

International Technical Meetings Overview

ARTICLE VII of the Bylaws (Regions and Chapters) states:

The function of the Regions and Chapters shall be to hold local meetings, discussions, lectures and demonstrations consistent with the purpose of the Society

ARTICLE VIII of the Bylaws (Meetings of Members and Directors) further states:

In addition to the Annual Forum, the Society may sponsor or co-sponsor additional International Technical Meetings. Such meetings must be endorsed by the Technical Director and approved by the Board in accordance with procedures outlined in the [Members and] Officers' Guide. For purposes of this paragraph, "International Technical Meetings" are defined as meetings for which a general call for papers is issued or a significant number of papers invited from outside of the sponsoring region.

Historically, a technical meeting (other than the Annual Forum) that involves more than a Region or a Chapter has been called a "National Technical Meeting". However, since AHS is an international organization, the word "National" is no longer considered appropriate, and the term "International Technical Meeting" or simply "Technical Meeting" is used. A meeting only involving a Chapter or a single Region is not considered to be an "International Technical Meeting".

An "International Technical Meeting" can be characterized as either a "Specialists' Meeting" or a "Topical Meeting". These two types of Technical Meetings are differentiated as follows:

- **Specialists' Meetings**
 - Focused on a relatively narrow **technical specialty** (e.g., aeromechanics, vehicle design, structures)
 - A general **Call for Papers** is issued
 - Formal papers required and Proceedings published
- **Topical Meetings**
 - **Broader subject area** (e.g., military requirements, civil operations)
 - Majority of presentations are invited (though a Call for Papers may be used)
 - Formal papers and Proceedings typically not required

The procedure for proposing and approving an International Technical Meeting is not dependent of which type of meeting is being proposed.

It is critical that as soon as a Technical Meeting is being considered, the proposer should notify AHS Headquarters and the Technical Director. This information will be posted so that others who may be planning to propose a Technical Meeting will be aware of potential conflicts in a timely manner.

The criteria for initiating International Technical Meetings are:

- a) The state of the particular technology or topic warrants such a meeting.
- b) There is a Region or Chapter which wants to sponsor the meeting.
- c) The approval of the AHS Board of Directors has been obtained.

Joint sponsorship of technical meetings with government agencies, universities, and other technical societies is encouraged where such an arrangement provides a distinct advantage for the Society or for the advancement and dissemination of the particular technology addressed.

In the event that two or more Regions propose sponsorship of conflicting International Technical Meetings, the most appropriate technical subject will be selected. However, if the proposing

Region has sponsored an International Technical Meeting more recently than a Region whose proposal has been rejected, consideration will be given to relocating the selected meeting.

The size of an International Technical Meeting is not necessarily important. The success of such a meeting is measured by the quantity and quality of the technical interchange which takes place, not by the number of attendees.

The following sections describe the process for approving and conducting Technical Meetings:

- Procedure for Proposing International Technical Meetings
- Co-Sponsorship of Technical Meetings
- Form for Proposing Technical Meetings
- Guidelines for Organizing and Conducting Technical Meetings

All of these sections should be read and considered in the process of proposing any Technical Meeting.