



Guide Lines for CSME Sponsored Conferences, Forums, Symposiums, and Workshops

(July 10, 2005)



CSME is actively involved in educating and updating our mechanical engineering communities with the new advances and emerging fields. The Conferences/forums and symposiums form an important platform to disseminate this information to its members.

We are promoting and supporting mini conferences/symposiums and workshops organised by the regional chapters and/or by technical committees at various universities or industry. The continuing education committee will be similarly actively involved in these activities as well.

The organizing committees are endorsed by CSME to organize the CSME Conferences, Forums, symposiums, and workshops. In order to streamline the organising process, the following guidelines are proposed:

General Guidelines:

1. All sponsored events will be titled “CSME SPONSORED” and will be organised by the appropriate committee or region.
2. Information (what, where and when) must be provided to CSME head office for advertising purposes such as in the Bulletin, Transactions, or on the Web site.
3. The objective of all such events should be to provide service to our members and to increase the society membership. For membership promotions please consult the CSME Executive or the Chair, Membership Committee.
4. Registration fees should be charged and should be reasonable. Lower fees should apply to members (including members of sister societies and societies with which CSME has reciprocal collaborative agreements), and higher fees to non-members.

CSME Forums

1. A proposal to organize the CSME Forum should be brought forward to the CSME board at least three years ahead of the events.
2. The organizing committee must have the official support and backup from the host institution, which is generally a faculty of a university.
3. The intended organizer should complete the application form (attached) and include a budget in the proposal.
4. The event should be self-supporting however; CSME may provide seed money, upon the request of the organizing committee, which should provide information demonstrating the need for such up front support, and with the understanding that the seed money is to be returned to CSME at the end of the event. The Organizing Committee should take every possible measure to prevent financial loss by the event, although a profit/loss of up to \$20,000 will be shared equally between CSME and the local organizing entity. Profit/loss beyond \$20,000 should be avoided; and as a principle, profit beyond \$20,000 will be taken by CSME and loss beyond \$20,000 will be born by the local organizing entity.



5. There should be a CSME liaison member in the organizing committee. The Forum dates should be checked with the CSME Executive to ensure there is no conflict with other events. This committee member should liaise with a named member of the CSME Executive committee.
6. The organizing committee should use the liaison member to regularly update the CSME Executive on the progress of the event as well as any changes or deviations in their arrangements for the Forum.
7. On completion of the Forum, the organizing committee will submit to CSME Executive all Forum documents including the advertisement, budget, program, financial statement, etc.
8. *Normally the Forum should have a university department or division or other institution as a sponsor providing either in kind or financial support. There is no limit placed on the number of such sponsors by these guidelines.*

Mini Conference/Symposiums and Workshops:

1. These events should be coordinated with the CSME Regional Chapters and/or Technical Committees.
2. The finances should be worked out with the regional chapters as the regional chapters receive some funds to organise events in their area.
3. Depending on the circumstances and the size of the event CSME can also provide seed money that is intended to be returned.
4. However, every effort should be made to make the event self-supporting so that the seed money can be returned to CSME.
5. These events will focus on particular topics or emerging fields in mechanical engineering.
6. The logistics of the event is the responsibility of the organizers. Where these are intended to provide participants with Professional Development Hours or Continuing Education Units, the participants should be asked if they wish their credits to be registered with the EIC. When this is the case the organizers need to consult the EIC office in order to determine how to complete such registration.

Co-sponsored Events:

1. With the approval of the Executive Committee, CSME may co-sponsor other events with other societies, conferences, symposium, or workshops.
2. In principle, CSME does not enter into financial involvement in co-sponsored events.



CSME Forum solicitation form



Information Required	Explanation/examples
Year of Forum:	The CSME FORUM is held every even year in a Canadian city.
City:	
University/Institution:	Should be a sponsor.
Organizing Committee Members with affiliation: <ol style="list-style-type: none"> 1. Chair: 2. Treasurer: 3. CSME Liaison: 4. 	<p>The committee should not be a single person and should include a Chair, a Treasurer and a member who will liase with the CSME Executive Committee.</p> <p>All members of the committee must be or soon become members of CSME</p>
Description of the city:	Montreal is a vibrant city in the province of Quebec. Four Universities are located in Montreal; two are French speaking and two are English speaking. Montreal has easy access with a main train station and an international airport less than 20 minutes from downtown.
Describe facilities and equipment:	The University of CANADA has many conference rooms equipped with all the modern visual and computer equipment to hold the CSME forum. A computer lab will be reserved for the participants. The Conference Hall regularly hosts similar events.
Committee members experience/expertise in conference organization:	The chair of the organization committee has previously organized a mini-conference in the area of fluid mechanics. The committee includes many active members of professional or academic associations.
Accommodation options:	The University of Canada will make available standard accommodations during the summer months. The price may be approximately \$1 for a single room and \$2 for a double room. A large range of commercial accommodations is also available near the conference.
Catering options:	Coffee breaks will be provided through the university catering services. Lunch will not be provided, as the conference will be held in the center of the city where many restaurants are available at a walking distance.
Industrial support options	The local aerospace and manufacturing industries will be contacted. CCC has already agreed to support the conference with a cash contribution of \$3.
Institution/university support	The University of Canada is helping to host the conference. Seed money in the amount of \$4 is secured.