



Guidelines for CSME-Organised or Sponsored Events (International Congresses, Conferences, or Symposiums) (30 April 2001, updated December 2015)

CSME is actively involved in training and updating the mechanical engineering community on new advances and emerging fields. The Conferences/Congresses and symposia form an important platform to disseminate such information to its members.

CSME also promotes mini conferences/symposia organised by the Regional Executives and/or by Technical Committees at various universities or industries. The Continuing Education Committee will be actively involved in coordinating such activities.

In order to streamline the organising processes, the following guidelines are promulgated by the CSME Board of Directors:

General Guidelines:

1. Technical Committees should be involved on the organising committees.
2. The event dates should be checked with the CSME Executive to ensure there is no conflict with other events of importance to CSME members.
3. All events will come under the title “CSME-SPONSORED” and will be organised by the appropriate committee or region.
4. In all these events, different registration fees should be offered for members and non-members. It is suggested that a base fee be set for members and the fee charged to non-members be higher by approximately 10% in order to provide an incentive for membership.
5. The events at minimum should be self-supporting and ideally generate some net income that can be shared between the regional and the national society. This could be achieved by charging a registration fee, by sponsorships or other promotions. The objective is to strengthen both the national and the regional organisations and their abilities to promote future events more rigorously. It is therefore imperative that conference organizers consult with the Board of Directors before setting the final registration fee structure.
6. One of the objectives for all events should be to provide service to CSME members and at the same time help increase the society’s membership. For special membership promotions, please consult the CSME Executive Committee or the Chair, Membership Committee.
7. Information should be provided to the CSME head office so it may advertise these events in the Bulletin and on the Website.
8. Upon request, the CSME will also permit its name to be used as a sponsor of technical meetings/conferences organised by other technical societies. In such cases, CSME’s support will generally be limited to promotion of these meetings in its Bulletin and the Web site.

Mini Conference/Symposiums:

1. These events should be coordinated with the CSME Regional Executives and/or Technical Committees and/or other organizations, CCToMM for example.
2. The finances should be worked out with the Regional Executives, as the regional chapters receive some funds to organise events in their region.
3. Depending on the circumstances and the size of the event, the CSME may also help to provide some seed money to get started. However, every effort should be made to make the event self-supporting so that the seed money will be returned to the CSME.
4. These events will focus on particular topics or emerging fields in mechanical engineering.
5. The logistics of the event is the responsibility of the organisers.
6. These events should be registered with the EIC so that participants can receive Continuing Education Units (CEUs).
7. As these are regional events, an attempt should be made to involve universities and industry within the region in question.

International Congress/Conference:

CSME INTERNATIONAL CONGRESS and CANCAM are major events, which take place every other year. CANCAM has its own organising committee, which looks after its own interests. The International Congress is entirely the responsibility of CSME. The following guidelines are mainly intended for the CSME INTERNATIONAL CONGRESS:

1. The INTERNATIONAL CONGRESS is hosted in even numbered years by one of the Canadian Universities. The Host University is expected to organise the event with substantial autonomy except as outlined below. The proposed dates for the event should be approved by the CSME Board at least one year in advance. The conference website outlining the call for papers, key dates and different conference tracks should be available at least one year in advance of the scheduled conference. Typically, the CSME International Congress should be scheduled for the last week of May or the first week of June. The first call for papers should be issued no later than one calendar year before the starting date of the Congress, after approval of the dates by the Board. The initial full paper submission deadline should be on, or around January 15 in the year of the Congress.
2. CSME provides seed money to get things rolling. However, the INTERNATIONAL CONGRESS organizing committee has the financial responsibility. A minimum of one CSME representative who is not a member of the host organisation shall be included on the congress organising committee. This CSME representative will typically be the CCToMM Technical Committee Chair for Mechanisms, Machines, Mechatronics, and Robotics. The intent of this event is to make enough money to cover all the expenses and return the seed money to CSME. In the process, if any net income or loss is made, then it will be shared equally between the host organisation and CSME. If it is anticipated that a significant loss is possible (i.e. more than two times CSME's share of the seed money), then the CSME Executive must be consulted immediately (through the

- CSME member on the committee) and adequate measures must be taken to minimise the loss. It is up to the host organisation to decide how they wish to use their part of the net income. However, the host organization is encouraged to use profits in support of CSME related activities.
3. CSME's head office will help advertise the event. It is requested that the organisers provide electronically the addresses (both mail and email) of the registered participants and all other individuals who were sent the INTERNATIONAL CONGRESS/Conference literature. CSME will keep the list updated and forward it to the organizing committee of the next INTERNATIONAL CONGRESS.
 4. CSME Technical Committees will help organise the various sessions depending on their area. The Chair of the CSME Technical Committees must be the organizer and or/co-organizer for the relevant Conference track. The International Congress organizers should get in touch with the CSME Technical Committee Chairs at least one year in advance of the scheduled conference to prepare the call for the conference, topics/sub-topics, etc.