TMS Division-Sponsored Honorary Symposia Policy
(Revised June 12, 2013)

The purpose of TMS division-sponsored honorary symposia is to recognize and honor the exceptional contributions of TMS members in a wide variety of professional endeavors. As per TMS policy, a division shall sponsor one honorary symposium per year, which will take place at the TMS Annual Meeting. This document outlines the procedure for proposing and selecting a division-sponsored honorary symposium.

HONOREE REQUIREMENTS:

An honorary symposium may honor one or more persons. To be considered for a division-sponsored honorary symposium, the honoree(s) must have documented evidence that they have shown a sustained commitment to TMS via continuous membership for the past 5 years, or 20 years membership over the course of their career.

The TMS Volunteerism & Human Resources Senior Manager shall confirm that the honoree meets the membership criteria.

NOMINATION PROCESS:

The nomination process begins at the technical committee level and must start at a point in time that allows for both Technical Division Council approval at an in-person council meeting and TMS Program Committee review in advance of the honorary symposium presentation at the TMS Annual Meeting.

A symposium organizer must be appointed from the technical committee to be the point of contact for the honorary symposium and to prepare the written proposal, which consists of the following documents (templates are attached):

1. Honorary Symposium Proposal - Honoree Biographical Information
2. Honorary Symposium Proposal – Program Planning

The honorary symposium proposal packet can be found on the TMS website at: Volunteer Tools/Committee Home Pages/Technical Committee Tool Kit.

The timetable for submitting a division-sponsored honorary symposium proposal is also available at the website above.
APPROVAL PROCESS:

1. Completed paperwork should be provided to TMS staff by the established deadline (see timetable document) for discussion and approval at the next scheduled division council meeting.

2. At the next scheduled division council meeting, voting members of the division council (Executive Committee, technical committee chairs, and society-level administrative committee representatives) will examine the supporting materials and select, at most, one of the submitted honorary symposium proposals through a council vote. If a tie vote or another extraordinary circumstance shall arise, then the division chair, vice chair, and Program Committee representatives shall have the discretion to deal with unique cases or situations.

3. In the event that multiple proposals are submitted for the same year, then the proposal(s) not selected may be considered for future years at the division chair’s discretion.

4. Once the symposium has been approved, the TMS Program Committee reviews the content to ensure the relevance of the topic to the scope of the conference, as well as for purposes of optimum program planning.

Members of the Program Committee will coordinate any recommended changes to the symposium content with the TMS Programming Manager and the symposium organizer.

SYMPOSIUM NAME:

To assure a consistent format for each symposium and any subsequent publications, the following naming convention/example (topic, division sponsor, honoree) should be used for all honorary symposia:

*Progress towards Rational Materials Design in the Three Decades since the Invention of the Embedded Atom Method: An MPMD Symposium Honoring Michael I. Baskes*

CONFERENCE PROCEEDINGS:

As with any technical symposium, an organizer has the option to pursue a stand-alone conference proceedings volume and will coordinate this via the standard TMS process.

PROMOTION OF THE SYMPOSIUM:

TMS staff, as part of the overall TMS Annual Meeting Marketing Plan, will provide special promotion of honorary symposium(s).

PRESENTATION TO THE HONOREE:

TMS will provide a registration fee waiver to the honoree for the TMS Annual Meeting at which he/she will be honored. TMS will also provide a plaque/award for presentation to the honoree.