Topical Conference at the AIChE Annual Meeting Proposal Form

Please fill out and return to programming@aiche.org.

**Submitter Name\***

First Last

**Submitter Email Address\***

**AIChE Group Affiliation (Division/Forum/etc)**

**Are you submitting a proposal for a new or returning topical conference? \***

* New (1st Year)
* First-Time Returning (2nd Year)
* Returning (3rd+ Year)

Topical Conference Details

Please tell us a little bit about what you are planning.

For reference, the Annual Meeting schedules sessions during the following 150 minute timeslots:
**Sunday:** 3:30pm - 6:00pm
**Monday -Thursday:** 8:00am - 10:30am, 12:30pm - 3:00pm, 3:30pm - 6:00pm
**Friday:** 8:00am -10:30am (and 12:30pm - 3:00pm when needed)

**Poster Sessions:** Monday-Wednesday, 3:30pm - 5:00pm

**Title of Proposed Topical Conference \***

**Please List the name(s) and email address(es) of all confirmed topical conference leadership, including chair, co-chair(s), and session chair(s). \***

**Expected Number of Total Topical Conference Attendees \*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will attendees come from outside of AIChE? If so, who do you think this topical conference will attract? \***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Expected Number of Sessions \*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Will your Sessions be invited, solicited through the Call for Abstracts, or both? \***

* Invited Only
* CfA Submissions
* Both/Mix

**Brief Topical Conference Description & Structure \***

(Why is this a topic of interest? What differentiates it from existing programming at the Annual Meeting? What do you expect to cover? Please also include additional programming that you would like to include, like poster sessions, receptions, etc.)

**The aim of topical conferences is to add emerging, new, relevant content to the Meeting. What makes your topical conference new or interesting? Please list any new or recent publications about your topic from the last few years. \***

**Optional: Provide more information about your proposed Topical Conference. If you already have a structure, please attach it with this form.**

 **Technical Groups with potential topic overlap (Check all that apply): \***

|  |  |
| --- | --- |
| * Thermodynamics and Transport Properties (01A)
 | * Interfacial Phenomena (01C)
 |
| * Transport Processes (01D)
 | * Electrochemical Fundamentals (01E)
 |
| * High Pressure (01F)
 | * Fluid Mechanics (01J)
 |
| * Separations Division (02)
 | * Particle Technology Forum (03)
 |
| * Education Division (04)
 | * Management Division (05)
 |
| * North American Mixing Forum (06)
 | * Transport and Energy Processes Division (07)
 |
| * Materials Engineering and Sciences Division (08)
 | * Environmental Division (09)
 |
| * Computing and Systems Technology Division (10)
 | * Safety and Health Division (11)
 |
| * Process Development Division (12)
 | * Nuclear Engineering Division (14)
 |
| * Food, Pharmaceutical, and Bioengineering Division (15)
 | * Fuels and Petrochemicals Division (16)
 |
| * Forest and Plant Bioproducts Division (17)
 | * Catalysis and Reaction Engineering Division (20)
 |
| * Computational Molecular Science and Engineering Forum (21)
 | * Nanoscale Science and Engineering Forum (22)
 |
| * Sustainable Engineering Forum (23)
 | * Chemical Engineering and the Law Forum (24)
 |
| * Upstream Engineering and Flow Assurance Forum (25)
 | * Pharmaceutical Discovery, Development and Manufacturing Forum (26)
 |

**Are there any other outside groups or sister societies that would co-sponsor? If so, please list them here.**

**Please list the name(s) of the division/forum contact(s) that you have already been in touch with here.**

**How do you plan to evaluate the success of your topical conference? \***

**Is there anything else you would like us to know about your topical conference proposal?**

**\*\*If you are a returning topical conference, please fill out the following questions.\*\***

 **What has been the average attendance size for your sessions? \*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How many "no-show" papers did you have at the last Annual Meeting? \***

**Why should your topical continue for another Annual Meeting? \***