AC 2007-2253: PLANNING AND ORGANIZING A REGIONAL ASEE ANNUAL CONFERENCE - AN UPDATE

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Planning and Organizing a Regional Annual Conference-An Update

Abstract

The organization of an ASEE-Section annual meeting is commonly the responsibility of the campus representatives. It is a challenge for the campus representatives to motivate and encourage other engineering faculty to participate, contribute, and share the responsibility for the planning, organization, and management of the annual conference.

This paper is an update of the paper published in the proceeding of the 1995 ASEE annual conference.[1] Some of the practices suggested in the original paper are now outdated. For example, due to the changes in technology, current practices in communication with the authors, announcements for Call for Papers, registration procedures, and publication medium are very different from those used in 1995. Practices described in the original paper which are still applicable are retained in this paper. The goal of this paper is to assist campus representatives who may be considering hosting their ASEE-Section annual conference.

Introduction

ASEE membership is divided into four (4) zones, with each zone composed of three (3) sections.[2] Each section hosts an annual meeting which brings together "regional" participants focusing on a central theme. Typically, an ASEE sectional annual conference is a 1-1/2 to 2 day event. A representative program for the ASEE/Gulf Southwest (ASEE/GSW) annual meeting is listed in Table 1. Table 2 summarizes information on 2005-06 ASEE sectional meetings.

The task of organizing an annual meeting may be divided into a number of major efforts including: selection and management of meeting facilities (hotel, meeting room, audio-visual equipment), selection of theme and topics, fund raising, paper review, selection of session chairs, invitation of speakers, public relations, and printing and production (call for papers, program, proceedings).

Preliminary Planning

Selection of sites for hosting a sectional meeting varies among ASEE sections. In some sections, institutions volunteer to host a meeting. In others, hosting a meeting by engineering schools within the section is mandatory based on a rotational schedule. For example, in the Gulf-Southwest section institutions volunteer to host a meeting. The only restriction is that location of the Annual Section Conference shall be alternated within the section as follows: East, Central, West, Central, etc. In contrast, in the North-Midwest section, all seventeen (17) engineering schools are required to host a meeting, based on a rotating schedule.[3]

Table 1   A Typical Program Format for the ASEE/GSW Annual Meeting

Pre-Conference:

9:00 a.m.	Pre-Conference Workshops
12:00 noon	Luncheon
2:00-6:00 p.m.	Registration/ Pre-Conference Workshops
6:30-8:30 p.m.	Reception and Social Meeting

Conference:

First day

7:00 a.m.	Breakfast
	Executive Committee Meeting
8:00 a.m. - 5:00 p.m.	Registration
9:00 a.m.	Introduction and Opening Address
10:30 a.m. - 12:00 noon	Presentations (4-6 sessions, 4-5 presentations/session)
12:00 noon	Luncheon
1:30 p.m. - 3:00 p.m.	Presentations (4-6 sessions, 4-5 presentations/session)
3:30 p.m. - 5:00 p.m.	Presentations (4-6 sessions, 4-5 presentations/session)
6:30 p.m.	Social Hour
7:30 p.m.	Banquet Dinner

Second day

7:00 a.m.	Breakfast
	Campus Representatives Meeting
8:00 a.m. - 12:00 noon	Registration
8:30 a.m. -10:00 a.m.	Presentations (4-6 sessions, 4-5 presentations/session)
10:30 a.m. - 12:00 noon	Presentations (4-6 sessions, 4-5 presentations/session)
12:00 noon	Luncheon and Awards
1:30 p.m. - 3:00 p.m.	Annual Business Meeting
3:00 p.m.	Conference Adjournment

We recommend that preparation for a meeting begin at least two (2) years in advance of the meeting date. There are several important steps to be taken prior to hosting an ASEE sectional meeting. Before agreeing to host a meeting, first and foremost a campus representative (or any other volunteer faculty), should obtain the commitment of the sponsoring school. Typically this support includes the dean, development office, and departmental chairs. Each will have a key role to play in the success of the meeting. It is important to develop a proposal plan that realistically presents all requirements, including staff support, in your initial proposal. Hosting a meeting requires coordination and cooperation of all involved and places additional workload on existing faculty and staff.

There are also budget considerations to be taken into account. You must have the ability to generate the necessary financial support. Prior to undertaking any fund raising efforts, it is important to consult with your development office to ensure that you are not infringing on their ongoing campaign efforts.

Table 2.   ASEE Sectional Meetings -2005-06 [4-19]

Zone	Section	Members	Host Institution	Date	No. Papers	Attendance	Registration Fee[2]
I	St. Lawrence	582	Cornell University	Nov. 17-18, 2006	38	102	$100
I	New England	861	Worcester Polytechnic Institute	March 17-18, 2006	54	176	NA
I	Middle Atlantic[1]	1,395	State University of New York-Stony Brook	Oct. 28-29, 2005	NA	160	NA
I	Middle Atlantic[1]	1,395	NY City College of Technology, NY	April 28-29, 2006	40	65	NA
II	Southeastern	2,251	University of Alabama, Tuscaloosa, AL	Apr. 2-4, 2006	75	120	NA
II	North Central	1,296	IUPU, Fort Wayne Indiana[5]	Mar.31-April 1, 06	90	150	NA
II	Illinois-Indiana	957	IUPU, Fort Wayne Indiana[5]	Mar.31-April 1, 06	90	150	NA
III	Gulf Southwest	887	The Univ. of Texas/San Antonio	Mar. 27-29, 1996	207	262	$160/180[3]
III	Gulf Southwest	1062	Texas A&M-Corpus Christi, TX	Mar. 23-25, 2005	83	96	$230/250[3]
III	Gulf Southwest	1062	Southern U., Baton Rouge. LA	Mar. 15-17, 2006	99	127	$250/$280[3]
III	Midwest	698	Univ. of Arkansas, Fayetteville, AR	Sept. 14-16, 2005	76	117	$140/165[3]
III	North Midwest	693	Univ. of South Dakota, Brookings, SD	Oct. 13-14, 2005	42	68	$150
III	North Midwest	693	Univ. of Wisconsin-Stout, Menomonie, WI	Oct. 5-7, 2006	13	50	$165
IV	Pacific Northwest	611	Oregon Inst. of Technology, Klamath Falls	May 11-13, 2006	11	42	$95
IV	Pacific Southwest	1005	Cal Poly Pomona, CA	April 20-21, 2006	31	54	NA
IV	Rocky Mountain	450	University pf Wyoming, Laramie, WY	April 16-17, 2004	17	40	$50
IV	Rocky Mountain	450	Utah State University, Logan UT	April 15-16, 2005	20	30	$50
IV	Rocky Mountain	450	Air Force Academy, Colorado Springs	April 7-8, 2006	21	40	$50

[1] Middle Atlantic sections conduct two meetings annually, one in the fall and one in the spring.

[2] Full registration fee typically includes two breakfasts, two lunches, a banquet dinner, a social reception, and a copy of the conference proceedings. Students attend the conference at a reduced rate. Some sections offer daily registration fee and a few do not publish conference proceedings.

[3] Early Registration/Late Registration. None members are typically charged $15-$30 extra.

[4] No meeting in 2005-06 academic year

[5] North Central and Illinois-Indiana sections joint meeting

Before you make your bid to host a sectional meeting, you will want to meet with your local visitors and conventions bureau. They can provide you with buttons, stickers and materials promoting your city. Similar information can also be obtained from your university. It's good "Public Relation" (PR) to pass out something that is representative of your city or campus at the annual meeting preceding yours.

Faculty Recruitment

Getting the support of your faculty will be key. As is often the case, not all faculty are members of ASEE. It will therefore be necessary to broaden participation and involvement to include non-members within your division/department, as well as those in related disciplines. The tasks to be accomplished require as many volunteers as you can recruit for committee work.

In most instances, your initial planning meetings should begin 18 months before your scheduled meeting. This will allow sufficient time to carefully identify your resources and to take advantage of attendance at upcoming sectional meetings. It is important to have as many faculty members as possible actively participate in sectional meetings prior to hosting their own. This allows you to identify potential problem areas, as well as incorporate innovative concepts into your own meeting plans.

Faculty should be encouraged to submit papers for presentation at ASEE regional meetings. In addition to becoming familiar with the style and topics of local section papers, it also allows them an opportunity to personally invite their peers to attend the upcoming meeting. Networking opportunities such as this should not be overlooked. Meeting planning can only benefit from such valuable first hand experience.

Committee Assignments

The delegation of tasks in the actual event planning process can be achieved through committee assignments. The following sections list possible committees for organizing an annual meeting and describe the responsibilities of each committee.

Fund Raising
You should lay your groundwork early and be aware of fiscal years and deadlines for funding requests. Remember that your fund raising will directly impact the registration cost to participants. Lower costs typically generate higher attendance.

It is important to meet early with your development office. You must be familiar with the rules and regulations which govern solicitation of funds. It is likely that the development office will ask that you not in any way jeopardize their current funding sources. That is, they would like to see donation efforts directed at new funding sources or industry operating budgets, rather than competing for already designated funds (e.g., scholarships, internships, event sponsorships). It is also useful to check with ASEE headquarters regarding their current policies related to soliciting funds.

Often the key to successful fund raising is in who is making the request. It will be important for you to select your fund raising chair based on his/her visibility and contacts in the community. Choose someone with a proven track record.

A fund raising strategy based on a realistic budget with various levels of contributors should be identified. No matter what the contribution, it is important that each and every donor receive recognition. Donors must be assured that their contributions will be acknowledged in the program, signage, mailings, etc., so that there is a return benefit.

If advertising is to be included in your program, arrangements should be made for preparing and proofreading ad copies. Will all donors be recognized in the program? Will there be an extra cost if they want a full page ad? Who is responsible for the signs or banners indicating sponsorship of a lunch or dinner?

Determine the cost of hosting a breakfast, lunch, dinner, or special event. Identify potential sponsors from among your larger local industry representatives. In some instances you may seek co-sponsorship. Most people will probably find more success with larger companies. However, fund raising can also be successful at the "grass roots" level. Small companies may be willing to donate small amounts which will contribute toward a financially successful conference. Donations of pens, notepads, key chains, caps, bags, and notebooks should be considered. All can be included in the materials given to each registrant. Don't overlook in-kind contributions.

You may find a firm who will contribute printing or audio-visual equipment. If not a full donation, they may offer you a discounted rate.

<u>Logistics</u>
Early in your planning you will want to decide whether your meeting will be held on your local campus or in a host hotel. There are pros and cons to both.

Use of campus facilities would likely be determined by the availability of meeting rooms, as well as proximity to hotels and restaurants. There may be additional transportation costs which impact your decision. You may want to consider the cost of providing transportation between hotel and campus during the two-day meeting. What about transportation for spouses who wish to attend luncheon meetings? Oftentimes the cost and logistics seem to work against the campus site.

Whatever the decision, hotel arrangements must be made for participants. Below is information that is helpful in meeting with your local visitors bureau and/or dealing directly with hotel sales staff.

- Possible days for conference
- Number of hotel rooms needed
- Number of presentation rooms and room capacity
- Number of conference rooms and room capacity
- Number of breakfasts and approximate number of servings
- Number of luncheons and approximate number of servings
- Dinner banquet and approximate number of servings
- Social events
- Break refreshments
- Audio-Visual equipment
- Transportation

It is useful to include hotel rates from previous meetings. This is often an incentive for hotels to offer "competitive" rates when they know the anticipated price range.

Another possible source of assistance is your Continuing Education Department. They are often set up to handle meetings and workshops. Areas in which they might assist are hotel arrangements, mailings, printing and production. Expect them to charge you overhead; however, if you are working with a small group of volunteers, this additional assistance may be cost effective.

<u>Editorial Board (Program Committee)</u>
This seems to be a very popular committee and one for which several faculty volunteer. Their work begins early and is the "meat" of the meeting.

One of the first tasks that this group faces is selection of the meeting "theme" and recommended paper topics. These are announced at the sectional meeting and included in the Call for Papers. It is important that those serving on this committee be innovative and creative in their thinking. They should be aware of educational trends as well as industry needs and concerns.

Suggested submission and publication deadlines are summarized in Table 3. These are typical deadlines and they might vary depending on requirements for proceeding publications or other constraints.

Table 3.   Suggested submission and publication deadlines

Activity	Deadlines
Initial call for papers	1 year before meeting
Second call for papers	6 months before meeting
Abstracts due	5 months before meeting
Accept/reject abstracts	4 months before meeting
Draft papers due	2.5 months before meeting
Accept/reject draft papers	1.5 months before meeting
Distribute draft of the meeting program	5 weeks before the meeting
Final papers due	3 weeks before the meeting
Produce CDs of the proceedings	10 days before the meeting
Distribute final program	10 days before the meeting

It is important that the Call for Papers announcement include instructions for the format, font size, margins and other information to ensure a professional production of the proceedings.

Once abstracts have been accepted, this committee divides presentations into appropriate topic sessions. This allows the logistics committee to more accurately determine the session meeting space requirements. It also allows the program and production committee to prepare a rough draft of the program. Along with the responsibilities discussed above, the editorial board will begin to identify session chairs from various universities. These chairs should be representative of the sectional membership. Another important charge of this committee is to invite faculty to serve on the selection committee for the "Best Paper" award.

One major change since the publication of the original paper in 1995 has been in the areas of communications and production of the proceedings. In 1995, the announcements of call for papers were printed and distributed through regular mail. Papers were submitted in hard copies or digital computer disks. The proceedings of the meeting were also printed and bound. These required additional lead times for production of announcements and proceedings.

In more recent years, e-mail messages and web-pages have become the main modes of communication for the announcement of Call for Papers. Papers are usually submitted as attachments to e-mail messages. The notification of acceptance or rejection of abstracts or papers is done electronically.

Peer Review Process
Recently, the majority of the ASEE sections have adopted a peer-review policy for the publication of papers in the proceedings. This has required a two-step process for the submission of draft and the final papers. Even though still the majority of papers are accepted, the peer review process has enhanced the quality of the papers published.

For the 2006 ASEE-GSW section annual meeting in Baton Rouge, Louisiana, 141 abstracts were submitted, of which 11 were rejected. The program committee received 107 full draft papers, of which 8 were rejected. The proceedings of the meeting contained a total of 99 papers and 8 abstracts. The authors of the abstract only, were allowed to present their papers in the meeting without publication.

In some sections, reviews of papers are conducted by section members not necessarily at the conference site. We recommend that reviewers be recruited from outside of the host institution. This reduces the work-load imposed on the faculty of the host institution. These reviewers can also assist in identifying papers for the Best Paper award.

Best Paper Award
A group of members from inside and outside the host institution should be assigned for the selection of the best papers. The Section Awards Committee chair should lead this effort. The members of the Best Paper Awards Committee should attend the sessions where the candidates for the best paper award are presenting their papers.

While the responsibilities described the Editorial Board and Best Paper Award may be typical for some sections, the site host committee should check with the Section Officers to determine what responsibilities are handled by officers and what needs to be done by the host site. This may vary from Section to Section. For example, there may be a Section officer who is responsible for the program or a section committee (e.g., Awards Committee) that selects the Best Paper.

Speakers/Workshop
This committee will be responsible for identifying speakers from the university as well as industry. In addition, they will invite speakers for the pre- or post-conference workshops.

It is important that key university officials be invited to welcome sectional participants and to introduce keynote speakers. Typically the university president participates in the opening meeting. Your provost or vice president for academic affairs may be asked to introduce your keynote speakers. It is important to confirm dates and times with these key university personnel early. Their schedules are often committed months in advance. It is especially important if your sectional meeting is planned during a school break (spring break or summer).

Typically industry leaders are invited to present topics of concern. Since engineering education is service-oriented, it is vital that faculty understand concerns of the end user (industry). Spokesman for industry can point out shortcomings of current engineering curriculum, as well as suggest additions or modifications that would improve the marketability of today's engineering students.

The committee must also decide whether to host pre- or post-conference workshops. These half-day workshops offer a perfect opportunity for faculty improvement. Workshops offer perfect opportunities to discuss key issues in a small group format. Other topics currently generating broad interest are ABET accreditation and new technologies (Internet and distance education). Participants should be encouraged to arrive early or stay an additional day to take advantage of these workshops. As they are not a part of the actual meeting, there is an extra charge involved.

<u>Program and Production</u>
Deadlines will play an important role in the tasks assigned to this committee, as will coordination with other committees.

An early task of this committee will be to obtain a disk of the sectional membership from the ASEE headquarters. You may contact the ASEE Section staff, phone (202) 331-3521, membership@asee.org. If the group decides that they want to reach beyond their sectional membership for participation, they may request address labels that includes additional members or request their message be forwarded to other ASEE sections.

In addition to requesting a sectional mailing list, obtaining a list of those attending past conferences, a list of current (and past) officers, and a list of paper presenters, can prevent missing people who should receive a registration packet. Cross checking these lists is time-consuming but invaluable to avoid duplicate mailing. Inviting people from local schools (who may not be on any of the mailing lists) may attract additional people.

In most recent years, common method of communication has been through the Section listserv, which is done through the Section Chair. Advance copies of the program are made available via the Internet. Of course it is still a good idea to do some cross-checking to make sure anyone who may be interested in coming to the conference but not on the listserv is notified; e.g., faculty from other local institutions.

At a minimum, there should be two calls for papers announcements. The first, one year in advance of your meeting, can be distributed to those attending your sectional meeting. The later mass distribution will alert those unable to attend that meeting. Copies of your notice should also be submitted to Calendar, *ASEE PRISM*, 1881 N Street, NW, Suite 600, Washington, DC 20036, Fax: (202) 265-8504. ASEE also maintains a Calendar of Events on its web site under Conferences. Sections can contact the membership department to request that their meeting schedule be included in the Calendar of Events.

It is also important to ask campus representatives to circulate the call for papers to non-ASEE members. A major goal should be to expand participation in both the sectional meetings and ASEE membership.

In order to get a head start on the program layout, a draft should be prepared following acceptance of the abstracts. With this information it is possible to identify the section presentations and authors. Modifications can be made to delete those who do not submit papers by the required deadline.

Production of the Proceedings CDs is key. There are always some last minute "problems" that might arise; you should alert your Information Technology person immediately of any changes in your schedule. Surprises can be very costly and you're likely to be on a tight budget. It's important that you stick to your deadlines.

You'll need to work closely with your registration committee to determine what program information you'll want to include in your registration packet mailing. You may decide to

distribute an electronic copy of the preliminary program early and distribute the final printed version at registration.

Registration

Registration information should be ready for distribution 2 to 2-1/2 months in advance of your meeting. Coordination of information to be included will be important. Proofread the registration information being sent out very carefully. It is best to have someone from "outside" proof your copy as well. They may have questions or make suggestions for clarification. The registration information should be posted on the web-site. A message should be sent to members via e-mail to inform them about the registration information.

You'll want to ensure that you give your host hotel sufficient lead time in providing reservation information to be included in your packet. Read their deadlines carefully and make sure that this is what was agreed to. What is the final deadline for attendees to reserve their rooms? What are rates for those who want to arrive a few days early or stay a few extra days? Can they reserve rooms for those extra days? Be sure to include information on transportation and cost from the airport to the hotel. What time is check in and check out?

This committee will need to identify staff support to handle the on-site registration. Remember that this is a full time job for the first two days. You'll need someone who can answer questions and make decisions. Will you have a computer/printer set up to prepare additional name tags or correct spellings, etc.? Do you have sufficient staff to allow one person to remain at the registration table and another to serve as a runner?

You'll want to ensure that you have a means of accepting money, providing receipts and tickets for those who want to purchase extra meal tickets at the site. The appropriate person must be notified of changes in food counts so that hotel catering has the correct counts.

It may be helpful for site committees to get the word out to speakers as to whether they will need to bring a laptop (or will have connections available if they want to bring one), whether laptops or desktop computers will be provided at the conference site, what type storage devices will be supported (e.g., memory stick, CD, Zip disk, etc.).

Special Events/Tours

Information on special tours and planned group activities should be included in the registration packet. Often the response received determines whether group activities will be conducted. Spouses or families who attend these meetings may prefer to sightsee on their own schedules.

Information should be included in the registration packet identifying places of interest, hours and admission fees. A map of the city provided before check in is extremely helpful.

A decision should be made whether there will be any special opening event. If there is to be entertainment, arrangements would fall to this committee. It's always good to advise attendees of the recommended dress code (casual, work attire).

Budget

Each committee should submit anticipated costs; a compilation of committee expenses should define the budget. The fund raising committee should be familiar with the budget prior to soliciting funds.

A method to monitor budget expenditures should be put in place early. Who has authorization to approve expenditures? How are donations being collected and directed to the appropriate university account? It is important that the budget be closely monitored and that those who have committed to donate follow through. Two alternative sample budgets for sectional meetings listing projected and actual budgets are shown in Table 4 and 5. The first includes indirect expenses (30% overhead charged) based on contracting for services with other university departments (i.e., continuing education). In the second budget part-time staff (e.g., students) are paid in addition to those supported by the University.

Tables 7 and 8 provide more recent examples of budgets for organizing a sectional meeting. A comparison of Tables 4 and 5 with Tables 6 and 7 reveals that there has been a huge reduction in the printing mailing costs in recent years.

We conducted a short survey to obtain addition information on the sectional meetings organized in the most recent years. The results are summarized in Table 8, which provide information on whether the papers are peer-reviewed, medium publication of proceedings, if the proceedings are posted on the web-site, hotel cost.

Summary

Holding a sectional ASEE meeting is a rewarding, but challenging experience. Attention to the major areas of fund-raising, logistics, editorial board, speakers/workshops, program and production, registration, and special events and tours, will contribute to a successful conference.

Communication is central to the planning stages of the conference. Communication with ASEE headquarters, calls for papers, author kits, registration packages, and others, must be prepared to further marketing efforts and to keep authors informed.

Adherence to a strict timetable will ensure that sufficient lead time is allowed for each major planning activity. Active participation of a large, committed group of faculty at the host institution will also promote success.

Table 4. 1993 ASEE-GSW Estimated and Final Budget[1]

Line Item	Projected	Actual
INCOME		
Registrations	$15,600	$18,360
Contributions	$3,200	$3,200
TOTAL INCOME	**$18,800**	**$21,560**
DIRECT EXPENSES		
PRINTING		
Call for Papers	$400	$218
Final Program	$1000	$802
Proceedings	$1,200	3,686
POSTAGE		
Call for Papers	$800	
Final Program	$1,000	$873
Instructions to Authors	$150	$200
Registration Packets/Supplies	$300	$422
Posters and Signs	$100	$30
Speaker's Expense	$600	$988
Shuttle Bus	$600	
Meeting Rooms	$1,100	$1,314
Audio Visual Equipment	$300	$592
Refreshments/Box Lunch	$2,280	$1,235
Social/Banquet; Comm. Dinner	$3,320	$3,299
Luncheon/Alumni Center	$1,440	$1,949
TOTAL DIRECT EXPENSES	**$14,590**	**$15,408**
INDIRECT EXPENSES:		
Continuing Education Overhead (30% of Expenses)	$4,377	$4,622
Two-days registration @ $100/day		$200
Registration of participants: 150 @ $7.50	$900	$1,125
TOTAL EXPENSES	**$19,867**	**$21,355**
BALANCE	**($1,067)**	**$205**

Table 5.   1996 ASEE-GSW Estimated and Final Budget

Line Item	Projected	Actual
INCOME:	(170 participants)	(262 participants)
Registrations	$27,200	$33,995
Contributions and Sponsorships	$4,825	$9,450
TOTAL INCOME	**$32,025**	**$43,445**
EXPENSES		
Printing:		
Call for Papers	$500	$490
Advance Program	$500	$451
Final Program	$500	$570
Proceedings	$6,000	$5,755
Other	$100	$264
Total Printing	**$7,500**	**$7,266**
Postage:		
Call for Papers	$800	$875
Advance Program	$688	$575
Correspondence with Authors	$138	$250
Other	$100	$64
Total Postage	**$1,725**	**$1,764**
Registration:		
Bags, Name Tags, Supplies	$1,800	$1,178
Posters and Signs	$200	$42
Total Registration	**$2,000**	**$1,220**
Transportation:	**$500**	**$200**
Meals:		
Two Breakfasts	$3,400	$2,400
Two Luncheons	$5,100	$5,400
Dinner Banquet	$3,400	$4,692
Total Meals	**$11,900**	**$12,492**
Presentations:		
Audio Visual Equipment	$550	$475
Coffee Breaks	$700	$546
Total Presentations	**$1,250**	**$1,021**
Speaker's Expense:		
Meals and Lodgings for 4	**$3,000**	**$656**
Socials:		
Reception, March 27, 96	$1,800	$1,827
Social Hour, March 28, 96	$750	$167
Total Socials	**$2,550**	**$1,994**
Best Paper Awards:		
Regular and Student Sessions	**$600**	**$700**
Staff:		
Part Time	**$1,000**	**$1,420**
TOTAL EXPENSES	**$32,025**	**$28,733**
BALANCE	**0**	**$14,712**

Table 6. 2005 ASEE-North Midwest Section Estimated and Final Budget

Line Item	Projected	Actual
INCOME:		
Registrations	$10000	$5,900
Contributions and Sponsorships	$500	0
TOTAL INCOME	**$10,500**	**$5,935**
EXPENSES		
Printing/Production of CD:		
Call for Papers	$1,500	$1,100
Final Program	$1,000	$500
Proceedings	$500	$375
Total Printing	**$3,000**	**$1,975**
Postage:		
Call for Papers	$200	$200
Total Postage	**$200**	**$200**
Registration:		
Bags, Name Tags, Supplies	$3,500	$2,000
Posters and Signs	$50	$50
Total Registration	**$3,550**	**$2,050**
Transportation:	**$150**	**$100**
Meals:		
One breakfast, one luncheon		
Total Meals	**$1,400**	**$1,250**
Presentations:		
Audio Visual Equipment	0	0
Coffee Breaks	$75	$75
Total Presentations	**$75**	**$75**
Speaker's Expense:		
Meals and Lodgings	**0**	**0**
Socials:		
Reception	500	675
Total Socials	**500**	**675**
Best Paper Awards:		
Regular and Student Sessions	**35**	**30**
Staff:		
Part Time	0	0
TOTAL EXPENSES	**$8,910**	**$6,355**
BALANCE	**$1090**	**($420)**

Table 7.   2005 ASEE- Midwest Section Estimated and Final Budget

Line Item	Projected	Actual
INCOME:	(70 participants)	(122 participants)
Registrations	$ 8,750	$ 14,650
Contributions and Sponsorships	$ 2,000	$ 4,350
TOTAL INCOME	$ 10,750	$ 19,000
EXPENSES		
Printing/Production of CD:		
Final Program/welcome packets	$ 100	$ 483
Proceedings	$ 200	$ 300
Other (certificates, etc)	$ 50	$ 118
Total Printing	$ 350	$ 901
Postage:		
Total Postage	$ 0	$ 0
Registration:		
Bags, Name Tags, Supplies	$ 100	$ 135
Posters and Signs	$ 25	$ 123
Total Registration	$125	$ 258
Transportation:	$ 100	$ 200
Meals:		
Two Breakfasts	$ 980	$ 1,300
Two Luncheons	$ 1,400	$ 1,850
Dinner Banquet	$ 1,750	$ 2,450
Total Meals	$ 4130	$5600
Presentations:		
Audio Visual Equipment	$ 500	$ 600
Facility Rent	$ 1,600	$ 2,075
Coffee Breaks (3)	$ 500	$ 825
Total Presentations	$ 2,600	$3,175
Speaker's Expense:		
Meals and Lodgings, Travel (1)	$ 600	$ 1010
Socials:		
Reception	$ 600	$ 850
Total Socials	$ 600	$ 850
Best Paper Awards:		
Regular	$ 250	$ 250
Dean's Awards	$1,200	$2,000
Staff:		
Part Time	$ 1,400	$ 2,234
TOTAL EXPENSES	$ 1,0,755	$ 16,478
BALANCE	(5)	$ 2,522

Table 8.   Information on ASEE Sectional Meetings

Section	Host Institution,	Hotel Cost	Workshops	Peer-Review	Published Proceed.	Medium	Papers on Web-sit e
St. Lawrence	Cornell University, Fall2006	$130	Yes	No	Yes	CD	In progress
Gulf Southwest	Texas A&M-Corpus Christi, Sp. 2005	$85	Yes	Yes	Yes	CD	Yes
Gulf Southwest	Southern U., Spring 2006	$80	Yes	Yes	Yes	CD	Yes
Midwest	Univ. of Arkansas, Fall 2005	$69-85	Yes		76	CD	No
North Midwest	Univ. of South Dakota, Fall 2005	$62-67	Yes	Yes	Yes	Flash Drive	In progress
North Midwest	Univ. of Wisconsin-Stout, Fall 2006	$60	Yes	Yes	Yes	CD	In progress
Pacific Northwest	Oregon Inst. of Technology, Spring 06	Various	Yes	No	Presentation	None	No
Rocky Mountain	University pf Wyoming, Spring 2004	$60	Yes	No	Abstracts	Print	No
Rocky Mountain	Utah State University, Logan UT	$70	Yes	No	Abstracts	Print	No
Rocky Mountain	Air Force Academy, Colorado Springs	$80	No	No	Abstracts	Print	No

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9. Engle, R. VP ASEE Board Meeting, June 2006.
10. Hall, T., South Dakota State University, North Midwest Section, personal communications, 2005-07.
11. Carriere, P., Southern University, Gulf Southwest University, personal communications.
12. Dennis, N., University of Arkansas, Midwest section, personal communications, 2005-07.
13. Hailey C., Utah State University, Rocky Mountain Section, personal communications, 2007.
14. Dyrud, M., Oregon Institute of Technology, Pacific Northwest Section, personal communications, 2007
15. Self, B., California Polytechnic State University, Rocky Mountain Section, personal communications, 2007.
16. Whitman, D., University f Wyoming, Rocky Mountain Section, personal communications, 2007.
17. Hogan, B., Cornell University, St. Lawrence, Section, personal communications, 2007.
18. Bachnak, R.., Texas A&M University-Corpus Christi, Gulf Southwest Section, personal communications, 2007.
19. Bee, D. University of Wisconsin-Stout, North Midwest Section, personal communications, 2007.