



**MANUAL
OF
CONFERENCE PROCEDURES**

SOCIETY OF PLASTICS ENGINEERS, INC.
14 FAIRFIELD DRIVE
BROOKFIELD, CT 06804

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CONFERENCE

INTRODUCTION "What is a Conference?"

A CONFERENCE is any meeting for **which a registration fee is charged** (other than normally scheduled monthly meetings), featuring a program based either on a single subject or several closely integrated subjects and designed to appeal to a particular segment of the plastics industry. Conferences may include management topics. Sponsorship can be by a Division or a Section or both can cosponsor the conference. A bid for sponsorship, preliminary program, budget, site and committee must be submitted to the Conference Subcommittee when dates are requested. These petitions are subject to a three step review and final approval by the Subcommittee, Executive Committee Liaison member with conference responsibility and the Conference Coordinator.

A Conference is designed to draw attendance on a topical subject. It is the recommendation of the Society that the Sections request the cooperation of one or more of SPE's Divisions in developing the technical program. Responsibility for promotion and logistics of the conference is frequently divided between the Section caring for logistics, the Division(s) the program. Pamphlets entitled "What SPE can do to make your Conference a Winner" are available from the Conference Department at SPE Headquarters. It is strongly recommended that Sections and Divisions promoting conferences take advantage of these services.

APPROVAL to sponsor a conference must be obtained on a Society level to prevent overlapping of subjects, dates and geographical areas of sponsorship. The three step approval system assures this coordination. Failure to obtain approval for any conference will lead to the forfeiture of a Sections and/or Divisions yearly rebate.

To obtain approval for a conference, the Section President, or Division Chairperson on the authorization of the Section or Division Board of Directors, will submit a petition, plus a program outline in sufficient detail (Exhibits I & IX), and a budget (Exhibit II), to the Conference Coordinator, a minimum of twelve (12) months prior to the desired date for the conference.

This bid form will include the proposed subject, date, meeting place and Chairperson. Any supporting data, which has been prepared, should be included. The program outline should be in sufficient detail to show the scope of the meeting. On proposals that the Conference Subcommittee does not consider complete, a tentative date will be held open for a maximum of thirty (30) days pending receipt of any additional information requested.

FINANCING

1. All conference bid forms, (Exhibit I), which indicate the financial (surplus/loss) split agreed upon between the Section/Division must be accompanied by a proposed budget for the Conference (Exhibit II). Forms for this budget can be obtained from the Executive Office. Forms are also included with this manual.
2. All conferences or meetings of any type promoted outside a Section's geographic boundaries and membership shall pay a net rebate to the SPE Executive Office for use of its logo and/or Executive Office assistance in accordance with the following schedule:

<u>NET SURPLUS \$</u>	<u>% REBATE TO SPE HQ</u>
0K-3K	15%
3K-6K	20%
6K-9K	25%
9K+	30%

The sponsoring Section and/or Division has 90 days from the date a conference concludes to submit a report to the Conference Coordinator at SPE Executive Offices. Failure to comply will preclude the sponsor(s) from participating in the next PRIDE and STAR Awards. Any report not filed with SPE Executive Offices within 120 days from the concluding date of a conference will not have any future conference approval (including use of SPE's logo), and will have its yearly rebate withheld until such time that a satisfactory report of the conference is received and approved by SPE Executive Offices.

CATASTROPHIC LOSSES TO SECTIONS OR DIVISIONS

This conference manual is prepared with proven strategic guidelines and planning requirements necessary to plan and execute a successful conference.

It is possible, however, that extenuating circumstances might cause such significant budget reversals as to create catastrophic financial results to a section and/or division.

- a) Extenuating circumstances shall be defined as situations beyond the control of the section and/or division, e.g. weather, transportation cancellations, strikes, fraud, or natural disasters.

Note! Poor management is not beyond the control of a Section or Division.

- b) Catastrophic financial results shall be defined as a critical state of finances which would "bankrupt" or prevent a section or division from continuing operations as a viable group. Sections or divisions requesting assistance shall submit to the Executive Director three years of operating budgets, financial statements and a budget forecast for the next three years. If the Executive Director and the Conference Subcommittee determine that the criteria of this manual had been met, and that the loss was indeed catastrophic, financial assistance to the section/division will be approved.
3. In the case of Sections located outside the continental limits of North America, since services provided by the Executive Office are minimal, **a 10% rebate of NET SURPLUS will be paid to the Society.** Again, the Society provides no guarantee against losses.
4. Advance registration should be encouraged and the registration fees should be set to cover registration costs, conference preprint books and luncheons. **OPTION: Division/Section has the option to charge non-members an increased rate to cover membership in SPE.** Conference policy allows Sections to grant member registration fees to members of sister societies provided that these fees are noted as part of the fee structure on the initiating conference petition.
5. A small Section may wish to sponsor a conference in order to encourage the growth of the Section but may have insufficient funds in its treasury to cover expenses which must be paid before any income is received. In such a case, the Section may petition through the Conference Coordinator for a loan from the Society to meet these expenses. Such a loan becomes due and payable thirty (30) days after the date of the conference.

TIMING

Conferences should not be held 5 days before or 5 days after ANTEC, NPE, Plastics USA and the SPE Processors Conference.

ORGANIZATION “The Local Conference Committee”

The local conference committee is appointed by the Section President with the approval of the Section Board of Directors. The committee is charged with handling all matters of overall policy such as approval of the conference program and speakers, establishment of fees for the conference, planning for a conference preprint book, approval of individual committee budgets and approval of all individual committee plans.

The suggested make-up of the conference committees is as follows:

Chairperson
Vice Chairperson
Technical Program Chairperson
House Chairperson
Treasurer (or) Registration Chairperson
Promotion Chairperson - (Sometimes subdivided in Publicity Chairperson,
Printing Chairperson and Display Chairperson)
Membership Chairperson

The Chairperson is the chief executive of the conference. It is the duty of the chief executive to call and conduct committee meetings, check on the progress of the various committees and serve as the liaison contact with the Society. The Chairperson’s duties are:

1. Selects committee members and clearly describes their duties.
2. Reviews budget.
3. Presides over meetings.
4. Selects luncheon speakers.
5. Acts as host M.C. for luncheons.
6. Contacts attending Executive Committee member.
7. Submits a final report 90 days after the conference concludes, or notifies the Conference Coordinator at SPE Executive Offices as to when the final report* will be available.
8. *. **Final Report** – Receipts for all conference expenses (e.g. Hotel, Postage, Audio Visual, Preprints, etc.) **MUST ACCOMPANY** the final report when submitted to SPE Executive Offices.

The Vice Chairperson acts as Secretary, attends all meetings and is available to fill in for any committee member who may not be able to fulfill their duties.

The Technical Program Chairperson is responsible for selecting and obtaining qualified speakers to cover the specific subject. The Technical Program Chairperson is guided by the overall program outline as approved by the Conference Committee. The policy of the Society is that the Section request cooperation of Divisions in developing the Conference program by supplying the Technical Program Chairperson. The Technical Program Chairperson’s duties are:

1. Issue a Call for Papers denoting specific deadlines for submission of abstracts and final papers and allowing enough time for compiling and printing of the preprint.
2. Obtain advance copies of each paper to be presented at the conference and read each paper prior to presentation.
3. Secure moderators to conduct each session furnishing these people with a copy of the technical papers and a biographical sketch of each speaker in his/her session.
4. Coordinate with the House Chairperson to obtain meeting rooms, specifying “proper” size.
5. Schedule sessions and speakers and provide a copy of the program to the Promotion Chairperson so he/she can issue an Advance Program.

The Promotion Chairperson is a key figure in the success of a conference. Attention to promotion and planning will assure the attendance of enough registrants to make the conference successful.

The Promotion Chairperson's duties include:

1. Local press relations: Contact local newspapers and magazines and supply them with releases and photos if possible.
2. Have adequate signs to lead the registrants to "Advance Registration," "On-Site Registration," "Technical Session," "Membership Information Desk," "SPE Publications," "Welcome to the so and so Conference," "Registration Area," etc. (Signs may also be handled by the House Chairperson.)
3. Provide the Society's Executive Office with advance program information. The Society will send out releases and advertise the meeting in PLASTICS ENGINEERING.

(a) As soon as the Conference bid is approved and the Conference Committee formed, the Publicity Chairperson makes the initial release which states the Conference is being held by _____, Subject _____

_____, Date _____

Hotel and City _____

This release will also include names and addresses of Section members constituting the Conference Committee.

- (b) At least 4 months prior to the conference, another release will be prepared repeating the above information and adding the name of the speakers, their subjects, moderators and the actual program time schedule (Exhibit VIII).
- (c) Three months prior to the conference, the Publicity Chairperson should, by letter to adjoining Section Presidents and Newsletter Editors, call attention to the conference and request that announcement of plans for the conference be made at all Section meetings and monthly newsletters.

4. Plan and arrange printing for the advanced and final program, registration forms, badges and luncheon tickets. Work with the Technical Program Chairperson to have the conference proceedings printed. **The SPE Executive Office will purchase up to twenty (20) proceedings at cost. These will then be placed on the SPE website in the Bookstore for re-sale. All proceeds generated will be retained by SPE Headquarters.**
5. Solicit and promote exhibit space by mail and phone.
6. Arrange to have the advance program mailed out so it will be received 60 days before the conference. If the Promotion Chairperson is using bulk mail, it is important to get the advance program out early enough to be effective and to take advantage of the much lower bulk rate. The advance program is meant to be a preliminary look at the meeting and to solicit registrations. It should not be held up to have 100% of the meeting program. The final program will contain this. The SPE Executive Office will supply one set of mailing labels free of charge.

The House Chairperson is responsible for making all physical arrangements for conducting the conference including meeting room(s) of sufficient size for technical session(s) and arrangements for group luncheons. **However, it is recommended that the SPE Conference Manager review and approve all hotel and/or Conference Center contracts prior to the official signing of the contract. Hotel contracts should be forwarded as soon as possible via facsimile (203-740-2671) to the attention of Lesley Kyle, Conference Manager. Please allow a minimum of two weeks for a response. NOTE: Failure to do so will exempt the sponsor(s) from the CATASTROPHIC LOSS Policy, (see page 2).**

The House Chairperson is also responsible for:

1. All catering arrangements.
2. Visual aids requested by speakers using form sent by the Technical Program Chairperson.
3. All hotel negotiations.
4. Convention Bureau contacts.
5. Ushers.
6. Special Events (if any).
7. Feedback – See Exhibit XI for an example questionnaire.

The Treasurer / Registration Chairperson handles the finances and registration.

The Treasurer is responsible for:

1. Registration before and during the conference.
2. Working with the Chairperson to determine the budget and then keeping the various committees within the budget guidelines.
3. Selecting gifts and awards for recognition of speakers' efforts.
4. Providing the Chairperson with a final financial report no more than **60 days** after the meeting.
5. Obtaining a registration record of each registrant and for the issuance of badges, programs, luncheon tickets and conference preprint books.
6. On-site registrations may exceed advance registrations, the Treasurer must plan to process registrations rapidly in the hour preceding the opening of the conference and the Treasurer must arrange for a staff adequate to handle all registration matters within a period of one hour. This requires that all registration personnel report for duty at least 30 minutes before registration is scheduled to start.
7. Conducting an advance registration campaign. (Exhibit IV shows a typical conference advance registration form. This is suitable for an advance registration mailing, registration at the meeting and for permanent records).
8. Working closely with the Publicity Chairperson on advance registration, publicity, particularly that which is to be published in PLASTICS ENGINEERING, trade journals, newsletters, etc. through the Executive Office.

9. Immediately following the conference after the Treasurer has totaled the member and the nonmember registrants, the Treasurer will forward all nonmember registration cards to the Executive Office so that nonmember registrants may be immediately solicited for membership. The Treasurer will also report immediately on the total number of paid registrants.
10. Receipt of all funds and payment of all conference bills. The Treasurer is charged with supervision of all matters pertaining to the budget. The Treasurer establishes the conference budget with the Chairperson's help and assures that individual committees do not exceed established budgets.
As help in partially defraying the costs of conferences to the Society, the Treasurer will provide the Society with a rebate according to the options selected as described under **Financing**. No later than sixty (60) days after the Conference, the Treasurer must remit all surplus funds to the Section Treasurer and furnish a copy of his/her final financial report to the Conference Chairperson for inclusion in the final conference report.

Membership Chairperson -- A successful conference strengthens SPE both locally and internationally.

Membership Chairperson's duties include:

1. Establishing and staffing a membership booth at the conference. The Conference Coordinator will supply membership brochures and applications for use at the conference. The Membership Chairperson can also request from the SPE membership department a display booth, tabletop or floor model, be sent for use at the conference.
2. Taking orders for SPE technical publications at conferences, such as ANTEC and conference preprint books and gifts from the SPE Publications Catalog, will assist in furthering the aims of SPE. A supply of appropriate order blanks will be shipped to each conference from the Conference Coordinator for use at this booth.

Executive Office Assistance - There are countless ways in which the Executive Office can and will provide assistance to the Conference Committee. Contact the Conference Coordinator for a copy of their pamphlet entitled "What SPE can do to make your Conference a Winner". A list of the basic services is as follows:

1. Assist Section in securing approval of a conference bid.
2. Assist House Chairperson in securing hotel accommodations.
3. Counsel the Conference Committee during organizational stages and continually assist each individual Committee Chairperson as requested.
4. Guide the Conference Committee to assure that conference policies are in harmony with the objectives of the Society.
5. Source of "Write Now" brochures.
6. Source of address labels for mailing to SPE members.
7. Source of supply of SPE technical publication order forms, membership brochures and applications.
8. Source of recommendations gathered from previous Conference Committees.

9. Publicity - PLASTICS ENGINEERING and trade publications - As early as possible, but not later than four (4) months prior to the conference, you should send basic material for a news release which will be sent to numerous trade publications and newspapers. This release should contain complete information about the conference and its program, including date, time, location, title and author of each paper. We should also have the subject, title and corporate affiliation of the luncheon speaker, as well as registration details, including prices to members and nonmembers and name and mailing address of the Registration Chairperson. Also include names and corporate affiliations of Conference Committee members and any other pertinent details you believe will be of interest. To promote your conference we will publish the above release in *PLASTICS ENGINEERING* and print a free one page advertisement with registration information.
10. Solicitation Mailing - The Executive Office will supply one complimentary set of address labels of members affiliated with those SPE Sections and Divisions which you wish to cover in your promotional mailing and ship them to you for mailing. The promotional material itself - letter of transmittal, advance program, registration card and hotel cards - will be printed locally. **If you wish SPE to handle your mailings, the SPE Bulk Rate Indicia and SPE's return address must be included on your brochures. You must also have the name of the conference sponsor(s) and the "Society of Plastics Engineers, Brookfield, CT. printed in a noticeable place on the brochure. (See Exhibit 10) -- EXAMPLE: Palisades Section and Vinyl Plastics Division of the Society of Plastics Engineers, Brookfield, CT. The post offices in the Connecticut area are getting very picky about bulk mail regulations.** The solicitation is most effective if mailed to reach prospective attendees approximately five weeks prior the conference (mail first class six (6) weeks prior to the conference; mail bulk rate twelve (12) weeks prior to the conference). We should have the list of those Sections you wish to solicit at least four (4) months prior to the conference. Your conference will be invoiced for any additional sets of labels requested. Also, to handle inquiries received at this office, please send us 50 complete sets of your mailing piece as soon as you have them available as we receive requests for these as well.
11. Society Representation - At least one Society officer would be delighted to attend and/or speak at your conference, if invited by the Conference Chairperson. It is customary for the officer to be included in the luncheon program and to speak for approximately 10 minutes on the Society's program and objectives for the year.
12. Email Conference Announcements - See Exhibit XII in this manual.

Technical Displays at Conferences

Definition: Tabletop displays shall be confined to the use of one standard rectangular table, six to ten feet in length or the equivalent, available at the site. One sign approximately 24" x 36", to identify the display and one easel, a maximum of six feet in height, will be allowed. Tabletop displays are not to be expanded into enclosures or booths of the magnitude found at ANTEC. If curtain type backdrops are used to set off display areas, they must not be directly used as an integral part or support for the display areas; other than to carry the display identification sign mentioned in this policy. Basically, the "Tabletop Display" concept should contain only those items which can be hand-carried to the site and placed on the table.

Financial: The cost of space and tables vary considerably with the location and facility. The charge for the privilege of displaying shall be \$50 minimum over estimated cost to the committee to provide space with table, sign, easel and two registrations for attendants to the display. The petition budget shall include the details for income and expenses related to the tabletop displays.

PLANNING: "A Successful Conference"

SPE policy requires a complete petition be submitted to the Conference Coordinator one year in advance. Past experience has shown that a year is needed in which to properly prepare. Two or three months are usually required for the committee to start to function efficiently. It may seem like a long time, but visualize 6 to 10 new people being brought together to accomplish a goal -- in all probability they will not be effective after only one or two meetings.

At this point, a General Chairperson is appointed to head the conference committee. It is the General Chairperson's responsibility to select the best possible people to serve on the committee. The following are some points to guide the General Chairperson in the selection of a good committee and to insure that they keep on schedule:

- A. At the start, ask each candidate -- "Do you have the time, and will you commit yourself to the time to do your job for the proposed conference?"
- B. Establish conference goals and set schedules in writing so that each person clearly has a record of what they are to accomplish. Ask for frequent reports and define each committee member's responsibilities. Keep on schedule.
- C. Charge each member with the entire responsibility for completing his or her jobs.
- D. Start early - give yourself enough time to do the job. At least twelve months lead time is needed to cover the task adequately. Any shorter period will make your job more difficult and put heavier requirements on your time.
- E. Remember, as a leader of a conference, the General Chairperson must listen to the committee member's report and make a definite decision once the facts are revealed.

In the initial planning of a conference the Section or Division must guard against over-optimism. When a Section or Division decides to present a technical topic, careful consideration should be given to what is current--what will make people want to attend your particular conference. At this point, a serious error is often committed. A wave of enthusiasm spreads and sometimes a committee starts to plan a conference as if it were an ANTEC. Too often this results in a budget that is optimistic (rather than realistic) and there is a tendency to allocate too many funds on "extras".

To guard against this pitfall, take into account the average conference attendance for the last five years, which has been approximately 200. This figure, however, may be misleading. Included within the averaging to arrive at a 200 figure is a high attendance of 1000 and a low attendance of 60. Therefore, these statistics do not guarantee attendance of 200 people. A prudent Section will budget expenses based upon 100-150 attendees. This does not mean you cannot handle more. However, since you have committee expenses to only 100-150, in the event of some serious disaster, any possible loss can be minimized.

A Section or Division must take into consideration whether the proposed technical program appeals to their own geographic area. A Section should not rely upon heavy "outside" participation. Anticipate that 50-75% of the attendance will come from their own immediate geographic area. A presentation should be made to Section members explaining what the proposed program will entail and a reaction should be sought as to whether a good portion of Section members will participate. If your program has little or no appeal to their own Section, the program should be changed. The program should be as definitive as possible in the early stages.

When considering where to hold your conference, it is suggested that two or more sites be considered -- then negotiate. Dealing with a sales or banquet manager who is certain you are committed to their facility will not leave much room for negotiation. Instead, let it be known that other facilities are bidding for your business. You will find there are good points and bad points between any two sites. Analyze these points and decide what is best for your group. You will also find you can get more for your dollar by shopping. Once you have selected two sites that are suitable for all your needs, use gains won at one site as leverage to win equal gains at the other site. For example, if one site wants to charge for meeting space, you can counter with "The Holiday Inn does not charge for such space," and so forth. Above all, DO NOT hesitate to request assistance from the Conference Coordinator at SPE Headquarters.

BROADCAST E-MAILS: Steps to follow when submitting a broadcast e-mail for Topical Conference promotion

SPE Headquarters is committed to working with Sections and Divisions to support the promotion of Topical Conferences. To that end, SPE will send one broadcast e-mail one month prior to the conference to a targeted segment of SPE's members. The guidelines below will help us more effectively implement these broadcasts.

- Reserve your date no later than one month prior to the e-mail transmission date.
- Please consider the length of your broadcast e-mail. In an effort not to overburden the recipient, SPE headquarters has found that broadcast e-mails that are no longer than 300 words seem to obtain a better response. Within the 300 words please be sure to include the Topical Conference name, location, dates, a contact person's phone/e-mail information, and a link to the Topical Conference information that will appear on SPE's website (if available)*. Each line of the e-mail is limited to 80 characters with no bold, italics or underlining. Feel free to use all caps to allow for certain items to "stand out". Unfortunately we cannot attach any files to broadcast e-mails at this time. **It is best to send the information in a jpeg or gif file.**
- **As part of your overall marketing plan for your Topical Conference your broadcast e-mail will be sent to recipients by considering the Division members and Section members that are sponsoring or co-sponsoring the Topical Conference. You may also want to include the Sections that are geographically located near the conference site.**

*If you would like information regarding your Topical Conference to appear on the SPE website, please forward all information electronically to our Internet Marketing Manager, Deb Daily at dadaily@4spe.org. Please provide this information as far in advance as possible but certainly no later than one month prior to the date you would like the information posted.

Submit your proposed broadcast e-mail transmission dates, broadcast e-mail dialogue, broadcast e-mail recipients and any questions to:

Event Coordinator
Society of Plastics Engineers
E-mail: conferences@4spe.org
Fax: 203-775-8490

Timetable for Conference Publicity

10-11 Months Prior

- As soon as the conference has been approved and you have all your information for the conference, place ad in PE magazine and release to editors.

9-10 Months Prior

- Update the ad with more info, such as topics and names of contacts and website address - if there are any of these.
- Press release including a highlight that will take place at the conference.
- PE magazine.

6 Months Prior

- If they wish to do a flyer mail it this month. A postcard or letter in a #10 envelope - whichever is less expensive. Highlights of the program. This is just to make them mark their calendars, but could also offer an early-bird special.
- PE magazine.

5 Months Prior

- PE magazine and some new information for the Section/Division editors. Would be great to get an ad to these editors to place every month until January.

4 Months Prior

- See that local PR committee has contacted local press.
- SPE-Bulletin – Every second and fourth Wednesday of the month.
- PE magazine

3 Months Prior

- SPE-Bulletin – Every second and fourth Wednesday of the month.
- PE magazine.

2 Months Prior

- Second mailing in mid month. Can have full program here.
- SPE-Bulletin – Every second and fourth Wednesday of the month.
- E-Blast – 1 Month prior to conference.
- PE magazine.

Month of Conference

- Contact local press.

Suggestions

- A. Do not make overly optimistic sleeping room commitments. If 200 people are expected to attend a conference, in most cases one hundred sleeping rooms will be utilized. (This may vary, depending upon Division participation in your program and site selection). Therefore, a rule-of-thumb is **approximately 50% of your total attendance will require a room**. If you should exceed this rate, nine times out of ten the hotel will have additional rooms available. Hotel managers at times will seek to tack on additional costs if you do not utilize all sleeping rooms originally committed. Experience also shows that attendees will wait to the last minute to book a hotel room, so keep that in mind when selecting a cut-off date with the hotel.
- B. Meal guarantees are tricky even for experienced meeting planners.

Here are a few good rules to remember:

Rule #1 -- Never guarantee a meal for over 50% of your actual registration. Total registration should be estimated 72 hours in advance of the first program day, (this is the current Industry standard).. From experience we know that 65-75% of registrations will be advance and this will give a good indication of probable food function attendance.

Also, remember that all of your registrants will not attend your meal functions; many will be diverted by available distractions. A rule of thumb here could be up to 30% will dine elsewhere.

Rule #2 -- Insist that the final guarantee be given to the hotel no sooner than 72 hours before a meal function -- ask for 48 hours. This will afford more time to accurately estimate attendance.

Rule #3 -- If your program is two days in length, never guarantee for both days at the same time -- take it one day at a time. Historically, second day meal attendance is less than the first day.

Rule #4 -- Do not choose exotic dishes for luncheons as it requires special preparation and will hurt your bargaining position, and cost much more.

Rule #5 -- Certainly a hotel will expect some banquet business from your conference. Usually a conference can support one or two luncheons. Don't be put into the tough position of planning and sponsoring breakfasts, luncheons and dinners. If all functions are included in the registration fee, you will have to charge a fantastic sum, and if you make each function optional, you will have a guarantee problem. A luncheon for each day is usually enough activity for any Conference.

- C. Attempt to include a plant tour. These are a fine drawing card, some companies may sponsor food in conjunction with the tour.

The Program should consist of morning and afternoon sessions with a group luncheon between sessions. A prominent speaker should be secured for the luncheon. An officer of SPE would usually be available. Make use of Fellows as Keynote Speakers.

The use of descriptive subtitles, such as "Outlook" - The **Outlook** on Plastics, "Briefing" - State-of-the-Art Plastics **Briefing** and "Congress" - The World **Congress** on Plastics, are encouraged as a means of more clearly indicating the form and scope of the specific conference. To assure maximum attendance of Section members, the conference should replace the regular Section meeting for that month.

Conducting a conference can be a very rewarding experience for a Section and/or Division. We hope that your Section or Division goals will include sponsorship of a conference in the near future. **Remember!!** This is a PRIDE requirement every two years. Assistance is always available from the Executive Office. The staff contact is the Conference Coordinator.

On-site registration will be heavy the first morning of the meeting. Adequate help must be available to handle badge typing and money. A good source for experienced registration help is the local convention bureau. Have all help show up 30 minutes early to acquaint them with the procedures.

Have competent personnel on hand to sell SPE publications and preprints.

Some conference Treasurers have opened passbook savings accounts for conference finances instead of checking accounts. It is possible to earn interest on conference moneys while in the planning stages. You may want to pursue this possibility with a local bank. Be careful, though, some savings accounts limit your check usage to three (3)/month.

Partnership With SPE

30-70 Partnership Arrangements

- Consultative assistance on hotel contracting, logistics and marketing
- Design registration forms
- No less than 3 half page color ads in *Plastics Engineering* magazine (SPE will create in-house or utilize materials submitted electronically)
- Full listing of event with any designated likes in SPE Events Listing as soon as dates are known (<http://www.4spe.org/seminarsconferences/eventscalendar.htm>)
- Standard **front-page** listing of event 60 days prior to the day of event on www.4spe.org
- Provide a conference page with appropriate links on SPE's website.
- Provide badge, ribbon, certificate and other supplies to the committee or their designated registration person
- Press releases sent to all SPE Section/Division Newsletter Editors

50-50 Partnership Arrangements

- ALL of the above, PLUS
- Full registration services
 - Online registration form development
 - Enhanced website development
 - All processing of registrations, collection of funds, credit card transactions, etc.
 - Full badge and event ticket fulfillment
 - On-site registration support
 - Full customer service support relative to conference-related inquiries
- Full consultative marketing services and oversight of marketing implementation plan
 - Full consultation and writing of specific promotion plan
 - Additional advertising opportunities in *Plastics Engineering* magazine
 - Possible advertising opportunities as available in *PlasticsNews*
 - Enhanced website servicing
- Food, Beverage and Audio-Visual planning and implementation for the event.
- Full conference committee support, including the arrangement of regular teleconferencing
- If appropriate, exhibitor logistical support as requested
- Off-site event support

If you are a full 50-50 partner, the following services are also available on an "a la carte" basis:

Online paper submission facilitation: This is a web-based paper submission and review process currently used for ANTEC. The same technology can be utilized via SPE's existing contract for individual topical conferences as well. From this online process, conference proceedings on both print and CD-ROM are produced. The cost will depend on the specific requirements of the conference and on whether or not the Conference Committee opts to do print and CD-ROM production. If interested in this service, please contact us directly for a quote.

Design and production services for collateral and promotional materials: Oversight of the production and distribution of items like the Call for Papers, Exhibitor Prospectus (if appropriate), Advance and Final Programs, Pocket Schedules, etc. If interested in this service, please contact us directly for a quote.

EXHIBIT I

PETITION TO HOLD CONFERENCE

1. The _____ Section/Division of SPE, herewith petitions the Conference Committee for sponsoring of a Conference.

2. The subject of this Conference is _____

(DETAILED PROGRAM AND BUDGET MUST BE ATTACHED FOR THIS REQUEST TO BE CONSIDERED)

3. Proposed date of this Conference is _____, 20_____

Note: See **Timing** in the *Manual of Procedures for Conferences*.

4. Proposed Site of Conference is: _____

Meeting Facility: _____

City and State: _____

5. Please indicate financial (surplus/loss) split, which has been agreed upon between Section/Division

6. **Please indicate (v) type of Headquarters Registration Assistance: (See**

? **50% Split - Equal partnership with SPE**

? **30% Split - With Complete Registration Processing and Fulfillment (\$9.00/per person)**

? **30% Split - No Registration Assistance Required**

7. Are exhibits/displays planned in tandem with the Conference: ?Yes ?No

8. Have any tentative commitments been made for meeting facility? _____

9. Conference Chairperson is: NAME _____

COMPANY AFFILIATION _____

ADDRESS _____

CITY AND STATE _____

PHONE NUMBER _____ FAX: _____

E-MAIL ADDRESS _____

PRIMARY SECTION/DIVISION AFFILIATION _____

Section Division

Upon completion of this TOPCON petition, please print, sign and return to:

Julie Shaker, Event Coordinator
Society of Plastics Engineers
14 Fairfield Drive
Brookfield, CT 06804
203-740-2671

SIGNED _____ DATE _____

SECTION PRESIDENT _____ SECTION _____
TYPE NAME HERE

SIGNED _____ DATE _____

DIVISION CHAIRPERSON _____ DIVISION _____
TYPE NAME HERE

(IF APPLICABLE)
SIGNED _____ DATE _____

CONFERENCE CHAIRPERSON _____ SECTION _____
TYPE NAME HERE

EXHIBIT II

PROPOSED CONFERENCE BUDGET

CONFERENCE SUBJECT: _____

CONFERENCE DATE: _____

SPONSORING SECTION/DIVISION: _____

<u>INCOME</u>			<u>BUDGET</u>		<u>ACTUAL</u>
Member Registration - Advance	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Member Registration - On-site	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Nonmember - Advance	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Nonmember - On-site	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Preprint Sales	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Luncheon Tickets (if separate)	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Dinner Tickets (if separate)	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Displays	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Other Income	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Mutually agreed on # of preprints for Executive Office (Max. 30 copies at cost)	# _____	@ \$ _____	\$ _____	# _____	\$ _____
			TOTAL INCOME \$ _____		\$ _____
Projected # of attendees to break even	# _____	@ \$ _____	\$ _____		

PROPOSED CONFERENCE BUDGET (CONTINUED)

EXPENSES

Printing and Mailing

	<u>BUDGET</u>		<u>ACTUAL</u>		
Program	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Registration Cost (\$9.00 per person)	# _____	@ \$ _____	\$ _____	# _____	\$ _____
2.7% cost for Credit Card Process	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Registration Cards	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Preprints	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Letters, envelopes, etc.	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Signs & Miscellaneous	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Postage	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Mailing Service Charge	# _____	@ \$ _____	\$ _____	# _____	\$ _____

Meeting

Speakers' Breakfast	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Luncheon	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Dinners	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Visual Aids	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Secretarial	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Equipment Rental	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Display Facilities	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Display Registration	# _____	@ \$ _____	\$ _____	# _____	\$ _____
Other _____	# _____	@ \$ _____	\$ _____	# _____	\$ _____

TOTAL EXPENSES			\$ _____	\$ _____	\$ _____	\$ _____
LESS TOTAL EXPENSES			(_____)	(_____)	(_____)	(_____)
TOTAL SURPLUS			\$ _____	\$ _____	\$ _____	\$ _____
Rebate to Executive Office			\$ _____	\$ _____	\$ _____	\$ _____
Net Surplus to Section			\$ _____	\$ _____	\$ _____	\$ _____

Net Surplus to Division

\$ _____ \$ _____ \$ _____ \$ _____

EXHIBIT III

REPORT OF CONFERENCE

Section/Division Sponsoring Conference _____

Date of Conference _____

Location of Conference _____

Conference Title _____

Total Attendance _____

SPE Members _____

Nonmembers _____

Number Attending from Host Section _____

Number Attending from Division _____

<u>Registration Fee</u>	<u>Pre-Registration</u>	<u>On-Site</u>
Member	_____	_____
Nonmember	_____	_____

Did Registration fee include: Preprint _____

Luncheon Ticket _____

Displays - Number _____

Total Revenues \$ _____

Total Expenditures \$ _____

Surplus/Loss \$ _____

List problem areas encountered prior to and during Conference: _____

EXHIBIT III (CONTINUED)

List activities which you feel contributed to the success of the Conference: _____

List suggestions for methods of improving future Conferences. Include what additional help might be supplied by the International Organization: _____

**Send a completed copy of this report to the Conference Coordinator
within ninety (90) days of the Conference.**

CONFERENCE CHAIRPERSON: _____

DATE: _____

EXHIBIT V

LETTER OF SOLICITATION TO SPEAKERS

Dear _____:

Plans are already underway to hold a _____ (Section Name) _____

conference of interest and lasting significance to all of us. It proposed to be held _____

in _____ (City and State) _____ on _____ (Date) _____, 20____,

featuring the theme, " _____

“

The Program Committee has already established the format of the conference to reflect the dominant interest of the chosen theme.

The purpose of this letter is to solicit your aid in securing the highest quality of papers for presentation. If you are interested in preparing a paper, please submit a 75-word brief abstract telling what you plan to talk about. Also, keep in mind that, if accepted, your paper will be published in the conference preprint book.

Should you not be able to present a paper yourself, perhaps you can suggest a speaker(s) whom you believe would be willing to contribute a paper(s) of value.

Your cooperation in suggesting topics of interest for the conference will also be welcome. Just mark the appropriate topics on the enclosed check list.

For your convenience, a business reply envelope is enclosed. To permit the Speakers' Committee to operate efficiently, a prompt reply will be appreciated.

Sincerely,

John Doe,
Chairperson, Speakers' Committee

_____ Conference

Enclosures

EXHIBIT VI

LETTER OF CONFIRMATION TO SPEAKERS

Dear Mr. _____:

I am pleased to advise you that your offer to prepare a paper on the subject of _____
for the SPE conference on _____
has been accepted. It will become a part of the _____ (morning/afternoon) Session on _____
_____ (day and date) _____ (hotel and city)
and will be presented with other papers on the general subject.

Enclosed is a booklet, "Write Now" designed to aid you in the preparation of your paper. A study of this booklet and conformance to its requirements will make your job of writing a paper for presentation and the conference preprint book much easier. I know you will appreciate that our time schedule must be met in order for us to publish your paper simultaneously with its oral presentation, and will give us your full cooperation.

It is important to make clear that your participation in our conference requires two separate contributions - a technical paper for publication, and a presentation at the conference summarizing your paper.

Your paper will be published with other conference papers in the conference preprint book, and may also later be selected for publication in *PLASTICS ENGINEERING*. So, in order to control the size of the preprint, each paper submitted must not exceed _____ pages (including illustrations) and must be submitted in triplicate, typed _____ (single/double) _____ spaced on one side of 8-1/2" x 11" white paper.

For your oral presentation, your paper may be any length you believe necessary to cover the subject matter, including illustrations, tables, bibliography, or other supporting data. However, your presentation must be limited to twenty minutes in conformance with a rigid session schedule. The presentation should highlight important ideas in your paper. Some of the best presentations consist mainly of extemporaneous discussion of slides. Timing yourself through several practice presentations will help you to keep within the allocated time.

Included in the "Write Now" booklet is an Author's Release Form regarding copyright rights.. Please sign it and return to me as an acknowledgment of receipt of these instructions.

The entire Conference Committee joins me in expressing our thanks for your offer of this paper.

Sincerely,

John Doe
Chairperson, Speakers' Committee

Enclosures

EXHIBIT VII

AUTHOR'S RELEASE FORM - SPE CONFERENCE PAPERS
(To be signed and returned with your manuscript)

REVIEW AND ACCEPTANCE: All papers are subject to review by the Technical Program Committee. Receipt of a paper is not a commitment for its presentation or publication. All papers accepted are subject to editing and become the property of the Society of Plastics Engineers.

DUE DATES: The original and specified copies of the final manuscript must be received by the person in charge of papers no later than deadline date. Earlier receipt of your manuscript will be very much appreciated.

APPROVALS AND CLEARANCE: It is the responsibility of the author to secure such company approvals and government clearance as may be required.

SOCIETY RESPONSIBILITY: Statements and opinions advanced in the papers are to be understood as individual expressions of their respective authors.

PUBLICATION OF PAPERS: As soon as practicable after a conference, the Society will contact all authors whose papers are being considered for publication by SPE. All other papers will be released upon request of their authors or automatically six months after delivery and may be offered for publication elsewhere with the stipulation that, if published, appropriate source credit be given to the Society and the specific conference involved. With the author's agreement, it is possible that a paper submitted for presentation may be published with modification in an SPE journal prior to the conference. In such an instance, full credit will be given to conference as the source of the original paper.

AUTHOR'S EXPENSES: The Society does not pay expenses incurred by authors in connection with the preparation of papers and attendance at meetings at which they are presented. The Society does not pay authors for papers which are accepted, presented or published.

I am offering paper number _____ /entitled: _____

_____ to the Society of Plastics Engineers, Inc., in accordance with the above conditions.

Signed

Date

EXHIBIT VIII

NEWS RELEASE AND TYPICAL CONFERENCE PROGRAM

FOR IMMEDIATE RELEASE

"BLOW MOLDING COMES OF AGE" AT SPE MEETING

One of the fastest growing and most dynamic segments of the plastics industry - blow molding - will be the topic of a CONFERENCE of the Society of Plastics Engineers on December 18, at the Essex House in Newark, New Jersey. Program of the conference entitled "Blow Molding Comes of Age," sponsored by SPE's Newark Section, encompasses virtually all elements of this subject, including history, applications, extrusion techniques, materials technology, machinery, blowing processes, molds and legal aspects.

The technical program consists of eight papers and a panel of equipment manufacturers has been developed so that the subject matter and sequence of presentation will provide a complete picture of blow molding technology as it exists today. A minimum amount of literature is currently available on the subject, primarily because technology is so new. As a result, the Conference preprint book will, in effect, represent one of the first textbooks on Blow Molding, according to General Chairperson Robert H. Hoehn of Mack Molding Company.

The complete technical program, as announced by Program Chairperson Victor Q. Merrill of Plastics Molders Supply Company, follows:

"BLOW MOLDING COMES OF AGE"

December 18, 1984
Essex House
Newark, New Jersey

8:30AM-9:30AM	Registration
9:30AM-9:35AM	Welcome and Introduction

Morning Session

Moderator: W.H. Willert, Frank H. Egan & Company

Keynote Speaker

9:35AM	"History of Blow Molding" G.C. Heldrich W.R. Grace & Co.
--------	--

9:50AM	"Applications and Markets" T.W. Mullen Celanese Plastics Co.
--------	--

10:10AM	"An Introduction to Extrusion for Blow Molding" R.D. Sackett Hartig Extruders
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10:30AM	Intermission
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EXHIBIT VIII (CONTINUED)

- 10:45AM "Color for Blow Molding"
A. G. Keown
Plastics Molders Supply Co., Inc
- 11:05AM "Effects of Polyethylene Resin Type and Blow Molding Processing
Conditions on Item Quality"
K.M. Webb, S.R. Melvin and D.A. Watson
Monsanto Chemical Co.
- 11:25AM General Discussion
- 12:00NOON Luncheon
- Address by W. Kuhlke, President, Society of Plastics Engineers, Inc.
Address by L.P. Carlin, Mayor of Newark
Manager of Engineering Research
Ford Motor Company

AFTERNOON SESSION

Moderator: A. Spaak, W.R. Grace & Company

Keynote Speaker

2:00PM

Machinery Panel
Moderator: G. Tanner
Auto-Blow Corp.

"Injection Parison Blow Molding"
E.P. Moslo
Moslo Machinery Co.

"Alternate Feed Dual Crosshead Type Blow Molding Machinery"
L.J. Kovach
Modern Plastic Machinery Corp.

"Accumulator Feed, Single Crosshead Type Blow Molding"
G.H. Pickering
Air Formed Products Corp.

"Blow Molding of Hollow Articles on Indexing Rotary Equipment"
D. Rainville
The Rainville Co., Inc.

"Rising or Side Moving Mold, Single Head Type Blow Molding Machine"
I. Thomas
Newark Plastics Machinery Corp.

EXHIBIT VIII (CONTINUED)

3:00PM	"Blow Molding Processes and Techniques" R.L. Wechsler Union Carbide Plastics Co.
3:20PM	Intermission
3:30PM	"Molds for Blow Molding" J.F. Redman, Jr. Redman Patern Works
3:50PM	"Patent Problems Facing U.S. Blow Molders" W.A. Schaich Owens-Illinois
4:10PM	General Discussion

Advance registration fee, which includes luncheon and a copy of the preprint book, is \$145.00 for SPE members and \$160.00 for nonmembers. Registration at the Essex House on the day of the meeting will be \$15.00 additional for both members and nonmembers. Requests for further information and advance registration should be directed to:

David A. Jones
Celanese Plastics Co.
744 Broad Street
Newark, NJ 07102

Major Committee Chairpersons, in addition to those previously noted, include: House, Seymour S. Bodner, Wilpet Tool & Mfg. Co.; Publicity, Ernest J. Csaszar, Newark Die Co.; Printing, Kenneth Smack, Curtiss-Wright Corp.; and Treasurer, Robert Bostwick, Union Carbide Plastics Co.

EXHIBIT IX - PART A

PROPOSED PROGRAM "PLASTIC FOAMS" CONFERENCE

Statler Hilton Hotel
New York, New York
October 10, 1984

<u>PAPER</u>	<u>SPEAKER</u>
1. Application of Various Foam Plastics	American Motors Company
2. Chemical Processes of Foam	National Polychemicals, Inc.
3. Mechanical Processes of Foam	Martin Sweets Co.
4. Foam Molding	Admiral Corp.
5. Oven Design	Frank Allen, Dawson Co.
6. Future Foam Applications	P. Roggi, Naugatuck Chemical
7. Properties vs. Formulation of Urethane Foam	M. Riccardi, General Foam
8. Flooring Products Containing Foam	Congoleum Nairn Co.
9. Use of Blowing Agents in Newer Plastics	Flannery & Gillette
10. Cure of Polyurethane Foams	G. Saunders
11. Novel Method of Foam Preparation	R. Hansen
12. Coloring of Foams	I. Podell
13. Plasticizer Variables in Vinyl Foam Formulations	Union Carbide
14. Resin Variables in Vinyl Foam Formulations	Fred Collins, Sun Chemical
15. Extrusion of Polystyrene Foam	Monsanto Chemical Co.
16. Crosslinked Polyethylene Foam	Henry Lassman
17. Cellular Polyolefins	Carlisle Chemical Works

NOTE: *Exhibit IX - Parts A and B are preferred. If possible, please list the time each paper will be presented, full title of paper, the speaker of each paper and their company affiliation. (See pages 24-26)*

Part C would be acceptable in some cases.

EXHIBIT IX - PART B

**PROPOSED PROGRAM FOR CONFERENCE
ON "REINFORCED PLASTICS '84"**

August 14-15, 1984

SPEAKER

PAPER

R.B. Bassler or D.E. Caramante
Owens Corning Fiberglass Corp.
Granville, Ohio

Surface finishing of fiber glass
reinforced plastics laminates

The Boeing Co.

Subject open

K.H. Boller
Forest Products Laboratory
U.S. Department of Agriculture
Madison, Wisconsin

Fatigue properties in reinforced
plastics

R.A. Boundy
Jet Propulsion Laboratory
California Institute of Technology
Pasadena, California

Selection of polymeric
materials for spacecraft
application

William Chadborne
Fiberfill, Inc.
Evansville, Indiana

Properties and uses of
plastics

J.W. Davis or G.R. Modig
Reinforced Plastics Division
Minnesota Mining & Manufacturing Co.
St. Paul, Minnesota

Reinforced plastics - epoxy
prepreg

John Delmonte
Furane Plastics, Inc.
Los Angeles, California

Metal-filled plastics

D.J. Duffin
Continental-Diamond Fibre Corp.
Newark, Delaware

Reinforcement in laminated
plastics

DuPont Company
Plastics Department
Wilmington, Delaware

Glass-filled acetal resins with
high stiffness at elevated
temperatures (Delrin 570XNC-000)

R.H. Forester
G.H. Tennant Co.
Minneapolis, Minnesota

Reinforcement of resins with metal
fibers

EXHIBIT IX - PART B (CONTINUED)

N. Fried Naval Materials Laboratories New York Naval Shipyard New York, New York	Role of resins in reinforced plastics
L. Isenberg North American Aviation, Inc. Downey, California	Plastics materials in aerospace technology
F.J. McGarry or L.J. Broutman Mass. Institute of Technology Cambridge, Massachusetts	Failure mechanisms in reinforced plastics. Testing of glass-resin joint strength. Mechanism of reinforcement.
Owens-Corning Fiberglass Corp. Aerospace Division Santa Clara, California	High-modulus, high-temperature glass fibers for reinforced plastics
E.P. Pluedemann Dow-Corning Corp. Midland, Michigan	Bonding agents in glass-reinforced plastics
D.L. Schmidt AF Materials Laboratory Research and Technology Division Wright-Patterson AFB, Ohio	Carbon fiber plastics composites
W.J. Seibert Pratt & Whitney Aircraft Corp. East Hartford, Connecticut	Filament-wound pressure vessels
James Slayter, Owens-Corning Fiberglass Corp. New York, New York	Principles and problems of plastics reinforcement
Robert Steckler Polycast Corp. Stamford, Connecticut	Casting of reinforced plastics structures
Warren E. Ponemon Lamtex Industries of Koppers Co., Inc. Farmingdale, L.I., New York	Reinforced plastics for critical military, aircraft and space requirements
Edward E. Woods Cast Epoxy Manager Permali, Inc. P.O. Box 718 Mount Pleasant, Pennsylvania	Cast epoxy insulation for high volt-switch gear and power transformers

EXHIBIT IX - PART C

February 13, 1984

Conference Manager
Society of Plastics Engineers, Inc.
14 Fairfield Drive
Brookfield, CT 06804

Dear _____:

You recently asked for a tentative outline for our conference scheduled for March 12, 1984. We are offering the following:

- DATE: March 12, 1984
- TITLE: "Coloring II"
- THEME: "Colorant Properties and Effects of Colorants on Processing and Polymer Properties"
- GENERAL:
1. Colorant Properties
 - a. Chemicals Composition and Definitions
 - b. Methods of Manufacture of Dyes and Pigments
 - c. Agglomeration and Size Reduction
 2. Effects on Processing
 - a. Thermal Requirements, Drive Control, Odor Generation
 - b. Interaction with Compounding Ingredients
 3. Effects of Polymer Properties
 - a. Migration, Plateout, Spew, Bleeding
 - b. Light Stability, Heat Stability, Craze Acceleration, etc.

The foregoing are merely general recommendations and changes may very well be made as we start canvassing for papers and developing the actual program. If the above is not satisfactory, or if you need further information, please let me know.

Sincerely,

Raymond W. Kruce, President
Rochester Section

EXHIBIT X

BULK MAIL INDICIA AND RETURN ADDRESS

(If SPE is to do mailing from CT)

SOCIETY OF PLASTICS ENGINEERS
CONFERENCE DEPARTMENT
14 FAIRFIELD DRIVE
BROOKFIELD, CT 06804

NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PAID
SOCIETY OF
PLASTICS ENGINEERS, INC.

EXHIBIT XI

(Conference Name) Feedback
(Help us provide the Quality our Members Deserve)

- Overall, do you feel you benefited by attending this conference? Yes _____ No _____
- Would you recommend this conference to colleagues in the industry? Yes _____ No _____
- Please list in order of importance the reasons you attended this conference?
 Society Governance _____ Technical Education _____ Business Contacts _____ Other _____
- How would you rate the overall technical focus of the conference?
 Too Theoretical _____ Too Elementary _____ Not Practical Enough _____ Good Mix _____
- Please rate the sessions: Excellent = 5, Good = 4, OK = 3, Poor = 2, Very Poor = 1

	Topics	Content	Speakers	Visuals
Session 1	_____	_____	_____	_____
Session 2	_____	_____	_____	_____
Session 3	_____	_____	_____	_____
Session X	_____	_____	_____	_____
- Please rate the following:

Conf. Cost/Benefit Ratio	5	4	3	2	1
Conference Length	5	4	3	2	1
Conference Organization	5	4	3	2	1
Conference Registration	5	4	3	2	1
Conference Proceedings	5	4	3	2	1
Conference Exhibition	5	4	3	2	1
Social Events	5	4	3	2	1
Hotel Facilities	5	4	3	2	1
- How did you find out about this conference?
 _____ SPE Magazine _____ SPE Newsletter _____ Other Publication
 _____ Conference Brochure _____ Customer _____ Supplier
 _____ Colleague _____ Mgr/Supervisor _____ Other
- What Industry Group best describes your company?
 _____ Resin Supplier _____ Equipment Supplier _____ Compounder _____ Converter
 _____ Education _____ Press _____ Consultant _____ Other
- What is your primary job function?
 _____ Gen Management _____ Technical Mgmt _____ Production Supervision _____
 Press
 _____ Marketing/Sales _____ Technical/R&D _____ Production _____ Educator
 _____ Purchasing _____ Engineering _____ Operator _____ Other
- Education Level: _____ High School _____ Vocational _____ College _____ PhD
- Are you a member of the SPE? Yes _____ No _____
- Are you a member of other Plastics Professional Societies Yes _____ No _____

- Please check the reasons you are a member of the SPE or other professional organizations.

Certification Training Conferences Publications
 Networking Sales Leads Tech Support Career Services
 Social Contact Prestige Travel Discounts Insurance
Other _____

- Comments _____

Guidelines for Multi-Sponsored Conferences

Purpose: It may be mutually advantageous for more than one Section or Division to join together in sponsoring a conference when:

- A. One sponsor may be more experienced in planning.
- B. Another sponsor may have more experience in programming or have technical competence in the conference subject.
- C. A geographical area covering several Sections could be better served by having them join together.
- D. One or more sponsors may be of a size or in a location where they cannot sponsor a conference alone.

Goal: A multi-sponsored conference should be organized under a mutually agreeable plan covering subject matter, program content, budget and financial arrangements and committee structure. A spirit of cooperation should prevail leading to the development of a successful conference. Although generation of a surplus should not be a major objective, the meeting should be budgeted and controlled so that no sponsor is placed in financial jeopardy. The fundamental objective should be the technical contribution. The social and financial considerations are secondary.

Rules: All society conference rules are applicable to multi-sponsored conferences. In addition:

- A. The petition must show the signatures of the President and Chairperson of all sponsors. If any sponsor does not share in financial gains or losses, the petition shall so clearly state. No society funds will be advanced to the conference committee but funds can be loaned to individual sponsors according to their individual written requests to the Executive Director.
- B. A plan showing the distribution of surplus and or loss must be included and approved along with the petition. Each sponsor shall enclose evidence of its ability to cover its share of potential losses.
- C. Sections or Divisions with debts from a previous conference meeting will require Executive Committee approval of a repayment plan before becoming a sponsor.
- D. Meetings involving a sponsorship by more than one Section or Division must be approved by the Executive Committee on the recommendation of the officer in charge of conferences after review and recommendation by the Conference Subcommittee.

Considerations For Conference Planning And Operation

The Society has experienced some financially unsuccessful conferences, and in two cases, these losses have actually placed the sponsoring Sections in some financial difficulty. Although the primary purpose for holding a conference should be dissemination of plastics knowledge, it should also be obvious that a conference should at least break even in order to avoid creating such financial problems. Thus, the purpose of these considerations are to suggest to current and future conference sponsors ways to avoid such problems and to alert you that stronger programming and financial planning will be anticipated as integral parts of future conference petitions.

Analysis of recent conferences has led to a suggested list of areas where close examination and/or control is necessary:

- a. Select a theme with enough appeal to draw over 100 attendees, but don't make it so broad that its purpose cannot be easily recognized.
- b. Develop a realistic outline of topics for papers and suggested authors. Don't expect a strong coherent program to occur unless the right people are invited, but avoid having the "same old people" that appear on many plastics programs.
- c. Select a Conference Chairperson who knows how to be a leader and have him/her staff the committee with willing workers. Don't select committee members just because of their title or company affiliation unless they are known to be good workers. Committee harmony and teamwork is essential.
- d. Pick a site convenient to transportation and a date, which avoids holidays or vacation times.
- e. Plan well enough ahead. Very few Sections or Divisions are experienced enough to put a conference together in under 12 months.
- f. Be conservative while running the finances. Mail only to areas where expected attendees live; mail early enough for bulk handling; don't allow too many complimentary registrations; don't hire expensive luncheon speakers; and most of all, don't print the preprint unless you have gotten two or three price quotations and if all seem too expensive, then the Conference Coordinator can be of some assistance.
- g. Develop a planning schedule including all major headlines and make every effort to meet each date. Minor delays such as papers received late from authors can often cause major expenses if it forces overtime charges by a printer or air express in shipping.
- h. Promote the meeting locally and regionally through written and personal visits. Don't just contact SPE members. There are many other industries, societies, schools and local groups who may be interested in attending. Also, consider cooperating with local Society Sections in order to take advantage of their publicity and mailing lists. Our recent financial losers had few local attendees.
- i. The Executive Office has a professional Conference Coordinator with a wealth of experience. Take advantage of his/her advice and seek his/her help on any problem.

While the list is by no means complete, we believe it shows the major areas where problems could arise. In the present economy it is important that a conservative approach be taken relative to programming and finances. If everyone connected with a conference would be realistic in their approach, we could possibly avoid financially disastrous conferences.