



Division Annual Plan for FY2013

This Annual Plan includes a form to provide feedback, updates, and the Division's plans for FY2013 (July 1, 2012 - June 30, 2013).

About This Plan

This Annual Plan includes a form to provide feedback, updates, and the Division's plans for FY2013 (July 1, 2012 - June 30, 2013).

Preparation and Submittal of This Plan

This Annual Plan should be prepared by the Incoming Chair of the Division in consultation with the Division Executive Committee for the year starting July 1, 2012 and ending June 30, 2013.

This Annual Plan should be submitted CDOT@asme.org by July 31, 2012. Copies may be sent to your Technical Group Leader and to the Member-at-Large for Committee for Division Operations & Training if you wish. In addition, each Division will give an informal presentation of their Annual Plan at their next Group Board Meeting.

Appendices

For sections within this Annual Plan that refer to appendices, please refer to the Appendices file you received with this form.

DIVISION ANNUAL PLAN FY2013 (JULY 1, 2012 – JUNE 30, 2013)

GOVERNANCE

1. Division activities are governed by several Society policies that dictate operational, accounting, and reporting requirements that must be followed. As such, it is essential that the Division leadership be familiar with policy requirements as they plan activities. [Click here to view all ASME policies.](#)

Please indicate the degree to which the Division complies with the following Society policies.

P-2.1, Custodian and Operating Funds, Technical Divisions, Research Committees, and Sections

Fully Compliant Partially Compliant Not Compliant

How well does the Division comply with this policy in FY2013 (July 1, 2012 – June 30, 2013)?

P-2.9, Fiscal Framework Fully Compliant Partially Compliant Not Compliant

How well does the Division comply with this policy in FY2013 (July 1, 2012 – June 30, 2013)?

P-4.6, Travel Expense Reimbursement Fully Compliant Partially Compliant Not Compliant

How well does the Division comply with this policy in FY2013 (July 1, 2012 – June 30, 2013)?

P-8.1, Formation and Review of Technical Divisions and Subdivisions Fully Compliant Partially Compliant Not Compliant

How well does the Division comply with this policy in FY2013 (July 1, 2012 – June 30, 2013)?

P-12.1, The Conduct of Conferences and Events Fully Compliant Partially Compliant Not Compliant

How well does the Division comply with this policy in FY2013 (July 1, 2012 – June 30, 2013)?

P-12.13, Publishing Practices for Technical Units of ASME V@Öpãã } Á^ää^! • Ö Á Áë æ^Á -ÁÖ Á [æ C |^~ ä^ { ^} •
V@Öpãã } Á^ää^! • Ö Á Áë æ^Á &^æ^Áë æ^} ^•• of this policy

Ú^æ^Áë äæ^Á Áë •Á Áë &^æ^Áë æ^} ^•• Áë äÁë ^ Áë äã ä * Á^ä • ÁÖ Öpãã } Á æ ÁÖ^Á Á FY2013 Ö | Á ÖÖFGÄ
June 30, 2013)?

P-12.14, Use of Member Data V@Öpãã } Á^ää^! • Ö Á Áë æ^Á -ÁÖ Á [æ C |^~ ä^ { ^} • ÁÖ Öpãã }
Á^ää^! • Ö Á Áë æ^Á &^æ^Áë æ^} ^•• Á -ÁÖ Á [æ

Ú^æ^Áë äæ^Á Áë •Á Áë &^æ^Áë æ^} ^•• Áë äÁë ^ Áë äã ä * Á^ä • ÁÖ Öpãã } Á æ ÁÖ^Á Á FY2013 Ö | Á ÖÖFGÄ
June 30, 2013)?

P-14.6, Society Name, Seal, Emblem, Initials, Titles, Identification & Certificates V@Öpãã } Á^ää^! • Ö Á Áë æ^Á -
ÖÖ policy C |^~ ä^ { ^} • Á V@Öpãã } Á^ää^! • Ö Á Áë æ^Á &^æ^Áë æ^} ^•• Á -ÁÖ Á [æ

Ú^æ^Áë äæ^Á Áë •Á Áë &^æ^Áë æ^} ^•• Áë äÁë ^ Áë äã ä * Á^ä • ÁÖ Öpãã } Á æ ÁÖ^Á Á FY2013 Ö | Á ÖÖFGÄ
June 30, 2013)?

2. When were the Division by-laws last updated? 1 year ago 2 years ago 3 years ago 4 years ago
 5 years ago More than 5 years ago The Division does not have Division by-laws

3. Does the Division plan on creating or updating the by-laws for FY2013 (July 1, 2012 - June 30, 2013)? Yes No

4. If no, when does the Division plan on creating or updating the Division by-laws? In 1 year In 2 years In 3
years In 4 years In 5 years In more than 5 years The Division does not plan on updating the Division by-
laws

5. When was the Division operation guide last updated? 1 year ago 2 years ago 3 years ago 4 years ago
 5 years ago More than 5 years ago The Division does not have an operation guide

6. Does the Division plan on creating or updating the operation guide for FY2013 (July 1, 2012 - June 30, 2013)? Yes
 No

VOLUNTEER ENGAGEMENT

Please review Appendix I to view the information we have for your committee

1. For the committees listed in Appendix I, does the Division plan on having the same committees for FY2013 (July 1, 2012 -
June 30, 2013)? Yes, everything remains the same No, there will be changes

2. For the committees listed in Appendix I that are currently vacant (i.e., show "0" Members), does the Division plan on
having the positions filled in FY2013 (July 1, 2012 - June 30, 2013)? Yes No, these committees will be sunset



Please send updates to your committees and committee rosters to your Division's staff administrator.

3. What are the primary methods of communication among Division leadership, (e.g., Executive Committee members) and approximately how often does the leadership communicate?

Email	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Webinars	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Teleconferences	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
In-person Meetings	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Online Workspace	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use

4. How does the Division's Executive Committee stay aware of the other Committees' activities (e.g., Technical Committees, Administrative Committees, Standing Committees, Special Committees, etc.), and how often is the Executive Committee made aware of them?

Email	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Webinars	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Teleconferences	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
In-person Meetings	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Online Workspace	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Status Reports	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use

5. If there are any vacancies within your committees (e.g., Executive Committee and/or other Committees), how do you plan on filling them for FY2013 (July 1, 2012 - June 30, 2013)? Advertisement Email Word of Mouth Division Website ASME.org Social Media Other

6. Is there a formal succession plan in place for the Executive Committee and all other committees in your Division, and where is this documented?

Executive Committee	<input type="checkbox"/> By-Laws	<input type="checkbox"/> Operation Guide	<input type="checkbox"/> Division Website	<input type="checkbox"/> Other	<input type="checkbox"/> No plan in place
Technical Committees	<input type="checkbox"/> By-Laws	<input type="checkbox"/> Operation Guide	<input type="checkbox"/> Division Website	<input type="checkbox"/> Other	<input type="checkbox"/> No plan in place
Administrative Committees	<input type="checkbox"/> By-Laws	<input type="checkbox"/> Operation Guide	<input type="checkbox"/> Division Website	<input type="checkbox"/> Other	<input type="checkbox"/> No plan in place
Standing Committees	<input type="checkbox"/> By-Laws	<input type="checkbox"/> Operation Guide	<input type="checkbox"/> Division Website	<input type="checkbox"/> Other	<input type="checkbox"/> No plan in place
Other Committees	<input type="checkbox"/> By-Laws	<input type="checkbox"/> Operation Guide	<input type="checkbox"/> Division Website	<input type="checkbox"/> Other	<input type="checkbox"/> No plan in place

7. Does the Division plan on creating or updating a succession plan for FY2013 (July 1, 2012 - June 30, 2013)?
 Yes No

MEMBERSHIP ENGAGEMENT & RECOGNITION

Please review Appendix III to view the Division's membership demographics

1. How does the Division communicate and engage with its members, and how often does the Division do this? Please indicate a choice for each option below.

Division Website	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Division Newsletter	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
In-person Meetings	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Email/List Serve	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
PeerLink	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Facebook	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
LinkedIn	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Twitter	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Yahoo Groups	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Webinars	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Blogs	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use
Podcasts	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Twice a Year	<input type="checkbox"/> Annually	<input type="checkbox"/> Do not use

2. In what ways does the Division recognize the contribution of its members? Division Awards Society Awards
 Technical Committee Award* Other Awards Scholarships Public Mention No activities

3. Where is this recognition promoted? ASME.org Division Website Technical Committee Website
 Industry publication Journal Social Media Event Other (Please specify)
 Recognition is not promoted

4. Please indicate if the Division plans to participate in, or contribute to, the following initiatives during FY2013 (July 1, 2012 – June 30, 2013), and describe how the Division plans to participate or contribute.

Initiative	Participation?	How will the Division participate or contribute?
Member Recognition	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Membership Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Volunteer Leadership Recruitment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Early Career Engineer Programs	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Industry/Government	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Please specify)		

COLLABORATION & KNOWLEDGE DISSEMINATION

1. Does the Division collaborate with other ASME Units or Outside Organizations on any knowledge dissemination activities? Check all that apply.

Other ASME Divisions Sections/Local Chapters Student Chapters/Advisors Cross disciplinary Organizations Industry Other Mechanical Engineering Organizations Other ASME Sectors The Division does not currently participate in collaborative knowledge dissemination activities

2. If the Division collaborates with others, what types of collaborative activities take place? Check all that apply.

Joint Sponsorships of Events/Conferences Workshops Webinars Journals Other Publication
 Other Collaborative Activity

3. Does the Division have a plan to expand its collaborative efforts to those with whom the Division does not currently collaborate with? Yes No



Please complete TABLE 3 at the end of this document to provide further detail on the types of collaborative and knowledge dissemination activities the Division plans to participate in, or contribute to, during FY2013 (July 1, 2012 – June 30, 2013.)

4. Does the Division participate in the ASME Journal Program? Yes No

5. If yes, how does the Division plan for continual improvement of the quality of the journal(s) (e.g., impact factor)? Please explain how.

ADVOCACY & GOVERNMENT RELATIONS

1. In which areas does the Division contribute to ASME's current Public Policy Agenda? Check all that apply.

Energy Innovation & Competitiveness Workforce Development Science, Technology, Engineering and Mathematics (STEM) Education Research and Development Environment Standards
 Other (Please specify) The Division does not currently contribute

2. If the Division does contribute to ASME's current Public Policy Agenda, how does it contribute? Check all that apply.

Position Statements Research Committee/Projects Congressional Briefings/Events Collaborative Efforts with Other Organizations Other (Please specify)

3. Does the Division plan on getting or staying involved in government relations activities or efforts for FY2013 (July 1, 2012 - June 30, 2013)? Yes No

If yes, please explain how.

STRATEGY & GOALS

1. Has the Division performed an environmental scan to assess the needs of the members it represents and performed a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis on how to best meet those needs? Yes No
2. If no, does the Division plan to do so in FY2013? Yes No
3. When was the last time the Division developed a strategic plan? 1 year ago 2 years ago 3 years ago
 4 years ago 5 years ago Strategic Plan development is in progress The Division does not have a strategic plan
4. Does the Division plan on creating or updating a formal Strategic Plan for FY2013 (July 1, 2012 - June 30, 2013?)
 Yes No
5. Based on the issues and activities that you have identified in the Strategic Plan, or otherwise, please list in TABLE 1, below, three to five specific goals that the Division plans to accomplish during FY2013 (July 1, 2012 – June 30, 2013), along with one specific measure of success that will be used to determine how closely these goals have been met.

A Division's strategic plan, discussions with Division leadership, and consideration of [ASME's strategic goals](#) can be used as guidelines. An example has been provided below.

Division Strategic Priorities (Example)				
Strategy	Objective/Goal	Success Measures	Tactics/Initiatives this Year to Achieve Goal	ASME Strategy Alignment
<i>Increase global relevance of division</i>	<i>Create engagement opportunities for international members to address issues</i>	<i>5% increase in non-U.S. member participation by year end</i>	<i>Launch country liaison positions as way to involve members</i>	<i>Global Impact</i>

TABLE 1 - DIVISION STRATEGIC PRIORITIES				
Strategy	Objective/Goal	Success Measure	Tactics/Initiatives this Year to Achieve Goal	ASME Strategy Alignment
				<input type="checkbox"/> Energy <input type="checkbox"/> Workforce Development <input type="checkbox"/> Global Impact <input type="checkbox"/> Not applicable
				<input type="checkbox"/> Energy <input type="checkbox"/> Workforce Development <input type="checkbox"/> Global Impact <input type="checkbox"/> Not applicable
				<input type="checkbox"/> Energy <input type="checkbox"/> Workforce Development <input type="checkbox"/> Global Impact <input type="checkbox"/> Not applicable
				<input type="checkbox"/> Energy <input type="checkbox"/> Workforce Development <input type="checkbox"/> Global Impact <input type="checkbox"/> Not applicable
				<input type="checkbox"/> Energy <input type="checkbox"/> Workforce Development <input type="checkbox"/> Global Impact <input type="checkbox"/> Not applicable

FINANCES

Please review Appendix II to view the Division's financial history, as well as the definitions for Revenue and Expense categories, as applicable

Based on the issues, activities and goals that you have identified in the Strategic Plan, this Annual Plan, or otherwise, please provide your projected revenue and expenses for FY2013 (July 1, 2012 - June 30, 2013).

TABLE 2 – FINANCES

PROJECTED REVENUE		PROJECTED EXPENSES	
Activity	Amount	Activity	Amount
Net Conference Revenue (Surplus)		Conference Expenses	
Interest/Income From Investments		Travel (Volunteers)	
Journal Revenue Share		Teleconferences	
Congress Revenue Share		Certificates/Plaques	
Member Contributions		Honorariums/Awards	
Other		Committee Meeting Expenses	
		Congress Program Support	
		Journal Program Support	
		Membership Development/ Recruitment	
		Student Program Support	
		Other	
TOTAL		TOTAL	

ADDITIONAL COMMENTS

Please provide any additional comments in relation to the Division's plan for FY2013 (July 1, 2012 - June 30, 2013.)

APPROVAL OF ANNUAL PLAN

This Annual Plan has been prepared and approved by the Incoming Division Chair.

Name:	Date:
Email:	Phone:
Division:	



Reminder! Please complete the activity tables on the following page(s). Please remember to save this form and return it to CDOT@asme.org by July 31, 2012.

TABLE 3. COLLABORATION & KNOWLEDGE DISSEMINATION ACTIVITIES

Please complete the activity tables below to provide further detail on the types of collaborative and knowledge dissemination activities the Division plans to participate in, or contribute to, during FY2013 (July 1, 2012 – June 30, 2013). Also include here any collaborative and knowledge dissemination activities identified under “Tactics/Initiatives this Year to Achieve Goal” on TABLE 1 - DIVISION STRATEGIC PRIORITIES.

Activity 1 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 2 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 3 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 4 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 5 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 6 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 7 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 8 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	

Activity 9 Name			
Type of Activity <input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Webinar <input type="checkbox"/> Journal <input type="checkbox"/> Other Publication <input type="checkbox"/> Other Activity			
Is this a collaborative effort with an external organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a new activity? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Who is your audience? <input type="checkbox"/> Industry/Gov't <input type="checkbox"/> Academia <input type="checkbox"/> Students <input type="checkbox"/> Early Career Engineers <input type="checkbox"/> Research			
Will the content be distributed by ASME? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the event been submitted into the EPAT for approval? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable to activity			
Expected Number of Participants/Beneficiaries		Expected Number of Presentations/Papers	