



The ASME International Conference on Ocean, Offshore and Arctic Engineering (OMAEE)

OMAEE Conference Proposal Guidelines

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Presented by:

**The Ocean, Offshore and Arctic Engineering Division
of the American Society of Mechanical Engineers**

www.ooae.org



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A. SCOPE

These guidelines provide assistance to parties interested in preparing a proposal for hosting/sponsoring the annual international Ocean, Offshore, and Arctic Engineering (OMAE) conference. Proposals not conforming to these guidelines may not be considered, or returned to the submitter with a request for more information.

B. OOAE, OMAE AND THE LOCAL ORGANIZING COMMITTEE

OOAE Division

The OOAE organization is the Ocean, Offshore and Arctic Engineering Division of the American Society of Mechanical Engineers (ASME). The mission of the OOAE Division is to promote technological progress and international cooperation in all areas of ocean, offshore and arctic engineering, and in the recovery of resources in offshore and arctic environments such that safety, environmental safeguards and economic successes are achieved.

With over 2,600 members, OOAE has the following objectives:

- Promote technological progress and international cooperation,
- Provide timely and in-depth technical information exchange, and
- Provide strong leadership and liaison with ASME and with other international organizations.

OOAE determines the annual location, creates and approves budgets, and provides general guidance to the OMAE Conference. OOAE also publishes the ASME Journal of Offshore Mechanics and Arctic Engineering. For more information on the Division and its activities please visit www.ooae.org.

OMAE Conference

The OMAE conference is an annual technical event, usually held in June, in locations around the world. First held in 1982, the conference is a well-recognized, international technical event that attracts between 1,000 – 1,300 attendees and 15 - 25 exhibitors. The ratio of attendees is usually a 50/50 split between Academia and Industry/Research, and 50-60% of attendees come from North and South America and Europe.

Conferences have generally rotated between the Americas and Europe, with occasional special venues in other regions, such as Asia. For a complete list of past and future conference destinations, please visit this page on asme.org



The conference formally begins on a Sunday night with a Welcome Reception, followed by a plenary session on Monday morning featuring one or two keynote addresses from prominent industry speakers. Three and a half days of concurrent technical sessions organized by Symposia follow on Monday afternoon and all day Tuesday, Wednesday and Thursday. The number of Symposia varies. A typical conference will have between fourteen to eighteen concurrent sessions. Therefore venues must have a corresponding number of breakout rooms.

The Technical Program

The Technical Program is organized by the OOAE Division. The Local Organizing Committee (LOC) is asked to assist in arranging one speciality symposium and the invited keynote speaker(s). The Division appoints a member of the division's Extended Executive Committee (EEC) as the Technical Program Chair (TPC). The Call for Abstracts and paper submissions for all Symposia is managed by ASME under the supervision of the Symposium Coordinators.

Local Sponsor and Local Organizing Committee (LOC)

Each OMAE conference is jointly managed by the OOAE Division and a local organizing committee, whose members will include the conference chair(s). The LOC must have the backing of a local organization or institution (the Sponsor) to be able to hold the conference. The Sponsor and Conference Chair(s) are required to sign a formal Co-Sponsorship Agreement that stipulates roles and responsibilities and the financial terms and conditions under which the conference will be held. Included in the Co-Sponsorship Agreement are financial liabilities and rewards that may arise from holding the conference. The Co-Sponsorship Agreement is co-signed by the LOC Sponsoring Organization and ASME's Deputy Executive Director. A sample Co-Sponsorship Agreement is attached as Appendix A.

C. DESTINATION SELECTION PROCESS

Submission Process

Parties interested in making a proposal to host/sponsor an OMAE conference are required to submit a formal proposal addressing the issues outlined in this document. The proposal will be evaluated against the guidelines, and against other proposals submitted to the EEC. Proposals must be submitted electronically as a pdf file, along with a PowerPoint presentation summarizing the proposal's key points. Proposals are submitted to BOTH chairs of the Division's International Conference Committee and ASME staff.

Proposal Deadline

Deadline for receiving proposals is February 1. These are reviewed and discussed at the annual February OOAE EEC meeting. Feedback (and possible short listing) is typically provided to enhance the proposals for the final selection process at the Conference in June.



EEC Presentation

The proposal's key champions should be prepared to make an in-person presentation of their proposal (maximum 30 minutes) at the EEC meeting, which takes place at the OMAE conference on the Sunday prior to the Welcome Reception (conference presentations are usually scheduled from 2 to 4 pm).

Selection Procedure

Based on the submitted proposals and presentations, members of the OOAE International Conference Committee, EEC, ASME representative and active members of OMAE co-sponsoring societies will vote and make a venue recommendation to the OMAE Executive Committee (EC). The EC will caucus and accept or decline no later than the last day of the Conference. If the EC votes to accept the venue and host/sponsor, the recommendation is forwarded to ASME for official approval. The successful bidder will be notified as soon as practical; others will be notified of the outcome.

D. PROPOSAL PREPARATION GUIDELINES

The following criteria must be addressed in your proposal in the order listed below.

1. Year Targeted by Your Proposal

- a) State the year you wish to host/sponsor the OMAE conference.

2. Local Sponsor and Local Organizing Committee

Each OMAE conference requires a champion(s), who is expected to have experience with the OMAE conference, to form the Local Organizing Committee (LOC). Please respond to the following questions/request for information:

- a) Provide the names, industry experience, and experience with the OMAE conference of the individuals who will form the LOC and provide their roles within the LOC (e.g. Conference Chair, Social Chair, etc.).
- b) Which organization/institution will be the local sponsor? Describe their involvement in the ocean, offshore and arctic engineering field.
- c) Review the Activity Responsibilities of the Local Organizing Committee in the sample Co-Sponsor Agreement (Appendix A) and briefly state how the responsibilities will be fulfilled.
- d) State the experience that LOC (and staff if applicable) members have in participating in large international conferences.
- e) In what ways would holding the OMAE Conference in your destination benefit the local ocean, offshore and arctic engineering field?
 - i. What local Industries will support the conference?



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- ii. What local Research and Academic Institutions will support the conference?
 - iii. What local Governmental Agencies will support the conference?

3. Economic Viability

Local participation through conference registrations and sponsorship plays an important role in ensuring the financial viability of the conference. Please respond to the following questions/request for information:

- a) Estimate the number of registrants that may attend from your country or immediate region and include the rationale for your estimate.
- b) Do you have commitments for local sponsorship? If so, are these firm commitments and what is the dollar value committed?

4. City and Country

Please respond to the following questions/request for information:

- a) Are there any restrictions that may prevent attendees from receiving a visa to enter the country?
- b) Please give a list of countries served by direct flights from your international airport (include rail if relevant). What is the distance of the airport from the proposed venue? Also indicate the available means of transportation between the airport and the proposed venue.
- c) Briefly summarize personal safety concerns, if any, for visitors to the destination.

5. Meeting Space

The meeting space required for an OMAE conference is larger than most conferences due to the high number (14 to 18) of concurrent breakout rooms required for the technical sessions. Each breakout room should hold a minimum of 50 people with space for a head table, projector and screen. Exceptions can be made for a few smaller rooms, or a few larger rooms, but the majority of concurrent breakout rooms should hold between 50 to 100 theater style. Please see the attached Sample Program at a Glance (Appendix B) for typical meeting room requirements.



Short Courses and Division Meetings are held on the Saturday and Sunday prior to the conference. Most OMAE conferences provide lunch on all four days for participants, but consideration would be given to proposals that provide lunches only on the Monday, Tuesday and Thursday. A Final Banquet (normally offsite) is held on the Wednesday, which should include entertainment (with local flavor preferably).

In addition to technical sessions, there is a small exhibitor component of fifteen to twenty-five 3m X 3m booths. Traditionally OMAE does not have poster sessions but consideration would be given to using posters should paper submission rates exceed the venue capacity.

Please respond to the following questions/request for information:

- a) Using the sample Program at a Glance, provide a floor plan outlining the meeting space proposed with seating capacities for each room in theatre style.
- b) Is the meeting space on a first right of refusal hold for the OMAE conference? If yes, indicate which dates the rooms are on hold.
- c) Indicate the proposed cost for meeting space. If the cost is conditional upon items such as guest room pickup or food & beverage spending, please state the conditions.
- d) Include the capability and cost for the venue to provide wireless internet, noting the number of IP addresses that can be supported at one time.

6. Guest Rooms

Guest rooms for an OMAE conference can be at one main hotel (normally when the meeting space is at the hotel) or at a selection of hotels if the conference is held at a convention center. When held at a single hotel, an OMAE conference can generate between 1,500 to 2,000 guest room nights. However, a room block greater than 250 rooms on peak nights is not recommended, as room pick-up is subject to many variables such as rate, competition, etc.

Please respond to the following questions/request for information:

- a) Is a room block being held at a single hotel or a number of hotels?
- b) If a room block is being held, provide the guest room rate(s).
- c) Describe the risks (e.g. minimum number of guest rooms required or penalties if not met) and rewards (concessions – commission, complimentary guest rooms, complimentary or reduced meeting space, upgrades, etc.) of the proposed guest room block.
- d) If a congress or conference center is proposed as the venue, supply a map showing the location and category (5 star, 4 star etc.) of hotels close to the proposed venue.



7. Social Functions

OMAEE features a Welcome Reception, Final Banquet (normally off-site), a minimum of three lunches, and technical and cultural tours on the Friday (some of which may incur a separate fee). There is usually a modest Accompanying Persons program, which is purchased separately from the conference registration fee.

It has also become customary for the LOC to sponsor a reception at the close of the preceding OMAEE conference to advertise the next conference and venue.

Please respond to the following questions/request for information:

- a) Provide a brief summary of the proposed Welcome Reception, Final Banquet and Technical and Cultural Tours. Include other social function elements if you wish.

8. Sharing of Conference Surplus

ASME and OMAEE are pleased to share the net financial surplus of the conference with the Local Organizing Committee, in a ratio of 33% for the LOC and 67% for ASME and OMAEE. In the event of a financial loss for the entire conference, ASME will assume 100% of the liability.

The LOC portion of the surplus is normally shared with an academic or research institution (or department thereof). It may also be shared with a non-profit organization associated with the LOC.

E. QUESTIONS

Questions concerning proposal guidelines should be sent to BOTH chairs of the Division's International Conference Committee and ASME staff.