for the academic year prior to the Conference. Moreover, we will accommodate the travel expenses required for conference planning.

The Department is enthusiastic and hopes that you accept this proposal. We feel Professor Murray will make an excellent Chair for the 2010 Conference. Please do not hesitate to contact me should any additional information be necessary.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Hallinan", is written over a light blue grid background.

Kevin Hallinan, Chairperson
Department of Mechanical & Aerospace Engineering

Technical Committees & IMECE Report

Technical Committees

- **Change of the Committee Chairs:** We have the following changes in the committee leadership:
 1. Hea Chang Gea (gea@jove.rutgers.edu) of Rutgers University replaced Wei Chen as the Chair of the Design Automation Committee.
 2. Endel Iarve (endel.iarve@wpafb.af.mil) of University of Dayton Research Institute replaced Raju Mantena as the chair of the Fastening and Joining Technical Committee.

- **2005 IDETC's Revenue Match:** Nod decision has been made.

IMECE

There will be significant changes in the structure of the IMECE. The conference will be more research focused and will have significantly smaller number of sessions. The number of sessions will be reduced from 625 to approximately 240 sessions within a period of three years.

1. The 2007 IMECE will be held in Seattle during the period of November 12 – 15, 2007.
2. No sessions will be allocated for divisions. Sessions will be allocated for tracks which are co-chaired by division representatives.
3. 40% of the revenue goes for ASME and 60% for the divisions. The distribution of the revenue for divisions will be based on the number of sessions. Sessions which will be attended by less than 10 people will not be counted in the revenue distribution. The sessions of a track will be equally distributed among the divisions participating in this track.
4. The DED technical committees were contacted in November 2006 to nominate DED Track Representatives. A list of DED Track Representatives is provided.
5. In December 5, 2006; Said Jahanmir presented a revised plan for restructuring the congress. This revised plan is attached to this report. The Technical Communities Operating Board (TCOB) approved early this year the new congress structure.

Design Engineering Division Track Representatives

Track	Proposed DED Track Chair of Co-Chair	DED Technical Committee	E-Mail Address
Mechanics of solids and Structures	Erol Sancaktar	Reliability, Stress Analysis, and Failure Prevention	erol@uakron.edu
Mechanical Systems and Control	Albert Luo	Sound and Vibration	aluo@siue.edu
Materials in Engineering Applications	Erol Sancaktar	Reliability, Stress Analysis, and Failure Prevention	erol@uakron.edu
Fluid Dynamics, Heat Transfer and Thermal Systems			
Nanotechnology and Microtechnology	Laxman Saggere	Micro and Nano Systems	saggere@uic.edu
Energy Technologies			
Transportation Systems	Khaled Zaazaa	Multibody Systems and Nonlinear Dynamics	Zaazaa.Khaled@ensco.com
Design and Manufacturing	Endel Iarve	Fastening and Joining Committee	Endel.Iarve@WPAFB.AF.MIL
Emerging Technologies	I. Y. (Steve) Shen	Sound and Vibration	ishen@u.washington.edu
Engineering Education			
Biomedical and Safety Systems	Xiaopeng Zhao	Multibody Systems and Nonlinear Dynamics	xzhao@duke.edu
Electronics and Photonics	Erol Sancaktar	Reliability, Stress Analysis, and Failure Prevention	erol@uakron.edu
Advances in Aerospace			

Technology			
New Developments in Software for Engineering Applications			
Engineering Management and Ethics			
Recent Advances in Engineering Research			
Early Career Development			
Engineering Entrepreneurship			

Plans for Restructuring ASME Congress from IMECE to IERIC Version 3 (December 5, 2006)

Introduction

In order to make Congress more focused on its strength (i.e., presentation of state of the art developments in engineering research) BOG commissioned a Task Force chaired by Warren DeVeries to critically evaluate and develop a set of recommendations for revising the Congress. The Task Force report has been adopted by the BOG. It recommends splitting the present Congress into three separate venues, International Engineering Research and Innovation Congress (IERIC), General Annual Meeting (GAM), and a series of Industry Focused Symposia (IFS). The present Congress will be replaced by IERIC and will be held at the same time frame, i.e., second week of November. The Summer Annual Meeting will be replaced with the GAM. While the focus of new Congress will be on Research and Innovation, the GAM will focus on ASME business, professional development and other general engineering issues. Three new Task Forces have been commissioned by the ASME President to develop the strategic and business plans for these three events. The transition to the new format will probably take three to four years. The new Congress will be much smaller than the present Congress. The number of sessions will be reduced from 600 to 240 and the Congress will run from Monday through mid day on Thursday.

It is hoped that the new format for the smaller and more focused Congress will result in reduced cost (i.e., lower registration fees), improved quality and increased revenues. Furthermore, the structural changes in the new Congress should provide direct opportunities for Divisions to control and oversee the technical program. Starting with these goals in mind and considering the main mission that is to “organize high-quality forums for exchange of recent results from research and innovations and for networking,” the following operating procedures are recommended:

Congress Steering Committee

The International Engineering Research and Innovation Congress (IERIC), or the Congress will be directed and managed by the Congress Steering Committee (CSC). The CSC shall consist of a Chair and nine members appointed jointly by the Vice President of Technical Communities (TC) and Vice President of Programs and Activities (P&A). Each member, except the Chair, shall be appointed for a maximum term of three years. Membership on the CSC is limited to one person per Division participating at Congress. Each year participating Divisions that are not represented on CSC shall nominate a new member to fill the upcoming vacancies. The CSC shall select three new members and transmit the names to the VPs of TC and P&A. The VPs shall determine if some Divisions due to their continued major involvement in Congress shall have permanent seats on the CSC. The Chair of CSC shall be nominated by the CSC and appointed jointly by the VPs of TC and P&A for a two-year term. The Chair shall have served a full 3-year term on CSC. The CSC may include non-voting members, as advisors, selected by the VPs of TC and P&A.

ASME staff shall serve as non-voting members of the CSC and one staff shall serve as the recording Secretary responsible for drafting the meeting minutes and making arrangements for the CSC meetings.

The CSC shall have the responsibility for all aspects of Congress, including site selection, budget, technical program, and all other social and technical functions. The CSC shall appoint a Technical Program Chair (TPC), who shall report to CSC, for planning and execution of the technical program. The TPC will be assisted by Track Chairs and Vice Chairs, as outlined below. The TPC shall chair the Congress Technical Program Committee composed of Track Chairs, as members, and past TPC's, as advisors.

Multidisciplinary Symposia

In order to encourage collaboration among Divisions and develop a multidisciplinary program, the technical program of Congress shall consist of several multidisciplinary Tracks. The Tracks may consist of multidisciplinary symposia and/or sessions. Each year in July the TPC with input from CSC shall develop a preliminary list of Track topics for the next year's Congress. This list shall be communicated to Division Chairs and Division Program Representatives asking for input and suggestions for symposium/session topics for each Track. Divisions will be asked to also provide suggestions for new multidisciplinary Track topics, as well as suggestions for Track Chairs and Vice Chairs, and Symposium/Session Organizers. The final list of Track topics and Track Chairs shall be developed by the TPC with approval of CSC. Each Track shall include at least two Divisions, and the Chairs and Vice Chairs shall be selected from different Divisions.

The TPC shall allocate sessions for Tracks based on the number of abstracts submitted to each Track. Technical sessions may include presentations of peer-reviewed papers or extended abstracts, presentations of recent innovations, poster presentations, and panel discussions. Each potential presenter shall submit an abstract for review. The Track Chairs with input from Symposium/Session Organizers and with approval of TPC shall decide the presentation types for their Tracks, Symposia and Sessions. All reviewed and accepted manuscripts shall be published by ASME using an appropriate media such as DVD.

All authors and presenters shall register and pay the registration fees in advance of the Congress prior to a deadline set by the CSC with input from ASME staff. The final technical program shall be reviewed by the TPC and approved by the CSC.

Congress Schedule

Congress shall start on Monday morning and end on Thursday noon. No technical presentations are to be scheduled on the preceding Sunday or on the evenings, unless approved by the CSC. The total number of parallel sessions for Congress shall be decided by the CSC. It is desired to limit the number of parallel sessions to 15. The present Congress schedule with respect to session length (90 minutes with a maximum of 4 presentations in each session) and start time 7:30 am should be kept until changed by the CSC. Each Track shall have at least one invited Plenary presentation (30-45 minutes) providing a comprehensive overview of the technical topic as well as research needs and future directions. Plenary speakers shall be selected by the Track Co-Chairs. The Plenary

presentations should be staggered through the program to avoid scheduling conflicts. The Plenary speakers shall be provided with registration fee waivers, either included in the Congress budget, provided by the Divisions, or drawn from Congress set aside account.

Congress may include a small table-top exhibit if approved by the CSC. ASME staff shall be responsible for marketing and coordinating the exhibits.

Congress Venue and Budget

Congress shall be held during the second week of November in a location having the required space for the parallel technical sessions, committee meetings, and social functions. Every attempt shall be made to find a suitable location with affordable costs (registration fee, air fare, and lodging cost). The final decision on site location rests with the CSC. The Congress budget shall be prepared by ASME staff with review and approval of the CSC no later than January 15 of the year of the Congress. All negotiations of hotel and other facilities will be carried out by the ASME staff in consultation with the CSC.

A list that outlines the contribution of each Division and other ASME Unit to the organization of sessions shall be developed for each Congress. The net positive revenue generated from Congress shall be distributed to the participating Divisions and Units based on session attendance and total number of sessions programmed. Any residue revenues not distributed to Divisions and Units (e.g., associated with sessions less than 10 attendees) shall be deposited in a Congress account. These monies shall be used to improve the quality of Congress by providing registration waivers, travel assistance, etc. Decisions regarding disposition of monies from this account shall be made by the CSC Chair and TPC.

Registration fee waivers as well as travel reimbursements to Congress shall be provided for the CSC Chair and TPC based on ASME Travel Reimbursement Policy. These funds may be included in the Congress Budget or drawn from the Congress account.

Students shall be provided a reduced registration fee as set by the ASME Policy.

Transition from IMECE to IERIC

As directed by the BOG and the ASME President the transition from IMECE to IERIC shall begin in 2007 and completed in three to four years. The following transition plan should ensure a smooth transition:

As directed by the BOG, various society-wide business meetings and other functions such as professional development sessions shall be reviewed for movement to other venues such as new ASME General Annual Meeting. The number of technical sessions in 2007 Congress shall be reduced to 460. The Keynote presentation, the Exhibit program, and the Tours shall be closely examined and continued if found warranted. A transitional Congress Steering Committee shall be formed from Divisions most active in recent Congress events. This Committee shall serve as advisors to the Congress Planning Committee and the Congress Task Force.

The new structure for the Congress Technical Program Committee shall be initiated starting with the plans for the 2008 Congress on or about June 2007. The Congress

Steering Committee shall replace the current Congress Planning Committee on or about June 2007. The total number of sessions for 2008 Congress shall be reduced to 360, and more emphasis shall be placed on poster presentations. Based on recommendations from the Congress Task Force, most technical sessions that are not focused on Research and Innovation shall be moved out of Congress in 2008.

The transition shall be completed with the 2009 or 2010 Congress. The number of sessions shall be reduced if necessary and all presentations not related to Research and Innovation shall be moved out of Congress to appropriate events such as GAM, IFS, Division conferences or others.

Proposal for sharing DED Custodial funds to support Committee Awards

Judy Vance

March 5, 2007

As of December 31, 2006, the DED general Custodial fund account (4-0414-0000) has a balance of \$339,886. This purpose of this proposal is to distribute some of those funds to the various committee awards accounts.

Proposal

If a committee is interested in investing additional funds in their awards accounts by moving funds from their general committee accounts to the awards accounts, the Division will match dollar for dollar up to a maximum of \$5,000 per committee award. This will be a one time match to be offered in FY07.

Finances

The table below lists the DED award accounts. If each committee award receives the maximum matching funding, the total transferred out of the DED general custodial account will be \$40,000.

Account number	Account Name	Bal 12/31/06	Match	Type
4-0414-5001	DAC COMM AWD	36,744.34	5,000.00	Comm (DAC)
4-0414-5002	ABBOT AWD	31,686.88		Division
4-0414-5003	DAVINCI AWD	724.63		Division
4-0414-5004	DEN HARTOG AWD	33,530.44	5,000.00	Comm (TCVS)
4-0414-5005	OUTSTD EDUC AWD	335.12		Society
4-0414-5006	MECH&ROB AWD	14,778.95	5,000.00	Comm (Mech)
4-0414-5007	MYKLESTAD AWD	12,900.25	5,000.00	Comm (TCVS)
4-0414-5008	DTM COMM AWD	1,221.81	5,000.00	Comm (DTM)
4-0414-5009	NANTZO YANG AWD	56,409.02	5,000.00	Comm (Mech)
4-0414-5053	D'ALEMBERT AWD	17,243.76	5,000.00	Comm (MSND)
4-0414-5054	LYAPUNOV AWD	17,243.75	5,000.00	Comm (MSND)
TOTAL			40,000.00	