



## **ASME SOCIETY POLICY**

### **ANNUAL MEETING AND CONGRESS**

#### **I. PURPOSE**

- A. To identify the roles, responsibilities, accountabilities and authorities for the ASME Annual Meeting (AM) and the ASME Congress (IMECE).
- B. To establish effective and consistent annual planning, delivery and management of these events.

#### **II. DEFINITIONS**

##### **A. ASME Annual Meeting (AM)**

- 1. Formerly known as the Summer Annual Meeting (SAM), the vision for the ASME Annual Meeting (AM) is:
  - a. An annual venue for governance meetings, including the nomination of Society officers. The Annual Meeting marks the point in time when some Society officers complete terms of service and new officers begin their service.
- 2. The objectives are:
  - a. To conduct the business of the Society through a series of board, committee and task force meetings.
  - b. To conduct a Business Meeting of the membership
  - c. To recognize outgoing and incoming Society leaders

##### **B. ASME Congress (IMECE)**

- 1. Vision for ASME Congress:
  - a. A venue for fostering innovation by facilitating the connecting of “hubs of knowledge” that exist among engineers and scientists from around the world.

2. The objectives are:
  - a. To serve as the premier annual event for engineers and scientists to present their recent research results and exchange insights into novel approaches to mechanical engineering problems.
  - b. To address a wide array of systems and processes involving traditional mechanical engineering principles or disciplines (e.g., Materials, Solid Mechanics, Heat Transfer, Fluid Flow, System Dynamics, and others), interdisciplinary technologies, and emerging technologies.

### III. POLICY

#### A. ASME Annual Meeting (AM)

##### 1. General

ASME Annual Meeting (AM) will consist of Governance Meetings, Society-Wide Events and a Society Business Meeting. These meetings will be the responsibility of the Executive Director (ED). The ED may delegate authority to appropriate staff such as Governance, Honors, Event Planning, etc.

##### 2. Budget

The budget for the event will be part of the ASME operating budget. The Executive Director will be responsible for planning and delivering their respective portions of the event, within the budget.

#### B. ASME Congress (IMECE)

##### 1. General

- a. ASME Congress (IMECE) will consist of two events:

- 1) A Technical Conference (TConf), and;
- 2) Governance, Society-Wide Events and a Society Business Meeting.

The two events are co-located and coordinated for synergistic benefit to the membership, but have separate budgets and registration fees.

##### 2. Congress Technical Conference (TConf)

The Technical Conference (TConf), including program, logistics, content, calls for papers, and review of submissions, on-site and other directly-related activities such as specific Technical Conference social events,

food and beverage will be the responsibility of the Technical Communities Board (TC), of the Knowledge & Community (K&C) Sector, through a Congress Steering Committee (CSC). The Congress Steering Committee (CSC) will be formed and managed by Technical Communities (TC).

3. Governance, Society-Wide Events and a Society Business Meeting

Governance, Society-Wide Events, such as the Honors Program & the Society Business Meeting will be the responsibility of the Executive Director (ED). The ED may delegate authority to appropriate staff such as Governance, Honors, Event Planning, etc.

4. Budget

The budget for the event will be part of the ASME operating budget, and separate lines will be shown for the Technical Conference, and Governance, Society-Wide Events and the Society Business Meeting. The Congress Steering Committee and Executive Director will be responsible for planning and delivering their respective portions of the event, within the respective budgets.

C. Event & Publication Planning

All Annual Meeting and Congress events will use ASME Events Management, Marketing & Sales, Publications and other ASME services for needed for support, so as to maximize planning coordination and successful delivery.

D. Coordination & Communications

The responsible parties for the Annual Meeting and Congress are also responsible for the necessary coordination & communication to plan, deliver and evaluate all events successfully. Planning and program delivery is to be done so as to minimize “competitive events” and to maximize the event success for all attendees.

E. Site Selection

Site selection for the Annual Meeting will be the responsibility of the Executive Director. Site selection for IMECE will be the responsibility of the Executive Director in conjunction with the Congress Steering Committee. Site selection options and decision-making will take place a minimum of one year in advance, and further in advance where possible.

Responsibility: Knowledge and Community Board

Adopted: April 24, 2008  
(editorial changes 7/2012)