



COMMITTEE CHAIRS

Meetings cannot be canceled or moved once they have been published. Form Deadline: May 1, 2009. Requests received after this date may not appear in the Advance Program. Forward form to CaLae McDermott by fax: 281-228-6363 or e-mail: calae.mcdermott@nace.org

Corrosion Technology Week 2009 MEETING REQUEST FORM

In a post-CORROSION/2006 survey of attendees, members emphasized that they prefer technical committee meetings to be held only when they include pre-planned exchange of technical information, case studies, etc. Some committee meetings, though, are required in order to keep standards/reports/symposia moving toward timely development and publication.

In order to minimize meeting conflicts for CTW 2009 attendees, carefully consider the amount of time that is really needed and please try to request a meeting only if one of these activities apply. If you have other administrative issues to address in a technical meeting, please contact Linda Goldberg at NACE and she will work with you to help you accomplish your committee's goals. NACE and TCC appreciate your understanding—we're just trying to streamline meetings so we do not need to add another day to CTW 2009, which most members prefer us not to do. Thank you!

Please check any/all that apply for Technical or Administrative Meetings:

- Exchange of technical information/presentations
Administrative committee work
Work on draft of a standard or report, or on a future symposium.
Complete a required procedure on a working standard or report (review of ballot results, reaffirmation vote; open review stage; handle negative votes, etc.)

One Meeting per form:

1. Please Check One:

- STG Meeting, Task Group or TEG Meeting, Administrative Meeting, Work Group Meeting, Other Meeting

2. Please schedule a meeting for _____ hours in a room to hold _____ persons.

3. Please avoid the following meeting conflicts during this meeting: List in order of importance & BE SPECIFIC

- a. (meeting), b. (meeting), c. (meeting), d. (meeting), e. (meeting)

4. The meeting will require the following equipment (list AV equipment and any other requirements):

5. Other requests with regard to this meeting (i.e., schedule before/after other meeting):

6. Room set-up request (ex: classroom, U-shape, theater):

7. (Optional) Please note brief information concerning special items in your agenda you wish to publicize in the Corrosion Technology Week 2009 Advance or Final Program along with the listing for this committee meeting (informal presentations, special discussion topics, etc.):

Your Name: _____ Committee Designation _____
Telephone: _____ FAX _____
Chair's Signature _____ Date _____

*****NOTE:
The Corrosion Technology Week Advance Program schedules are reviewed for conflicts by STG chairs prior to printing. If you have extraordinary circumstances concerning when your committee meeting should be scheduled, please let Headquarters AND your administrative STG chair know of your circumstances IN WRITING by May 1, 2009. CTW 2009 is September 20-24, 2009, in Houston, Texas.

RETURN TO: NACE Conferences Division, 1440 South Creek Dr., Houston, Texas 77084-4906
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