Conference Host Proposal Guide

Purpose and Background

The purpose of this Conference Host Proposal Guide is to provide interested organizations with general guidance in developing and preparing a competitive proposal for hosting co-located conferences sponsored by the ASME Manufacturing Engineering Division (MED) and the North American Manufacturing Research Institution of SME (NAMRI/SME). Hosting co-located conferences bears a huge responsibility of planning, coordination, and execution of the conferences; however, it also offers a unique opportunity and a rewarding experience for the host organization to serve the manufacturing community and showcase their manufacturing activities and leadership.

MSEC, NAMRC, and Co-location

The International *Manufacturing Science and Engineering Conference* (MSEC) is the annual flagship forum sponsored by ASME MED to disseminate the most recent results in manufacturing research and development through both technical papers and panel sessions. From its inception in 2006 until 2010, MSEC attendance had annual attendance over 200 researchers and practitioners from over 20 countries. The *North American Manufacturing Research Conference* (NAMRC), inaugurated in 1973 and sponsored by NAMRI/SME, has been held on the campus of a host organization to encourage a dialogue between conference attendees, offer opportunities for laboratory tours, and disseminate state-of-the-art manufacturing knowledge. NAMRC historically had about 120 attendees prior to 2010.

In July 2009, the ASME MED and the NAMRI/SME decided to collocate the annual meetings of each organization, *i.e.*, MSEC and NAMRC, starting in 2011. The annual co-located conferences are typically held in the second week of June. Conference co-location means that the two conferences will be held side-by-side at the same venue and a single registration will allow full access to both conferences, more effectively serving the broad manufacturing community.

Since the first co-located MSEC/NAMRC in 2011, both MSEC and NAMRC have seen a surge in attendance, over 700 in recent years. The increase in attendance has been due to the increased awareness of the importance of advanced manufacturing as well as the dedication and best practices of the conference organizers, and the many newly added programs such as the *Blue Sky* Competition in NAMRC and the *Symposium Invited Speakers* program in MSEC. Recent host institutions and Chairs are listed in Appendix III.

Conference Coordinating Committee

For effective conference planning and execution and smooth transition from one year to the next, the ASME MED Executive Committee (EC) and the NAMRI/SME Board of Directors (BoD)

established the Conference Coordinating Committee (CCC) to assist and provide high-level guidance to the host organization and any involved parties and ensure a successful co-located MSEC/NAMRC. The CCC membership includes representatives from both ASME MED and NAMRI/SME who serve one-year terms (July 1 to June 30), with some members reappointed and serving for multiple years for continuity. The current CCC members are listed in Appendix I.

Proposal Submission

The host organization can be a university located in North America or a governmental or non-profit organization in U.S. Interested organizations can submit conference host proposals as one PDF file via email to both the CCC Chair and Vice-Chair before the proposal submission due date. Questions related to the conference host proposal guide, MSEC, or NAMRC can be addressed to any CCC member. The CCC will review and discuss proposals submitted and make a recommendation to the ASME MED EC and the NAMRI/SME BoD. If necessary, the proposing organizations may be invited to make a verbal presentation (via web-based meeting) at the ASME MED EC meeting and the NAMRI/SME BoD meeting. The selected host organization is expected to provide regular updates to the ASME MED EC and NAMRI/SME BoD both before and after the conferences, including the final financial closeout. In addition, the selected host organization agrees to have its successful proposal included in the Conference Host Proposal Guide as a reference for future proposers.

The due date for conference host proposal submissions is in April, about 26 months before the conference dates. The CCC will make a recommendation to the ASME MED EC and NAMRI/SME BoD by early May of the same year. A final selection of the conference host organization will be announced by early June of the same year. The critical dates are summarized below (with specific day of the month TBD based upon the calendar):

November (Event Year – 3)	Letter of Intent to CCC
January-February (Event year – 2)	Virtual presentation to CCC, Request to submit full proposal
April (Event Year – 2)	Conference Proposal to CCC
May (Event Year – 2)	Virtual presentation to CCC
May (Event Year – 2)	CCC recommendation to MED EC and NAMRI/SME BoD
May (Event Year – 2)	Notification of decision
June (Event Year – 1)	Official presentation in the preceding year Co-located Conferences
June (Event Year)	Co-located Conferences

Letter of Intent Contents

The Letter of Intent to submit a full proposal to host the MSEC-NAMRC conference should be brief and factual.

Please include the following information:

- Chair of the Organizing Committee, title, affiliation, and contact information
- Organizing Committee (e.g., host, co-host(s), staff)
- Year(s) you are proposing to host the conference (2028 or later)
- Hosting institution (e.g., University of Somewhere)
- Proposed location of the conference (city, state, country)
- Proposed venue (name, address, website)
- 3 proposed hotels for attendee lodging (websites)
- Nearest commercial airport (website) served by at least one major carrier

- Estimated budget

Email your Letter of Intent (PDF preferred) to the CCC Chair and Vice Chair, listed in Appendix I.

Proposal Contents

The proposal should include and elaborate on the following elements:

1. Conference Organizers

1.1 Organizing Committee – Individuals and their roles: must include the Chair and Co-Chair and others that will participate in conference preparation activities. The Chair and Co-Chair will be the principal communicators who participate in monthly CCC, ASME MED , and NAMRI/SME BoD conference call meetings to update and discuss conference planning. The Co-Chair will assume responsibility if the Chair is unable to serve.

1.2 Institutional support and commitments

1.2.1 Relevance of the host organization to manufacturing research, development, and education

1.2.2 Letters of support from upper administration with detailed commitments, such as release time, secretarial support, and financial commitment

1.2.3 Likely organizing and support team members, and whether they will be volunteers or paid

1.2.4 Professional conference services that will be available and considered (either through the host organization, ASME, SME, or others) to execute the conference (should include a general description of what is available and whether or not these services have been contacted prior to submitting proposal)

1.3 Team qualifications and experiences in organizing conferences

2. Conference Site

2.1 Site access and travel options: air travel and ground transportation to the city, with associated cost estimates and description of the ease/difficulty of access for participants from across the country and around the world.

2.2 Conference facilities

2.2.1 Available rooms for opening ceremony, parallel sessions, committee/BoD meetings, staff and author preparation rooms, research sponsor 1:1 meeting areas, and meals. Based upon recent attendance, rooms should be able to accommodate approximately these numbers of people:

- Plenaries/keynotes and meals: 750
- Parallel technical sessions: 12 rooms, holding 35-100
- Committee meetings: 30
- Staff: 2 rooms, holding 5-10
- Research sponsor meeting areas: 6 spaces, holding 2-3

2.2.2 Location and a layout for sponsor exhibits and poster sessions. Based upon recent attendance, space is needed for:

- 10 sponsor booths
- 100 posters

2.2.3 Banquet and/or reception format and venue
2.2.4 Maximum conference capacity
2.2.5 Availability of audio/visual, including projectors, microphones/speakers, webcast, recording, and hybrid meeting possibilities, and high-bandwidth internet access
2.2.6 Distances and available transportation from airport to accommodations to conference site and between all planned events. A map of the area can help show locations and ease of access.

2.3 Availability of industry and laboratory tours
2.4 Weather/climate
2.5 Local attractions

3. Accommodation

3.1 Lodging options, including number of rooms available, and cost estimates. Based upon recent experience, it is advisable to be able to hold blocks of rooms to accommodate about 300-400 people, and have local capacity to handle the remaining number of attendees.
3.2 Student dormitory (for NSF-supported student travel)
3.3 Distance to the meeting site (including transportation arrangements if appropriate)
3.4 Availability of internet at lodging sites

4. *Conference Schedule*[1]

4.1 Tentative session/event allocation plan (*i.e.*, plenary, technical, student sessions, meeting schedule)
4.2 Plan for plenary keynote speakers
4.3 Technical tours (campus laboratory and/or industry tours if appropriate)
4.4 Special sessions to encourage active participation from industry, universities, and governmental or non-profit organizations
4.5 Tutorials or educational sessions
4.6 Companion program

5. *Conference Finance*

5.1 Conference budget, including but not limited to the following categories. For reference, in recent years, budgets have been in the range of $600,000 income and expenses. Organizers are expected to ensure that the conference revenues exceed expenses and work with ASME and SME to agree upon disposition of any financial surplus or deficit.
5.1.1 Facilities charge

[1] Based on previous co-located conferences, the Welcome Reception is typically held in Monday evening, Technical Programs are held Tuesday through Thursday, and Industry Tours are held on Friday afternoon. See schedules from recent conferences to understand the typical organization and events that take place.

5.1.2 Conference website charge
5.1.3 Registration service (*e.g.*, website, credit card charge, name tags, swag bag, misc. office supplies)
5.1.4 Audio/visual/internet charges
5.1.5 Banquet, reception and transportation costs (as appropriate)
5.1.6 Food and refreshment charge covering breakfasts, coffee breaks, lunches, and banquet
5.1.7 Publication associated charges for both MSEC and NAMRC (*e.g.*, paper submission/review website, conference proceedings, conference program, conference promotion material and staff charge)
5.1.8 Guest speakers' honorarium (MSEC – Merchant Medalist; NAMRC – Founder's Lecture)
5.1.9 Poster boards and attachment materials for the poster session
5.1.10 Dues to the societies based on the ASME MED and NAMRI/SME policies regarding conference operations

5.2 Registration cost structure:
5.2.1 Regular registrations (early/regular/late/one-day registration)
5.2.2 Student registrations (early/regular/late registration)
5.2.3 Guest registrations (*e.g.*, guest speakers, student design competition presenters, companions)
5.2.4 Estimated number of registrations in each category
5.2.5 At least eight complimentary registrations (4+4) for ASME MED and NAMRI/SME to use for special guests

5.3 Plan for securing external sponsorships[2]
5.3.1 Responsible parties in the host organization, including point of contact
5.3.2 Target companies/organizations
5.3.3 Target sponsorship cost and timeline

5.4 Plan for conference promotion
5.5 Contingency plans if the attendance does not reach targeted numbers

6. Conference Name Alternation between "MSEC/NAMRC" and "NAMRC/MSEC"

The conference promotional and official documents should alternate the conference name between MSEC/NAMRC in even years (*e.g.*, 2028, 2030) and NAMRC/MSEC in odd years (*e.g.*, 2027, 2029). To help remember, MSEC has four letters (even number) and will be first in even years, and NAMRC has five letters (odd number) and will be first in odd years. Therefore, the proposing organizations should pay attention and address the proposal title accordingly.

7. Special elements (pre/post-conference events, unique features, event highlights, etc.)

8. Appendices (if applicable)

[2] This is vital to the health of the conference finances. The host is strongly encouraged to engage with the Societies (ASME, SME) for broader sponsor recruitment. Staff of ASME MED and NAMRI/SME can be the starting points of contact.

Selection Criteria

Selection will be based on the ability of an organization:

- To provide a high-quality, high-value venue for a first-class international conference in the areas of manufacturing research and development, manufacturing education, and workforce training, and
- To communicate effectively with the ASME MED and NAMRI/SME communities.

All items listed in the Proposal Contents section will be evaluated. Preference will be given to proposals that offer:

- Competitive registration fee
- Extensive networking opportunities
- Sufficient rooms and spaces, as recommended above
- Conference center/hotel type facilities, in which the plenary, parallel, and dining areas and an appreciable amount of lodging are all in close proximity
- Professional conference/event hosting services
- Proximity to an airport with high accessibility for attendees from around the U.S. and the world
- Proximity to a higher education institution with a manufacturing focus
- Proximity to industrial manufacturing facilities which can be visited

Additional consideration:

Since 2011, the International Conference of Materials and Processing (ICM&P), co-sponsored by Japan Society of Mechanical Engineers (JSME) and ASME, has also been periodically co-located with MSEC/NAMRC. Thus, one additional factor in the selection process for those conference years will be that the location may be of easy access for attendees from Japan (*e.g.*, city close to the west coast and not too far from a major airport). The next upcoming co-located conferences will be every four years, in 2027, 2031, and 2035.

Notes

A suggested timeline for conference preparations is included in Appendix II. In addition, an example of a previous successful MSEC/NAMRC host proposal can be provided to host candidates.

Drafted and recommended by the Conference Coordinating Committee: December, 2025
Revisions recommended by the Coordinating Committee: January 2026
Approved by MED Executive Committee: October 2026
Approved by NAMRI/SME Board of Directors: October 2026

Appendix I

CCC Membership (**2025-2026**):
NAMRI/SME representatives:
- President-Elect: Robert Gao (rxg396@case.edu)
- Secretary: Andy Wells (awellsmfg@gmail.com)
- Scientific Committee Chair: Xun Xu (x.xu@auckland.ac.nz)
- Scientific Committee Chair-Elect: Stefania Bruschi(stefania.bruschi@unipd.it)
- SME: Suzy Marzano (smarzano@sme.org)

ASME MED representatives:
- Vice-Chair: Jaydeep Karandikar (karandikarjm@ornl.gov)
- MED Program Chair: Johnson Samuel (samuej2@rpi.edu)
- MSEC 2026 Technical Program Chair: Ping Guo (ping.guo@northwestern.edu)
- MSEC 2026 Technical Program Vice-Chair: Ala Qattawi (Ala.Qattawi@utoledo.edu)
- ASME: Barbara Zlatnik (zlatnikb@asme.org)
- ASME: Andy Koleba (kolebaa@asme.org)
- ASME: ChelseaCheyenne Lewis-Bevel (lewisbevelc@asme.org)

Conference Host (2026):
- Organizing Committee Chair: Guhaprasanna Manogharan (gum53@psu.edu)
- Organizing Committee Vice-Chair: Jingjing Li (jul572@psu.edu)

Conference Host (2027):
- Karl Haapala (Karl.Haapala@oregonstate.edu)

CCC Chair and Vice-Chair (**2025-2026**): Jaydeep Karandikar and Robert Gao, respectively

Appendix II

Suggested Timeline for Conference Preparation

With thanks to John Ziegert, Host of the 2015 MSEC/NAMRC and Professor Emeritus, Mechanical Engineering and Engineering Science, University of North Carolina at Charlotte

About 2.5 years prior to conference:

1. Secure commitment from host organization to participate in and support the conference; including seed money to cover costs incurred prior to receipt of registration revenue, financial liability for any losses, and agreement for the participation of appropriate parties to serve as meeting planners, conference staff, etc.
2. Prepare and submit Letter of Intent to the CCC
3. Decide how financial transactions will be managed and tracked; *i.e.* who will accept registration payments, pay invoices, maintain the conference books, etc.

About 2 years prior to conference:

4. Identify tentative venue and understand associated costs; including meeting space, catering, etc. Place a "hold" on the selected venue pending selection by ASME MED and NAMRI/SME.
5. Prepare and submit a proposal, including preliminary budget, to the CCC Chair and Vice-Chair.
6. Following selection by ASME MED and NAMRI/SME, initiate Event Planning and Approval Tool (EPAT) with ASME.
7. Following selection, Chair and Co-Chair should begin attending virtual monthly CCC and MED meetings and quarterly NAMRI meetings, and are expected to continue attending until one year after the conference.

About 1.5 years prior to conference:

8. Finalize EPAT and Cooperative Agreement.
9. Reserve main venue.
10. Launch conference website.
11. Identify members of local organizing committee. Decide on division of responsibilities. Schedule regular meetings. Suggested meeting schedule is bimonthly until 1 year out, monthly until 6 months out, bi-weekly until 3 months out, then weekly or as-needed.

About 1 year prior to conference:

12. Create tentative conference schedule.
13. Identify and reserve any off-site venues.
14. Set up online registration system and test. Selection and implementation should include integration of the program/schedule and the availability of a mobile site/app.
15. Contract for necessary support services; including transportation, AV, signage and printing, etc.
16. Set up blocks of hotel rooms for attendees to reserve.
17. Identify, contact, and confirm any keynote or plenary speakers, panelists, or other special guests.
18. Compile sponsorship materials and list of potential sponsors to approach. Delegate sponsor contacts among the organizing committee.
19. Identify tour sites and confirm availability.

About 9 months prior to conference:

20. Work with ASME MED and NAMRI/SME to understand all special events to be held, including membership meetings, student design competitions, workshops, poster sessions, etc.
21. Update conference schedule to include all known special events.
22. Tentatively assign events to specific rooms in conference venue to make sure all planned events can be accommodated.

About 6 months prior to conference:

23. Refine conference schedule.
24. Identify student team to serve as assistants during conference.
25. Compile list of all materials to be distributed to attendees at conference, and assign responsibility to create those materials.

About 3 months prior to conference:

26. Monitor number of accepted papers to predict any unexpected changes in attendance.
27. Buckle your seat belt and ride it out.

Appendix III

Recent Conference Hosts:

2026: University of Pennsylvania, Guha Manogharan

2025: Clemson University, Laine Mears

2024: University of Tennessee Knoxville, Tony Schmitz

2023: Rutgers University, Yuebin Guo

2022: Purdue University, Martin Jun