



SYMPOSIUM MANUAL

The Society of Naval Architects and Marine Engineers

For use in planning all SNAME Sponsored and Co-Sponsored Symposia

Revised March 2011

SNAME SYMPOSIUM MANUAL

March 2011

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I. INTRODUCTION

A symposium is a focused meeting on a subject of current or continuing interest that is organized by a section or a Technical and Research (T&R) Committee/Panel with the assistance of a host section. A symposium is a focused meeting on a subject of current or continuing interest that is organized by a section or a Technical and Research (T&R) Committee/Panel with the assistance of a host section.

The purpose of this manual is to assist in organizing and planning a symposium by providing procedures, and guidelines that help to organize and conduct useful meetings.

II. STEERING COMMITTEE

The Steering Committee should include a sub committee head from each of the below committees. The Steering Committee's job is to ensure that all of the pieces of the symposia fit together so that the symposia runs smoothly and is financially successful. The Steering Committee has the responsibility to request permission from the Executive Committee of the Society to proceed with planning and execution of the symposium. The letter should define the symposium topic, budget, the date(s), any exhibitions being contemplated, any co-sponsors, and the symposium location. Before choosing a date, the Steering Committee should consult industry calendars to avoid conflict with other competing events and ensure maximum attendance and success. An eGroup should be created for use of document sharing and communication amongst members of the Steering Committee.

A. Chair

The steering committee chairperson is responsible for the overall management and organization necessary for a successful symposium. This position receives advice and counsel from the symposium steering committee. The Chair must work closely with all four subcommittee as well as HQ staff to ensure smooth communication. Specific areas where the Chair should be involved in include but are not limited to: site-selection, date selection, registration process, scheduling of technical program and social events, budgeting and contracts.

B. Committees

The Steering Committee should consist of representatives from four sub committees: A. Technical Program Committee, B. Meeting Planning Committee, C. Marketing/ Promotion Committee, D. Financial Committee. Each of these groups should have a Chair responsible for communicating back to the Steering Committee and the Steering Committee Chair.

The individual responsibilities of each committee are listed below. The Steering Committee Chair is responsible for the goals and responsibilities of each of the sub committees and therefore must maintain close contact with these groups.

III. COMMITTEE RESPONSIBILITIES

A. Technical Program

Once the Steering Committee has decided on the focus of the Symposia the Technical Committee is responsible for collection of that content.

1. Call for Papers: The first step is the call for papers that announces the symposia and its focus and solicits papers for peer review. (See sample Call for Papers - Appendix 15). The call for papers should be distributed through the Marketing and Promotion Committee (See C)
2. Papers: The Technical Program committee may choose to form a separate papers committee depending on the volume of submissions expected. Papers should be evaluated on the SNAME approved criteria (see attached review sheet). Clear deadlines for submissions and acceptance should be published and adhered to (see timeline attached).
3. None Paper Sessions: In addition to formal papers the technical program committee may choose to have panel discussions. These consist of subject area experts informally discussing their work with or without visual aids. Other possible forums are poster sessions and student papers. Both formal paper presentations and panels should incorporate time for questions from and discussion with symposia attendees. Both formal papers and panel presentations should be available electronically through the symposia website.
4. Publication: Depending on budget the technical program committee may choose to print the proceedings and or distribute them on CD either before or after the meeting. Either way, both formal papers and panel presentations should be available electronically through the symposia website BEFORE the meeting and remain available to attendees indefinitely.
5. Speakers: The Technical Program Committee is also responsible for selection of and arrangements for any keynote speaker, luncheon and banquet speakers, and the procurement of educational credits.

III. COMMITTEE RESPONSIBILITIES

B. Meeting Planning

The Meeting Planning Committee is responsible for the logistics of the meeting. This includes site selection, facilities management, travel, accommodations, food and beverage, registration, exposition, and social programming.

1. **Site Selection:** The Site Selection Committee works with the local vendors, management companies, hotels and convention bureaus in the planning of the conference space. The committee determines the factors most important in picking a venue for your meeting – Availability; Price; Location; Quality of service? The committee will also formalize the details of the contract and advise the Contracts Committee on the final contract. (See Site Selection Checklist and Timeline – Appendix 15).
 - Types of sites to consider: Conference centers, Hotels, Resorts, Convention centers, Universities and corporate centers. Key details:
 - Sleeping rooms
 - Meeting space – size, availability
 - Meeting equipment – A/V
 - Other groups in conflict with conference
 - Costs – sleeping rooms, F&B, service charges
 - Transportation and parking – access to and from the site and the local airport, train station
 - Site policies – charges for early departures, late departures, services, substitutions, resort or hotel fees, attrition
 - Contractual issues
2. **Travel:** The Travel Committee arranges for the travel arrangements of speakers, moderators, authors and other key participants and personnel (staff). Online travel sites, local travel agencies and/or other companies may be considered for the best possible rates to and from the conference.
3. **Facilities Management:** The Facilities Committee determines the best possible space usage for the conference and expo. Once the site is selected, the committee decides on the size requirements for the program, including the expo, the technical program, breakout sessions, meals and any other social events. The committee may rely on past details, as well as forecasted numbers to predict the requirements of the conference. It is necessary for the committee member(s) or point of contact to remain in close communication with the hotel staff/ manager to account for last minute changes to numbers, rooms et-up and any other changes that may arise. (See Sample Hotel Template – Appendix 18).
4. **Accommodations:** The Accommodations Committee should work closely with the Site Selection Committee to determine the best possible rates, etc for the room accommodations. Alternate arrangements should also be secured to ensure that all participants have access to accommodations, whether at the conference site or a secondary location. Attrition, discounted rates for various groups (students, conference attendees, government per diem) will be determined by the committee. (See Sample Hotel Template – Appendix 18).
5. **Food & Beverage:** Depending on budget and the expected number of participants, the Food & Beverage Committee will determine the menu for each meal/break, along with the estimated and final counts. The data may be based on past events or similar events from the organization. It is necessary for the committee member(s) or point of contact to remain in close communication with the hotel staff/ catering manager to account for last minute changes to numbers.
6. **Registration:** Registration is the first “experience” attendees have with the conference. This committee develops and implements plans for the conference registration, both pre and onsite; procedures and logistics; price structure and categories of fees; policies, including cancellation fees, credit card fees; and creation of name badges. A registration management company may be deemed necessary to handle the pre and onsite registration, depending on level of details required and the amount of attendees.
7. **Expo:** The Expo Committee ensures proper handling of contracts for the exhibitors, including price structure, payment and fulfillment; exhibitor registration (separate from attendee registration); security; pre set-up,

onsite set-up and logistics and post tear-down details. An exhibits company may be hired to handle the details, depending on the size of the Expo.

8. Social Programming: The Social Programming Committee will determine the “extracurricular” events outside of the technical program and “meals,” including but not limited to a golf tournament, social receptions (Young Professionals and Students).

III. COMMITTEE RESPONSIBILITIES

C. Marketing and Promotion

The Marketing and Promotion Committee is responsible for all promotion for the event. While the majority of attendance should come from the SNAME membership; special attention should be paid to reaching out to international members, students, young professionals, and non-members in the area of concentration of the Symposia. Members with experience in online exchange of information are extremely useful on this committee. SNAME's website allows for easy member interface in setting up a microsite for your event and assistance from HQ is available in getting your information out to the entire SNAME membership as well as specific groups you might be targeting.

1. Brochures: The brochure should include the who what where and when of the event in addition to registration costs (including differentiated pricing for students, early registration etc), exhibitor information, Travel and Accommodations information, technical program, speaker information, registration form, and special events. (See Sample Brochure – Appendix 10a).
2. Website: The website should include all of the information on the brochure, allow people to register for the event, link to travel information and allow people to access technical content and find other attendees through the site. A template of a symposia site is available through Headquarters and can easily be implemented. (See Sample Microsite – Appendix 7).
3. Calendar entries: As soon as the date is chosen for the event the marketing and promotions committee should enter the event on the SNAME event calendar. Do not hesitate to put it on any other related industry calendar that would be suitable.
4. Press releases: As soon as the date is chosen a press release should go out to the media in the area the symposia will take place as well as any marine related media (can help with distribution). Once the program is in place another press release should be sent, as soon as speakers have agreed to participate another should be sent. (See Sample Press Release – Appendix 9).
5. Newsletter and e-mail announcements: Email announcements and SNAME Newsletter entries should be distributed at the same touch-points as the press release only these should be geared towards attendees rather than garnering more press. (See Sample eBlast and eNewsletter Article – Appendix 8a and 8b).
6. Advertisements: If there is a budget, ads can be placed in print publications. Print ads can be very costly so unless your event is well funded it is recommended that you either barter for print space or utilize SNAME's many free option for communicating with members.
7. Flyers: Appendix 6 is a sample flyer, which can be easily created in Word and mailed out or sent as an e mail attachment. Flyers can/should also be available at Section Meetings and can be distributed to other sections for distribution through HQ.
8. Photographs: Members of the Marketing and Promotion Committee should see to it that the event is photographed. Hiring a professional photographer is optimum but can be costly and can be reserved for highlights of your event. In any case photographs taken during the event should be posted to the symposia website after the event (or during if possible) and sent to HQ for further promotion and post meeting publicity. Setting up a gallery where attendees can purchase prints of themselves is a nice value added for meeting attendees.

III. COMMITTEE RESPONSIBILITIES

D. Financial

The Financial Committee is responsible for the funding, finances, and reporting of the symposia. This includes budget, Sponsorship, Grants, loans, bank account, insurance, legal, contracts, tax-exempt status, audit.

1. **Budget:** All conferences must submit a budget indicating estimated income and expenses as soon as possible and before the start of the conference (ideal time is at least 12 months in advance). The budget should also include sponsors, exhibitors (work closely with the Expo Committee) and identify other key components, such as ancillary programming (social events, pre and post “extra curricular events, courses). A revised budget should be submitted once the full view of the conference income and expenses are known - printing, publicity and marketing, registration, exhibits. (See Sample Budget – Appendix 5).
2. **Sponsorship:** The Sponsorship Committee will determine the levels of sponsorship, the monetary value attached to each level, the benefits of each level/package, the contractual obligations of the sponsor and the organization and the fulfillment (signed contracts, payment). (See Sample Sponsorship Levels/Packages – Appendix 21).
3. **Grants:** Applying for grants should be considered very early in the conference planning process. Successful grant proposals are generally submitted at least one year in advance and generally takes between three months to six months for approval.
4. **Loans:** Applying for conference loans from supporting agencies, organizations and/or banks should be determined at least 6 months prior to the conference. The committee works closely with the Budget Committee.
5. **Bank Account:** The Bank Account Committee should determine whether an auxiliary bank account is necessary or the established bank account for the organization can be utilized.
6. **Insurance:** The Insurance Committee should determine the necessity of event cancellation insurance, as well as the scope of the general liability insurance.
7. **Legal:** The Legal Committee shall oversee all aspects of the Conference, including the signing of the contracts and advising each committee/subcommittee on any legal obligations.
8. **Contracts:** Prior to any contracts being signed, the Contracts Committee will work closely with the Legal Committee in determining the validity of each contract. Depending on the type of contract and requirements/details, the Committee will also seek advice on the negotiating points, etc.
9. **Tax-Exempt Status:** The Tax-Exempt Status Committee will be responsible for handling the tax-exempt status for the overall organization and advising any sponsoring organizations affiliated with the conference.
10. **Audit:** An audit of the conference financial reports shall be completed by the Audit Committee no more than 30 days following the event.

Appendix 1

Timeline for Technical Program

12 months prior to Meeting Committee Formation

12 months prior to Meeting Call For Papers

8 months prior to meeting Review of Abstracts

8 Months prior to meeting Acceptance of Abstracts

8 Months prior to meeting Announce Program to Marketing and Promotion Committee

8-6 months prior to meeting Review of Papers

6 months prior to meeting Reviewer Comments back to Authors

6 months prior to meeting Collect Copyright Transfers from All Authors

3 months prior to meeting Final Papers due (see author instructions on SNAME.org)

3 months prior to meeting Program Schedule

2 months prior to meeting Invite Discussions

3 months prior to meeting Invite Moderators

2 months prior to meeting Papers to Printer for books

1 month prior to meeting Papers to Printer for CD

Appendix 2

Timeline for Promotion

6 month Brochure

12 month prior to meeting (add info as obtained) Website

12 months prior to meeting Calendar Entries

8 months Prior to Meeting Press Release announcing meeting

8 months Prior to Meeting Press release announcing technical program

8 months Prior to Meeting Press release announcing keynote banquet and luncheon speakers

10 month prior to meeting E blast announcing meeting

6 mnths prior to meeting E blast announcing technical program

4 months prior to meeting E blast announcing keynote banquet and luncheon speakers

10 month prior to meeting Enewsletter article announcing meeting

6 month prior to meeting Enewsletter article announcing technical program

6 months prior to meeting Flyers

3 months prior to meeting Hire Photographer

1 Month Post Meeting Press Release

1 Month pos meeting Post Meeting enewsletter article

Checklist & Timeline

Detailed Conference Checklist (Pages 1-13)

At a Glance Conference Timeline

*The checklist and timeline are designed as guides and based on the planning process of a conference with approximately 200-250 attendees. Please adjust to suit the needs of your individual conference.

<p>Related Areas:</p> <ul style="list-style-type: none"> Conference Conference Conference Finance Publications Contracts 		<h2 style="text-align: center;">p Detailed Conference Checklist</h2>		
p	START	Determine and apply for sponsorship		
	24 months BEFORE start date	Obtain sponsorship		
	24-18 months BEFORE start date	Appoint General Chair and Conference Committee		
	24-18 months BEFORE start date	Contact the local Section of where the conference will be held		

		Related Areas: Conference Conference Conference Conference Finance Publications Contracts	þ Detailed Conference Checklist	
þ	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	24-18 months BEFORE start date <i>As soon as feasible - but no later than 18 months before the conference</i>	Register your conference, insurance coverage and be listed on the Conference Search and Call for Papers (CFP) listing.	Conference Information Schedule & Committee List	
	24-18 months BEFORE start date	Set forth the relationship and obligations of all involved parties in a Memorandum of Understanding (MOU), if applicable	Memorandum of Understanding (MOU), if applicable	
	24-18 months BEFORE start date	Contract conference management company, if applicable for site selection, registration management, conference logistics or exhibit management	Meeting Management Template, if applicable	
	24-18 months BEFORE start date	Select site and prepare contract with conference facility/venue and hotels	Contracts (Facility/Venue), if applicable	

Conference		Related Areas:		
		<ul style="list-style-type: none"> Conference Conference Conference Finance Publications Contracts Business Services 		
p Detailed Conference Checklist				
p	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	24-18 months BEFORE start date	Review Insurance coverage and determine if additional coverage is required		
	24-18 months BEFORE start date	Review tax information		
	18-15 months BEFORE start date	Develop communications plan, marketing materials and conference website		
	18-15 months BEFORE start date	Send request for proposal (RFP) to exhibit decorators and develop exhibitor prospectus, if applicable		
	18-15 months BEFORE start ^{date}	Begin outreach to educational institutions, corporations, government and industry for support and patronage		

<p>Conference</p> <p>Conference</p> <p>Conference</p> <p>Conference</p> <p>Finance</p> <p>Publications</p> <p>Contracts</p> <p>Business Services</p>		<p>Related Areas:</p> <p>Conference</p> <p>Conference</p> <p>Conference</p> <p>Finance</p> <p>Publications</p> <p>Contracts</p> <p>Business Services</p>		
		<h2 style="text-align: center;">p Detailed Conference Checklist</h2>		
p	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	18-15 months BEFORE start date	Apply for grants for conference support		
	15-12 months BEFORE start date	Develop process/identify system for paper management		
	15-12 months BEFORE start date	Develop technical program by determining topic areas, format and types of technical papers. Establish abstract submission, author notification and final paper submission deadlines.		
	15-12 months BEFORE start date	Establish a Call for Papers (CFP)		
	15-12 months BEFORE start date	Update conference website with a page/link about CFP information		

Related Areas: Conference Conference Conference Conference Finance Publications Contracts Business Services		Ⓟ Detailed Conference Checklist		
Ⓟ	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	15-12 months BEFORE start date	Establish a Visa process for international attendees and post on the conference website ** Visa processing times vary, encourage attendees to plan ahead.		
	15-12 months BEFORE start date <i>Earlier submission is strongly recommended</i>	Submit conference budget with written approvals		
	15-12 months BEFORE start date	General Chair and Finance Chair/Treasurer		
	15-12 months BEFORE start date	Submit updated committee list, if applicable		

		Related Areas:		
		Conference Conference Conference Finance Publications Contracts Business Services Bold = Required		
þ Detailed Conference Checklist				
þ	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	15-12 months BEFORE start date	Establish conference bank account for receipt and disbursement of conference funds		
	<i>The sole sponsor and co-sponsoring organizational units may issue advances to their conferences anytime during its life cycle. **Up to the conference start date</i>	Request and obtain loan from sponsoring organizational unit (OU), if needed		

		Related Areas:		
		Conference	Conference	Conference
		Finance Publications Contracts Business Services Bold = Required	Ⓟ Detailed Conference Checklist	
Ⓟ	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	Submit Pre- and Post-Conference forecasts by November 30th of each calendar year for accrual purposes.	Submit Pre- and Post- Conference forecasts		
	Between set up and close of conference	Secure W-8 and/or W-9 forms for tax compliance. In	W-8 & W-9 Forms	
	No later than January 10th of each year for all payments made in the previous calendar year	Submit annual report on foreign bank accounts		
	15-12 months BEFORE start date	Promote Call for Papers (CFP) and exhibit prospectus at current year's conference, if applicable		

Conference		Related Areas: Conference Conference Conference Finance Publications Contracts Business Services Bold = Required			<h2>Ⓟ Detailed Conference Checklist</h2>	
		Ⓟ	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done		
	15-12 months BEFORE start date	Review and reconfirm hotel, meeting space and room block				
	15-12 months BEFORE start date	Meet with previous year's conference committee to discuss best practices				
	12-9 months BEFORE start ^{date}	Create website/link for paper submissions for authors that hosts the pub schedule, submission instructions, copyright agreement, frequently asked questions (FAQs) and contact info. Work with paper management company, if applicable.				
	12-9 months BEFORE start date	Secure permission from related members using e-Notice				

		Related Areas:		
		Conference Conference Conference Finance Publications Contracts Business Services Bold = Required		
p Detailed Conference Checklist				
p	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	9-6 months BEFORE start date	Plan social activities and tour program, if applicable		
	9-6 months BEFORE start date	Send out RFPs for ground transportation and finalize contract, if applicable		
	6-4 months BEFORE start date	Launch registration site		
	6-4 months BEFORE start date	Complete paper review process. Finalize technical program. Notify speakers.		
	6-4 months BEFORE start date	Create and publish advanced program		
	4-3 months BEFORE start date	Solicit bids from printers and/or CD manufacturers based on accepted papers		

Conference		Related Areas:		<h2>þ Detailed Conference Checklist</h2>	
		Conference Conference Conference Finance Publications Contracts Business Services			
þ	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?	
	4-3 months BEFORE start date	Order attendee giveaways, speaker gifts, and/or conference shirts.			
	4-3 months BEFORE start date	Determine preliminary exhibitor space assignments, if applicable			
	4-3 months BEFORE start date	Request weekly reports from hotel(s) regarding rooms			
	2 months BEFORE start date	Review room block with hotel(s) against attendance and contract(s)			
	2 months BEFORE start date	Complete & print final program, advertising/publicity and registration reminders.			
	2 months BEFORE start date	Develop & finalize volunteer job functions/onsite needs.			
	6-4 weeks BEFORE start date	Deadline for early registration (predetermined date)			
	6-4 weeks BEFORE start date	Send prelim specifications [set up, catering, audio visual (AV)] to conference site. Order signage and recognition products (plaques, certificates and awards).			
	6-4 weeks BEFORE start date	Ship final program to conference site			

Conference		Related Areas:		<h2>Ⓟ Detailed Conference Checklist</h2>	
		Conference Conference Conference Finance Publications Contracts Business Services			
Ⓟ	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?	
	6-4 weeks BEFORE start date	Submit Pre-Conference forecast			
	2 days BEFORE start date	Confirm onsite logistics with venue (registration, exhibits, meeting rooms, food & beverage)			
	2 days BEFORE start date	Set-up registration area, exhibit space, information booth, office area.			
	HOLD CONFERENCE Conference Start & End Dates	Onsite registration			
		Monitor budget			
		Monitor daily activities and adjust onsite logistics as needed			
		Hold Post-Conference Wrap Up Meeting			
	1 week but no later than 30 days AFTER end date	Submit Conference Proceedings			
	1 week AFTER end ^{date}	Committee members submit final statistics and lessons learned			
	20 days AFTER end date	Registration clean up (process refunds, receipts and balances due)			
	1 month AFTER end date	Process outstanding bills			

Conference		Related Areas:		
		Conference Conference Conference Finance Publications Contracts Business Services Bold = Required		
p Detailed Conference Checklist				
p	WHEN actions/tasks should be completed (Recommended Deadlines)	WHAT actions/tasks need to be done	HOW to complete (Required Docs/Templates)	WHO can I contact if I have questions?
	1 month AFTER end date	Repay all loans		
	1 month AFTER end date	Submit Post-Conference forecast		
	3 months AFTER end date	Distribute surplus		
	3 months AFTER end date	Close conference bank account & submit proof of account closure		
	4-5 months AFTER end date	Prepare and submit all audit material to independent auditor		

	3-6 months AFTER end date	Submit final financial report with Certification of Accuracy		

Contact Staff:

Department

Phone

E-mail

DRAFT SYMPOSIA ORGANIZATIONAL MEMORANDUM (MJE/2.3.10)

SYMPOSIUM BASIC INFORMATION

Symposium Name:

Symposium Date:

Symposium Location:

Symposium Lodging Recommendations (with room rates):

Symposium Lead Sponsor Organization:

Symposium Co-Sponsoring Organizations:

Symposium Co-Sponsoring Organization Leadership (with contact information):

Symposium Co-Sponsor Primary Contacts (with contact information):

SNAME MEMBER LEADERSHIP (*portrait-style pictures requested)

Lead Symposium Organizer*:

Symposium Organizational Committee Members:

Program Lead*:

Logistics & Budget Lead:

Marketing Lead:

Sponsorship Development Lead*:

Proceedings Lead:

Relevant T&R Committees:

SYMPOSIUM PROGRAM OVERVIEW

500 Words: (describing need, history, purpose, etc. for development into marketing materials)

Format:

Tracks:

Sessions:

Schedule (as specific as possible):

Attendance Fees: (recommendation: this should be fixed for all SNAME Symposia)

Confirmed Presentations/Presenters (portrait-style pictures requested)

BUDGET & SPONSORSHIP

Budget Planning Documents (please attach):

Bank Information

Confirmed Sponsors (logos requested):

SNAME Budget Code (to be provided by HQ):

MARKETING DELIVERABLES:

Symposium Call for Papers (please attach)

Symposium Notice (specify delivery date)

Symposium Technical Program Schedule (specify delivery date)

Website (check the one that applies)

Internal (through SNAME HQ & SNAME.org)

External (through vendor, please provide URL)

Mailers Requested, (to be executed by HQ directed by the marketing lead):

Format:

Subject/Topic:

Delivery Date:

Audience:

Format:

Subject/Topic:

Delivery Date:

Audience:

Format:

Subject/Topic:

Delivery Date:

Audience:

Member Centered Communications (email blasts to be executed by HQ directed by the marketing lead):

Subject/Topic:

Delivery Date:

Audience:

Subject/Topic:

Delivery Date:

Audience:

Subject/Topic:

Delivery Date:

Audience:

Media Centered Communications (press releases to be executed by HQ directed by the marketing lead):

Subject/Topic:

Delivery Date:

Audience:

Subject/Topic:

Delivery Date:

Audience:

Subject/Topic:

Delivery Date:

Audience:

55	SHIPPING								
56	Total Shipping Expenses								
57	SPONSORS								
58	Sponsorship Fulfillment								
59	Sponsorship Commission								
60	Total Sponsor Expenses								
61	STAFF & VOLUNTEER								
62	Staff Travel - Transportation								
63	Staff Travel - Hotel								
64	Staff Travel - Meals								
65	President's Expense								
66	Total Staff & Volunteer Expenses								
67	SPEAKERS/ AUTHORS/ COMMITTEES								
68	Total Speakers/Authors/ Committees								
69	GENERAL MISCELLANEOUS								
70	Total General Misc								
71	MANAGEMENT FEES								
72	Management Fee								
73	Total Management Expenses								
74	TOTAL EXPENSES								
75	Net Surplus (Deficit)								



The 5th International Robotic Sailing Competition SailBot 2011



June 13-16, 2011
U.S. Naval Academy - Annapolis, MD

Click on the links for the following:

- [Notice of Event - SailBot 2011](#)
- [Sailing Instructions - SailBot 2011](#)
- [Class Rules - SailBot 2011](#)

Building on the success of previous SailBot Regattas, SailBot 2011, the North American competition for robotic sailboats will be held at the United States Naval Academy from June 13-16, 2011 at the U.S. Naval Academy in Annapolis, MD.

SailBot is an international competition for autonomously controlled sailboats. Aimed primarily at undergraduate student teams, the goal is to give engineering students a practical application of the topics they have learned, while also providing a fun way to learn project management in a multidisciplinary environment. A successful SailBot balances the needs of naval architecture, mechanical engineering, systems and electrical engineering, as well as project management.

The competition is open to the 2 meter SailBot Class and an Open Class (boats up to 4 meters in length - see the Class Rules for the actual requirements of each class).

The competition will consist of five events to test various aspects of the design, construction and control logic.

1. Fleet racing to test speed (non-manual rudder and sail control incurs no points penalty)
2. Station keeping to test logic
3. Endurance contest
4. Autonomous navigation contest to test precision.
5. Judges evaluation of a presentation on the design, construction and innovation

There is no entry fee to participate.

For more information and details:

Contact – Prof. Paul Miller, 2011 Event Chairman

phmiller@usna.edu

View the Sailbot 2011 website

<http://www.usna.edu/Users/naome/phmiller/SailBot/SailBot.htm>

Coming soon - Sailbot 2011 SNAME microsite

Sponsored by:





[SNAME.org](#) [Committees](#)

Welcome, Alana Alissa Yoshiko
[Profile](#) | [Communities](#) | [Logout](#)
 11 unread messages
 Complete your profile

[Home](#) | [Schedule](#) | [Conference](#) | [Expo](#) | [Sponsors](#) | [Accommodations](#) | [Travel](#) | [Fun](#) | [Contact](#) | [Register](#)

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Thank you for a wonderful Annual Meeting!

Visit the [2010 Annual Meeting Recap page](#) on www.SNAME.org.

The SNAME Annual Meeting is the only industry event that includes all the diverse technical interests and professional specialties in naval architecture, marine engineering and marine sciences.

- [40+ Hours of Technical Presentations](#)
- [Four Special Panel Discussions](#)
- [Expo of the Latest Technologies](#)
- [Student Program](#)
- [Courses for PE Credit](#)
- [Alumni Events](#)
- [Cutting-edge T&R & Innovation Sessions](#)
- [SNAME Banquet & Awards](#)
- [SNAME Golf Challenge](#)
- [2nd Annual SNAME Regatta](#)
- [NSRP Ship Production Symposium](#)
- [President's Reception & Luncheon](#)

Thank you to our sponsors!



Technical Papers: [Abstracts now online](#) & [Paper Drafts now online](#)



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**IT'S NOT TOO LATE!
YOU CAN STILL ATTEND THE SNAME ANNUAL MEETING & EXPO 2010**

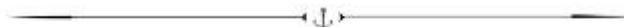
BELLEVUE, WA WELCOMES YOU!

***Online registration is now CLOSED so
REGISTER ON-SITE***

Full registration: \$745 members/ \$945 non-members
One day registration (Thursday or Friday): \$445 members/ \$645 non-members

WEDNESDAY, NOVEMBER 3

Expo: Free (Wednesday – Friday)



Courses: \$210 members/ \$410 non-members

Course 1 - Sailing Yacht Design Analysis by Dr. Robert Beck and Dr. Kevin Maki

This course will focus on the different analyses of the forces and moments on a sailing yacht, airfoil theory, keel and rudder design, sail design, model testing, and the use of computers in yacht performance analysis. A spreadsheet-based velocity prediction program and polar velocity diagram will be introduced. The course will draw heavily on the textbook [Principles of Yacht Design](#) by Larrson and Eliasson.

Course 2 - Naval Architecture for the Marine Professional by William H. Garzke and Michael Bateman

This course will feature a review of naval architecture that will cover the principles and development of lines drawings, ship hydrostatics, the use of Simpson's Rule, intact and damage stability, tonnage admeasurement, weight estimating, longitudinal strength, principles of structure, resistance and propulsion, and basic principles of arrangements. Sample problems illustrating naval

architecture theory will also be discussed. Attendees will be asked to work one problem in naval architecture at the end of the seven-hour session. The attendees' solutions will be discussed. An exam problem is necessary for those seeking Continuing Education credit.

Course 3 - Ship Production by Dr. Thomas Lamb

This course introduces Design for Production, which is the deliberate act of designing a product to meet its specified technical and operational requirements and qualify so that the production costs will be minimal through low work content and ease of construction.



President's Reception: \$70

Join President Keith Michel as he formally welcomes members and attendees to the 2010 Annual Meeting. All full-conference attendees are welcome to attend or you may purchase a ticket for \$70. A cash bar and heavy appetizers are there to enjoy.

THURSDAY, NOVEMBER 4

Expo: Free (Wednesday – Friday)

Innovation Sessions: Free (Thursday – Friday)

10:30am – 11:30am: Altair Engineering

"Next Generation Simulation Technology for Safe, Durable and Cost Effective Ship and Offshore Structure Design"

12:00pm – 1:00pm: Formsys

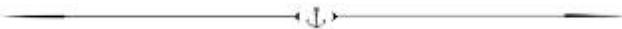
"New tools for offshore and ship structural analysis and design"

2:30pm – 3:30pm: NAVSEA

"How to apply for a government job?"

4:00pm – 5:00pm - NEi Software and DRS Defense Solutions, LLC

"Efficient Ship Hull Modeling & Design Analysis using the incorporated global hull capabilities of MAESTRO and the local hull analysis capabilities of NEi Software"



Students and Young Professionals Job Fair: Free to Attend/ Call to Sign up for a Booth

Open to the next generation of Naval Architects and Naval, Ocean and Marine Engineers, employers have the opportunity to meet the industry's up and coming leaders. If you're interested in registering your company for a booth, contact [Alana Anderson](#) ASAP!



Banquet: \$125

The SNAME Annual Banquet is always a highlight of the Annual Meeting. Good food, fine wine, and the fellowship of SNAME members from around the world combine to make the banquet a cant-miss event. The 2010 Annual Meeting [Banquet Speaker is Fred Harris](#), President of General Dynamics NASSCO and also includes the presentation of SNAME's [highest awards](#).

FRIDAY, NOVEMBER 5

Expo: Free (Wednesday – Friday)

Innovation Sessions: Free (Thursday – Friday)

8:30am - 9:30am: U.S. Coast Guard

New Vessel Regulations: USCG to Inspect Towing Vessels

For more information on the Annual Meeting & Expo, please visit the [website](#).
For general questions, please contact Alana Anderson via [email](#) or directly at (201) 499-5066.

If you would rather not receive future communications from The Society of Naval Architects, let us know by clicking [here](#).
The Society of Naval Architects, and Marine Engineers 601 Pavonia Avenue, Jersey City, NJ 07306 United States



The Society of Naval Architects & Marine Engineers

SNAMeNewsLetter

Members-only update of SNAME News • Around the Society & Around the World

To contribute to future issues please contact Alana Anderson at alana@sname.org

MARCH 1, 2011

WHAT'S NEW @SNAME

- **NOTE: THIS IS ONLY A REMINDER - IF YOU HAVE RENEWED FOR 2011, PLEASE DISREGARD** March is here and if you have not yet renewed, please do so! You can renew four easy ways:
1) [Online](#); 2) Send an email to [Alana Anderson](mailto:Alana.Anderson@sname.org) or to [Linda Davis](mailto:Linda.Davis@sname.org); 3) Via Fax at (201) 798-4975; 4) By Mail to 601 Pavonia Avenue, Suite 400/ Jersey City, NJ 07306

2011 ANNUAL MEETING & EXPO

- [Save the Date: November 16-18, 2011 at the Hyatt Regency Houston in Houston, TX](#)
- [Is your company/organization interested in being a part of the Expo?](#)

MEMBERSHIP

- [The National Council of Examiners for Engineering and Surveying \(NCEES\) continues to press forward on its initiative to implement recent changes in their Model Law that call for increasing the minimum academic and/or experience requirements for Professional Engineer Licensure. The Society has taken a position in opposition to this initiative](#)
- **NOTE: THIS IS ONLY A REMINDER - IF YOU HAVE RENEWED FOR 2011, PLEASE DISREGARD** March is here and if you have not yet renewed, please do so! You can renew four easy ways:
1) [Online](#); 2) Send an email to [Alana Anderson](mailto:Alana.Anderson@sname.org) or to [Linda Davis](mailto:Linda.Davis@sname.org); 3) Via Fax at (201) 798-4975; 4) By Mail to 601 Pavonia Avenue, Suite 400/ Jersey City, NJ 07306

PUBLICATIONS UPDATE

- [Over its 118-year history, Society members have written and published millions of pages of original research, technical papers, books and other content. These have established SNAME as a world-wide leader in the advancement in naval architecture and marine engineering. A large percentage of this historic legacy is available online. Researchers can search online technical papers](#)
- [Technical papers are now available for electronic download immediately after purchasing by hovering over 'My SNAME' and clicking on 'My Purchased Papers' in the upper right-hand side of the website](#)
- [Contact our Publications Sales Associate, Tommie-Anne Faix via email or directly at \(201\) 499-5068 if you need assistance with any publications, journals and subscriptions](#)

T&R COMMITTEE

- [Are you interested in joining one of SNAME's many T&R Committees? Contact T&R Chair Dave Helgerson for more information](#)
- [Do you have any relevant T&R news you would like to share with the SNAME membership? Contact](#)

[Karin Goodwin](#) for more information about the Technical and Topical eNewsLetter

- [Coming Soon in April: SNAME's first Webinar brought to you by Panel 0-50, in conjunction with the Southeast Section on the topic, "The Cost of Quality in the Maritime Industry." Contact Chair, Doron Zilbershtein for more information](#)

WWW.SNAME.ORG

- [Petros Lalangas](#) has been a dedicated SNAME member since 1959 and established the Greek Section in 2002. "Singariteeria" to our March Member of the Month
- [Search for candidates and/or Post your resume on the SNAME Career Center](#)

STUDENT MEMBERS

- [Don't forget to renew! Your renewal date recently changed from August 31 to January 1](#)
- [If you are graduating in 2011, send us your updated contact information and receive a free SNAME gift PLUS Associate Member status at the student renewal rate](#)
- [Please contact Alana Anderson at HQ if you graduated prior to 2010 and are still considered a Student Member](#)
- [If you are interested in contributing to the SSC Students eNewsLetter, email Noble Davidson, SSC Communications Chair](#)
- [Want to get involved with planning the Student Program at the 2011 Annual Meeting & Expo?](#)

SNAME COMMUNITY

SeaPerch, Volunteer Opportunities, Outreach

- [Register now for the Stevens Institute of Technology - WebCampus Spring II Session. Classes begin on Monday, March 28 and end on Friday, July 1](#)
- [Volunteer for the Job Shadowing Project at Bergenfield High School on Thursday, April 7. Serve as a mentor to Junior High School Students interested in the engineering field for at least 4 hours between 9am - 3pm. Contact Stephanie Rossi for more information on this one-day program](#)
- [Teachers Build Underwater Robotics - The Connecticut Tech Ed Teacher's Association featured on the news for the first SeaPerch Meeting](#)
- [2011 Delaware Technology Student Association \(TSA\) State Conference: Invitation for Judges - The Engineering & Technology Education programs \(grades 6-12\) in Delaware offer as a part of their curriculum a conference that feature competitive events for students. The students who advance from the state conference are invited to represent Delaware at the National TSA conference that will be held this summer in Texas. The conference will be held at the Delaware State Fair Grounds in Harrington, Delaware on April 20 & 21. Contact Mike Fitzgerald for more information](#)
- [OTC volunteers wanted - Members of the Texas section are encouraged to volunteer for arrangements, student activities or registration. Volunteers will be provided with complimentary parking and show badge, with a stipend to organizations providing 8 volunteer days \(16 half-day shifts\). Contact Alana Anderson for details](#)

UPCOMING EVENTS AND CALLS FOR PAPERS

- [The Chesapeake Sailing Yacht Symposium - March 18-19/ Annapolis, MD](#)
- [CMA Shipping 2011 - March 21-23/ Stamford, CT](#)
- [MARSTRCUT 2011, 3rd International Conference on Marine Structure - March 28-30/ Hamburg, Germany](#)
- [EVER11 Ecological Vehicle and Renewal Energy Conference - March 31-April 3/ Monte-Carlo, Monaco](#)
- [Port & Terminal Technology USA 2011 - April 12-13/ Houston, TX](#)
- [2011 Offshore Technology Conference \(OTC\) - May 2-5/ Reliant Center, Houston TX](#)

- [Oceantech 2011 - May 17-19/ Newport, RI](#)
- [Sailbot 2011: The 5th International Robotic Sailing Competition - June 13-16/ U.S. Naval Academy, Annapolis, MD](#)
- [Seawork Conferences - June 14-16/ Port of Southampton](#)
- [International Maritime Association of the Mediterranean - September 13-16/ Genoa, Italy](#)
- [FAST 2011 - September 26-29/ Honolulu, HI](#)
- [XXII COPINAL - September 27 -30/ Buenos Aires, Argentina](#)
- [OTC Brasil - October 4-6/ Rio de Janeiro](#)
- [OTC Brasil: Call for Papers -This conference will address the latest advances, challenges, and opportunities for the deep- and ultra-deepwater offshore sector in Brazil and around the world. Deadline is March 1](#)
- [IBEX 2011 - October 17-19/ Louisville, KY](#)
- [SNAME Annual Meeting & Expo 2011 - November 16-18/ Houston, TX](#)
- [International WorkBoat Show 2011 - November 30 - December 2/ New Orleans, LA](#)

2012 SYMPOSIA AND EVENTS

- [Icetech 2012 - September 17-20/ Banff, Canada](#)
- [2012 Offshore Technology Conference \(OTC\) - April 30-May 3/ Houston TX](#)

March 2011- Toboy

Toboy is an icebreaking standby/supply ship serving the Varandey Offshore Terminal in the Barents Sea. Built by Keppel Singmarine and delivered to LUKOIL in 2008, Toboy carries out various operations on a year-round basis, including assisting shuttle tankers in maneuvering, mooring, and riding at the terminal; performing rescue and emergency functions; and performing underwater engineering and towing operations.

[Read the full vessel report in the January 2011 issue of \(mt\)](#)



Toboy

NEWS from

the Society of Naval Architects and Marine Engineers



601 Pavonia Avenue, Jersey City, New Jersey 07306
Tel. 201-499-5055 Fax: 201-798-4975 www.sname.org

September 29, 2010

NEWS RELEASE - for use immediately

SNAME PRESENTS 2010 AWARDS

In addition to the 2010 William M. Kennedy and Elmer A. Hann Awards, the following awards will be presented at the Society's President's Luncheon on Friday, November 5, 2010, during the Annual Meeting & Expo in the Hyatt Regency Bellevue Hotel, Bellevue, Washington.

50-Year Membership Certificates

Membership Certificates representing 50 years of SNAME membership will be presented in 2010 to Donald A. Atkins, Roderick A. Barr, Norman K. Berge, George F. Chandler, III, Peter J. S. Cheng, John C. Couch, G. R. Dicovi, William S. Ellis, Louis W. Gomlick, Cyrus Hamlin, Roy L. Harrington, Sung H. Hong, James L. Howard, Tse F. Huang, Arys H. Huizinga, William H. Johnston, Joseph G. Koebel, Jr., John S. Lansberry, Donald Liu, Roy D. Mackeen, Ignazio Majolino, George Mara, David F. McMullen, Harold H. Otto, Percy C. Overman, Michael D. Pearlman, Robert I. Price, Arthur C. Sargent, Robert A. Sleiertin, Gilbert J. Snyders, Robert J. Tirard, Charles G. Visconti, John F. Wing, Chien C. Wu, Yasufumi Yamanouchi, and Donald R. Yearwood. As of today, two of the 50-Year members will attend the luncheon.

The 2010 Vice Admiral E. L. Cochrane Award for the best paper published in Marine Technology will be presented to Yasuhira Yamada.

The 2010 American Bureau of Shipping-Captain Joseph H. Linnard Prize for the best paper contributed to the Annual Meeting and appearing in the Transactions of the Society (2009) will be presented to Emilio F. Campana, Daniele Peri, Yusuke Tahara, Manivannan Kandasamy and Frederick Stern.

The 2010 Distinguished Service Award for dedicated personal service and/or technical contributions to the Society will be awarded to H. Paul Cojeen.

Certificates of Appreciation will be presented to Edward N. Comstock, Stavros Hatzigrigoris, Edward M. Lewandowski, Naresh M. Maniar and Richard L. Storch.

SNAME Student Paper Awards for outstanding Student papers presented at a Section will be awarded as follows:

Graduate Paper Honor Prize – Dimitrios Laskos, for his paper “Design Methods for Optimum Contra-Rotating Propellers”

Graduate Paper Award – Iason Dimou, Philippe Menard, Emmanouil Sarris, and Roberto Urrutia, for their paper “DDG-51 Flight IIA Modified Repeat Project: Area Air Defense Destroyer (AADD)”

Undergraduate Paper Honor Prize – James Jorgensen, Daniel Langston, Timothy Olah, and Sarah Bradley, for their paper “Heartland Waterways Vessel Tug and Barge Variant”

Undergraduate Paper Award – Alex R. Quintal, for his paper “Hydrokinetic Turbine Featuring Variable Flux Generation (VFG)”

The Faculty Advisor of the Year Award

A new award to recognize Outstanding Faculty Advisors will be presented for the first time, “The Faculty Advisor of the Year Award.” This award will be presented to Dr. Robert E. Randall, Texas A&M University, College Station, Texas, for his leadership and service qualities that have contributed to the program and operations of a Student Section of the Society. In addition to recognizing an Outstanding Faculty Advisor, thanks to a generous donation by Bruce and Dorothy Johnson, a Scholarship, namely, the Bruce and Dorothy Rylander Johnson Scholarship will be awarded to a deserving student member from the respective Student Section. Student Member Cynthia Vittone of the Texas A&M University Student Section will be the first recipient of the Bruce and Dorothy Rylander Johnson Scholarship. Dr. Johnson will make the presentation at the luncheon.

BTrentham-9/29/2010

SNAME Press Release October , 2008

contact: Alana Anderson • aanderson@sname.org • 201.499.5066



SNAME Announces 2009 Annual Meeting

October 21-23, Rhode Island Convention Center, Providence

JERSEY CITY, NEW JERSEY (USA) – Wednesday, September 23 is the deadline for early registration discounts of up to \$US200 for the Society of Naval Architects and Engineers (SNAME) 2009 Annual Meeting and Expo.

The world's foremost gathering of professionals in naval architecture, marine engineering and marine sciences will take place October 21-23 at the Rhode Island Convention Center in Providence, Rhode Island.

SNAME 2009 features an expanded range of technical paper topics, more continuing education courses and new panel discussions. Attendees may also participate in a variety of other networking and social activities, including a golf outing and the First Annual SNAME Sailing Regatta, with racing out of Sail Newport aboard J22s.

Just an hour from Boston and three hours from New York City, Providence offers convenient interstate highway access, an airport just ten minutes from downtown with more than 160 direct flights and fast and reliable AMTRAK rail service. The headquarters hotel – the Westin Providence – is directly connected to the Rhode Island Convention Center. Within walking distance are a variety of gourmet restaurants and historic attractions.

To register for the SNAME 2009 annual meeting and expo, view the conference schedule and abstracts of technical papers to be presented, visit www.snameexpo.com.

SNAME is an internationally recognized nonprofit technical society of individual members serving the maritime industry dedicated to advancing the art, science, and practice of naval architecture, shipbuilding, ocean engineering, and marine engineering.



SNAME 2009
ANNUAL MEETING & EXPO
Where Industry & Technology Meet

The Society of Naval Architects and Marine Engineers is an internationally recognized non-profit, technical, professional society of individual members serving the maritime and offshore industries and their suppliers. Founded in 1893, the Society comprises over 10,000 individuals throughout the United States, Canada and abroad. Membership is open to all qualified applicants in or associated with the maritime, offshore, and small craft industries

The Society of Naval Architects and Marine Engineers

601 Pavonia Ave. Jersey City, N.J. 07306 • phone (201) 798-4800 • fax (201) 798-4975 • www.SNAME.org

SNAME Press Release May 10, 2010

contact: Nancy Ostin • nostin@sname.org • 201.499.5057



SNAME Announces Annual Meeting Banquet Speaker: Fred Harris, President, General Dynamics NASSCO

Frederick J. (Fred) Harris will be the Banquet Speaker at the [2010 Annual Meeting](#) of the Society of Naval Architects and Marine Engineers. The Annual Meeting will be held November 3-5 in Bellevue/Seattle, Washington. Mr. Harris is a long-time member of the Society and a well-respected leader in the maritime industry.

Fred earned a Bachelor of Science degree in Marine Engineering from Maine Maritime Academy in 1967. He sailed for several years in the U.S. Merchant Marines, notably aboard SS *Transglobe*, the most decorated American merchant ship in the Vietnam War. He received a masters degree in Business Administration from Babson College.

Fred began his shipbuilding career in 1973 as a Senior Systems Engineer for General Dynamics Electric Boat in the TRIDENT Nuclear Submarine Project. He went on to become Chief of Engineering, Main Machinery Components for the SEAWOLF Class Submarine Program and Director of the Advanced Propulsion Plant Technology Program for these vessels. As Director, Fred developed the concept and architecture of the integrated electric drive propulsion system. This approach to electric propulsion is the U.S. Navy's preferred solution for most ships.

Beginning in 1997, Fred earned a series of promotions at Electric Boat, including Vice President and VIRGINIA Class Program Manager, and Senior Vice President of Programs. As Senior Vice President, Fred was responsible for all new design, lifecycle, repair and business development programs. The VIRGINIA Program is recognized as the U.S. Navy's premier shipbuilding program.

In 2005, Fred became President of the General Dynamics NASSCO shipyard in San Diego. He is credited with developing what is recognized as the second most successful U.S. Navy shipbuilding program, the T-AKE class. Under Fred's leadership, General Dynamics NASSCO has delivered nine T-AKE ships to date. During this same period, NASSCO signed the largest commercial contract in the company's history to build nine product tankers.

A maritime industry leader, Fred participates in numerous associations dedicated to stimulating U.S. shipbuilding such as the Title XI Federal Loan Guarantee Program. Fred is a member of the American Bureau of Shipping Council, The National Academies of Sciences, Transportation Research Board, and the American Shipbuilding Association.

The [SNAME Annual Meeting](#) is the Society's largest annual event. The Banquet is November 4th, tickets are \$125.

The Society of Naval Architects and Marine Engineers is an internationally recognized non-profit, technical, professional society of individual members serving the maritime and offshore industries and their suppliers. Founded in 1893, the Society comprises over 10,000 individuals throughout the United States, Canada and abroad. Membership is open to all qualified applicants in or associated with the maritime, offshore, and small craft industries



Frederick J. (Fred) Harris

The Society of Naval Architects and Marine Engineers

601 Pavonia Ave. Jersey City, NJ 07306 • phone (201) 798-4800 • fax (201) 798-4975 • www.SNAME.org

SNAME Press Release October 4, 2010

contact: Nancy Ostin • nostin@sname.org • 201.499.5057



SNAME Releases Comprehensive Technical Program for the 2010 Annual Meeting & Expo

40+ Hours of Technical Presentations Highlight Leading Maritime Industry Event
November 3-5 in Seattle/Bellevue, Washington

The Society of Naval Architects and Marine Engineers (SNAME) unveiled its impressive list of papers, presentations and panel sessions comprising the 2010 Annual Meeting Technical Program. Abstracts of technical papers to be presented are now available to all on www.SNAME.org and the Annual Meeting website, www.SNAME.org/SNAME/AM. Annual Meeting Registrants have online access to the current drafts of the technical papers to be presented. The [Technical Program Schedule](#) for November 4th and 5th is also now posted.

The Technical Program offers comprehensive content which includes the following (click on titles for complete information):

[SNAME Technical Papers](#): SNAME papers provide in-depth coverage of specific areas of interest to naval architects and marine engineers. Papers are accompanied by a presentation by the author. These papers are candidates to be compiled in the 2010 Transactions, the 117th annual printing of the most prestigious publication of SNAME. Fourteen papers covering a wide range of topics are currently scheduled for presentation at the 2010 Annual Meeting.

[Ship Production Symposium](#): The SPS will be a vital element of the SNAME Technical Program in 2010. Supported by the [National Shipbuilding Research Program](#), SPS presentations will run concurrent to SNAME Technical Paper presentations. 19 SPS Presentations, including the release of ten SPS papers, are currently scheduled for the 2010 Annual Meeting.

[Panel Discussions](#): The Annual Meeting will feature four cutting-edge Special Panel Sessions. The international panelists will focus their discussions in the areas of Arctic Shipping and Logistics, Shipyard Production, Public Sector Ship Acquisitions, and Waterborne Commuter Transportation.

[Technical & Research Program Sessions](#): By means of its [T&R Program](#), SNAME encourages and sponsors maritime research into areas of the ocean sciences. Several SNAME T&R Committees and Panels will be providing insight into the cutting-edge research to be documented in future [Technical and Research Bulletins and Reports](#).

[Courses for PE Credit](#): The SNAME Annual Meeting will provide accreditation support to professional engineers in 2010 through three course offerings, titled Naval Architecture for the Marine Professional, Sailing Yacht Design Analysis, and Ship Production. Each will provide accreditation for 7 professional development hours.

[Student Paper Presentations](#): A core part of the SNAME Annual Meeting is the student program, which allows students the opportunity to present papers and earn recognition for their intellectual accomplishments.

[Special Session on New USCG Regulations for Towing Vessels](#): The towing industry in the US will undergo a major change in the near future when towing vessels become USCG inspected vessels. The USCG will present this program to build awareness of current issues and anticipated changes as related to marine engineering and construction.

The 2010 SNAME Annual Meeting will be held in Bellevue/Seattle, Washington, from November 3-5, 2010. The Technical Program will be held on Thursday, November 4, and Friday, November 5. Over 1,000 Naval Architects, Marine Engineers and other maritime professionals are expected to attend. [Registration is now open](#).

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SNAME Press Release October 28, 2010

contact: Nancy Ostin • nostin@sname.org • 201.499.5057



SNAME Arctic Section Hosts ICETECH Symposium Featured Presentations & Technical Papers on Arctic Maritime Technologies September 20-23 in Anchorage, Alaska

The Society of Naval Architects and Marine Engineers (SNAME) Arctic Section concluded its impressive semiannual International Conference and Exhibition on Performance of Ships and Structures in Ice (ICETECH 2010) Symposium on September 23. The symposium was hosted in conjunction with Alaska's Institute of the North (ION).

ICETECH 2010 was a resounding success, exceeding expectations in number of delegates, quality of papers, and enjoyable operation. Co-chairs for the symposium were Frank Bercha (SNAME), Nils Andreassen (ION), and Lawson Brigham (University of Fairbanks). It was possible only with the hard work of the Organizing Committee (pictured below).

Many hands shared in the success of the symposium. In a statement, the organizing committee acknowledged all those who contributed, including "the sponsors and exhibitors, SNAME and ION, the audiovisual team, the tour guides, the Hotel Captain Cook staff, and, most of all, the delegates and accompanying persons who ensured its success."

Symposium participants included 211 technical delegates, 28 accompanying persons, 19 sponsors, and 18 exhibitors. Seven plenary papers and over 50 technical papers from 14 different countries were presented. The event also featured an exciting social and accompanying persons program. The presentation program, the events, the setting, and the attendees and sponsors made the event very enjoyable as well as technically sound.

Each day's technical program began with plenary papers which covered ice risk management, offshore arctic developments, changing Arctic ice conditions, Arctic EER, shipping regulatory framework, Norwegian arctic history, and Russian arctic history. Two specialty panels were held, one on Arctic Marine Shipping Assessment (AMSA) and one on Arctic Escape Evacuation and Rescue (EER). A pre-conference CD was issued to all delegates. A post conference proceedings CD is in preparation and will be mailed out to all registered delegates with additional copies available for purchase.

The social and tour programs included an icebreaker reception on Monday evening, a banquet on Tuesday featuring entertainment by Alaska's Pamyua, and, on Wednesday, the Alaska Quyuana at the Alaska Native Heritage Centre. Following the presentation of awards and closing ceremony on Thursday, events concluded with a tour of the Port of Anchorage. These and other social opportunities comprised a full and successful extracurricular menu.

For further details on ICETECH 2010 and the availability of proceedings, visit www.ICETECH10.org

The SNAME Arctic Section has already begun planning ICETECH 2012, scheduled for the Banff Centre (Banff, Alberta, Canada) for September 17 to 20, 2012. Further details will be announced on www.SNAME.org as they become available.

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ICETECH 2010 Organizing Committee
(left to right) Dave McGonigal (Treasurer), Nancy Hemsath (Co-ordinator), Ben Seligman (Sponsors), Merv Edgecombe (Program), Alex Brovkin (Papers), Frank Bercha (Co-chair), Leo Blas (Treasurer), John Cologgi (Liaison), Nils Andreassen (Co-chair), Dick Prentki (Papers)
(inset below) Orson Smith (Papers), Susan Bercha (Secretariat) Lawson Brigham, (Co-chair)

Mailer example

Outside

(shows when folded)

(shows when folded)



**Climate Change and Ships:
Increasing Energy Efficiency**

February 16-17, 2010 • MITAGS, Linthicum MD, USA

Please register online at www.sname.org/sname/climatechange or use the form below to register by mail or fax. Return this form to SNAME by

mail: SNAME Symposia Registration - 601 Pavonia Ave. - Jersey City, NJ 07306

fax: (201)798-4975

Please Print Clearly or Type All Information

Name _____

Organization _____

Position _____

Address _____

City/State/ZIP _____

Phone _____ Fax _____

E-Mail _____

Special Needs (Physical, Dietary, etc.) _____

REGISTRATION, TRANSPORTS, AND REWARDS: Gasoline rates by air, lodging and car rental are not included. A \$50 administrative fee will be applied to all refunds and transfers.

Registration includes: Technical Program on day(s) of attendance • Lunch on day(s) of attendance • Reception • Proceedings • Exhibits

(Through February 8)		(After February 8)	
<input type="checkbox"/> Member/Government	\$ 495	<input type="checkbox"/> Member/Government	\$ 540
<input type="checkbox"/> Non-Member	\$ 540	<input type="checkbox"/> Non-Member	\$ 595
<input type="checkbox"/> Membership & Symposium	\$ 620	<input type="checkbox"/> Membership & Symposium	\$ 680
<input type="checkbox"/> Presenter* (day(s) of presentation only)	\$ 50	<input type="checkbox"/> Presenter* (day(s) of presentation only)	\$ 50
<input type="checkbox"/> Presenter** (including additional day(s))	\$ 130	<input type="checkbox"/> Presenter** (including additional day(s))	\$ 140

Presenters: Registration is free on the day(s) of presentation (includes access to Technical Sessions, lunch on the day(s) of presentation, any materials on the day(s) of presentation, author's breakfast(s) on day(s) of presentation, and exhibits. If you are only presenting on one day and would like to attend for the days that you are not presenting, please register for the additional day rate above. Please indicate the day of presentation here: Tuesday Wednesday

Advance Payment is Required
Please check method of payment:

Enclosed check or money order made out to "SNAME" Approved Purchase Order is attached

Bill to my: Mastercard Visa American Express Discover

Card Number: _____ Exp. Date: _____

Signature: _____

Exhibitor Sponsorship

We want to _____ exhibit space(s) at the following rate:

Pop-Up Booth (10x10) at \$1,800 Table-Top Space(s) \$600 Small Business Poster(s) at \$750

We want to be a sponsor at the following level:

Advertiser (\$15,000) Captain (\$10,000) Commander (\$7,500)

Lieutenant (\$5,000) Ensign (\$3,000) Midshipman (\$1,000)

Organization Information (this information will be used in the program book)

Organization: _____

Contact: _____

Address: _____

City/State/ZIP: _____

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**Climate Change and Ships:
Increasing Energy Efficiency**
a SNAME & Marine Board Symposium

FEBRUARY 16 & 17, 2010

THE SOCIETY OF NAVAL ARCHITECTS & MARINE ENGINEERS
601 PAVONIA AVENUE
JERSEY CITY, NEW JERSEY 07306





Joe Snamemember
1000 Ship Shape St.
NY, NY 10001



**Climate Change and Ships:
Increasing Energy Efficiency**

February 16-17, 2010 • MITAGS, Linthicum MD, USA

SYMPOSIUM

Presented by
The Society of Naval Architects & Marine Engineers
and
the Marine Board of the National Academies

Global climate change and governmental responses to environmental concerns are significantly impacting all maritime industries.

The Climate Change and Ships: Increasing Energy Efficiency Symposium will address several important aspects of these dynamics. Symposium Registrants are welcome to attend all three tracks:

- Greenhouse gases and the Energy Efficiency Design Index
- Greenhouse gases and technical and operational measures to increase energy efficiency; and
- Maritime economics and market based mechanisms

All current information & registration online at:
www.sname.org/sname/climatechange



MARITIME INSTITUTE OF TECHNOLOGY & GRADUATE STUDIES
Linthicum Heights, Maryland

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18 inches

Inside



**Climate Change and Ships:
Increasing Energy Efficiency**



February 16-17, 2010 • MITAGS, Linthicum MD, USA

schedule of events

Tuesday February 16, 2010

Opening and Keynote Speech

8:30am Welcome and Introductory Remarks:
Keith Michel, President of SNAME and Malcolm Mackinnon III, Chairman of the Marine Board

8:40am Keynote Speaker:

Chris Grundler, Deputy Director of EPA's Office of Transportation and Air Quality and the Chief Executive of the National Vehicle and Fuel Emissions Laboratory in Ann Arbor, Michigan.

Session #1: Energy Efficiency Design Index for New Ships

9:15am Session Introduction .
9:20am to Noon: Presentations
Noon - 1:30pm Lunch

Session #2: Maritime Economics of Market Based Mechanisms

1:30pm Session Introduction
1:35pm to 4:00pm Presentations
5:00pm Adjourn
5:30 - 6:30pm: SNAME President's Reception

Wednesday, February 17, 2010

Session #3: Technical Measures and Operational Measures to Increase Energy Efficiency

8:00am Session Introduction,
8:05am 10:30am: Presentations
Lunch 11:30 - 1:00pm

Breakout Sessions 1:00pm to 3:20pm

Adjourn 3:30pm

sponsors



key papers & presentations

Climate Change Regulations - Consequences for Ship Design in a Rapidly Changing Environment,*
D. Braxton Schwarz, Det Norske Veritas

Influence of Ship Design Parameters on the Calculation of the Energy Efficiency Design Index (EEDI)
John Larkin, Herbert Engineering Corp.

An Evaluation of the Energy Efficiency Design Index (EEDI) Baseline for Tankers, Containerships, and LNG Carriers
Yoshi Ozaki, American Bureau of Shipping

Efficiency Metrics for New versus Existing Ships
Hugh Harris, Office of Transportation and Air Quality, U.S. EPA

A Global Cap-and-Trade Scheme for Maritime Transport
Dr. Jasper Faber, CE Delft (Netherlands)

US Gov. Perspective on Market-Based Instruments for Shipping
Brian Muehling, Office of International Affairs, U.S. EPA

Marginal Abatement Costs of CO2 Emissions Reduction and Market Based Mechanisms and the Pricing of Credits
Bruce Russell, Director, JS&A Environmental Services

An Example of Calculating the Marginal Abatement Cost of Employing Technologies and Operational Measures to Reduce Ship-Generated for CO2 Emission

Dr. Haifeng Wang, Maritime Economist, International Council on Clean Transportation

Macro Aspects of the Proposed Energy Efficiency Regulations and the Transition of the Shipping Industry
Peter Wallace, Director Commercial Marine, Conoco-Phillips

Carbon Foot Printing for Ports
Sarah Flagg, Port of Seattle

Optimizing Energy Efficiencies in the Terminal
Michael Gaffney, Executive VP Alaris Companies, LLC

Emission ARC's: Formation, Reduction, and Control plus Leading Marine Engine Technologies
John Hatley, VP Wärtsilä, North America

Hull and Propeller Performance Monitoring: Fuel Conservation and Emission Reduction
Daniel Kane, VP, Propulsion Dynamics

An Operator's Initiatives to Mitigate Climate Change
David Rodgers, Director New Buildings, Horizon Lines

All current information & registration online at:
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venue

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lodging



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Book Lodging Reservations: 866-900-3517

sponsorship opportunities



Keith Michel
SNAME President,
CEO, Herbert Engineering
Phone: 510.614.9700

Please contact SNAME President Keith Michel with sponsorship inquiries: Additional sponsorship opportunities exist for those companies and organizations wishing to lead the promulgation of knowledge on the important issues considered by the Symposium. Sponsors are identified in the Symposium Proceedings and online.

more information

Symposium information is online at
www.sname.org/sname/climatechange

Feel free to contact Symposium lead organizer Bruce Russell with any questions.



Bruce Russell
Chair, Symposium Steering Committee,
Chair of the SNAME T&E Environmental
Engineering Committee
Email: Phone: 301.056.1751



11 inches

18 inches

THE SOCIETY OF NAVAL ARCHITECTS AND MARINE ENGINEERS

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A should be: Clear, concise, complete, and original, with scientific merit and logic, with assumptions fully identified, and data and computation results presented with their uncertainty, and with actual accomplishments of the work plainly stated and fairly appraised.

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Date

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Author(s)

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Check the boxes that best describe the following features of the manuscript.

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FOR PUBLICATION IN THE PROCEEDINGS AND FOR PRESENTATION

This paper is: (check only one place)

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Acceptable with minor revisions*
Acceptable with major revisions* (additional review required after revision)
NOT ACCEPTABLE*

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(Continue on additional pages if necessary, or, if more convenient, attach remarks on separate pages.)

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Reviewer's Signature _____

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Originality/Scientific merit	<input type="checkbox"/>				
Contribution to the marine field	<input type="checkbox"/>				
Completeness of the reported work	<input type="checkbox"/>				
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Reference to the work of others	<input type="checkbox"/>				
Long term Reference Value	<input type="checkbox"/>				
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Memorandum of Understanding
for
(Symposia Name Here)
between
SNAME (The Society of Naval Architects and Marine Engineers)
and
(Society Name here)

MEMORANDUM OF UNDERSTANDING for cooperation between the Society of Naval Architects and Marine Engineers (SNAME) and (Name of Society here) (both not-for-profit corporations registered in New York and (city), respectively). SNAME and (Acronym) shall be referred to hereafter as the Societies whenever addressed jointly.

PREAMBLE: SNAME and (Acronym) both have long established records of promoting the exchange of technical information within the maritime engineering community and helping to advance the state of the art within the maritime engineering professions. The Societies have jointly decided to hold a (Symposia Name Here) on (dates here)

OBJECTIVE: (List the theme and objectives of the symposia and program structure here: peer reviewed technical papers, presentations, keynote, breakout sessions, panel discussions, exposition)

RIGHTS AND RESPONSIBILITIES:

Administrative:

(Acronym) will be responsible for identifying venue for symposia, arranging contracts, identifying keynote speaker, insurance (liability, meeting cancelation, etc), catering expo services, security and AV

Teleconferencing Service will be arranged by (Acronym) for meeting planning

Peer Review:

The peer review process will be conducted using e groups on sname.org. the peer review will be conducted by a papers committee formed of (define here).

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(Acronym) will be responsible for securing final PDFs from all authors and creating the (CD/Print) Proceedings. The proceedings will be made available to all conference registrants (before/at) the meeting. Additional quantities of (#) will be created for each Society to sell after the meeting at the agreed upon price of (\$). (Acronym) will be responsible for shipping of proceedings to registrants after the meeting.

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The (name of Symposia) will also include an exposition. (#) of booths will be sold. (Acronym) will be responsible for booth sales, exhibitor services and booth assignments. Both Societies will participate in marketing the expo.

Marketing:

Both Societies shall market the symposia and expo using their own membership database through e newsletters, blast e mails Society's websites, and print mailing. (Acronym) will be responsible for design and production of a symposia brochure soliciting registrants and exhibitors. Each society will be responsible for marketing the symposia on their own websites.

Budget:

(Acronym) will be responsible for creating a budget, maintaining accounts, paying the bills associated with the Symposia registration fees will be mutually agreed upon by both Societies. Each Society will provide (\$) seed money. After expenses the profits will be split (%).

Registration:

(Acronym) will be responsible for pre meeting and on site registration, badges, registration packets.

Sponsorships:

Both Society's will mutually agree on sponsorship opportunities and soliciting sponsorships (Acronym) will be responsible for formal acknowledgments, and distributions of funds for sponsorships.

Show/Symposia Guide:

(Acronym) will be responsible for design and production of brochure including schedule of events, exhibitor directory, and sponsorship acknowledgments.

TERMINATION: The Societies mutually agree that if the targeted number of registrations have not been obtained by (date here) the Symposia will be canceled.

(Acronym)

For the Society of Naval Architects and Marine Engineers

Executive Director
(Acronym)

Philip B. Kimball
Executive Director
SNAME

Effective Date: _____



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Appendix 15

Site Selection Criteria and Timeline

SITE SELECTION CRITERIA

What factor is most important in picking a venue for your meeting? Availability? Price? Location? Quality of service? In this section, we will provide you with the information you need to work through this process.

TYPES OF SITES TO CONSIDER

Conference centers
Hotels
Resorts
Convention centers
Universities and corporate centers

SLEEPING ROOMS

Number needed, and bed and room types. Your audience profile and history will help you determine how many one- or two-bed, non-smoking or smoking, or ADA-accessible rooms you need.

MEETING SPACE

- Before you begin the selection process, know the format and space needs of your program.
- Try to use the history of a similar meeting to determine meeting-room needs.
- Factors to consider:
 1. Soundproofing
 2. Individual-room HVAC (heating/ventilation/ air conditioning) and lighting controls
 3. Flexibility of use, including 24-hour holds on space (with or without a charge).
 4. Sound systems
 5. Access to/quantity of telephones, restrooms
 6. Recent renovations
 7. High-speed Internet and Wi-Fi

MEETING EQUIPMENT

Determine what kinds of equipment (tables and types, chairs, water pitchers, sign easels, etc.) are available, and how much of a facility's inventory will be available for your meeting. Request an inventory list.

OTHER GROUPS

Many planners work for organizations that would risk convenience or security if some other specific group, or certain type of group, were to meet at the same site or in the city at the same time. Therefore, consider the following:

- Discuss with the site what your organization does, who the participants will be, and who your speakers, if they are high profile, will be.
- Ask what other groups are booked in-house and in the city during your program dates. At some point, you may want to determine what speakers are booked for other in-house groups. If one is a controversial figure, is there potential for demonstrations or picketing?

- Ask how the site coordinates with the CVB and other hotels to avoid booking incompatible groups.

COSTS

- The obvious: Sleeping-room rates (or at conference centers, complete meeting package rates), taxes, and food-and-beverage prices.
- The not-so-obvious: F&B taxes and gratuities, service charges, and whether these are taxed; phone access fees including fees for high speed and Wi-Fi access; fees for using vendors from outside the facility or not on the facility's preferred list; meeting room setup and rental charges; and surcharges such as resort fees or energy fees.

LIFE SAFETY

Check The Following:

- Automatic External Defibrillators (AEDs) on site, and the number of life-safety-trained personnel on property as well
- Full-time security personnel and experience
- Location of hospital and fire/police and other emergency contacts relative to the site and to offsite events
- Site's record of reported incidents
- Compliance with Americans with Disabilities Act and fire-safety laws

ANCILLARY/SUPPORT SERVICES

Obtain lists of service providers from the CVB, but also discuss your needs with the site. Types of services you may need:

- Audiovisual equipment/services
- Business and office supplies and services
- Interpretation services for persons who are deaf or who speak another language
- On-property car rental or airline desks
- Exhibit decorators

TRANSPORTATION AND PARKING

Costs and availability of spaces and services (self vs. valet) may impact your meeting if you have many local participants, day guests or car renters

RENOVATION, CONSTRUCTION

- Ask for details of the last renovation (hard and soft goods).
- Ask about future plans for renovation and expansion, or if the facility will eliminate meeting space or guest rooms in a renovation
- Ask how the site has prepared to protect your meeting, just in case there is any construction work to be conducted in or around the property while your meeting is in progress, or work not completed prior to the group's arrival

SITE POLICIES

Ask to see a list of site policies that may impact your meeting's financial or operational scope.

Here are some items to consider:

- Charges for early departures from, or extended stays in, guest rooms
- Substituting one participant's name for another in the room reservation list
- Per-person daily resort or other fees for ancillary services
- Additional servers for meals above what a facility's labor contract specifies
- Meeting-room rental charges if your group does not meet the hotel's room block, even if there are scheduled food-and-beverage events

- Policies governing attrition, cancellation and termination

CONTRACTUAL ISSUES

- Before deciding on a site, ask to see a copy of the facility's standard contract, and specifically request to be informed of any language that is not negotiable
- If your organization uses its own standard contract, provide any clauses that are "must-haves" for your meetings
- Key clauses to consider: "walking" guests (relocation to another hotel), attrition, cancellation, termination, guest room name substitutions, reservation cut-off dates

SITE SELECTION TIMELINE

17-18 Months Out

- Set objectives, meeting/exhibit dates, locale, theme, and format.
- Conduct site visit.
- Set preliminary budget.
- Select freight company.
- Negotiate hotel rates and blocks, sign hotel contracts.
- Negotiate fares with official airline.
- Select ground operator.
- Select official car-rental agency.
- Assemble exhibitor lists.
- Set registration fees and policy.
- Define promotional strategy.
- Prepare first calendar notices and press releases for exhibit.

16 Months Out

- Arrange insurance coverage.
- Develop logo/graphics theme.
- Select exhibit service contractor.
- Establish exhibit space rates.
- Produce exhibit floor plan.

14-15 Months Out

- Invite and confirm key speakers.
- Determine preliminary F&B requirements.
- Negotiate menus and prices.
- Select translation equipment, if needed.
- Mail first exhibitor promotion, if needed.
- Adjust exhibit floor plan (continuous).
- Prepare and mail first meeting announcements and promotional materials to prospective attendees.

13 Months Out

- Get speakers' AV needs.

6-7 Months Out

- Produce and mail second promotion to prospective attendees.
- Begin processing registration forms.

4-5 Months Out

- Prepare and mail third promotion to prospective attendees.
- Adjust budget.
- Confirm AV and translation requirements.
- Assign speaker locations/times.

2-3 Months Out

- Adjust budget.
- Open host-city bank account.
- Finalize session schedule and room assignments.
- Select and contract with AV supplier.
- Produce and mail exhibitor services kits; include AV order form.
- Finalize F&B schedule.
- Finalize translation personnel and equipment, if needed.
- Determine on-site staff needs.
- Determine security needs.
- Order office and communications equipment needed on-site.
- Order signage.
- Compile exhibitor directory.
- Finalize on-site computer requirements for registration.
- Review processing and billing activity with hotels.

1 Month to 6 Weeks Out

- Print conference guide.
- Print workbooks.
- Submit daily schedule to hotels.
- Produce badge and ticket stocks.

3 Weeks Out Through Day of Meeting

- Set up on-site office.
- Pack and inventory materials.
- Assemble registration packets.
- Finalize F&B guarantees.
- Make pre-event preparations on-site.
- Supervise meeting on-site.

Post-Meeting

- Pack and inventory materials.
- Reconcile finances.
- Do a post-budget performance review.



SNAME

2011

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SNAME Targeted eBlast Selection Criteria

Select any number of the criteria to determine the targeted eBlast audience.

For example, if the following criteria are selected:

Location: Texas
License: PE
Profession: Shipbuilder
Industry: Shipbuilding
Expertise: Small passenger vessels

The membership directory will only pull members with the specific criteria. The more criteria selected, the smaller the pool of members.

CRITERIA

LOCATION

Location: _____
City: _____
State/Province: _____
Country: _____

LICENSE

License Type: CEng Eng Eur Ing Eur Ing
 EURO Ing P.E. PEng

Jurisdiction: _____

PROFESSION

Classification Society Consultant Education Government/Naval
 Management Marine Engineer Marketing Naval Architect
 Marine Sciences/Engineer Other Owner Ocean Sciences/Engineering
 Retired Sales Ship Repair Shipbuilder
 Student

INDUSTRY SECTOR

Academia (including students) Bulk Carrier Car Carrier Chemical
 Commercial Container Ship Cruise Ferries
 Government High Speed Light Craft Inland Waterway LNG
 Ocean/Marine Sciences Offshore Operations (w/ports) Ro-Ro
 Sailing Shipbuilding Small Craft Tanker
 Working Vessels

EMPLOYMENT PROFILE

Academia Employee Other Retired

Self Employed

Student

INTERESTS

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Advanced surface ships/crafts | <input type="checkbox"/> Alternate fuels | <input type="checkbox"/> Alternative energy | <input type="checkbox"/> Analytical ship wave relations |
| <input type="checkbox"/> Arrangements | <input type="checkbox"/> Automations | <input type="checkbox"/> Ballast water | <input type="checkbox"/> Boilers |
| <input type="checkbox"/> Business process | <input type="checkbox"/> Cargo handling | <input type="checkbox"/> Collaborative design | <input type="checkbox"/> Commercial vessel design |
| <input type="checkbox"/> Computer supported design | <input type="checkbox"/> Crosscut initiatives | <input type="checkbox"/> Design procedure | <input type="checkbox"/> Diesels |
| <input type="checkbox"/> Electric propulsion | <input type="checkbox"/> Emissions/climate change | | <input type="checkbox"/> Engineering ethics and licensing |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Environmental management | | <input type="checkbox"/> Environmental sound ship design |
| <input type="checkbox"/> Facilities and tooling | <input type="checkbox"/> Fishing systems | <input type="checkbox"/> Fuel cells | <input type="checkbox"/> Gas turbines |
| <input type="checkbox"/> Historic publications | <input type="checkbox"/> History and outreach | <input type="checkbox"/> Hull instrumentation | <input type="checkbox"/> Hull loadings |
| <input type="checkbox"/> Hull structure | <input type="checkbox"/> Human factors | <input type="checkbox"/> Hydrodynamics | <input type="checkbox"/> Icebreaker technology |
| <input type="checkbox"/> Impact loading and response | <input type="checkbox"/> Loads/structures/riser technology | | <input type="checkbox"/> Machinery materials |
| <input type="checkbox"/> Machinery vibrations | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Marine forensic | <input type="checkbox"/> Maritime economics |
| <input type="checkbox"/> Maritime security | <input type="checkbox"/> Materials | <input type="checkbox"/> Medium voltage | <input type="checkbox"/> Naval vessel design |
| <input type="checkbox"/> Navigation/weather routing | <input type="checkbox"/> Nuclear propulsion | <input type="checkbox"/> Oil fuels and lubes | <input type="checkbox"/> Oily water and bilge water |
| <input type="checkbox"/> Passenger vessel design | <input type="checkbox"/> Piping and pumps | <input type="checkbox"/> Planing craft | <input type="checkbox"/> Power plant economics |
| <input type="checkbox"/> Product design and materials | <input type="checkbox"/> Propulsion hydrodynamics | <input type="checkbox"/> Propulsion shafting | <input type="checkbox"/> Public outreach |
| <input type="checkbox"/> Quality management | <input type="checkbox"/> Regulations | <input type="checkbox"/> Regulatory/legal/standards | <input type="checkbox"/> Safety and fire protection |
| <input type="checkbox"/> Sailing craft | <input type="checkbox"/> Seakeeping | <input type="checkbox"/> Sealift service craft/yachts | <input type="checkbox"/> Sewage and grey water |
| <input type="checkbox"/> Ship controllability | <input type="checkbox"/> Ship Design | <input type="checkbox"/> Ship disposal | <input type="checkbox"/> Ship operations |
| <input type="checkbox"/> Ship production | <input type="checkbox"/> Ship repair/conversion | <input type="checkbox"/> Shipboard computing/electronics | |
| <input type="checkbox"/> Ships machinery | <input type="checkbox"/> Shipyard environment | <input type="checkbox"/> Shipyard production | <input type="checkbox"/> Small/medium shipyards |
| <input type="checkbox"/> Small craft | <input type="checkbox"/> Small craft operations/safety | | <input type="checkbox"/> Small passenger vessels |
| <input type="checkbox"/> SNAME history | <input type="checkbox"/> Solid waste/incineration | <input type="checkbox"/> Stability | <input type="checkbox"/> Standards development |
| <input type="checkbox"/> Stress analysis and strength | <input type="checkbox"/> Surface prep/coating | <input type="checkbox"/> Systems Test and trials | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Weight engineering | <input type="checkbox"/> Welding | | |

EXPERTISE

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Advanced surface ships/crafts | <input type="checkbox"/> Alternate fuels | <input type="checkbox"/> Alternative energy | <input type="checkbox"/> Analytical ship wave relations |
| <input type="checkbox"/> Arrangements | <input type="checkbox"/> Automations | <input type="checkbox"/> Ballast water | <input type="checkbox"/> Boilers |
| <input type="checkbox"/> Business process | <input type="checkbox"/> Cargo handling | <input type="checkbox"/> Collaborative design | <input type="checkbox"/> Commercial vessel design |
| <input type="checkbox"/> Computer supported design | <input type="checkbox"/> Crosscut initiatives | <input type="checkbox"/> Design procedure | <input type="checkbox"/> Diesels |
| <input type="checkbox"/> Electric propulsion | <input type="checkbox"/> Emissions/climate change | | <input type="checkbox"/> Engineering ethics and licensing |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Environmental management | | <input type="checkbox"/> Environmental sound ship design |
| <input type="checkbox"/> Facilities and tooling | <input type="checkbox"/> Fishing systems | <input type="checkbox"/> Fuel cells | <input type="checkbox"/> Gas turbines |
| <input type="checkbox"/> Historic publications | <input type="checkbox"/> History and outreach | <input type="checkbox"/> Hull instrumentation | <input type="checkbox"/> Hull loadings |
| <input type="checkbox"/> Hull structure | <input type="checkbox"/> Human factors | <input type="checkbox"/> Hydrodynamics | <input type="checkbox"/> Icebreaker technology |
| <input type="checkbox"/> Impact loading and response | <input type="checkbox"/> Loads/structures/riser technology | | <input type="checkbox"/> Machinery materials |
| <input type="checkbox"/> Machinery vibrations | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Marine forensic | <input type="checkbox"/> Maritime economics |
| <input type="checkbox"/> Maritime security | <input type="checkbox"/> Materials | <input type="checkbox"/> Medium voltage | <input type="checkbox"/> Naval vessel design |

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Navigation/weather routing | <input type="checkbox"/> Nuclear propulsion | <input type="checkbox"/> Oil fuels and lubes | <input type="checkbox"/> Oily water and bilge water |
| <input type="checkbox"/> Passenger vessel design | <input type="checkbox"/> Piping and pumps | <input type="checkbox"/> Planing craft | <input type="checkbox"/> Power plant economics |
| <input type="checkbox"/> Product design and materials | <input type="checkbox"/> Propulsion hydrodynamics | <input type="checkbox"/> Propulsion shafting | <input type="checkbox"/> Public outreach |
| <input type="checkbox"/> Quality management | <input type="checkbox"/> Regulations | <input type="checkbox"/> Regulatory/legal/standards | <input type="checkbox"/> Safety and fire protection |
| <input type="checkbox"/> Sailing craft | <input type="checkbox"/> Seakeeping | <input type="checkbox"/> Sealift service craft/yachts | <input type="checkbox"/> Sewage and grey water |
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| <input type="checkbox"/> Ship production | <input type="checkbox"/> Ship repair/conversion | <input type="checkbox"/> Shipboard computing/electronics | |
| <input type="checkbox"/> Ships machinery | <input type="checkbox"/> Shipyard environment | <input type="checkbox"/> Shipyard production | <input type="checkbox"/> Small/medium shipyards |
| <input type="checkbox"/> Small craft | <input type="checkbox"/> Small craft operations/safety | | <input type="checkbox"/> Small passenger vessels |
| <input type="checkbox"/> SNAME history | <input type="checkbox"/> Solid waste/incineration | <input type="checkbox"/> Stability | <input type="checkbox"/> Standards development |
| <input type="checkbox"/> Stress analysis and strength | <input type="checkbox"/> Surface prep/coating | <input type="checkbox"/> Systems Test and trials | <input type="checkbox"/> Vibrations |
| <input type="checkbox"/> Weight engineering | <input type="checkbox"/> Welding | | |

EDUCATION

School: _____

Degree: _____

Field(s) of Study: _____

State/Province: _____

Country: _____

Dates Attended: _____ to _____

MEMBER TYPE

Affiliate Member:

- | | | | |
|------------------------------------|-----------------------------------|-------------------------------|----------------------------------|
| <input type="checkbox"/> Affiliate | <input type="checkbox"/> Honorary | <input type="checkbox"/> Life | <input type="checkbox"/> 50 Year |
|------------------------------------|-----------------------------------|-------------------------------|----------------------------------|

Associate Member:

- | | | | |
|------------------------------------|-----------------------------------|-------------------------------|----------------------------------|
| <input type="checkbox"/> Associate | <input type="checkbox"/> Honorary | <input type="checkbox"/> Life | <input type="checkbox"/> 50 Year |
|------------------------------------|-----------------------------------|-------------------------------|----------------------------------|

International:

- | | | | |
|------------------------------------|------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Affiliate | <input type="checkbox"/> Associate | <input type="checkbox"/> Electronic | <input type="checkbox"/> Member |
|------------------------------------|------------------------------------|-------------------------------------|---------------------------------|

Member:

- | | | | |
|---------------------------------|-----------------------------------|-------------------------------|----------------------------------|
| <input type="checkbox"/> Member | <input type="checkbox"/> Honorary | <input type="checkbox"/> Life | <input type="checkbox"/> 50 Year |
|---------------------------------|-----------------------------------|-------------------------------|----------------------------------|

Reciprocal:

- | | | |
|------------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Associate | <input type="checkbox"/> Member | <input type="checkbox"/> Student |
|------------------------------------|---------------------------------|----------------------------------|

Student:

- | | |
|--|----------------------------------|
| <input type="checkbox"/> International | <input type="checkbox"/> Student |
|--|----------------------------------|

Other:

- | | | |
|--------------------------------|--|--|
| <input type="checkbox"/> Staff | <input type="checkbox"/> Subscriber (web user) | <input type="checkbox"/> Public (open to everyone) |
|--------------------------------|--|--|

MEMBER SINCE

Please enter the year in century format (YYYY).

Greater than or equal to: _____

Less than or equal to: _____

INSTRUCTIONS

Please **highlight** or use track changes when altering this document

Text in red must be replaced with appropriate names, dates or other information before signing this Agreement

Text in green is provided merely to assist in understanding and should be removed before signing this Agreement

Text in blue provides alternative clauses. If alternative clause is not utilized, remove before signing this Agreement

DELETE THIS BOX BEFORE SIGNING THE AGREEMENT

HOTEL AGREEMENT

THIS AGREEMENT is made this **XX** day of **Month, Year**, by and between The Institute of Electrical and Electronics Engineers Incorporated, a New York not-for-profit corporation (“**XXX**”), on behalf of the **XXX Organizational Unit/Conference Committee** (hereinafter referred to as the “Group”) and **Hotel Name** (the “Hotel”) located at **Hotel/Property Address** in connection with **XXX Conference/Meeting Title & Acronym** (the “Meeting”) beginning **Beginning Day, Month, and Year** and running until **Ending Day, Month and Year** (“The Meeting Dates”).

MEETING CONTACT:

TITLE:

ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

In the event the MEETING CONTACT above is unreachable, please contact:

CONTACT INFORMATION

HOTEL CONTACT:

TITLE:

ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

FAX:

E-MAIL:

ARTICLE I
Guest Room Accommodations

1.1 This Agreement applies to the following block of rooms (the “Room Block”); however this does not constitute a guarantee or representation by the Group that all of the rooms held in the Room Block will be reserved or occupied by Meeting attendees in the pattern set below. The Hotel shall, on a regular basis, advise the Group of the number of rooms reserved in the block and the number available.

| Date | Day of Week
Month/Year |
|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Single/Double
Occupancy | # of
Rooms |
| Club Upgrades | # of
Upgrades |

Total Room Nights: **XX**

1.2 The Group may increase the Room Block by up to **XX** percent (**XX** %), on a space available basis, at the Group Rate as defined below. Such increase shall be confirmed in writing and signed by the Hotel and Group. In no case shall the Room Block be reduced except in writing signed by the Group and the Hotel.

1.3 All rooms used by persons attending or working at the meeting shall be counted in the Room Block on a cumulative basis. These include, but are not limited to: all cancellations billed (“no shows”); all persons who, for whatever reason, do not receive the Group rate (e.g. late reservations, corporate rates, government rates, etc.); and all persons “walked.”

1.4 The Hotel agrees to contact the Group in writing to review the Room Block commitment on or before (the “Room Block Review”):

Day, Month, Year	30 days after (YEAR) conference*
Day, Month, Year	30 days after (YEAR) conference
Day, Month, Year	30 days after (YEAR) conference

** If you are contracting for a conference that occurs annually and this Agreement is for four years out, you will want to review the room block after each year prior to the contract year.*

Day, Month, Year	6 months prior to conference
-------------------------	------------------------------

- 1.5 Upon each Room Block Review, the Group has the right to increase or decrease the Room Block up to **XX** percent (**XX** %) as well as make corresponding changes to the Schedule of Events. Such changes to the Agreement shall be confirmed in writing and signed by the Hotel and the Group.

If you have exhibitors who plan on hosting events during your meeting, add:

Suite Approval: The hotel shall not assign or approve any suite request over the meeting dates without obtaining the prior written approval of Group.

- 1.6 *Baggage Storage:* Baggage will be stored at no charge for early arrivals and late departures.

ARTICLE II

Group Room Rates

- 2.1 The Hotel confirms the following special run of the house rates for the Group (the “Group Rate”).

If hotel will not confirm a group room rate you will need a formula for determining the rate based on the current room rate. The formula should have a number of options, e.g., the lower of (a) “x” % off the daily average rate, (b) today’s rate + 3-5%/ year increase, (c) today’s rate + increase in the Consumer Price Index.

Single/Double	\$ XX.00	Suites	\$XX.00
Government	\$ XX.00	Additional Person	\$XX.00
Staff Rate	\$ XX.00		

At a minimum, the Group rate includes:

- 2.2 The Group Rate covers all guest sleeping room costs, including service fees, but is exclusive of applicable sales/room tax, currently **XX** percent (**XX** %). Housekeeping and other gratuities will be at guest discretion.
- 2.3 *Rate Protection:* The Hotel represents and warrants that the Group Rate shall be the lowest rates offered to the meeting attendee during the meeting period, with the exception of government rates, air crew rates and negotiated corporate discounts. Should lower rates be offered by the Hotel (excluding the above-referenced categories), the Group Rate shall be adjusted to the lower rate.

- 2.4 *Rate Extension:* The Group Rate shall be offered for a period of five (5) days before and five (5) days after the Meeting Dates, subject to availability of rooms at the time of reservation to accommodate those who wish to extend their visits. These room nights will also be credited back to the Room Block.
- 2.5 *Rate Application:* The Group Rate shall apply for the entire duration of each guest's stay.

ARTICLE III **Commission**

- 3.1 Other than as set forth herein, Hotel represents and warrants that it has no agreement with any party to pay a commission related to the Meeting. Hotel further represents and warrants that it shall not subsequently enter into such an Agreement without first disclosing such agreement to the Group and obtaining Group's written permission to execute such an Agreement.

ARTICLE IV **Complimentary Rooms**

- 4.1 The Hotel shall provide the Group with one (1) complimentary room night for every forty (40) room nights occupied on a cumulative basis by the Group's attendees over the dates established, (calculated by adding the total number of room nights occupied by the Group over the dates established, dividing that number by 40 and rounding up to the nearest whole number). A single or double room night is counted as one (1) room night, one-bedroom parlor suite as two (2) room nights, etc. Complimentary rooms may be assigned by the Group to individuals in any manner over the actual conference dates or immediately before or after the dates or applied to the Master Account provided, however, that the Hotel be notified of the Group's intentions prior to arrival.
- 4.2 Any unused complimentary room nights shall be deducted from the Group's Master Account based on the quoted room night rate times the number of unused room nights.

ARTICLE V **Additional Concessions**

- 5.1 The Hotel will provide the Group with the following additional concessions:

If a rebate or commission is included in this Agreement, then the following must be added: "Group takes full responsibility for determining whether disclosure of the (rebate or commission) is required and for making such disclosure."

ARTICLE VI **Room Block Attrition**

- 6.1 If Group's actual usage slips below either (i) 80% of the original Room Block Commitment or (ii) 80% of the adjusted Room Block (if any), Group agrees to pay

seventy-five percent of the average group room rate for each room night below the 80%. This amount shall be calculated by multiplying (.75) times the single/double Group rate, exclusive of taxes, for each room night below eighty percent (80%) of the original or adjusted Room Block. (.75 x \$ **single/double rate** = \$ **per room night** attrition costs). Such charges shall be added without tax, to, and payable as part of, the Master Account.

- 6.2 The parties agree that (a) the above formula for the Attrition charge is a reasonable estimate of the Hotel's damages in the event that the room nights in the Room Block are not utilized and (b) the liquidated damages set forth in Section 6.1 do not constitute a penalty.
- 6.3 The Hotel shall undertake all efforts to resell any unused room nights in the Room Block and shall credit those sales against any attrition charges.
- 6.4 The Group shall not pay for off-line rooms (rooms being remodeled or not used for any reason).

Optional

Hotel shall waive the Attrition Clause if the parties agree to use Hotel's services in connection with a future meeting of comparable size (a comparable number of room nights and a comparable food and beverage minimum) within the 24 months following the Meeting under this Agreement. The terms of any such new meeting would need to be mutually agreed upon by the parties in their sole discretion and set forth in a definitive written agreement signed by the parties. Any new meeting would be subject to availability. Nothing in this Agreement requires the parties to agree to any such waiver or new meeting.

If there is no attrition in this Agreement, please include the following clause:

It is understood and agreed by the parties that the Hotel will not assert any fees against the Group or withdraw any of the complimentary concessions outlined in this Agreement should Group hold the Meeting but fail to fully utilize the Room Block.

ARTICLE VII

Food and Beverage

- 7.1 The Group agrees to provide a minimum of \$XXXX in food and beverage inclusive of service charges and taxes. Should the Group's food and beverage revenue fall below this amount, the Group shall be liable for the difference between the minimum food and beverage revenue and the actualized food and beverage revenue multiplied by 40% (minimum food and beverage revenue minus actualized food and beverage revenue multiplied by 40%). This amount will be placed on the Group's Master Account.

The parties intend to liquidate damages in the event the Group fails to meet the food and beverage minimum set forth in this section. Therefore, the parties agree that (a) the

above formula is a reasonable estimate of the Hotel's damage in the event the food and beverage minimum set forth in this section is not met and (b) the liquidated damages set forth in this section do not constitute a penalty.

7.2 The Hotel agrees to contact The Group to review the F&B commitment on or before:

Day, Month, Year	30 days after (YEAR) conference
Day, Month, Year	30 days after (YEAR) conference
Day, Month, Year	30 days after (YEAR) conference
Day, Month, Year	6 months prior to conference

7.3 Based on such review, if the parties mutually agree to any adjustment to the F&B commitment, as well as corresponding changes to the conference's meeting and function space block, such changes to this Agreement shall be confirmed in writing and signed by both parties at these times without penalty.

7.4 *Price Increases:* The Hotel guarantees that food and beverage prices will not increase by more than three percent (3%) annually from the date of this Agreement as outlined in the Food and Beverage Price List attached as **Exhibit A**. The food and beverage prices applicable to the Meeting ("F&B Prices") will be confirmed by the Hotel at least twelve (12) months (Month/Date/Year) prior to the first Meeting Date. F&B prices shall apply to all food and beverage charges incurred by the Group regardless of menu price increases.

7.5 All Group affiliated food and beverage functions (including third party) held at the Hotel during the dates of the conference shall be credited towards Group's food and beverage dollar requirement.

7.6 The Hotel shall be prepared to serve at least five percent (5%) over the F&B commitment on each BEO.

7.7 The current sales tax is X percent and the service charge is X percent and (is/is not) taxable by law.

7.8 Wait staff at all meal functions: there will be at least 1 wait person for every:

<u>Sit-Down or Plated Meal</u>	<u>Buffet Meal</u>
25 guest at breakfast	40 guests at breakfast
20 guests at lunch	20 guests at lunch/dinner
20 guests at dinner	

The Hotel shall charge no extra service or labor charges for the service ratios listed above.

7.9 *Service of Alcoholic Beverages:* If alcoholic beverages are to be sold or served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license), other than in

the hospitality suites, (which shall be the responsibility of the party engaging the suites) such beverages shall be dispensed only by the Hotel's designated personnel.

- 7.10 *License Requirements:* The Hotel's alcoholic beverage license requires that the Hotel shall: (i) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced, and (ii) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated; and (ii) instruct its personnel to avoid encouraging patrons to consume alcoholic beverages (commonly referred to as "over pouring").
- 7.11 *Training:* The Hotel represents and warrants that all Hotel personnel who dispense or serve alcohol have undergone training to prevent any incidents that could result in claims of liquor liability.
- 7.12 *Adherence to Law:* Hotel shall adhere to all federal and state laws regulating the sale and servicing of alcoholic beverage.
- 7.13 *Indemnification:* Notwithstanding any other provision of this Agreement, the Hotel shall defend, indemnify and hold harmless XXX and the Group, their directors, officers, employees and agents, and each of them individually, from and against any and all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from the Hotel's sale or servicing of alcoholic beverages. The terms of this provision shall survive the termination or expiration of this Agreement.

ARTICLE VIII

Reservation Procedures

- 8.1 Hotel will accept reservations made by telephone at +1 XXX XXX XXXX. Meeting attendees will reference (Code) when making reservations. The Hotel shall also offer individuals the opportunity to make online reservations by way of the Hotel's web site (Web Address). Meeting attendees will reference (Code) when making online reservations. Any available electronic reservation system/link will be provided by the Hotel to the Group, at no cost to the Group or to any attendee.
- 8.2 The reservation cut-off date shall be Day/Month/Year at 5:00 p.m. (choose one Eastern, Central, Mountain, or Pacific) time. Reservations received after this date will be accepted by the Hotel on a space available basis at the conference rates and will be credited to the Room Block. Modifications made to existing reservations after this date will be treated as advance reservations. All cancellations received by the Hotel prior to the cut-off date will revert to the Room Block.

- 8.3 *Reservation Guarantee:* The Hotel may require a deposit in advance from individual guests to guarantee a particular reservation. The Hotel shall accept payment in the form of personal check, money order or valid credit card. At the Group's discretion, specific reservations may also be guaranteed to the Master Account. Guaranteed reservations are held until at least 6:00 a.m. the following morning, at which time the reservation and deposit are forfeited. The Group does not guarantee payment for no shows except for those reservations guaranteed to the Master Account. The Group shall publicize the Hotel's advance deposit requirements to the individuals planning to attend the meeting. Should guest cancel a reservation, the Hotel shall refund deposits if notice is received prior to 6:00 p.m. on the arrival date. Medical and personal emergencies, which cause an individual cancellation or an early departure, will not be penalized with reasonable notice to the hotel. The Hotel shall allow name changes without any penalty. The Hotel shall promptly send a written or electronic confirmation of room reservation to each guest including Group name, Meeting dates, confirmation number, room rate, and room type.

If using a housing authority, add the following:

Housing Authority: All housing reservations and supporting information will be coordinated through the official housing authority company chosen by the Group. The HOTEL will ensure that requests for guest rooms assigned to the Group Room Block will be accepted only from the housing authority.

- 8.4 *Room Pick-Up Report:* HOTEL will provide each week, starting eight (8) weeks prior to **Day/Month/Year** (your arrival date), a room pick-up report showing the number of rooms on each Meeting Date for which Hotel has received reservations from Meeting attendees.
- 8.5 Hotel shall not charge any additional mandatory charges to any guest folio or to the Master Account if not specified in this Agreement. The Hotel shall not charge or post to any room ledger of a Meeting attendee or to the Master Account any amount except those that are agreed to and signed for in advance by an authorized signatory or as set forth in this Agreement. Further, the Hotel shall not, directly or indirectly, impose any surcharges to Group's attendees during their stay, regardless of whether additional goods or services are offered in connection with such surcharge.
- 8.6. *Relocation:* Hotel shall use commercially reasonable efforts not to relocate any conference attendee holding a guaranteed reservation. If the Hotel does not or cannot honor all reservations accepted and/or confirmed by the Hotel to the Group or its attendees, the Hotel shall be considered overbooked and, at the Hotel's sole expense, the Hotel shall (with a Group representative's approval) provide:
- Alternative accommodations of equal value for said attendees at an equal or better nearby hotel at no charge to the guest for length of stay guest is displaced.

- One (1) complimentary round-trip ground transportation between the Hotel and the alternate hotel for each day the guest is displaced.
 - Two (2) phone calls world-wide and necessary arrangements for forwarding the displaced guest's telephone messages and mail.
 - An offer to relocate the displaced guest back to first available room. If room becomes available and guest elects not to return to the Hotel, the Hotel shall have no further obligations under this Section.
 - Upon return to the Hotel, upgraded accommodations (if available) and a welcome expression from the General Manager.
 - Credit to the Group for any guests displaced toward its Room Block pick-up for purpose of this Agreement and for calculation of the GROUP complimentary room credit.
- 8.7. In the event a Meeting attendee who has reserved a room within the Room Block checks out prior to the reserved checkout date, the Hotel shall not charge an early departure fee. Meeting attendees shall be instructed to make every effort to inform the Hotel in advance of any changes to their planned length of stay.
- 8.8 The Hotel's check-in and check-out time are **X: 00pm** and **X:00pm** respectively. Guests are permitted to check in early or check out later subject to room availability.

ARTICLE IX

Billing Arrangements

- 9.1 The Hotel shall establish a master account for the Group for those charges specifically authorized by the Group (the "Master Account"), subject only to objective standards of creditworthiness. All room tax and incidental charges are to be billed on an individual basis, with the exception of those specified to be applied to the Master Account. Direct billing of the Master Account is subject to prior credit approval; otherwise advance payment will be required. Authorized Group food and beverage charges are to be billed to the Master Account. At least three (3) weeks prior to the Meeting, the Hotel will receive the Master Account billing instruction, which shall include the following: (i) the names of those individuals authorized to sign for charges to the Master Account; (ii) the names of the individuals whose room charges are to be billed to the Master Account and what charges may be billed; and (iii) the names of those individuals utilizing Complimentary Room Nights and what charges may be billed. The Group is not required to offer an advance deposit upon approval of a credit application.
- 9.2 Hotel will provide a post-Meeting report to the Group and to the **XXX** at [website](#) detailing the room pickup, cancellation and no-show factor and the number of guaranteed meals versus the number served at each meal function.

- 9.3 Unless bills are reviewed and signed by the designated representatives, they will not be honored. All bills should be provided each day for review. The designated representative(s) will be available each day to review and sign all accepted bills.
- 9.4 Master Account charges shall be paid thirty (30) days after receipt of a complete and accurate final bill and the post-Meeting report outlined in Section 9.2 above. If any portion of the final billing is in question, the Group shall advise the Hotel's convention services and accounting department of the specific item(s). The portion(s) of the final billing that is/are unclear or in question will be "suspended" for 30 days, during which time the Hotel shall fully research the charge(s) and provide full documentation and proper back-up. The final billing, excluding contested charges, shall be paid within 30 days of receipt.
- 9.5 *Audit:* If there is a discrepancy between the Hotels' reported pickup figures and the figures believed to be accurate by the Group, the Group shall furnish the Hotel with a list of Meeting attendees to be compared with the Hotel's list of guests during the Meeting Dates. The Group's authorized representative shall be allowed to review with Hotel personnel the Hotel's list of in-house guests. All rooms determined to be occupied by Meeting attendees shall be credited to the Room Block for purposes of this Agreement. Credit toward the Room Block shall also be given for all Meeting attendees staying at the Hotel regardless of the date the reservation was booked or the rate paid. Credit toward the room block shall also be given for all guests relocated to another Hotel due to the Hotel overbooking and for guaranteed no-show with forfeited deposits or credit card charges.
- 9.6 To protect the privacy of Hotel guests, the Group agrees that its authorized representative shall sign and be subject to the terms of a separate confidentiality agreement whereby guest names reviewed by the representative shall be kept confidential, will not be revealed to outside parties, and shall be used only in ascertaining the Group's accurate pickup at the Hotel.
- 9.7 Hotel agrees that should the Group meet the requirements for an exemption from sales tax in the jurisdiction in which the Meeting is held, no sales tax shall be applied to the Master Account, provided that the Group provides the Hotel with appropriate proof of exemption at least fourteen (14) days prior to the first Meeting Date.

ARTICLE X

Function Space

- 10.1 Based on Group's requirements, the Hotel has reserved function space as shown on the Schedule of Events attached as **Exhibit B**. The function space will be complimentary. Any changes to the room assignments as outlined in the Schedule of Events must be agreed to, in writing, by both the Group and the Hotel. Any additional space added after the date of this Agreement will be offered on a complimentary basis. The number of

people listed is for room capacity planning only and does not represent a guarantee of the amount of food and beverage that will be ordered.

- 10.2 The Hotel shall not reassign contracted space unless approved in writing by the Group.
- 10.3 No other party shall be allowed to use the Group's defined foyer function space as set forth in **Exhibit B** during a Meeting function.
- 10.4 The Hotel will provide to Group a registration area directly outside of the main meeting room consisting of no less than (3) 6' x 30" tables with (4) chairs beginning one day prior to the first Meeting Date for set-up until four hours after the Meeting concludes. This registration area will not be shared with any other party for any period of time. This area should not be broken down and reset at any time during the Meeting Dates. This space should be able to accommodate power, telephone hook-up and internet access at published Hotel rates or lower negotiated rates.
- 10.5 There shall be no charge to the Group for the set-up of meeting rooms as directed by the Group. The Hotel shall provide, at no charge, certain equipment standard for the types of meetings and events scheduled, including the following: standing lecterns, easels, registration tables and chairs, water and glasses, pads and pencils, bulletin or message boards, and the house sound system.
- 10.6 The Hotel shall not charge for storing the Group's meeting materials and publications for up to five (5) business days prior to the first day of the Meeting and up to two (2) business days after the conclusion of the Meeting. The Hotel's staff shall assist in moving these materials to the registration area at no charge.
- 10.7 *Vendors*: Group reserves the right to utilize the vendor of its choice for services or rentals in the areas of (but not limited to) audio-visual, exhibit decorating, security, floral, transportation, tours, business center, computer rental, additional tables, additional chairs, pipe and drape, poster boards, etc., with no surcharge from Hotel or from its in-house supplier.
- 10.8 *Audio-visual*: Group reserves the right to bring their own audio-visual equipment with no surcharge from Hotel or from its in-house supplier.

ARTICLE XI

Changes

- 11.1 Any changes or additions to this Agreement shall not be binding until such changes or additions have been approved in writing by both parties.

ARTICLE XII
Cancellation

- 12.1 This Agreement may be terminated for Cause (as defined in Article XIII below) upon written notice given by either party to the other. "Cause" shall include, but not be limited to, a breach of the obligations under this Agreement. In the event of any termination of this Agreement for Cause, the Hotel shall immediately refund any deposit or money paid in advance by the Group or its attendees, and the Group shall not be responsible to pay the Hotel any additional amounts otherwise due under this Agreement.
- 12.2 In the event that the Group terminates this Agreement other than for Cause, the Group shall pay, within 30 days of notice of cancellation, in lieu of any other amounts due hereunder or otherwise in respect of this Agreement, liquidated damages (*damages are defined as "lost profit" not 100 percent of the revenue*) determined as follows:

<u>Date of Decision to Terminate</u>	<u>Amount of Liquidated Damages Due</u>
Spell out specific date	\$X.00
Spell out specific date	\$X.00
Spell out specific date	\$X.00
Spell out specific date	\$X.00*

These liquidated damages are inclusive of all applicable state and local taxes.

*Maximum damage is based on the number of sleeping rooms, less 20% slippage multiplied by 75% of the confirmed Group rate.

Example:

Total Sleeping Room Block	300 room nights
Allowable 20% slippage	<u>- 60 room nights</u>
Total Room Nights Responsible	240 room nights

Sleeping Room Rate Confirmed	\$129.00
75% of rate (profit not revenue)	\$ 96.75

*Maximum amount of damages due: 240 room nights multiplied by \$96.75 or \$23,217.60

- 12.3 *Cancellation by Hotel:* In the event that Hotel terminates this Agreement other than for Cause, Hotel will be responsible for payment of reasonable additional expenses incurred by Group as a result of moving the event to an alternate hotel as set forth below:
- Increased room rate at the alternate hotel.
 - Increased meeting room rental
 - Increased food and beverage expenses incurred at the alternate hotel for similar menu items for the same events that would have been held at the Hotel.

- Reasonable costs incurred for preparing and reprinting materials already printed listing the Hotel as the location of the event, or for preparing and printing materials or sending email notifications of the change in location.
- Other expenses or losses that Group can demonstrate were reasonably related to the termination by Hotel, including attorney fees.

Group will provide to the Hotel reasonable documentation of increased expenses listed above that are incurred. Hotel will provide the reimbursement payment within 30 days after the parties mutually agree on the amount to be reimbursed. In the event that the parties cannot agree on the amount of reimbursement, they agree to submit their dispute to arbitration pursuant to the Dispute Resolution provision of this contract for the event.

- 12.4 The exercise by the terminating party of the option to terminate is agreed by the parties to constitute the exercise of a contractual option and not a default and in no event shall the terminating party be liable for more than the option price stated above. The terminating party shall make payment due as a result of termination of this Agreement under the terms of this provision to the other party within 30 days after written notice.
- 12.5 In the event of cancellation, the Hotel shall make all commercially reasonable efforts to resell the Group's cancelled rooms. In no event may Group transfer or resell its rights under this Agreement to any third party room reseller for purposes of reselling cancelled or unused portions of the guaranteed Room Block. Group understands that the Hotel sells its remaining inventory first before selling Group's cancelled inventory. If the Hotel does resell any or all of the cancelled guest rooms and meeting space at an amount equal to or greater than the cancellation option amount set forth herein, the Hotel will proportionally refund the cancellation payment.
- 12.6 Notwithstanding the above, in lieu of paying the cancellation fee noted above, Group may elect to contract with the Hotel for the same or similar sized meeting as the meeting that is the subject of this Agreement, provided such meeting is scheduled to occur on or before **[insert date within 2 years of original meeting dates]**. The specific dates of such meeting shall be mutually agreed upon by the parties.

ARTICLE XIII

Rights of Termination for Cause

Except as otherwise provided in this Agreement, neither party shall have the right to terminate their obligations under this Agreement. This Agreement is, however, subject to termination for cause without liability to the terminating party, under any of the conditions below:

Definition: The phrase "without liability" whenever used in this Agreement shall be deemed to include a refund by the Hotel of all deposits and prepayments made by Group or Group's attendees.

- 13.1 *Force Majeure:* The performance of this Agreement is subject to acts of God,

government authority, disaster, war, acts of terrorism, or other cause beyond the parties' control, which make it inadvisable, commercially impracticable, illegal or impossible to perform as originally contracted under this Agreement. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

In the event that the Group decides to hold its meeting despite such circumstances, the Hotel shall waive fees related to a reduced-sized Meeting (including any room attrition fees, function space rental, food and beverage attrition fees) and shall offer the Group's guests any lower room rate offered by Hotel during the contracted dates.

The parties may, however, agree to go forward on such terms and conditions that may be re-negotiated.

Any deposits made shall be refunded to the party within 30 days after written notice of cancellation.

- 13.2 *Construction or Renovation:* No major construction or renovations shall be undertaken on the Hotel during the Meeting without a minimum of _____ (#) months prior written notification to the Group. Only repairs of an emergency nature and those that are considered regular maintenance shall be conducted immediately prior to or during the Meeting and shall be halted if the repairs in any way disturb meeting sessions, traffic flow or guest accommodations. If for any reason renovation and/or construction is unavoidable and the Group in its reasonable judgment determines that this activity will disrupt or materially impact Group's meeting space or guest rooms, the Hotel shall make every effort to provide equal alternative space available within the facility. If both parties agree that equal alternative space is not available, the Group may cancel this Agreement without penalty.

In such event, Hotel shall pay Group reasonable costs incurred in relocating the event to another hotel of equal quality in the same city, i.e. differential in increased room rate, differential in increased food and beverage commitment, transportation cost, increased meeting room rental, and reproduction of marketing materials.

ALTERNATE PROVISION:

In the event that the Hotel will be undergoing any construction or renovation during the Meeting dates, the Hotel shall promptly notify Group, and Group shall have the right to cancel this Agreement without liability upon written notice to the Hotel if, in Group's reasonable judgment, such construction or renovation may tend to unreasonably affect the use of the facilities or the quality of service to be provided under this Agreement.

- 13.3 *Safety System:* Hotel will notify Group if construction or renovation will result in disengagement of the hotel's safety system in the areas to be used by Group.

- 13.4 *Strike or Other Labor Dispute:* The Hotel shall specify in writing any unions that are party to a collective bargaining agreement with the Hotel, at the Hotel Address, and the responsibilities of each such union, the status of the relationship with the union and its members, any applicable rates, and the expiration date for each collective bargaining agreement. The Hotel agrees to promptly notify the Group of any strike vote taken by employees or a union.

The Hotel represents and warrants that, to the extent that the Group will be bound by any rules or regulations of the Hotel, or any agreements between the Hotel and unions or third parties, such rules and regulations have been provided to the Group in advance of the execution of this Agreement.

In the event of any labor disputes or work stoppages actually occurring or threatened by a majority of the Hotel's employees and involving the Hotel's line level front desk or food/beverage employees, the Hotel shall promptly notify Group, and both parties shall have the right to renegotiate this Agreement without any liability. If, in Group's reasonable judgment, such labor dispute may tend to materially disrupt or interfere with the use of the facilities or quality of service to be provided under this Agreement or this Addendum, cancellation of all activities are to be considered without liability.

ALTERNATE PROVISION:

In the event of any strikes, work stoppages or other labor disputes, actual or threatened, involving the Hotel employees, the Hotel shall promptly notify Group, and Group shall have the right to cancel this Agreement without any liability upon written notice to the Hotel.

- 13.5 *Deterioration in Quality:* The Hotel warrants that service, physical structure, and cosmetic appearance at the time of this Agreement shall be the same or better on the opening day of the Meeting. The Hotel shall maintain its current "star", "diamond", or other rating. Failure to maintain this status may be grounds for the Group to terminate this Agreement without liability.
- 13.6 *Change in Ownership:* The Hotel agrees to notify the Group in writing of any change of ownership, franchise affiliation or management of the Hotel or if the Hotel shall (i) be adjudicated as bankrupt or insolvent by any court of competent jurisdiction (ii) be voluntarily or involuntarily placed in reorganization under any bankruptcy laws (iii) make an assignment for the benefit of creditors (iv) consent to the appointment of a receiver, liquidator or trustee for itself or for a major part of its assets (v) file any pleading, petition or other instrument in any court whatsoever seeking to take advantage of any bankruptcy or insolvency act or (vi) file in any proceeding whatsoever any instrument in which it shall in substance or effect admit its inability to pay its debts as they mature. The Group shall have the right to terminate this Agreement without liability under these circumstances if the Group believes that the services and appearance of the Hotel may be affected adversely by such a change in ownership or management or possible bankruptcy.

If Group decides not to terminate this Agreement, Hotel shall provide group with a letter stating that all concessions set forth in this Agreement will be honored without substitution. If Group's marketing material or handouts have to be altered due to the change, hotel agrees to reimburse group for reproduction costs.

ALTERNATE PROVISION:

The Hotel shall promptly notify Group if there is a change in Management Company or ownership of the Hotel prior to the Meeting or if the Hotel no longer is operating as [HOTEL NAME] and Group shall have the right to cancel this Agreement without liability upon written notice to the Hotel.

- 13.7 Failure of the Hotel to meet its obligations described above would, without limitation, be cause for a reduction in the Group's Room Block or termination of this Agreement.

Add the following clause when you are contracting with multiple properties, i.e. hotels and/or convention centers.

- 13.8 *Contingency:* Group's performance under this Agreement shall be contingent on the availability of the [NAME OF PROPERTY(S)] for the period covered by this Agreement. If, for any reason beyond the control of the Group, the [NAME OF PROPERTY(S)] is not available, or is not in acceptable condition or is no longer suitable for Group's needs, including facility construction that would adversely affect the meeting or attendees, this Agreement may be terminated by written notice from Group without liability.

ARTICLE XIV

Indemnification and Insurance

- 14.1 Group shall indemnify, defend and hold harmless the Hotel, its officers, directors, employees and agents, from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which the Hotel, its officers, directors, employees, and agents, may incur but only in proportion to and to the extent such liability, loss, damage or claims are caused by or result from the Group's negligence or misconduct. The terms of this provision shall survive the termination or expiration of this Agreement.

The Hotel shall indemnify, defend and hold harmless the Group, its officers, directors, employees, volunteers and agents, from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which Group, its officers, directors, employees, volunteers and agents, may incur to the extent arising out of the negligence or misconduct of the Hotel, its officers, directors, employees, agents, contractors, or any other person or organization hired by the Hotel. The terms of this provision shall survive the termination or expiration of this Agreement.

- 14.2 The Hotel and the Group each agree to carry a minimum of One Million Dollars (\$1,000,000.00) in liability and other insurance protecting itself against any claims arising from any activities conducted in the Hotel during the Meeting.
- 14.3 The Hotel agrees to carry a minimum of One Million Dollars (\$1,000,000.00) in liquor liability insurance and represents and warrants that all of its employees and agents performing services under this Agreement shall at all times comply with federal, state and local laws pertaining to the sale, service or furnishing of alcoholic beverages.

ARTICLE XV

Obligations of the Hotel

- 15.1 *Quiet Enjoyment:* It is agreed that the demeanor of this meeting is quiet and conversational. Loud noises from adjoining or adjacent rooms are not acceptable and the Hotel assumes the responsibility to ensure that the meeting will not be disturbed. Unless identified specifically in the Hotel plans (**Exhibit C**) or in this Agreement, contracted meeting room spaces has no sight obstructions, and has suitable lighting and sight lines for audiovisual presentations.
- 15.2 The Hotel shall be responsible for ensuring that Group's use of all function space is free from outside distractions, disturbances and interruptions. Walls shall be soundproof, but if they are not, the Hotel shall avoid assigning to any function room(s) adjacent to or across from Group's function rooms any group which may generate noise sufficient to detract from Group's functions. If necessary, the Hotel shall leave an empty room between Group and such other group as a buffer to eliminate the risk of disturbance.
- 15.3 The Hotel represents and warrants that there will be no overlapping meetings, conventions, special events, or other attractions planned to be held in the Hotel during the Meeting that could affect the ordinary use of the meeting rooms or other facilities to be used by the Group and its attendees.
- 15.4 The Hotel acknowledges and agrees that it shall not, except with prior written consent from the Group, cancel, limit or change the Meeting dates or the rooms or space provided for herein for the purpose of accepting other business.
- 15.5 *Emergencies:* In the event that Hotel becomes aware of a medical or other emergency pertaining to Group's attendee(s) who are located in Hotel, then Hotel shall immediately notify Group of the name of such attendee and the nature of the emergency.
- 15.6 *Prompt Check-In and Check-Out:* The Hotel represents and warrants that it shall provide adequate staff to promptly handle check-ins and check-outs during the Meeting including but not limited to front desk, bellhops, doormen, valet parking attendants, etc.

- 15.7 *Compliance with Applicable Laws:* Hotel represents that it shall comply during the terms of the meeting period with all federal, state and local fire, safety and building codes. The Hotel shall provide a copy of the most recent fire inspection and health department inspection reports upon request by Group. The Hotel will provide a copy of the crisis/evacuation plan to Group upon arrival at the Hotel.
- 15.8 Hotel warrants that it shall maintain during the Meeting Period all appropriate measures to protect the person or property of Organization, its employees and meeting attendees from loss or injury. At all times during the Meeting Period, Hotel shall have on its premises at least one (1) person trained in cardio-pulmonary resuscitation (CPR) and at least one (1) automated external defibrillator in good working order for use in cardiac and other emergencies.
- 15.9 *Americans with Disabilities Act Compliance:* The Hotel shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act (“ADA”) not otherwise allocated to the Group in this Agreement, including: (i) the “readily achievable” removal of physical barriers to access to the meeting rooms (e.g., speakers’ platform and public address systems), sleeping rooms, and common areas (e.g., restaurants, restrooms, and public telephones); (ii) the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by the Hotel than other individuals (e.g., Braille room service menus or reader); and (iii) the modification of the Hotel’s policies, practices and procedures applicable to all guests and/or Group as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing and mobility impaired open for disabled until all remaining rooms are occupied).

(a) Compliance by the Group: The Group shall be responsible for complying with the following public accommodations requirements of ADA: (i) the “readily achievable” removal of physical barriers within the meeting rooms utilized by the Group which the GROUP would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Hotel; (ii) the provision of auxiliary aids and services where necessary to ensure effective communication of the Group’s program to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) the modification of the Group’s policies, practices and procedures applicable to participants as required to enable disabled individuals to participate equally in the Meeting.

(b) Mutual Cooperation in Identifying Special Needs: The Group shall attempt to identify in advance any special needs of disabled registrants, faculty and guests requiring accommodation by the Hotel, and will notify the Hotel of such needs for accommodation as soon as they are identified by the Group. Whenever possible, the Group shall copy the Hotel on correspondence with attendees who indicate special needs as covered by ADA. The Hotel shall notify the Group of requests for accommodation received other than through the Group to facilitate identification by the Group of its own accommodation obligations or needs as required by ADA.

If the meeting is held outside of the U.S. please use the following clause in lieu of 15.7:

The Hotel will comply with all applicable governmental laws, rules and regulations that govern its performance under this Agreement. With respect to guests with disabilities, the Hotel agrees to provide reasonable auxiliary aids and services whenever such services are required for a conference held at the Hotel. The Hotel has made every effort to make the Hotel premises accessible by removal of barriers wherever reasonable. Hotel is committed to providing all of its Hotel guests with the best possible guest experience and has provided its employees with training and guidance in order to enhance its employees' understanding of the services required to accommodate guests with disabilities. Hotel agrees to hold harmless, indemnify and defend Group in the event that any legal action, claim, demand suit or proceeding is filed against Group alleging that the Hotel facilities or services provided by Hotel failed to comply with applicable governmental laws, rules and regulations.

ARTICLE XVI

Policies

- 16.1 Hotel represents and warrants that it has no policies with regard to meetings of the type covered by this Agreement that have not been disclosed to the Group in writing and made a part of this Agreement. Hotel further warrants that it shall not, subsequent to the execution of this Agreement, adopt any policies applicable to the Meeting without the express written consent of the Group.
- 16.2 Non Discrimination: **XXX** is committed to the principle that all persons shall have equal access to programs, facilities, services, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by **XXX** policy and/or applicable laws.

XXX prohibits discrimination, harassment or bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status or any other characteristic protected by law. **XXX** expects that its suppliers shall maintain an environment free of discrimination, including harassment, bullying, or retaliation when and where ever those individuals are conducting **XXX** business or participating in **XXX** events or activities.

ARTICLE XVII

Claims And Disputes/Arbitration

- 17.1 In the event of any controversy or claim arising out of or relating to this Agreement, or the breach, termination or validity of it, the parties shall first attempt to resolve the matter over a period of at least 30 days before resorting to arbitration as described in Section 17.2 except that equitable remedies may be sought immediately.

- 17.2 Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Each party shall be responsible for their own attorney fees.
- 17.3 The law of the state in which the Hotel is located shall be the governing law, without regard to such jurisdiction's conflict of law principles.

If holding a meeting outside of North America, use the following:

The parties agree that all disputes arising out of or in connection with this Agreement shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce, governed by New York State law by one or more arbitrators appointed in accordance with the said Rules. All pleadings will be in English and the arbitrator will be admitted to practice law in at least one of the States in the United States.

ARTICLE XVII

Signature

- 18.1. *Entire Agreement:* This Agreement and any Exhibits hereto contain the entire agreement between the parties and supersede all prior and contemporaneous agreements, arrangements, negotiations and understandings between the parties relating to the subject matter hereof. There are no other understandings, statements, or promises of inducement, oral or otherwise, contrary to the terms of this Agreement. Exhibits to the Agreement are an integral part of this Agreement and will be deemed incorporated into this Agreement.
- 18.2. *Waiver:* The waiver by either party of a breach by the other of any provision of this Agreement shall in no way be construed as a waiver of any succeeding breach of such provision or a waiver of the provision itself. No waiver of any provision of this Agreement, whether by conduct or otherwise, in any one or more instance, shall constitute a waiver of any other provision, nor shall such waiver constitute a continuing waiver, and no waiver shall be binding unless executed in writing.
- 18.3. *Proper Execution:* This Agreement is not valid until executed by authorized individuals of both the Hotel and Group. The undersigned agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign.
- 18.4. *Assignment* - This Agreement may not be assigned or transferred to a third party by either party without the written consent of the other party.
- 18.5. *Scanned or Facsimile Copies:* If either party uses a scanned or facsimile transmittal, that copy shall be deemed to be an original.

- 18.6 *Notice:* Any communication required or desired to be given under this Agreement must be written and (i) delivered personally, (ii) sent via overnight delivery service (e.g. FedEx or UPS), or (iii) mailed by certified or registered mail, addressed to the party at the address set forth in the beginning of this Agreement. Either party may change its address, for purposes of this Agreement, by sending notice to the other party according to this paragraph.
- 18.7 *Authorized Representatives:* All references herein to the Group include specifically authorized representatives. In addition to the person(s) named with respect to **XXX** in Section 18.6, the Group will provide a list to the Hotel of those persons authorized to act on their behalf. The Hotel should not accept instructions from any other persons.
- 18.8 *Headings:* Article and Section headings contained in this Agreement are inserted for convenience of reference only and shall not be deemed to be part of this Agreement for any purpose or in any way define or affect the meaning, construction or scope of any of the provisions hereof.
- 18.9 *Invalidity:* If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of this Agreement shall continue in full force and effect.
- 18.10 *Confidentiality:* The content of this Agreement may not be disclosed to any party not previously authorized to discuss these contents by Group and the Hotel.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day first above written.

Name

Legal Name of Hotel

XXX Authorized Signature

 Authorized Signature

 Name

 Name

 Title

 Title

Exhibits

- A. Food and Beverage Price List
- B. Schedule of Events
- C. Meeting Room Floor Plans

Exhibit A
Food and Beverage Price List

Exhibit B
Schedule of Events

Specify the room name, date and time for which the space is being held, including set-up times and 24-hour holds. (Specify dates/times for actual events, if different from dates/times when space is being held.) All rooms are to be completely set up by the times indicated

Exhibit C
Meeting Room Floor Plans



TECHNICAL PAPER SESSIONS

Presiding Officer, PO, and Assistant Presiding Officer, APO, Duties Prior to Meeting

The role of POs and APOs is to manage and facilitate the Annual Meeting technical sessions as outlined below:-

Prior to the meeting the PO and APO will be advised by HQ of the:-

- names of the presenting authors
- time and location of the Authors' Breakfasts
- schedule for the technical sessions

PO and APO must make themselves familiar with the technical content of the paper. In particular, if the student APO is unsure of the technical issues being presented, she/he should seek clarification from the PO, from SNAME subject matter experts, Faculty Advisors, or other knowledge resource

Prior to the Authors' Breakfast the PO and APO will come to the Technical Sessions Desk to collect hard-copy files with biographies, discussions (Transaction Papers only), any additional instructions, and forms.

Prior to the Authors' Breakfast the PO will contact the presenting authors to:

- give them the authors' hard-copy file with discussions (Transaction Papers only)
- ensure that they know the day, time, and location of their presentation
- ensure that they have their presentation materials.
- encourage them to run through their presentation in the Authors' Ready Room
- remind them to attend the Authors' Breakfast, confirming day, time, and location

Prior to the Authors' Breakfast the APO will contact the PO to introduce themselves and to make sure that they mutually understand how they will handle their technical session

At the Authors' Breakfast the PO and APO will:

- make his/her presence known to SNAME staff
- locate the authors; if any fail to arrive within 20 minutes advise SNAME staff
- advise the photographer when attending authors are all present, and will then complete the photo/name form, double-checking the spelling of the names
- assist the photographer by ensuring that the PO is on the photographer's left, the APO on the photographer's right, and that the authors are in the center in the same order as on photo/name form

At the start of the session the APO will assist the authors in connecting their equipment or loading their presentation. If help is needed or if a laser pointer or other equipment is required, the APO will obtain it from the Technical Sessions Desk.



ORDER OF BUSINESS TECHNICAL PAPER SESSIONS

The time allotted for the session is 50 minutes. For papers with continuing education credit the total time for the entire session, including introductions, presentations, discussions, and closures, must not be less than 50 minutes. Conference Papers are assigned two to a session. POs and APOs are asked to prepare appropriate questions of their own in order to stimulate discussion and to expand an accredited session if necessary.

- PRESIDING OFFICER** Call session to order; introduce self, (name, affiliation and SNAME position, e.g. Papers Committee member), introduce the APO (name, school and SNAME position, e.g. Student Section Chair) and announce title of the paper
- Describe emergency procedures in the event of an emergency
- Remind all present of time constraints cited above as applicable
- Introduce authors; read short biographies
- Ensure that each speaker can be heard
- AUTHORS** Present a 25-30 minute summary of Transaction Paper, or a 20 minute summary of Conference Paper
- ASSISTANT OFFICER** Keep track of time and inform PO when allotted time is at 5 minutes and 2 minutes to end of allowable presentation time.
- PRESIDING OFFICER** For Transaction Paper, call for written discussions;
For Conference Paper call for discussion from floor
- ASSISTANT OFFICER** Read written discussions when discussor is not present
- PRESIDING OFFICER** Call for oral discussions as time permits
- After discussions are completed, call on authors to reply
- AUTHORS** Reply to discussors; note time constraints cited above
- PRESIDING OFFICER** For accredited papers, ensure that the total session length is not less than 50 minutes; add your own thoughts to the discussion if necessary, or call upon others to do so
- Thank the authors and discussors on behalf of the SNAME
- Announce the next session (see Schedule)
- Adjourn the session. Do not allow Session to exceed allotted time
- ASSISTANT OFFICER** Complete Statistics Form and return it to Technical Session desk

Sample Sponsorship Levels/Packages

Cyber Café - 10,000
Tote Bag Sponsor - 6,000
Student Banquet Sponsor - 6,000
Proceedings CD
Lanyard Sponsor - 2,500 + lanyards
President's Luncheon Co-Sponsor - 4,000
Technical Program Sponsor (1) - 2,000
Student Design Competition Sponsor - 2,000 - tshirts
President's Luncheon Co-Sponsor - 2,000
President's Luncheon Co-Sponsor - 2,500
President's Luncheon Co-Sponsor - 2,500
President's Reception Sponsor - 7,000
President's Luncheon Co-Sponsor - 2,500
Students and Young Professionals Social - 3,500
Technical Program Sponsor (1) - 2,000
Technical Program Sponsor - 2,500
Technical Program Sponsor - 2,000
Student Program Package - 4,500
Students and Young Professionals Job Fair - 5,000
Breakfast - 2,500