

AHS International

PROCEDURE FOR PROPOSING INTERNATIONAL TECHNICAL MEETINGS

The following procedure applies to proposing Technical Meetings for which the AHS is the sole or lead sponsor. (The procedure for meetings where the AHS is not the sole or lead sponsor is addressed in the section titled “Co-Sponsorship of Technical Meetings”. Although that section is aimed at co-sponsored meetings, it contains guidance which should also be considered in developing sole or lead-sponsor meetings.)

1. To propose an International Technical Meeting, the Vice-President of a Region or the Chair of a Technical Committee should complete the “AHS International Technical Meeting Proposal” form and forward it, with a cover message, to the Technical Director and AHS Headquarters. The proposal must be received **at least**

- **15 months in advance of the proposed meeting, and**
- **15 calendar days prior to the Technical Council Meeting during which endorsement will be sought.**

2. Prior to submitting a proposal, it is critical that any proposed meeting be thoroughly coordinated with all potentially interested or affected parties. At a minimum, organizers of a Technical Meeting are to coordinate with the following people/offices for the reasons stated:

- **AHS Headquarters**
 - To identify potential conflicts with other AHS Meetings and/or meetings by other professional societies (e.g., AIAA, IEEE, SAE, SAWE, etc.)
 - To discuss initial plans for with which Deputy Technical Director (or Directors) and which Technical Committee (or Committees) organizers should coordinate
 - Documentation: Coordination message to and response from HQ
- **Deputy Technical Director(s)**
 - To obtain concurrence on Technical Committee(s) with which meeting organizers plan to coordinate and provide input that subject matter and timing for planned meeting are appropriate.
 - To obtain an email or letter of endorsement for the meeting
 - Documentation: Email or letter of endorsement for the meeting
- **Regional VP**
 - To provide awareness of planned meeting and insure coordination with Chapters in the region.
 - To obtain an email or letter of endorsement for the meeting
 - Documentation: Email or letter of endorsement for the meeting
- **Technical Committee(s) Chairs**
 - To assure subject matter and timing for planned meeting are appropriate given previous or planned meetings on same or similar subjects by AHS or other societies
 - Documentation: Email or letter of endorsement for the meeting

Accomplishment of this coordination is to be documented on the Proposal form or in attachments to it. The Technical Director will arbitrate any issues not resolved by the prescribed coordination.

3. The Technical Director will then, after consultation with the Technical Council, determine whether to endorse the meeting and recommend it to the AHS Board of Directors for final approval. Once a meeting is approved, the Technical Director will advise the sponsoring Regional Vice President, the Deputy Director and the appropriate Committee Chair(s), and the designated Chair of the meeting. It then becomes the responsibility of the designated Chair of the meeting to organize and conduct the meeting using the “Guidelines for Organizing and Conducting Technical Meetings” section in this document.

Conditional Endorsement: Situations may occur where the Technical Council cannot unconditionally recommend that the Board approve a proposed meeting (e.g., there are some minor but important or critical issues yet to be resolved). In such cases, the Technical Council can vote for “Conditional Endorsement” of proposed meeting. In this case, the Council will

- Establish conditions which must be satisfied for unconditional endorsement
- Give Technical Director authority to use his/her judgment that conditions are satisfied

Conditions are expected to be satisfied within a few weeks, but absolutely no later than one year prior to the date of the proposed meeting. The Technical Director will ask Board to approve meeting that has “conditional endorsement”, subject to satisfaction of the conditions and will notify the Board when the conditions are satisfied.

4. An acceptable financial plan showing that expenses can be met is a prerequisite to Board approval. AHS Headquarters may advance funds required by the Region or Chapter sponsoring an International Technical Meeting, following Board approval of that meeting, to cover preliminary expenses. Co-sponsorship funding or industry assistance must exclude any preconditions resulting in “commercialism”. If a Region or Chapter incurs a loss on the meeting, the Society will cover the loss after the Region or Chapter involved has made a reasonable attempt to do so with readily available resources.

5. When the income from a meeting exceeds the expenses, sponsoring Regions or Chapters are encouraged, but not required, to place the surplus funds in an account which will be used for cash advances to support future meetings.

6. The sale and distribution of the Proceedings of International Technical Meetings will be the responsibility of the Region or Chapter during the meeting. Immediately after the meeting, a set of Proceedings will be sent to AHS Headquarters for distribution. Proceeds from the sale of the Proceedings made by the Chapter or Region will go to the Chapter or Region and proceeds of sales by headquarters will go to AHS Headquarters.

7. Financial interrelationship between International/Regional and Chapter organizations in regard to Specialists Meetings are discussed under “Financial Considerations.” Chapters sponsoring financially successful specialists’ meetings are requested to provide 25% of all net proceeds after expenses for Specialists’ Meetings to AHS headquarters. In addition, subject to the spending plans and the affordability of doing so, chapters and regions are encouraged to provide funds to headquarters whenever possible for general operations and the VFF scholarship fund.

8. Exceptions to this policy may be approved by the Board of Directors.

CO-SPONSORSHIP OF TECHNICAL MEETINGS

1. Each proposed co-sponsorship will be considered on its own merits without predisposition regarding the technical societies with whom co-sponsorship is envisioned.
2. The request for co-sponsorship may originate from a Region or a Technical Committee.
3. The following questions should be considered in the process of deciding to pursue co-sponsorship:

3.1 Technical Considerations

- 3.1.1 Is the meeting relevant to the interests of one or more Technical Committees, or an area in which a new committee has been considered?
- 3.1.2 Will the AHS Technical Committee(s) be appropriately represented on the technical organizing staff of the meeting?
- 3.1.3 What plan has been established to promote the meeting in the technical community of the AHS?
- 3.1.4 Does the proposed meeting conflict technically with any other AHS or AHS co-sponsored meetings?
- 3.1.5 What is the expected size of the rotary-wing audience at the helicopter related sessions?
- 3.1.6 If not based on helicopter applications, are other sessions relevant to helicopter technology?
- 3.1.7 Is co-sponsorship endorsed by the appropriate Technical Committee(s)?

3.2.1 Administrative Considerations:

- 3.2.1 Does the proposed co-sponsored meeting present a schedule conflict with any other AHS or AHS co-sponsored meeting?
- 3.2.2 Does the co-sponsorship agreement provide sufficient economic incentives to AHS membership?
- 3.2.3 How will the AHS benefit from co-sponsorship?
- 3.2.4. Are there any financial liabilities or profits to be shared?
- 3.2.5 To what extent will the AHS be required to supply funding to support any aspect of the proposed meeting?
- 3.2.6 Is the request for co-sponsorship timely with respect to the administrative organization of the meeting?
- 3.2.7 Will the AHS be appropriately represented with respect to the administrative organization of the meeting?
- 3.2.8 How will the AHS be expected to publicize the meeting?
- 3.2.9 If appropriate, has the proposed meeting received the endorsement of an AHS Region?

4. Procedures:

- 4.1 All requests for co-sponsorship will be addressed to the Technical Director and the Executive Director for action.
- 4.2 The Technical Director, in conjunction with the appropriate Deputy Director(s) will determine the technical merits of the proposal.
- 4.3 The Executive Director, in conjunction with the appropriate Regional Vice President and Chapter officers will determine the administrative merits of the proposal.

4.4 The Technical Director and Executive Director will jointly approve proposals when technical benefits are significant and administrative liabilities are minimal. Proposals having minimal technical merit or significant administrative implications will be brought to the Board of Directors for approval.

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TECHNICAL MEETING PROPOSAL

[Complete entire form and submit at least 15 months in advance of the proposed meeting and 15 calendar days prior to the Technical Council Meeting during which endorsement will be sought.]

It is requested that the Technical Director endorse and the AHS Board of Directors approve the meeting described below:

Basic Information

1. Title of Meeting: _____

2. Date(s) & Location: _____

3. Rationale for Meeting (state briefly):

a) Subject Matter/Scope/Theme: _____

b) Organization currently active in these areas and probability of their contributing significant papers:

c) Value to Helicopter & VTOL industry; degree of advancement of the field: _____

4. Reason for choice of date/location: _____

a) Last Meeting on Similar Subject (Date, Location, Sponsor): _____

b) Could this meeting co-locate with another AHS or Technical Society Meeting? Describe: _____

5. Sponsorship:

AHS will operate and assume complete responsibility.

or

Co-sponsorship with: _____ who will assume _____% of financial and operational responsibilities.

6. Corporate/Government Underwriting? Describe: _____

7. The host AHS Region/Local Chapter(s) : _____

8. Meeting Chairs

General Chair: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Technical Program Chair: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Administrative Chair: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Technical Logistics

1. The type of technical person interested in this program will be: _____
2. It is estimated that _____% of the papers will result from the "Call for Papers" and _____% will be invited.
3. Number of papers recommended/expected: _____
4. Estimated total attendance: _____
5. Technical Display(s) (type/size/source) : _____

Coordination

At a minimum, organizers of a Technical Meeting are to coordinate with the following people/offices for the reason stated:

- **AHS Headquarters**
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 - To discuss initial plans for which Deputy Technical Director (or Directors) and which Technical Committee (or Committees) organizers should coordinate with
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Accomplishment of this coordination is to be documented as part of the proposal submittal. The Technical Director will arbitrate any issues not resolved by the prescribed coordination.

Attach a list of all known related AHS and non-AHS meetings/conferences up to 8 months before and after date of the planned meeting. The list should include the date, topic, location, and sponsoring organization of the meetings/conferences. Provide assessment of impact of potential conflict (none, minor, major).

Advanced Budget Plan (Summary)

Estimated Costs

Meeting Facility	\$ _____
Food Functions	\$ _____
Registration Help	\$ _____
Audio Visual	\$ _____
Supplies	\$ _____
Telephone	\$ _____
Guests	\$ _____
Speaker Expenses	\$ _____
Misc.	\$ _____
TOTAL	\$ _____

Estimated Income

Registration Fee Member	\$ _____
Non-Member	\$ _____
Co-Sponsor Offset	\$ _____
Proceedings Sales	\$ _____
Other	\$ _____
TOTAL	\$ _____
BALANCE	\$ _____

ADVANCED FUNDS REQUIRED \$ _____

PROPOSED BY: _____

APPROVED: _____ DATE: _____

AHS International

Guidelines for Organizing and Conducting Technical Meetings

GENERAL INFORMATION

The process of obtaining AHS approval for a sponsored or co-sponsored Technical Meeting is described in the preceding three sections and documented in the Proposal form. Once a meeting has been approved by the Board of Directors, the guidelines and suggestions outlined below are offered to assist the General Chair and his/her committee in the organization and conduct of a successful meeting.

PLANNING THE MEETING

As soon as approval of the meeting is received, the organizers should prepare a "Master Milestone Chart" indicating the key tasks which must be performed before, during, and after the meeting and by when each task is to be completed.

Arrangements Check List/Schedule: This schedule provides details in the "arrangements" area of the master milestone chart. In addition to indicating the recommended phasing, it provides for including the specific commitment dates applicable to your meeting and a record of their accomplishment. As a further aid it includes a list of things to watch for and suggestions to help assure a successful meeting.

FEE POLICIES

The general guidance is to admit press free to all functions at Technical Meetings and budget accordingly.

It is the accepted policy that authors of papers are expected to pay the full registration fee or a reduced speaker rate if one has been set, especially where the papers are selected from the "Call for Papers". However, when authors are invited to present papers, consideration may be given in providing complimentary registration. Complimentary registration would also be offered to keynote and guest speakers at luncheons etc. These situations should be decided on a case-by-case basis and good judgment is the primary rule of thumb. The fee schedule should include reduced rates for active military, fully retired and student attendees (usually the same rate for all three). The registration rates should note that these low fees apply ONLY to current active military, to fully retired and over 60 – not currently employed or working as a consultant, and to full-time students. Reduced government rates are a common practice but not mandatory. Reduced government rates are usually set at the same rate as the reduced speaker rate.

It is standard practice to have a difference between the fees paid by members and non-members. Further, meeting organizers must set that difference equal to the cost of one year of AHS membership dues and to advertise that those paying the non-member fee will receive a one-year membership in AHS. The difference in fees collected from all non-members should then be sent to AHS Headquarters with a copy of the registration form so that the individuals can be entered into the membership roles. If AHS headquarters is handling registration for the meeting, this will be taken care of automatically. In the case of meetings co-sponsored by other organization, a member/non-member rate is not required,

OPERATING GUIDELINES

1. Choose your committee with great care. The primary job of a conference committee is to develop a timely and effective technical program. A suggested organization might be as follows:

GENERAL CHAIR

TECHNICAL CHAIR

ADMINISTRATIVE CHAIR

FINANCE CHAIR

PUBLICITY CHAIR

Each of these chairs then select subcommittee aides to provide the timely, innovative, effective and well coordinated accomplishment of the many necessary tasks. The names of the General Chair, Technical Chair and Administrative Chair must be supplied with the proposal form.

2. Good coordination helps at every level. Copies of correspondence concerning the meeting should be sent to AHS Headquarters. This includes memoranda to the session chairs, invitations extended to special speakers and any other correspondence or minutes of general interest.
3. Head tables are composed of persons active in the organization of the conference (i.e. the General Chair) in addition to the guest speaker.
4. Session Chairs are the foundation of the meeting. They are responsible for keeping in close contact with the authors and ensuring a timely and effective schedule. Keep your chairs informed.
5. Responsibility for preparing a Speakers' Kit for the meeting is typically given to the Technical Chair. The Speakers' Kit includes the Technical Paper Guidelines which describe the format that is to be used for papers and presentations. The Speakers' Kits should also include the Assignment of Copyright Ownership and the Speaker Information Form. Templates for the Speakers' Kit may be obtained from AHS Headquarters. The Technical Chair should forward the Speakers' Kit to the Session Chairs, and the Session Chairs should forward it to their authors/speakers.
6. Each conference will differ in size and scope. Be careful to consider the number of simultaneous sessions, small attendance is as discouraging to an author as poor timing. Experience has shown that five (5) thirty (30) minute periods per session (20 minutes for presentation and 10 minutes discussion) works well.
7. The last paper (both author and content) deserves the same consideration as the first. Question and answer periods should be emphasized and given sufficient time following each presentation. Session Chairs are encouraged to have at least two questions ready in case no questions are forthcoming from the audience. During the question and answer period, have those asking questions stand and state their name and company. Questions should be repeated on the PA system as too often the audience hears only the answer. The Session Chair should repeat each question over the PA system when there is no audience microphone.
8. Cautions
 - a) Do not make any financial commitment prior to obtaining approval.
 - b) Don't be rushed into untimely decisions. Even after approval, do not guarantee anything for which you do not have cash in hand.
 - c) If security is involved, maintain all required precautions.
9. Remember to send letters of thanks/appreciation from the General Chair and to all staff, supporters, speakers, etc.
10. The General Chair and all committees should keep well documented records of all activities. These reports should be held for future use by succeeding General Chairs. Reports on the meeting registration, average attendance, number of papers, panels and exhibits should be sent to the Technical Director and AHS Headquarters.
11. A full copy of the Proceedings should be sent to AHS Headquarters.

SPECIAL ADDITIONAL REMINDERS

If the organizers include the name of any person in any publicly available material as being associated with the meeting in any capacity (e.g., an endorser, a member of a technical or advisory committee), the organizers **MUST** have obtained explicit permission from that person.

Typically, the Staff at AHS Headquarters is available to assist in support of such tasks as creation and printing of Calls for Papers and/or Programs and online registration. An on-site registrar from AHS Headquarters will be available (or two if over 120 attendees are expected). However, meeting organizers should contact the AHS Deputy Director as soon as the meeting is approved to set up the details.

Technical Chair: Be sure to contact your session chairs to coordinate issuance of "Speaker Kits". Solicit help from the Technical Committees from the specialties involved. A Speaker Kit template is available from Headquarters.

Session Chairs: Coordinate with the Administrative Chair to ensure;

- a) Emergency fire exits are adequate: their locations and emergency instructions are included in the final program and announced at the start of each session.

- b) The screen height and tilt is set so the whole audience can see. Make sure the entire picture appears on the screen and is in focus.
- c) No phones or other distractions are located in the meeting room.
- d) If coffee is served, set it up away from the entrance and in more than one area to prevent long lines and the obstruction of the entrance.

Schedule papers at ½ hour intervals and stay on schedule so attendees can move from one paper to another in the case of concurrent presentations.

ADMINISTRATIVE CHECK LIST

Commitments: Make no binding agreements prior to receipt of approval by AHS.

Food/Beverage: Never guarantee more than paid receipt. Arrange for the hotel to be responsible to contact only you for food and beverage guarantees. Find out how much the hotel “sets” (usually 5-10% over the guarantee). Then guarantee only paid registrants less that percentage. As more individuals register you can increase your guarantee. Be conservative, you will have no-shows.

Suggested food and beverage start times are:

Speakers Briefings	8:15 – 8:30 a.m.
Luncheons	12:00 – 12:30 p.m.
Social	6:00 – 6:30 p.m.
Banquet/Dinner	7:00 – 7:30 p.m.

Do not plan a luncheon for the last day unless followed by technical sessions – few will attend. Regarding number of people at Head Tables: For Luncheons, it is suggested to limit it to 6; for Banquets, limit the number to 8 to 10. Except for the guest of honor (speaker), personally extend invitations at the meeting so attendance is assured. Coordinate with the other Chairs of the meeting to assure there is no overbooking of the number of people invited to sit at a Head Table.

Transportation/Field Trips: For plant tours, contact the company sponsor to see if they will furnish the transportation. Otherwise, contact at least two (2) bus companies. Determine bus capacity, minimum hours, cost per hour, routes, mileage charges, luggage space, and lead time for a firm commitment. For short hauls, consider school bus companies. For longer hauls, use air conditioned buses. Appoint bus captains if there are more than two (2) buses or the trip is over 20 miles. Check routes, rest/coffee stops, maps, bus to bus communications, etc. Note: Set up a policy regarding use of private transportation. Special arrangements may have to be made to facilitate access to plant/tour building and parking for private vehicles. If security clearance is needed, find out what information will be required to obtain a security pass for the plant. That information should be available to attendees when they register. Obtain a Point of Contact at the plant who will receive the information requested and be sure to set a cut-off date for receipt of a clearance request.

Meeting Room Schedules: Mail preliminary schedule to hotel well ahead of the “Tie Down” meeting (an introductory meeting scheduled with those hotel personnel who will be involved with your group’s needs/activities during your symposium). Confirm this plan at this meeting. Include all requirements such as, speaker platforms, PA system, microphones, blackboards, tables, seating style, etc.

Audio Visual Requirements: These requirements should be established in the Speakers’ Kit. Projectionists may be student members, local officers, or company sponsors **if hotel union regulations permit**. Projectionists should be on hand one hour early on the first day and one half hour early on following days. Have speakers test the PA system. Make sure a person other than the Session Chair is assigned to regulate the volume. If space is available, a “Speaker Ready Room” should be set up, equipped with audio-visual equipment for speakers to arrange their presentations.

Reservations: After you have established a room block rate have all the attendees make hotel reservations directly to the hotel. They will usually act as a clearing house to accommodate additional reservations in other hotels if your block is sold out.

On-Site Registration by AHS Staff: Table space for on-site registration must also have space for a printer. The local chapter must furnish the printer. The printer type and model should be forwarded to the registrar well in advance of the meeting so that the appropriate printer driver can be installed on the computer before on-site registration begins. Support from the local chapter for an hour or two on the first morning is greatly appreciated, since often attendees all arrive within an hour period. Registration should begin at least one hour before the beginning of the meeting, and, if possible, registration should be open for 2-3 hours the evening before so attendees can pick up their badges and registration materials.