



PROMOTING THE GLOBAL SCIENCE AND ENGINEERING PROFESSIONS CONCERNED WITH MINERALS, METALS AND MATERIALS

Request for TMS-sponsored Specialty Meeting

A TMS-sponsored specialty meeting is an event conducted entirely by TMS staff and volunteers along with the responsibility for all associated risk and reward. To be considered for TMS sponsorship, an event must have technical relevance to the TMS audience and aid in fulfilling the TMS mission to promote the global science and engineering professions concerned with minerals, metals and materials.

If approved as a TMS-sponsored specialty meeting, TMS will:

1. Assume full financial responsibility.
2. Assume full responsibility for event management, inclusive of, but not limited to, on-site management, contracting vendors, arranging housing and event space, and developing and executing marketing and promotional tactics.
3. Coordinate the efforts of staff, volunteers, and partner organizations in the development of the technical programming, proceedings, short courses, exhibition, and/or special event content as applicable.
4. Allocate a maximum of \$2,000 for organizing and program planning meetings.
5. Provide meeting participants use of ProgramMaster and the Personal Conference Scheduler.
6. Provide all professional staff support necessary to promote and conduct the event.

To have a conference considered as a TMS-sponsored specialty meeting, please provide the following information:

Name of conference: _____

Dates: _____ Location: _____

Lead organizer / primary contact name: _____

Company/Affiliation: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

Additional conference organizers

Name: _____ Company: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

Name: _____ Company: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

Name: _____ Company: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

Please select TMS technical division(s) and/or technical committee(s) requested to provide support:

- Electronic, Magnetic & Photonic Materials Division
- Extraction & Processing Division
- Light Metals Division
- Materials Processing & Manufacturing Division
- Structural Materials Division
- Technical Committees (list) _____

PLEASE SUBMIT TO:

TMS MEETINGS MANAGEMENT

E-MAIL: mtgmt@tms.org

FAX: (724) 814-3111

TELEPHONE: (724) 814-3110

184 THORN HILL ROAD
WARRENDALE, PA 15086-7514
USA



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Technical Scope _____

Program format and schedule _____

Planned social event schedule _____

Projected Audience _____

Projected number of attendees _____

Is a published proceedings planned ? yes no

If so, what format? CD-ROM hardbound volume hardbound volume / with CD-ROM
 journal special issue (include journal title: _____)
 online publication

Is this meeting an installment in a series? yes no
(If yes, please provide the following details on the most recent previous meeting:)

Location: _____ Dates: _____

Primary sponsor(s): _____

Number of attendees: _____

Was the proceedings published? yes no Number sold _____

Do you know of any other events on this topic in the last/next two years? yes no

If yes, please list

Name: _____

Location: _____ Dates: _____

Primary sponsor(s): _____

Name: _____

Location: _____ Dates: _____

Primary sponsor(s): _____

Name: _____

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Primary sponsor(s): _____

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Please list any organizations that may be contacted for grant or sponsorship opportunities:

Primary contact name: _____

Organization: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

Primary contact name: _____

Organization: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

Primary contact name: _____

Organization: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

Please provide additional information as appropriate regarding other unique features of the event, such as exhibits, webcasting, keynote presentations, etc.:

Signature: _____ Date: _____

Company/Affiliation: _____

Address: _____

E-mail: _____ Telephone: _____ Fax: _____

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