



## **Guidelines for CSME-Organised or Sponsored Events** **(International Congresses, Conferences, or Symposia)** (updated February 2018)

One of CSME's primary roles is to train and update the mechanical engineering community on new advances and emerging fields. The Conferences/Congresses and symposia form an important platform to acquire and disseminate such information to its members. The CSME also promotes mini conferences/symposia organised by the Regional Executives and/or by Technical Committees at various universities or industry events.

To streamline the organising processes, the following guidelines are promulgated by the CSME Board of Directors:

### **General Guidelines:**

1. Technical Committees (Chair or delegate) should be invited to organize TC-related symposia at CSME Congresses. Hopefully, a few TC Chairs will take up this opportunity each year.
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% or \$50 in order to provide an incentive for membership. In addition, consideration should be given to allow one-day registrations.
5. The events should be self-supporting and ideally generate some net income that can be shared between the hosting organization and the CSME national. This can be achieved through registrations, sponsorships, or via other collaborative / promotional opportunities. Proposals to hold CSME Congresses with another organisation or multiple organisations shall be based on a cost/revenue arrangement to be negotiated between organisers and submitted for approval by each respective party. 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 CSME Congresses Committee before setting the final registration fee structure.
6. Information should be provided to the CSME head office, so it may advertise these events on the website and possibly in the Bulletin.
7. 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 on the website.

## **Special Considerations for the CSME International Congress:**

CSME INTERNATIONAL CONGRESSES are major conference events, which now take place every year under the responsibility of the CSME. Given the importance of the Congress to CSME's objectives and service to its members, the CSME set up Congresses Committee composed of the following members: the CSME President (Chair), the CSME Senior VP, the past two Congress Chairs, the current Congress Chair and the next Congress Chair. This Committee is responsible for maintaining Congress guidelines and promote best practices on Congress processes/procedures. It is imperative that each Organising Committee maintains close contact with the CSME Congress Committee and follows specific guidelines presented below:

### **1. APPROVAL**

The INTERNATIONAL CONGRESS is hosted annually by one of the Canadian Universities (School of Engineering or ME Dept). The Host University is expected to organise the event with substantial autonomy except as outlined below. The proposal to host a CSME Congress shall be submitted to the Board of Directors at least two years prior to the proposed Congress year. The specific dates and budget for the event must be approved by the CSME Board at least one year in advance. Prior consultation with the CSME Congresses Committee is highly encouraged at all approval stages.

### **2. ORGANISATION**

Organising Committees shall consider the recommendations presented in ANNEX A.

### **3. ANNOUNCEMENTS**

The conference website outlining the call for papers, key dates and different conference tracks should be available one year in advance of the scheduled conference, and typically be promoted during the Congress that year. Typically, the CSME International Congress should be scheduled between mid-May and mid-June.. The initial full paper submission deadline should be around January 15 in the year of the Congress.

### **4. FINANCES**

CSME can provide seed money; however, the INTERNATIONAL CONGRESS organizing committee has the financial responsibility. The minimum financial 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 the CSME. If it becomes anticipated that a significant loss is possible (i.e. more than two times CSME's share of the seed money), then the Organising Committee Chair shall so inform CSME Executives and adequate measures considered to minimise the loss. It is up to the host organisation to ensure that negotiated arrangements with third parties (e.g. joint conferences) are satisfied and to decide how they wish to use their part of net income, though they are encouraged to use profits in support of CSME-related activities.

### **5. PROMOTION**

CSME's head office will help advertise the event on the CSME web site. It is also requested that the organisers provide electronically the email addresses 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.

## 6. PARTICIPATION by TCs

CSME Technical Committees will help organise the various sessions or symposia. The Chair of the CSME Technical Committees will be invited and given a priority to organize and/or co-organize the relevant Conference track. The International Congress organizers should get in touch with the CSME Technical Committee Chairs at least 18 months in advance of the scheduled conference to invite them and prepare the call for the conference, topics/sub-topics, etc.

### **Considerations for Mini-Conference/Symposia:**

1. These events should be coordinated with the CSME Regional Executives and/or Technical Committees and/or other organizations.
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 must 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. Interested participants should receive Continuing Education Units (CEUs) registered through [EIC's eLearning Centre](#).
7. As these are regional events, an attempt should be made to involve universities and industry within the region in question.

## Recommendations for organization of CSME Congresses

### Length of the Congress:

Option (i): 3 days (preferably starts on Monday, ends on Wednesday)

- Day 1: official opening by CSME President  
meetings of Technical Committees (1 hr)  
opening reception in the evening
- Day 2: CSME Board and AGM meetings  
banquet in the evening, awards ceremony during banquet
- Day 3: meeting of ME chairs  
official closing by CSME President (at end of closing lecture)  
departure after 16:00

Option (ii): 4 days (preferably starts on Monday, ends on Thursday)

- Day 1: official opening by CSME President  
meetings of Technical Committees (1 hr)  
opening reception in the evening
- Day 2: CSME Board and AGM meetings  
banquet in the evening, awards ceremony during banquet
- Day 3: half day reserved for social events  
meeting of ME chairs, laboratory tours for ME chairs
- Day 4: official closing by CSME President (at end of closing lecture)  
departure after 16:00

### Plenary Speakers:

- (i) Up to two speakers per day.
- (ii) Maximum of 1/3 speakers from the host university. The balance should come from the rest of Canada or international.
- (iii) Travel expenses for each plenary speaker: pay travel cost up to \$1500 and waive registration fee.

### Registration fees:

- (i) Local organizers determine registration fees.
- (ii) Registration fees for regular CSME members should be 10% or \$50 less than regular registration.
- (iii) Students pay registration fees set up by the local organizers. No special reduction for students who are CSME members.
- (iv) The CSME will offer to non-member Congress participants free CSME memberships for the remainder of the same calendar year.