



Frequently Asked Questions When Running for Society Office – June 2020
Revised February 3, 2020

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1) Where can I find the Candidate Application?

Please go to go.asme.org/nominate

2) How many Support Speakers am I allowed to retain?

The Nominating Committee has eliminated all support speakers for all positions.

3) How many letters are needed for my application?

- One Letter of Employment – Due February 1, 2020
- Up to 4 Letters of Support – Due April 15, 2020 with final application

4) Where is the ASME Annual Meeting?

The 2020 ASME Annual Meeting held in June at the

Boston Park Plaza
50 Park Plaza, Boston, MA 02116
(617) 426-2000

Cutoff date for reservations May 21, 2020

The Nominating Committee will meet from June 14-16, 2020

ASME's 2020 Annual Meeting Information, <https://event.asme.org/Annual-Meeting>

5) Will ASME reimburse me for my travel to the Candidate's Briefing in New York City.

Travel and per diem expense contribution for attendance at the Candidate's Briefing shall be in accordance with [ASME Policy P-4.5](#). You will receive two (2) days of per diem.

6) Will the Nominating Committee reimburse me for travel, hotel and meals at the Selection Meeting?

All Candidates are responsible for their own transportation, hotel and meals at the Selection Meeting. The Nominating Committee does not reimburse these expenses for any Candidate.

7) Do I receive a complimentary ticket to the President's dinner on Tuesday Night to hear who has been selected?

You may purchase a ticket at your own expense when you register for the Annual Meeting.

8) Do I need to register for the meeting?

Yes. Once the Nominating Committee Support Staff receives your completed Candidate Application you will then be given instructions on how to register for the meeting at no cost to you.

9) When do the interviews usually take place?

Tentative Interview Times for Candidates

(Time frames are all subject to change depending on the number of Candidates for each position.)

Board of Governors - June 15, 2020
Monday All Day (8:00 am – 8:00 pm)

President - June 16, 2020
Tuesday Morning (8:00 am – 12:00 noon)

10) When will I know my interview time?

You will be notified of your interview time and asked to approve your interview time once the Nominating Committee Support Staff receives all completed Candidate Applications.

11) How long will I be in the room for my interview?

If your presentation concludes early, the extra time will not be added to your Q&A period. This will ensure all Candidates have the same amount of time as indicated below.

Your Closing Statement should provide the Nominating Committee with any last-minute comments you wish to clarify.

Speaker	Presentation	Question & Answer	Closing Statement	Total
Proposed Presidential Nominee	8 minutes	26 minutes	1 minute	35 minutes
Proposed Board of Governors Nominee	6 minutes	18 minutes	1 minute	25 minutes

12) If I am unable to travel for my interview is there an alternative?

Candidates who are unable to attend the interview in person, may submit a pre-recorded presentation to the Nominating Committee. Please contact the Nominating Committee Support Staff for details and guidelines. RuthAnn Bigley, bigleyr@asme.org.

13) When is my Candidate Application due?

The Nominating Committee has staggered deadline dates. Please refer to the chart below.

Deliverable Dates	Deliverable Items
January 15, 2020	<ul style="list-style-type: none"> • Candidate Profile • Letter of Intent • Expression of Commitment & Disposition of Information • Business Resume and ASME Resume (to include any other volunteer work outside of ASME) • Appearance/Video Release Form
February 1, 2020	<ul style="list-style-type: none"> • Letter from Employer
March 3-4, 2020	<ul style="list-style-type: none"> • Online Video Interviews – 30 minutes for each candidate.
April 1, 2020	<ul style="list-style-type: none"> • Email reminder to all candidates to complete and submit the candidate questions and all supporting documents by April 15, 2020
April 15, 2020	<ul style="list-style-type: none"> • Completed Background Check Form • Completed Questions • Up to 4 letters of Support • All items listed on January 15 and February 1 due
May 6, 2020 (tentative)	<ul style="list-style-type: none"> • Presidential and BOG candidates to have an in-person briefing at ASME HQ in NYC
June 15, 2020	<ul style="list-style-type: none"> • Board of Governors in person interviews in Boston, MA.
June 16, 2020	<ul style="list-style-type: none"> • President in person interviews in Boston, MA. • Selected Nominees announced at Presidents Dinner

14) How do I submit my Candidate Application?

Once a Candidate has hit the “apply” button on the Candidates Webpage, go.asme.org/nominate, they will receive a private link to upload their documents into ShareFile.

15) Who can I contact if I have any additional questions?

You may contact the Nominating Committee Staff Coordinator, RuthAnn Bigley at bigleyr@asme.org or 212.591.7650.