**[CAST Division](http://www.castdiv.org/index.htm) Roles and Responsibilities for All Leadership**

*American Institute of Chemical Engineers*

Computing and Systems Technology Division, Group 10

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revised

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revised

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**NOTE: This living document is intended to be a supplement to the** [**CAST By-Laws**](http://www.castdiv.org/CAST_ByLaws_revMar2012.pdf) **and to help new officers and other leaders assume their responsibilities. Additions and modifications are encouraged as technology and AIChE change. Current leadership is listed on our CAST** [**website**](http://www.castdiv.org/ExecutiveCommittee.htm)**.**

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Exact names may change every year.

# Benefits of R&R

The benefits to having Roles & Responsibilities (R&R) defined are:

1. Clarity – everyone knows what is expected and when activities happen for each CAST leader.
2. Speed - new CAST leaders can come up to speed much faster and need less turnover from the previous person.
3. Guidelines – the documents should be modified over time as programs and requirements change, so that they are not strict rules that can’t be changed.

# Elected Members

## Past Chair

* The primary role of the Past Chair is to form and chair a nomination committee for the election of officers. The three previous past chairs are typical members of the committee. The committee discusses possible candidates in somewhat of a rank ordered list for each position, then the chair contacts candidates until two are found for each position on the ballot. A living document of the elections history is kept up to date with candidates and passed on from the most recent Past Chair each year.
* The most recent Past Chair then collects the information about the candidates – bio-sketches, pictures and position statements.
* The CAST Programming Chair coordinates the submission of bio-sketches, pictures, and positions statements (as well as any bylaw changes for the membership to vote on) to AIChE.
* The AIChE contact (Derek Ward, derew@aiche.org and Gina Gatto, ginag@aiche.org) is then responsible for handling the electronic election process, where email notification of the election is sent to each CAST member.
* Following the elections, the CAST Programming Chair announces the winners to AIChE CAST and cast10 email lists and to Editors of *CAST Communications*.
* Finally, the CAST leadership information must be updated using the following link: https://aiche.formstack.com/forms/leadership\_updates\_entities

## Chair

* Runs three CAST Executive meeting per year – typically in January to review duties and schedule, a spring teleconference (April or May) to discuss programming and award judging, and a fall meeting at the annual AIChE conference.
* CAST Plenary at Annual meeting
* Gives a concise overview of CAST activities for the previous year via PowerPoint
* CAST Banquet at Annual meeting
* Gives a concise overview of CAST activities (most chairs have done this verbally or via PowerPoint).
* Present the election results.
* Thank the retiring directors and area chairs.
* Summarizes the financial report and asks for approval.

## First Vice-Chair

* Attend the CAST executive meetings.
* Make arrangements for the CAST banquet at the Annual AIChE Meeting.

You are responsible for arranging the banquet (a ticketed event): location, menus, cash bar, price for tickets, everything. The contact person is Todd Caporizzo, toddc@aiche.org . Having the banquet outside of the convention center has generally worked well, when the costs have been manageable. The A/V cost is charged to the CAST Division rather than to the banquet participants.

* Handle sponsorship issues for the CAST awards. Request payment from sponsors, and follow up with Treasurer to ensure checks are received.
* Membership
	+ Report on the status of membership (contact Diane Cappiella, dianc@aiche.org for a current membership list without emails). Coordinate with CAST Secretary.
	+ Champion activities and initiatives to increase Division membership and diversity of membership.
* Assist CAST Chair with representing CAST on Council of Division and Forum Officers.
* Assist Second Vice-Chair with collecting tickets and handing out free drinks tickets at the dinner.
* Participate in the Awards Committee.
* Fulfill duties of the CAST Chair in the event the Chair becomes incapacitated.

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| **First Vice-Chair Timeline** |
| February-MarchContact past award sponsors; contact the CAST Secretary-Treasurer to send invoices to sponsors who agree**Recruit additional sponsors for unsponsored awards**April/May Plan banquet (earlier is better as competition is high for good facilities)  |

## Second Vice-Chair

* Attend the CAST Executive meetings
* Administer the CAST Division Awards
* Advertise for nominations.
* Organize nomination and voting procedures.
* Order award plaques and checks. You will need to send the name of each award and the citation to go on the plaque. Also you need to tell the CAST Treasurer the amount of the monetary award and the SSN for the winners. In addition to the four main awards, you should also order a plaque and check(s) for the Directors Award (for best poster paper at the Fall Meeting). The winners of this have already been determined at the previous AIChE meeting. Contact the primary author on the paper to see how they want the money divided.
* Email Award winners’ information (bio, photo, etc) to CAST Newsletter Editor for *CAST Communications*. Announce winners on CAST email lists (coordinate with the CAST Secretary), at the website (coordinate with Web Administrator), and on social media (Social Media Chair).
* MC the CAST banquet
* Keep everything flowing. You do the official welcome, and then invite the Chair to the podium as the dinner starts for the business meeting part of the evening. As dessert is served, start the award presentation part of the evening.
* Award photos have been done differently over the years, but it is not a bad tradition to have the incoming Second Vice-Chair take the photos.
* After the talk by the winner of the Computing in Chemical Engineering Award, take the podium again and bring everything to a close.
* Timelines and Duties are below.

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| **Second Vice-Chair Timeline** |
| JanuaryTell AIChE to change name on AIChE website to new Awards Chair. Cody Hirashima, codyh@aiche.org , did it in 2017. Otherwise contact Stephanie Orvoine-Couvrette, stepo@aiche.org, and cc: Kristine Chin, AIChE Staff Liaison, krisc@aiche.org .Tell CAST website administrator to change name on website to new Awards Chair and update dates, etc., webpageFebruarySend out call via CAST email listSend email to past nominators for renewals(except for 3-year-old running nominations for the David Smith Award)February-MarchSolicit nominationsAprilCompile committee addressesLoad completed nominations onto folders to be shared on CAST Box and invite the judges to access themEmail spreadsheet for ballots to Awards committee members Email nominators and tell them that the results will be available in JuneJuneHave ballots due on June 1Tally resultsContact nominators and nominees about results by June 5Announce recipients on the CAST email lists, AIChE, and social mediaRequest Social Security numbers from winners and forward to Secretary-Treasurer (for bank transfers)Request bios and photos of all winners June-SeptemberArrange for plaques for winnersNovemberArrange for drink tickets(e.g., given to award recipients, and to all banquet attendees if banquet finances allow) Collect info for banquet (prepare agenda, ask Wayne Bequette to provide intro, thank sponsors)Check banquet venue for A/V setupBring camera to take picturesDecemberWrite another article for the early spring CAST Communications for the CAST Directors’ Award and any honorable mentions, as well as photographs from the awards dinnerSend materials to new Awards Chair |

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| **Second Vice-Chair Duties** |
| Getting StartedTell AIChE Awards Coordinator or AIChE Staff Liaison that you will be the CAST Division Awards Chair for the year and that all relevant AIChE websites should be updated to show you as the contact person for the CAST Division Awards.Be sure that the CAST Web Coordinator also updates the awards page on the CAST Division website to show your contact information. Also be sure that the correct award sponsors are listed on these websites. Two major websites to check are: <http://www.aiche.org/About/Awards/Division.aspx> and <http://www.castdiv.org/CallforNominations.htm> PublicitySend out a Call for Nominations early in the year to the CAST10 email list. A complete list of previous winners is maintained on <http://www.castdiv.org/CallforNominations.htm>. Ask the CAST Web Coordinator to also post the Call on the CAST website. Also send the Call to all chemical engineering departments in the U.S./Canada. There may be other ways also to publicize the Call. A few weeks before the deadline date, repeat the post to the CAST10 email list.It may be harder to get nominations for the Computing Practice Award, as industry people usually need more prompting, and for the Himmelblau and CAST Young Researcher Awards. You may have to solicit nominations or form a nominating committee to propose names and solicit nominations.Requests for nomination renewals and updatesDo this also early in the year. Nomination packages are active for three years. **For packages that are still active, the nominator should be asked if they want to update the package for this year’s competition.** All or any part of the package can be updated. The nominator should not be contacted for nominations for the David Smith Award that have gone for three years (this is in accordance with the CAST bylaws). For any other packages that have gone three years, the nominator should be notified that the package needs to be renewed. A sample letter is below. ***Renewals of intent and updating of documentation are important.***Example Email-------------------------------------------------Subject: This email is to confirm that you will be submitting a nomination for NOMINEEDear NOMINATOR,This email is to confirm that you will be submitting a nomination for NOMINEE for the W. David Smith, Jr. Graduate Publication Award. You are allowed to update any part or all of the nomination package, or use the same nomination package as last time. Please email the nomination package to me by April 15.Regards,Richard Braatz, CAST Awards ChairSponsorsIn February you should contact sponsors, in collaboration with the Secretary-Treasurer regarding the sponsors and their intent to be sponsors again. If there are any dropouts as sponsors, you may need to find replacements. As soon as sponsors commit, ask the CAST Secretary/Treasurer to send out invoices to the sponsors. You should send an invitation to each sponsor to send a representative to the banquet.Sending ballotsOnce all the nomination packages are received, make sure that they are in pdf format to upload onto the web. If the support letters come in separately, then add them to the nomination file to create a single pdf file per nomination. Exactly who votes on the nominees is partly spelled out in the CAST Bylaws, but not entirely. By tradition, the voters for the Computing in Chemical Engineering Award, Computing Practice Award, Outstanding Young Researcher Award, and David Himmelblau Award are the six Directors, the Chair, 1st Vice Chair, 2nd Vice Chair, Secretary-Treasurer, immediate Past Chair, and the previous year’s winner of the Computing in Chemical Engineering Award. For the David Smith Award, the voters used in the past were the three previous winners of the Computing in Chemical Engineering Award (as required in the bylaws) and the six Directors. This seemed to work well. Relations such as former students, postdocs, advisors, nominators and nominees, colleagues from the same institution, former mentor-mentee relations, letter writers, and industrial nominees providing funding to academic researchers are generally considered as conflicts of interest. Voters were asked to rank order their top three choices. **Nominees for a particular award should not be allowed to see the nomination packages for that award or to vote for that award**; for such conflicts, a replacement voter should be selected from the CAST Executive Committee, to provide enough votes to arrive at statistically significant selections for each award. The ballot is best sent out as a spreadsheet. Sample letters are below.Example Email-------------------------------------------------To: CAST Awards Committee From: Richard Braatz (CAST Awards Chair) Dear Frank, Please review the nomination packages below and enter your votes into the attached Excel spreadsheet.  The qualifications for each award are listed at <http://www.castdiv.org/CallforNominations.htm> and the voting instructions are: 1. Please vote for no more than three candidates in each category. 2. 1st choice gets 3 points, 2nd choice gets 2 points, 3rd choice gets 1 point, write "no award should be given" if you feel that no nominees are deserving of the award. 3. Only the Directors and the previous year's recipient of the Computing in ChE Award vote on every award. If a cell is grayed out then you do not vote in that category. Please email the Excel spreadsheet with your votes to braatz@illinois.edu by June 1. Best Regards Richard Computing in Chemical Engineering Award: <<<web links here>>>Computing Practice Award: <<<web links here>>>CAST Outstanding Young Researcher Award: <<<web links here>>>Example Email-------------------------------------------------To: CAST Awards CommitteeFrom: Richard Braatz (CAST Awards Chair)Dear Erik,As a recent recipient of the CAST Computing in Chemical Engineering Award, you are one of the voters for the David Smith Graduate Publication Award, which "recognizes an individual for published work on the application of computing and systems technology to chemical engineering".  Please review the nomination packages below and enter your votes into the attached Excel spreadsheet.  The voting instructions are:1. Please vote for no more than three candidates.2. 1st choice gets 3 points, 2nd choice gets 2 points, 3rd choice gets 1 point.3. If a cell is grayed out then do not vote in that category.Please email the Excel spreadsheet with your votes to braatz@illinois.edu by June 1.Best RegardsRichardW. David Smith, Jr. Graduate Publication Award:<<<web links here to nomination packages>>>Optional email sent to voters in response to question about requirements for the Himmelblau Award (this email probably won’t need to be sent in 2011; the email is only relevant when a nomination is for computer aids that is much over 10 years old) -------------------------------To: CAST Division Awards Committee From: CAST Awards Chair I encourage you to take the qualifications for each award (listed at <http://www.castdiv.org/CallforNominations.htm>) into account when voting.  You may be less familiar with the David Himmelblau Award.  The award qualifications are: "Recognizes an individual or group making new and novel contributions to computer aids for chemical engineering education. Educational innovators working in industry or in a company that develops computer-based educational aids are also eligible for the award. Specifically, the nomination and the citation for the award must refer to a significant contribution to computer-based chemical engineering education within the past decade." The qualifications indicate that the award is based on a contribution in "the past decade".  Follow your own judgment on how to interpret this qualification, whether a particular nomination meets this qualification, or how much to penalize a particular nomination based on how well it satisfies this qualification.  For example, one voter may interpret this qualification to mean that the computer aids were released within the past decade.  Another voter may interpret this qualification to mean that the computer aids could be originally released more than a decade ago but still qualify provided there have been major improvements in the last 10 years that are clearly described in the nomination.  Another voter may have a weaker requirement for what constitutes evidence that the contribution has been significant in the last 10 years.  Another voter may make more subtle distinctions.  At any rate, follow your conscience. Regards, RichardTallying ballotsTo account for the rank ordering, we use a system of 3 points for first, 2 points for second, 1 point for third, with the rest of the scores being zero. If there is a clear and unambiguous winner, declare them. For those awards for which 2-3 candidates are clearly separated from the rest and are statistically very close, allow for a short discussion and deliberation in a meeting called by the awards committee chair. Following the discussion, hold an anonymous vote to determine the winner. Ties have been given infrequently in the past.Each vote should be reviewed to assess whether a voter may have accidently used 1 point for first and 3 points for third, based on comparison to rank orderings provided by other voters. On average perhaps one such mistake in rank ordering occurs in a given year.Evaluators have the option of voting “No award should be given” for each award. No award should be given only if a significant fraction of the reviews vote in this manner; a large number of all-zero votes also will be taken as an indicator that no award should be given.NotificationsNotify the award recipients and their nominators. Notify the nominators of non-recipients. See file folder for samples. Once you are sure that the recipients have received the news, fill out the AIChE Award Winner forms at [**https://aiche.formstack.com/forms/divisions\_forums\_award\_winner\_form**](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Faiche.formstack.com%2Fforms%2Fdivisions_forums_award_winner_form&data=05%7C01%7Cjdsiiro%40sandia.gov%7C37d08f3b56354840832908dab377d748%7C7ccb5a20a303498cb0c129007381b574%7C1%7C0%7C638019624552881526%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=9sXsmm%2FiwruO54VGayR71sRWyk4kS1tzgOl85kwsnf0%3D&reserved=0), and post an announcement to the CAST10 listserv. A sample announcement is below.Example Email-------------------------------------------------Dear Colleagues,I am delighted to announce the recipients of the 2010 AIChE CAST DivisionAwards:\*Computing in Chemical Engineering Award: Nikolaos Sahinidis, Carnegie Mellon University \*Computing Practice Award: William Schiesser, Lehigh University \*David Himmelblau Award for Innovations in Computer-Based Chemical Engineering Education: Michael Cutlip, University of Connecticut, and Mordecai Shacham, Ben Gurion University of the Negev \*CAST Outstanding Young Researcher Award: Juergen Hahn, Texas A&M University \*W. David Smith, Jr. Graduation Publication Award: Mark A. Snyder, Lehigh UniversityI hope you can join us on November 9th at the CAST Awards Banquet during the AIChE Annual Meeting in Salt Lake City where the recipients will be recognized.Best,Richard D. BraatzSecond Vice Chair, AIChE CAST DivisionWinner information and plaquesCollect the biosketches, photograph, and SSN from the winners. Forward the SSNs to the Secretary-Treasurer so that checks can be written, and forward the biosketches and photographs to the Social Media Chair to coordinate the publicity. The Web Coordinator will also want you to gather some quotes from the nomination packages for purposes of the award announcement in the CAST Communications/Newsletter (read the quotes and biosketches at the Awards banquet and acknowledge the sponsor when introducing the winners). Order award plaques and checks. You are responsible for arranging for the plaques to be delivered to you and/or to the meeting site before the banquet. The CAST Treasurer is responsible to obtain the checks for the winners. You will need to provide the name of each award, the citation, and the sponsor to go on each plaque. Also you/Treasurer need to tell AIChE the amount of the check and the SSN for the recipient. In addition to the five main awards, you should also order a plaque for the CAST Directors’ Award for the previous year (for best poster at the Annual Meeting), and a plaque for the CAST Director's Student Presentation Award. Contact the primary author on the Directors’ Award poster to see how the money should be divided among authors. You should also order an appreciation plaque for the outgoing CAST Chair.Plaque supplier: Picture It Awards, service@pictureitawards.com BanquetBy mid-August, email all award recipients (including student travel grant recipients) that they will receive complementary tickets at the banquet and they should not sign up or purchase banquet tickets when they register (typically 1 ticket per award). The cost of complementary tickets is charged to the CAST Division, to encourage attendance at the banquet, rather than charging the cost to the paying banquet participants. The week before the conference you need to get a CAST EC member to serve as door man, to check tickets and let in the complementary dinner holders.Example Email-------------------------------------------------To: CAST Award recipientsFrom: CAST Division Awards ChairCC: CAST TreasurerDear Nick, Bill, Mark, Juergen, Michael, Tunde, and Mordechai,A complementary ticket will be available for you at the door to the CAST banquet at 6:30 pm on Tuesday, November 9, at the Salt Palace Convention Center, Salt Lake City.Please email to me your preference for your main course:(1) lemongrass chicken, (2) sesame salmon, or (3) vegetarianDo not sign up or pay for a ticket to the banquet when you register for the conference.Cheers,Richard\*\*\*\*\*\*\*\*\*\*Note: All that AIChE handles is the ticket purchase for registrants; you do a head count with caterer, with a “margin” built in for complementary tickets (the number of attendees in 2007-2010 were ~100). Also, you’ll want to overestimate the head count by about 10% for last minute, on-site sales.IMPORTANT: The 8 CAST Director's Student Presentation Award Finalists also get complementary tickets – check with the awards chair for the names of recipients.Example Email-------------------------------------------------To: CAST Director's Student Presentation Award ChairFrom: CAST Division Awards ChairHi Ray, When you contact the CAST Director's Student Presentation Award Finalists, please inform them that a ticket will be available for them at the banquet and that they should not buy a ticket when they register for the conference. Please ask then to email to me their preference for the main course:(1) lemongrass chicken, (2) sesame salmon, or (3) vegetarianAlso, please email to me the student names so that I can add them to a list for people who have complementary tickets. Cheers ,Richard\*\*\*\*\*\*\*\*\*\*Double-check that the CAST awards banquet information is correct when you register yourself for the conference (typically this information is available in mid-August). Double-check that AIChE hasn’t moved the banquet or poster session to different days of the week (CAST poster sessions should not overlap with CAST banquet, for example).You also need to be sure that the banquet room has been set up with the appropriate audiovisual equipment (determine from the speaker, recipient of the Computing in Chemical Engineering award, what he/she will need and request it via AIChE). Remember to bring a camera and ask someone to take pictures of the award recipients. Except for the short “business meeting” that the CAST Chair will conduct after dinner, you are basically the MC for the evening. You have the right to set up the actual award ceremony how you like. In 2010 the Awards Chair prepared a Powerpoint slide in advance for each recipient, and focused on doing all of the talking and keeping the award distribution process running smoothly. The CAST Chair handed the award plaques to each recipient, provided the congratulatory handshake, and posed for the photograph. This distribution of labor results in a smooth and professional running event, with a minimum of people dancing around the stage. If the First Vice Chair attends the banquet, then it is useful to have that person to stand in the background and hand each award plaque to the Chair when needed (in 2010 this task was done by the Awards chair who hid the plaques under the podium).Award winners checksThe Directors’ Award, Directors’ Student Presentation Award, and W. David Smith, Jr. Graduate Publication Award go to the students (or former students) as the student is the person who receives the award. The Directors’ Award goes to all recipients of the poster, but the funds are not necessarily distributed equally and there is only one plaque. The corresponding author of the poster is contacted privately and asked whether he/she wants the money distributed equally among the authors or directed only to the presenter. For the other awards (CAST OYR Award, Himmelblau, Computing Practice, Computing in ChE), the funds are distributed equally among all recipients. Some of these awards rarely have multiple recipients or have not had multiple recipients so far, whereas others commonly have multiple recipients. One plaque is given to each recipient, unless the number of recipients is too large. These guidelines indicate the spirit of how the money should be distributed, but the final decision is up to the awards chairs. |

## Secretary/Treasurer

* The Secretary keeps the records of the proceedings of the Division, handles the general correspondence of the Division, and at the direction of the Chair emails notices of all meetings.
* Hardcopy records pre-2001 are archived; from 2001, all records are maintained online for each Executive Committee meeting at <http://www.castdiv.org/ConfCall.htm> or similar.
* Coordinates other online records/files with Web Coordinator, such as the yearly Executive Committee role at <http://www.castdiv.org/ExecutiveCommittee.htm> .
* The Treasurer keeps the books for any AIChE accounts, checking accounts, and credit cards accounts.
* Acquires and summarizes monthly CAST Division Financials from Diane Cappiella, dianc@aiche.org.
* Reports financial standing at each Executive Committee meeting.
* Issues all checks and invoices to AIChE.

## Directors

* Participate in all CAST Executive Committee teleconferences (spring) and meetings (AIChE Annual Meeting in the fall)
* Discuss and vote on important topics related to CAST Division activities.
* Vote on nearly all CAST Division awards (this occurs in late Spring).
* Third year Directors administer **CAST Directors’ Award** for the best poster presentation and the **CAST Directors’ Student Presentation Award** at the AIChE Annual Meeting. For example, the 2014-2016 Directors run the 2016 awards.
* All current Directors are expected to participate in judging for these two awards, unless there is a conflict of interest (i.e., student from their lab competing in one of the award competitions or they are a co-author on a submission).
* Guidelines for judging the Directors’ Award and the Work Process for both awards are below.

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| **Guidelines for Judging the CAST Directors’ Award** |
| 1. The criteria for selection of a poster for the CAST Directors’ Award are: (1) quality of content, (2) quality of poster appearance, and (3) quality of verbal presentation. No poster should be selected in which any of these criteria are lacking. These criteria should be communicated to all judges.
2. The awards committee should have 2 people assigned to judge the posters in each sub-area of CAST, with potentially a few extra “at large” judges.
3. Members of the Awards Committee will be selected by the 3rd year CAST Directors who serve as chairs.
4. For the selection of Awards Committee members, all CAST Directors have the first rights to serve as judges, as long as they are not placed in the position of judging any set of posters that contain a poster that they have co-authored. Remaining members of the Awards Committee are selected from members of the Executive Committee, based on which members are willing and have the best fit of backgrounds to the sub-areas that need judges. If there is an insufficient number of judges or a better coverage of sub-areas are needed (e.g., not enough judges with background in control), then the Awards Chairs could approach other members of the CAST community to serve as judges. No judge should consider as their main role the promotion of posters in their sub-area; the goal of all judges is to select the best poster independent of sub-area.
5. The importance of timeliness of judges’ evaluations should be made clear at the CAST Executive Committee meeting, because long judging periods result in some authors pulling down their posters before they can be judged. In the first 45 minutes of the judging process, two-person teams select the top 1-2 posters in their sub-area, and give that information to the Awards Chair. This is followed by a second 45-minute phase in which all of the judges (plus potentially a few extra “at-large” judges) review all of the top-ranked posters in each sub-area and give to the Awards Chair their rank ordering of the top three posters over all.
6. The Awards Chairs select the top poster based on the rankings and selects between 0 and 2 posters as “Honorable Mention” depending on the distribution of the rankings.
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| **Work Process for CAST Directors’ Award** **and Student Presentation Award** |
| In the following list:* N is the *present* year; i.e., the year of the annual meeting
* Assumption: The annual meeting starts on **November 14** and call for abstract deadline is **May 9**

Example emails are below. 1. April 11: Send e-mail (see Email1) to the CAST email list to solicit nominations for Student Presentation Award; ideally deadline for nominations should be the same as the abstract submission deadline (May 9). Send a reminder a few days before the deadline.
2. April 11: Send e-mail (see Email2) to N+2 CAST area chairs to form award review committee. If many chairs refuse to do so, you may have to contact other people (remember, area chairs of year N+1 and current year have already done it).
3. May 9: Send e-mail (see Email3) to award review committee to coordinate review process. Email nominations (dropbox does not work for everyone). Send a reminder a few days before the deadline.
4. May 18: Send e-mail (see Email4) to CAST Division Programming Chair and cc CAST ExCom to report the 8 finalists recommendation
5. May 18: Contact the CAST Treasurer to check how many grants can be made; we usually make 5 and in 2016 we make 7 grants
6. May 31: Contact advisors of nominees that were selected to let them know; contact awardees (see Email5) to let them know about the travel grant and the oral presentation award.
7. May 31 (optional): Contact advisors of nominees that were not selected to let them know that their student was not selected and thank them.
8. June 20: Contact Executive Committee meeting members (see Email6) to check their availability to serve as judges for the oral student presentation award. Try to use only Executive Committee members for the oral presentation award. Send reminders – ask them to get back to you.
9. October 20: Contact current and future CAST (3 X 5 = 15) area chairs to form an award judging committee for the poster session. (see Email7)
10. October 20: Email CAST Directors and remind them that this is part of CAST Directors roles to judge the posters and encourage all Directors to help the judging process.
11. October 31: Assign judges to posters (see Email8). Send assignments, list of posters with links to abstracts (list can be obtained from AIChE website – Technical Program), and the “rules” (CAST document) to judges.
12. November 5: Send a reminder with basic information.
13. Day of oral session: Arrive at the venue 15 minutes earlier and explain the judging process to the judges
14. Day of poster session: Arrive at the venue 15 minutes earlier to check numbering of posters and correctness of poster lists. Try to gather all judges in the same area so the process can start as soon as all judges are around. Note that the Rapid Fire session may overlap slightly with the poster session. Rapid fire session is not to be judged for the poster award. Judges should make all attempts to visit all posters during the allocated judging time. (Guidelines for judging are given in another document.).
15. After the oral presentation session: Collect scores from judges of oral presentations; select up to three winners for the oral presentation awards. Send emails to advisor and student winner.
16. After the meeting: Send email to CAST list to announce poster and oral presentation winners.
17. After the meeting: Email winners’ information (names, titles, pdf of the winning poster, photos at the poster, etc.) to CAST Newsletter Editor for *CAST Communications*.
18. After the meeting: Provide contact information and SS# (if US based) of winners to CAST Treasurer so he/she can issue the checks, etc.
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| EMAIL1-------------------------------------------------------------------------------------------------------------------------Dear CAST Colleagues,The CAST Division calls for nomination of student presentation award finalists with travel support for the 2016 AIChE annual meeting.   Nomination details can be found at the following link:<http://www.castdiv.org/StudentPresentationAward.htm>The deadline for the nominations is on **May 9 (Monday)**.  Please submit your nominations to Leo Chiang, CAST Director, via this email (hchiang@dow.com). I look forward to receiving your nominations.Best regards, LeoA previous email 1 is here: <https://listserv.umd.edu/cgi-bin/wa?A2=ind1407&L=CAST10&I=-3&P=52> EMAIL2 -------------------------------------------------------------------------------------------------------------------------Dear 2018 CAST Area chairs,On behalf of CAST Executive Committee, we would like to kindly ask you to help us with in the selection of the 2016 CAST Director's Student Presentation Award finalists.  Please see the e-mail below for the call for nomination details. To coordinate finalist selection with the CAST programming review, we have a very tight timeline. The nomination deadline is May 9 (Monday) and we’ll need to have the selection done by May 18 (Wednesday). Please indicate your availability in the selection process. Thanks in advance for your services to CAST. Regards,LeoEMAIL3 -------------------------------------------------------------------------------------------------------------------------Dear 2018 CAST Area Chairs,Thanks so much for helping with the award finalist selection. Attached please find the scoring spreadsheet and nomination package (in zip file). We received X nominations. Please rank the candidates from 1 to X (1 being the highest); if you have conflict of interest, please mark COI for that candidate. For candidate with multiple abstracts, please provide ONE ranking only. Please indicate which abstract you believe is the highest quality.Please return the scoring spreadsheet to me by Wednesday (May 18), 4 PM (central time). Regards,LeoEMAIL4 -------------------------------------------------------------------------------------------------------------------------Nick,Attached please find the award committee (cc in this e-mail) recommendation of the 8 student presentation award finalists. Let’s title this new session as “CAST Director's Student Presentation Award Finalist”. Please schedule the session either on Monday afternoon or Tuesday morning. Thanks for your support. Regards,LeoEMAIL5 -------------------------------------------------------------------------------------------------------------------------Dear finalist, It is my pleasure to inform you that you are selected as a finalist of the CAST Director's Student Presentation Award to present your work “ABCDE” during the AIChE annual meeting. Dr. Martha Grover will send an invitation for you to the CAST Division dinner for recognition. She will make arrangement to send you a check for $500 travel expenses as well.  Please note that the award selection criteria are listed in the following link:<http://www.castdiv.org/StudentPresentationAward.htm> On behalf of the CAST executive committee, I extend my sincere congratulations for your accomplishments. We look forward to attending your presentation.Regards,LeoEMAIL6 -------------------------------------------------------------------------------------------------------------------------Dear CAST Executive Committee members:The AIChE annual meeting draft program is out, please note that the CAST Director's Student Presentation Award Finalists session is scheduled on Sunday, 3:30 to 6:00 PM:<https://aiche.confex.com/aiche/2016/webprogram/Session34831.html>Ideally, I want to have 4-5 judges for the session, but I understand that some of you may not plan on arriving San Francisco that early. I would like to ask you to please indicate your availability to judge. Please simply e-mail me back with your availability by Wednesday, June 27. Regards,LeoEMAIL7 -------------------------------------------------------------------------------------------------------------------------Dear CAST area chairs:We would like to ask for your help with the judging duties for the CAST Directors Award – we have a total of more than 130 posters, so as every year we will need your help!The poster session is scheduled on Monday, November 14, at 3:34 PM, in Galleria Ballroom B of Hilton. We know that you are very busy during the meeting, so we will try to minimize the time you have to spend on this. The process will be as follows:Along with the CAST directors, each one of you will be assigned to review 12-16 posters (we will make every effort to assign posters in your area), from which you will have to select 1-2 to be further reviewed. This process should not take more than 45 minutes. The CAST Directors will then go through the selected 10-12 posters to pick the winner. Of course, you are more than welcome to participate and vote in this (often longer) second stage. I would really appreciate if you could get back to me to confirm your availability by October 28 (Friday).Regards,LeoEMAIL8-----------------------------------------------------------------------------------------------------------------------------Dear colleagues,We now have all the necessary information for the CAST Director's (poster) award.While the session is going to be somewhat different (see<https://listserv.umd.edu/cgi-bin/wa?A2=ind1411&L=cast10&P=196> ), the judging process will remain basically the same.We have 125 posters (A: 36, B: 29, C: 30, D: 20, E: 5). The process is divided into two rounds.In round 1, we will have to review all 125 posters. The posters are divided into 8 groups (A1, A2, B1, B2, C1, C2, D, DE), and two judges are assigned to each group. The goal is to have each pair of judges (assigned to the same group) select 1-2 posters from their group by 6:40 PM. In round 2, we will have to select the winner (and perhaps honorable mentions) from the selected 5-10 posters. You are all welcome to participate, but I know that many of you have other commitments. Since this is the "Directors" award, it will be sufficient to have a subset of directors performing this activity. I am attaching three documents:1) The email that was sent to all authors by the CAST Division Programming Chair. Importantly, this document contains the "official" detailed CAST guidelines. If you haven't participated in this activity in the past, you may want to read through. You will notice that the timeline is more "relaxed", but I think we can be effective and be done by 7:15 PM or so. You will also notice the language "The winner is selected based on technical quality, visual effectiveness, and oral presentation" (second paragraph, highlighted yellow). "Oral presentation" here means presentation of the poster, NOT the rapid fire presentation. 2) Award Judging InformationThis document contains (a) basic information about the sessions, (b) the groups of posters with the corresponding poster numbers, (c) the assignment of judges to poster groups, and (d) a tentative schedule. This is probably the only document you will need the day of.3) List of posters containing author information and links to the abstracts of the posters (Please note that per CAST guidelines we are supposed to read the abstracts).Please let me know if you have questions.I am looking forward to seeing you all in Atlanta. Best regards,Christos |

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| Attachments to Email 8: ------------------------------------------------------PDF of Email sent to all authors:-------------------------------------------------------Dear author, The interactive sessions in this year's AIChE meeting have replaced CAST's former poster sessions. In addition to a poster presentation, our interactive sessions include a 5 minute `rapid fire' oral presentation for each presenter. The oral presentations will take place in four separate booths, where papers will be presented in parallel according to the schedule provided at <http://www.aiche.org/sites/default/files/docs/conferences/event/monday.pdf> . The CAST Directors' Award is given for the best presentation in the CAST division interactive sessions at the AIChE Annual Meeting. The winner is selected based on technical quality, visual effectiveness, and oral presentation. A presenter must present the rapid fire component for 5 minutes and otherwise remain at the poster for the entire duration of the session to be eligible for the award. For tips on preparing an award-winning poster, you are encouraged to review the posters of past recipients of this award, which are given at <http://castdiv.org/DirectorsAward.htm> . Best wishes, Nick Sahinidis CAST Programming Chair PS. The procedure for judging the posters is described below. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Procedure for judging at the CAST interactive session Instructions for Judges **Round 1** The first round of judging is during the first hour of the interactive sessions, and is performed separately within each area of CAST (10A, 10B, 10C, 10D, 10E). The presenters are judged based on technical quality, visual effectiveness, and oral presentation. Judges are instructed to read over the abstracts in their area ahead of time and select a short list of abstracts that are technically the strongest. This preliminary step speeds the judging during the first hour, which is quite rapid. There should be at least two judges per area. **Preliminary assessment** After one hour, the judges in each area should convene to select the top 1 or 2 posters within their area, which will go on to the second round. By one hour and 15 minutes after the sessions start, the judges should give the organizing Director a short list for their areas, so that the Round 2 judging can begin promptly. **Round 2** The judges select a single winner after Round 2, for all of Area 10. The judges often select some honorable mentions as well. All Directors evaluate all presenters in Round 2. The judging should be completed by one hour and 45 minutes after the start of the sessions, so that the winner can be selected, congratulated, and photographed before the interactive sessions end. **After the Interactive Session** The organizing Director notifies the winner and honorable mention(s) by email (all authors, not just the presenters), and sends the photograph and requests a PDF of the poster for publicizing on the CAST website and in the CAST newsletter. The winner is informed that the award will be acknowledged at the next year’s CAST banquet, and that one complementary ticket will be provided, as well as an awards plaque and an honorarium of $500. The posters are forwarded to the appropriate contacts for the CAST website and CAST newsletter. \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*PDF of Award Judging Information:------------------------------------------------**General Information** Sessions 566 (10D), 567 (10E), 568 (10B), 569 (10A), 570 (10C) Mon, 11/17, 6-8 PM, Hilton - Galleria Exhibit Hall **Poster Groups** A1: 569aa - 569h A2: 569i - 569z B1: 568a - 568j B2: 568k - 568z C1: 570aa - 570j C2: 570k - 570z D: 566a - 566n DE: 566o - 566u, 567a - 567f **Judge Assignment** Fengqi You A1 Selen Cremaschi A1 Mario Eden A2 Andreas Linninger A2 Ray Adomaitis B1 Martha Grover B1 Bob Parker B2 Carl Laird B2 Alexander Mitsos C1 Ram Karuppiah C1 Karl Schnelle C2 Christos Maravelias C2 Stevan Dubljevic D John Siirola D Leo Chiang DE Bri-Mathias Hodge DE **Schedule** **Round 1:** Each pair of judges goes through the assigned posters and selects 1 or at most 2 posters. All judges convene around 6:40 to generate poster list for round 2. **Round 2:** A subset of judges reviews the 5-10 selected posters and selects winner and honorable mentions. Winner is notified, congratulated, photographed, and invited to the CAST dinner the next day. **CAST dinner (11/18):** The winner is announced.PDF of List of posters:--------------------------------------------------10A to 10E list of poster numbers, names, and link to AIChE abstracts Example:**10E: 5 posters**116) (567a) Implementation of an Improved Automatic Operation System for Air Separation Process in Steel Industries <https://aiche.confex.com/aiche/2014/webprogram/Paper380601.html> Myungsuk Son, Jun-hyung Ryu and In-Beum Lee ... |
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# Ex-Officio Members and Other Leadership

## CAST Division Programming Chair

Feb:

* Send call for papers for annual meeting to CAST email list
* Organize area coordinators by reminding them of duties and deadlines

Apr-May

* Write and present Programming Chair Report to CAST Spring Conference Call (previous reports archived at <http://www.castdiv.org/ConfCall.htm> )

May:

* Organize sessions for spring meeting. We typically have relatively few sessions with rather generic names. Session chairs are selected later among the authors
* Bulk of work for annual meeting
	+ Work with area coordinators to accept/reject papers for annual meeting
	+ Work with AIChE to implement schedule requests for annual meeting
	+ Select papers for CAST plenary: have area chairs suggest 2-3 best papers for each area and pick one so as to balance topics and ensure the topics will be of broad interest to the community. Inform paper authors that CAST would like to have senior authors give the presentations at the CAST plenary instead of students.

June:

* Plan for area meetings and reserve rooms for fall meeting (“auxiliary”), including the planning meetings for CAST-sponsored conferences (FOCAPO, CPC, PSE etc.)
* When reserving room for the programming meeting, call it ‘CAST Programming Officers Meeting’, otherwise curious people may show up. It is a good idea to have the programming meeting before the CAST executive meeting so that issues brought up in programming can be brought up to the CAST Executive for discussion/decisions.
* Solicit nominations for area coordinators. These are voted three years in advance of their term; Once every three years, restrict nominations to industrial candidates. Stagger this in order, 10a & 10b (2024); 10c & 10d (2025); 10e (2023). In the email announcement, add program coordinator responsibilities link. Collect short bios and pictures.

August/September:

* Work with CAST chair to set up single vote. Work with AIChE for voting (along with voting for directors) by end of summer.
* Announce new area chairs
* See further details on Past Chair

October-December:

* Provide area coordinator info to AIChE for the following year’s Fall meeting
* Roll over sessions from current year as a starting point for the following year

Before Fall meeting

* Prepare and present programming chair report for executive committee meeting (previous reports archived at <http://www.castdiv.org/ConfCall.htm> )
* Remind programming committee members of programming meeting (no need to include newly selected area coordinators)
* Work with chair of exec committee to prepare joint presentation slides

Additional functions:

* In coordination with current area chairs and CACHE (the likely sponsor of these events), pick chairs for FOCAPO, FOCAPD, CPC, PSE. Include these conferences in programming reports.

## Area Programming Coordinators (10A,…10E)

Overview

As an Area Programming Coordinator in CAST, you are responsible for your area program in the AIChE Annual Meeting. It is also a good idea to involve the next area chair in the process and communications, so that they are prepared for taking over after you. Most of the time is spent in April/May time frame when the abstract review process is started. This typically takes a couple of days at least. After the review process has finished, finalizing the program takes approximately a day. Finding session chairs is typically easy as many people are happy to chair.

A quick overview of the things you have to do at each time is given here:

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| --- | --- | --- |
| Event /time | What | Comments |
| AIChE Annual meeting Year K-2 (two years before you are the Area Programming Coordinator) | Develop general program for your year.Help two area programming coordinators ahead of you.Attend the CAST programming meeting.Learn the procedures. |  |
| AIChE Annual meeting Year K-1 (the year before you are the Area Programming Coordinator) | Run the area programing meeting together with the current area programming coordinator and present the sessions you intend to hold.Attend the CAST programming meeting.Take over from current area programming coordinator | This is typically a discussion with the people that attend this programming meeting |
| **Year K** |
| Propose program to CAST Division Programming Chair | Send e-mail with proposed sessions and description if new session |  |
| Find chairs and co-chairs for each session  |  | Try to maintain mix between junior and senior people and promote diversity. |
| Call for abstracts |  | Done by CAST Division Programming Chair |
| Find reviewers |  | Each paper needs to be reviewed by 3 people |
| Once abstract submission is closed | Make spreadsheet assigning tasks to each session chair, co-chair and all reviewers (you can contact AIChE staff so that they give you a spreadsheet with all entries and weblinks).  | Typically session chair merges all reviews into one spreadsheet |
| Send thank you e-mail |  |  |
| Present results of your year in the CAST programming meeting  | Present sessions, number of papers and other comments | Attend your sessions to give feedback on attendance. |

Selecting sessions

As Area Programming Coordinator you are responsible for setting up the sessions you want to hold. The CAST Division Programming Chair will determine how many sessions you can register in your area. You get an initial allocation for your area during the previous AIChE meeting. This is typically based on the submissions in your area in the previous years and the total CAST allocation overall. After the abstract submissions close, the CAST Division Programming Chair may add or remove to your total allocation depending on the number of submissions your area gets. Please note that the poster session (Interactive Session) does not count towards your total allocation as a session.

Sometimes it is a good idea to create sessions with more general titles and abstracts on a topic you expect many submissions for. This will allow you to split that general session to more than one more specific session, with titles and abstracts updated (so that they fit the submissions you received). For example, a general title could be “Advances in Optimization”, which in the final program is split into two sessions (e.g., “Advances in Optimization I” & “Advances in Optimization II” or even “Advances in Nonlinear Optimization” & “Advances in Mixed-Integer Nonlinear Optimization”.) The main idea is to get the general themes right. Selection of sessions happens during the CAST programming meeting in an open discussion. If you are interested in a particular session you can propose it there.

Co-sponsoring sessions

Your area may be the main sponsor for a specific number of sessions that count towards your allocation. However, your area may co-sponsor other sessions from other areas of the CAST division or other divisions that are relevant to your topic. This may need to be decided and coordinated with other areas early, so that you identify which area will be the main sponsor (affects your allocation of sessions). However, adding co-sponsorships can also be decided later on (when setting up sessions on confex). (More on how this can happen is included below)

Call for abstracts

The call for abstracts is done automatically once you let the CAST program director know what session you want to consider. When describing the sessions, it is smart to use a slightly more general description, as to allow for moving abstract to other sessions.

Finding reviewers

Each abstract requires 3 reviewers. This means that in some cases you will need 6 reviewers per session to keep the number of abstracts to review acceptable (10-15). In some cases people volunteer and when you assign them a session they say it is outside their area of expertise. Thus, it is good to note down volunteers during the CAST programming meeting (during annual meeting).

Instead of reinventing the wheel, take and adapt the spreadsheet used by your predecessor.

**Conflicts of interest:** Identify conflicts of interests before assigning reviewers. Sometimes this is hard, so always ask your session chairs and reviewers to identify these before accepting to review the assigned papers.

The important thing is how can one create the first few columns with the links in an automatic fashion: In confex (once it opens up again), you can click on each of the session titles, and then select the “Authors Report” button. This should allow you to download an excel sheet with the links. You can then simply merge each session spreadsheet into a single file as separate tabs. AIChE staff is able to answer all your confex questions.

Ask each of the reviewers to think of what abstracts possibly could be moved to other sessions. This will help later if you need to move some abstracts around. **Also, make sure to tell the reviewers NOT to use confex to accept papers**. This is your responsibility once it is clear how many sessions you actually have.

Set the deadline for abstract review one or two weeks before the deadline set by the CAST program director to account for some slack. The session chairs can help in gathering all abstracts for their session. This mostly works and can take some work of your hands, but some followups with people are typically needed.

Setting up the sessions

After all abstracts and reviews are in, the number of sessions assigned to your sub-division may change. It is mostly figuring out which papers go where. Typically some abstracts have to be moved to other sessions or the poster session.

At this stage there are different models of how to make decisions. Some area programming coordinators prefer to give session chairs the responsibility of making decisions and setting up the sessions (although none should accept the final decisions on confex). Some area programming coordinators prefer to take into account all reviews, make decisions, and ask the session chairs to check if they have objections or other preferences. In any case, it is always a good idea for the area programming coordinator to do a final check to ensure there are no conflicts, not too many talks from the same group in one session.

Once everything is decided, you should notify the CAST Division Programming Chair, send all of the documentation and ask him/her to give the final ok. Once you have that, you can now accept everything on confex.

Go to the author report and make sure to identify unique abstracts ID (each author appears, so abstracts can show up multiple times).

The number of presentations in each session is set by the CAST Division Programming Chair and implies a duration of each presentation. The typical number is ~8, but this might change in the future so always check with the CAST Division Programming Chair . An example of the acceptance lay out can be found below.

Acceptance e-mails are send out automatically, but once the acceptance has been done, it is nice to thank the reviewers for their work.





Before the Annual Meeting

Reach out to next Area Programming Coordinator and give him/her information needed to get started.

Send an e-mail to session chairs and cochairs to remind them of the AIChE meeting and the process. For example:

“Dear Chair,

The 2019 AIChE Annual Meeting is upon us. Please remember to chair your session (check the program to find where and when your session is being held).

Please make sure that the talks stay within the allotted time. This is respectful to each of the presenters and allows for people switching sessions if desired. I typically use hand signals to indicate the speaker has 5 and 1 minute left. I would recommend using the time for questions to set-up the next speaker. Each presentation is 19 minutes, so using 15 minutes for presentation and 4 for questions and changing speaker is probably best. Pointers are typically not provided, so I typically bring one for people to use. Please remember that in case of a no-show, you should not change the timing of the rest of the talks; rather the no-show becomes a break in the session.

Please decide if a single computer will be used for all presentations or each presenter will use their own. Keep in mind that switching laptops sometimes takes time which need to be subtracted from the person with the problem. Please reach out to the people presenting in your session and make them aware of your rules and ask them to come to the session 15 mins early. Inform them of the time and location of your session as well.

Finally, thanks again for all your help putting this year’s program together and hoping there will be a lot of interesting presentations.

Please let me know if you foresee any problems or have any questions. You can best reach me ….

Best regards,”

Prepare a short presentation discussing this year’s sessions, number of abstracts and attendance (where you were able to get info on that). You could ask the session chairs to provide you with that information.

During the Annual Meeting

You do not have to go to all sessions, but do check on the session chairs, and provide your contact information in case someone needs something. You should make sure you discuss thoughts and ideas with the upcoming area programming coordinator and attend the programming meeting where you share your last thoughts, and pass on the leadership to the new area programming coordinator.

## Young Professionals Liaison

CAST typically has two concurrent YP liaisons – academia (e.g., assistant professor) and industry (e.g., research scientist) – with the following overarching charge:

* Engage with [AIChE’s Young Professionals Community](https://www.aiche.org/community/sites/committees/young-professionals) (YP)
* Help with Communications Strategy to our membership
* Work on special projects related to YP enrolment with CAST, e.g., social events

During the past few years, the YP liaisons have organized an in-person social event at the AIChE Spring Meeting (South) and AIChE Fall Annual Meeting:

* Organizing either a lunch or appetizers in the early afternoon works well. For the fall meeting, Wednesday is a good day.
* Attendance for the fall meeting can be 40+ people, so it is best to inquire with a restaurant about hosting a special event (e.g., buffet).
* CAST has subsidized these events at ~$1,000 for the fall meeting (many people) and $200 to $500 for the spring meeting (fewer people). Aim for 20 to 30 $/person. Ask the CAST president and treasurer via email to confirm the budget before making firm reservations. Typically CAST pays for food and non-alcoholic beverages. Attendees can pay for alcohol individually.
* During the height of the COVID-19 pandemic, we did a virtual academic career panel during the summer (no in-person meeting) and bowling at the fall meeting (to avoid eating indoors). Bowling is more expensive than lunch and requires more coordination.
* Start contacting venues ~4 weeks in advance. Aim to finalize arrangements ~2 weeks in advance.
* Advertise the events via email (CAST10 listserv) 1 to 2 weeks in advance. Use a digital sign-up, e.g., Google Forms, and explicitly say the event will capped at a certain number of participants. Collaborate with CAST Social Media Chair on Twitter, Facebook, etc.
* Communicate with the participants via email a few days in advance with specific instructions. Tip: consider sending a calendar event to all of the participants.
* If you are comfortable, pay with a personal credit card and submit an itemized receipt to the CAST treasurer for reimbursement.
* Some restaurants add a fee for paying with credit card for a private party with a fixed amount of food (e.g., buffet). Consider coordinating with the CAST treasurer and restaurant to pay with check.
* Take pictures at the social event!

During the fall meeting, the YP liaison recruits judges for the undergraduate poster session:

* Victor Breedveld <victor.breedveld@chbe.gatech.edu> historically co-chairs the undergraduate poster session.
* CAST supplies judges for the Computing and Process Control area of the poster session, which often has ~30 submissions divided into 3 sections.
* Each judged is assigned ~8 posters to numerically score within a section. Using a z-statistic (standardization), the undergraduate poster session organizers determine awards (e.g., 1st, 2nd, 3rd) for each section.
* In addition to these awards, CAST sponsors a separate overarching award across the entire Computing and Process Control area with the following monetary prizes: 1st place ($100), second place ($50), third place ($50).
* Senior graduate students, post-docs, junior faculty, and industry YPs are all eligible to judge the poster session. Email the CAST10 listserv to recruit volunteers.
* Encourage all of the Computing and Process Control area judges to submit the scoring 15 minutes early.
* The CAST YP liaisons should choose 2 or 3 experienced judges to help them select the CAST special awards (with cash prizes).
* Once the top posters are identified by the standardized scores, the selected experienced judges should reevaluate these posters to determine the winner.
* The CAST YP liaison or designee should stay for the poster session to help present the CAST sponsored award. Get a picture of the CAST sponsored award winners. (AIChE will also have a photographer, but it is impossible to get copies of the pictures from them.)
* Collect the contact information (name, email, phone number) from each award winner. Ask if they would prefer Venmo or a paper check in the mail. (Everyone says Venmo.) The CAST YP liaison can pay via Venmo and submit the transaction history to the CAST treasurer for reimbursement. Alternately, the CAST treasurer can mail paper checks.

Below is the email sent to the CAST10 listserv for the 2022 fall annual meeting.

Subject: **CAST Young Professionals Events at AIChE Annual Meeting: Networking Lunch and Poster Judges Needed**

Hello CAST Young Professionals,

(Senior members, please forward this to your mentees! Thank you.)

I would like to share a few upcoming events at the AIChE Annual Meeting in Phoenix, AZ.

**Announcement 1: CAST YP Networks Lunch on Wednesday**

You are invited to a networking lunch on **Wednesday, November 16 from 11am to 1pm** (local time) **Willie's Taco Joint**([sample menu](https://williestacojoint.com/phoenix-downtown-phoenix-willie-s-taco-joint-food-menu)), less than 5-minute walk from the Phoenix Convention Center. Food will be a buffet to make it easy to come and go. You do not need to arrive at 11am or stay until 1pm. Our hope is that this time can accommodate anyone with talks either in the late morning or early afternoon.

You need to **RSVP by midnight on Thursday, November 10th**. If this form is closed before the deadline, we have run out of space. Do not delay reserving your spot. RSVP [here](https://forms.gle/9rzE3FWfkd6x68nx6).

The [Computing and Systems Technology (CAST) Division 10](https://www.aiche.org/community/sites/divisions-forums/computing-systems-technology-division-cast) of AIChE is generously sponsoring the lunch (free food!). Our expectation is that everyone who is attending is a CAST 10 member. Do not worry, it is easy to join:

1. If you do not know if you are a CAST member, login in to your AIChE account and [check your membership profile here](https://engage.aiche.org/network/community-directory/profile). You should see **Memberships** listed under Education.
2. If you have not renewed your AIChE membership for this year, choose the CAST Division 10 during the checkout. (You should join AIChE if you are attending the meeting — much cheaper registration fee)
3. If you already renewed your AIChE membership this year, contact CustomerService@aiche.org and ask for help joining the CAST division.

Here is how [AIChE defines young professionals](https://www.aiche.org/community/sites/committees/young-professionals). Happy to bend the rules for folks that feel younger than their age ;)

Please RSVP using this [Google Form](https://forms.gle/9rzE3FWfkd6x68nx6) and contact me (adowling@nd.edu) with any questions.

**Announcement 2: Undergraduate Poster Judges on Monday**

Looking to get more involved in CAST?

We need **~3 judges on Monday, November 14 from 10am to noon**. CAST provides judges for "Computing and Process Control” section and gives out a special award. Volunteers who are final-year Ph.D. students, post-docs, faculty, and industry research scientists are greatly appreciated. Please see the message below and email me if you are interested. I am coordinating the judges from CAST.

**Announcement 3: Programming Meetings**

Another great way to get involved in CAST is to [attend a programming meeting](https://www.castdiv.org/) and volunteer to (co-)chair sessions at AIChE next year. Everyone is CAST is welcome to attend these.

Monday at 6pm:

[Area 10A & 10C Programming Meeting](https://plan.core-apps.com/aiche2022/event/50e236fe95f3fe04f617e6112a18c736)

Tuesday at 6pm:

[Area 10B Programming Meeting](https://plan.core-apps.com/aiche2022/event/50e236fe95f3fe04f617e6112a1e43a7)

Wednesday at 6pm:

[Area 10D Programming Meeting](https://plan.core-apps.com/aiche2022/event/50e236fe95f3fe04f617e6112a18bd73)

[Area 10E Programming Meeting](https://plan.core-apps.com/aiche2022/event/50e236fe95f3fe04f617e6112a18bd73)

See you in 2 weeks!

Alex Dowling

CAST YP Academic Liaison

---------- Forwarded message ---------
From: "Breedveld, Victor" <victor.breedveld@chbe.gatech.edu>
Date: Nov 1, 2022 at 8:01:08 AM
Subject: Judges needed for AIChE Undergraduate Student Poster Competition in Phoenix
To: "Breedveld, Victor" <victor.breedveld@chbe.gatech.edu>

Dear colleagues,

You are receiving this email, because you volunteered at least once in 2018-2021 as a judge for the AIChE Undergraduate Student Poster competition.

We are very thankful for your past support, but -as you know- no good deed goes unpunished. **The Undergraduate Student Poster Competition will be back in Phoenix. We have accepted ~410 poster abstracts, which means that we need ca. 120 judges to meet our goal for every student to meet with at least 3 judges!**

**If you are coming to Phoenix, please consider volunteering some of your time again** to support the students. It is a special event to see hundreds of eager, talented undergraduates talk about their research results. Come join the fun again! **You can sign up using the following Google Form:**[**https://forms.gle/pAqCVDSrTjH8PJR36**](https://forms.gle/pAqCVDSrTjH8PJR36)**.**

**If you are not coming to Phoenix yourself, please share this email** with any colleagues and friends who will be attending the conference. We welcome the participation from industrial scientists, faculty members, postdocs, senior graduate students, etc.

The format is still the same as pre-pandemic: on **Monday 11/14** in **North Hall E** of the**Phoenix Convention Center**, the students will be ready to start presenting their posters at **10am**. We will begin checking in judges around 9:45am and request that **each judge complete their assessment of ~10 posters by 11:45am**. We will then perform the scoring magic and announce the winners (top-3 in each judging section) around 12:15pm. If you are an experienced judge, you will not need the full 1 hr 45 min to complete judging, so we welcome your contributions even if you have a minor time conflict that morning. We will provide scoring rubrics to facilitate the process.

Kind regards,
Victor Breedveld and Ryan Snyder
Co-Chairs of the Poster Competition

Asking for poster judging volunteers and announcing free food in the same email works well ;)

Here is the Google Form used for the lunch RSVP:

Dear CAST [Young Professionals](https://www.aiche.org/community/sites/committees/young-professionals),

You are invited to a networking lunch on **Wednesday, November 16 from 11am to 1pm** (local time) **Willie's Taco Joint** ([sample menu](https://williestacojoint.com/phoenix-downtown-phoenix-willie-s-taco-joint-food-menu)), less than 5-minute walk from the Phoenix Convention Center. Food will be a buffet to make it easy to come and go. You do not need to arrive at 11am or say until 1pm. Our hope is that this time can accommodate anyone with talks either in the late morning or early afternoon.

We need **RSVP's by midnight on Thursday, November 10th**. If this form is closed before the deadline, we have run out of space. Do not delay reserving your spot.

The [Computing and Systems Technology (CAST) Division 10](https://www.aiche.org/community/sites/divisions-forums/computing-systems-technology-division-cast) of AIChE is generously sponsoring the lunch (free food!). Our expectation is that everyone who is attending is a CAST 10 member. Do not worry, it is easy to join:

1. If you do not know if you are a CAST member, login in to your AIChE account and [check your membership profile here](https://engage.aiche.org/network/community-directory/profile). You should see **Memberships** listed under Education.
2. If you have not renewed your AIChE membership for this year, choose the CAST Division 10 during the checkout. (You should join AIChE if you are attending the meeting.)
3. If you already renewed your AIChE membership this year, just contact CustomerService@aiche.org and ask for help joining the CAST division.

Email:

Name:

Email (double check):

Are you a CAST 10 member?

* Yes, I am a member
* Not yet, but I already reached out to AIChE support to join

Dietary Restrictions:

* None
* Vegetarian
* Vegan
* Other (describe)

## WebCAST Chair

* The WebCAST chair organizes frequent webinars that are of current interest to the CAST community and cover a variety of topics related to modeling, optimization, and other computational methods. The 50 minute sessions are plenary style talks with active audience participation during and after the presentation. Audience members are encouraged to participate in the chat window or by interjecting with questions for the speaker. Typical sessions are 30 minute presentations with 20 minutes of discussion.
* WebCAST’s are hosted in one of two ways:
	+ AIChE Academy Webinar hosted and advertised by AIChE to a more general audience. The webinars join the AIChE archive where they are available to AIChE members only.
	+ WebEx Webinars by John Hedengren (john.hedengren@byu.edu) that are posted to YouTube and available from the following YouTube playlist or APMonitor web-site link:
		- YouTube Playlist: <https://www.youtube.com/playlist?list=PLLBUgWXdTBDjhBUNyTPIYCJsH4CAkpKzP>
		- APMonitor Website: <http://apmonitor.com/wiki/index.php/Main/ApplicationWebinars>
* Nominations for webinar speakers or topics can be sent to John Hedengren (john.hedengren@gmail.com) or through the web-form: <https://goo.gl/8HQjtM>

## Social Media Chair

* Manage the CAST social media presence on social media platforms. In 2023, these platforms are
	+ Twitter: @AIChECAST10
	+ Facebook: facebook.com/AICHECAST10
	+ LinkedIn: <https://www.linkedin.com/company/aichecast10/>
* Post bios and photos of elected officers after elections are decided and awards winners after the recipients are announced via email
* Archive social media posts (particularly for awards and elections) on the AIChE CAST blog: <https://www.aiche.org/community/sites/divisions-forums/computing-systems-technology-division-cast/blog>
* Cross-promote CAST events through online announcements

## Publications Board Chair

* Evolve content and format of *CAST Communications* newsletter to serve CAST Division members better.
* Acquire articles and write items for *CAST Communications* newsletter.
* Edit final copy and send to Web Coordinator.

## AIChE Operating Council Liaison

* Each Chemical Engineering Technology Operating Council (CTOC) member is responsible to support at least one division, forum, or committee as a liaison.
* The liaison maintains regular contact to provide assistance and advice based on the role of CTOC which is to disseminate and advance knowledge of the frontiers of chemical engineering.
* The liaison will review and coordinate feedback from the annual division and forum activities summary to share best practices and improvements consistently across the divisions, forums, and committees.
* Link to the CTOC website: <http://www.aiche.org/community/operating-councils/chemical-engineering-technology-operating-council-ctoc>

## Associate Editor

* Work with Publications Board Chair
* Acquire articles and write items for *CAST Communications* newsletter.
* Acquire advertising copy and bill advertisers. Convert to html newsletter format.
* Layout newsletter. Translate all articles into html newsletter format. Edit html code on local copy of website pages, create new pages, and ftp all files (.htm, .doc, .xls, and .pdf) to Dotster account.
* Edit final copy.
* Email cast10 list with *CAST Communications* announcement. Email same announcement to Web Coordinator to forward to current AIChE CAST email list

## Web Coordinator

* Acquire information from Executive Committee, CAST10 listserv, and via other means on webCASTS, meetings, workshops, CAST awards, new initiatives, etc. Some items are transferred to html pages directly; other information is kept in original WORD or PDF format.
* Edit html code on local copy of website pages, create new pages, and ftp all files (.htm, .doc, .xls, and .pdf) to Dotster account.
* Check for errors by testing new pages and downloading files.
* Email *CAST Communications* announcements and other major website changes to email list.
* Maintain archive of all CAST meeting docs at <http://www.castdiv.org/ConfCall.htm>.

## Listserv Coordinator

* Maintain cast10 list and instructions/archive website at <https://listserv.umd.edu/archives/cast10.html>.
* Moderate list.

# Revision History

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| --- | --- | --- |
| **Date** | **Revised By** | **Content** |
| 2005-2011 | Kenneth Muske, kenneth.muske@villanova.edu ; Matthew Bassett, Raymond A. Adomaitis, adomaiti@isr.umd.edu ; Luke Achenie,achenie@engr.uconn.edu ; Nikolas Kazantzis, nikolas@WPI.EDU ; Vince Grassi, grassivg@airproducts.com; Larry Megan, larry\_megan@praxair.com; Gary Stenerson, gary.k.stenerson@exxonmobil.com ;  | Ex-Officio Members  |
| 26 Dec 2008 | Richard D. Braatz | Guidelines for CAST Directors’ Award |
| Jun 2013 | Mark Stadtherr, Andy Hrymak, Karen High, Frank Doyle, Gavin Towler, Karl Schnelle, Richard Braatz, Marianthi Ierapetritou, Ray Adomaitis | Duties of Second Vice Chair |
| 10 Dec 2014 | Christos Maravelias | Directors’ Awards work process |
| 2 Feb 2015 | Karl D. Schnelle, Wayne Bequette, Frank Doyle, Jeff Logsdon, Gavin Towler | Elected Members  |
| 11 Aug 2016 | Nick Sahinidis, sahinidis@cmu.edu | Added Programming Chair |
| 11 Aug 2016 | Nick Sahinidis, sahinidis@cmu.edu | Ex-Officio Members edit |
| 27 Sep 2016 | Karl D. Schnelle | Combined all docs into one |
| 26 Oct 2016 | John Hedengren | Added WebCAST Chair |
| 26 Oct 2016 | Vince Grassi | Added CTOC Liaison |
| 31 Oct 2016 | Leo Chiang | Updated Work Process for Awards |
| 22 Jun 2017 | Karl D. Schnelle | 2nd Vice-Chair AIChE contacts and award announcements |
| 8 Jan 2018 | Martha Grover | Numerous corrections throughout |
| 16 Jan 2020 | Martha Grover | Area programming coordinators update |
| 16 Jan 2023 | Martha Grover | Updates to past chair, chair, second-vice chair, director and programming chair |
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