

Guidelines of the SIAM International Meshing Roundtable Workshop

The purpose of this document is to distill the lessons learned from many years of organizing and running the IMR down into guidelines and suggestions to help future Steering Committees and Organizing Committees in planning and hosting future events. Nothing in this document is intended to be a mandate, but instead it should be used as a resource which highlights what has typically worked well over the years.

This document is a companion to the “**By-Laws of the SIAM International Meshing Roundtable Workshop**”. The major headings are numbered consistently between the two documents. The minor headings may not track between the documents.

1. SIAM

Miscellaneous

- **SIAM Membership** – Not required but encouraged. Note that registration rates may be favorable to SIAM members (and even more favorable to members of the relevant SIAM Activity Group, i.e., the one on Computational Science and Engineering or the one on Supercomputing depending on which is the sister conference for a given year).
- **SIAM Conferences vs SIAM Workshops** – SIAM Conferences are typically seen as having over 200 attendees and being associated with a SIAM Activity Group.
 - SIAM Workshops are smaller than Conferences and may or may not be associated with a SIAM Activity Group. Workshops also typically co-locate with another SIAM Conference to keep expenses down. **The IMR is starting as a Workshop.**

1.1. What SIAM is responsible for

See By-Laws

1.2. What needs approval from SIAM

See By-Laws

2. Steering Committee

2.1. Responsibilities

- The responsibilities listed in the By-Laws can be assigned to anyone the committee.

2.2. Qualification of new members

- New candidates for the Steering Committee should have served on an Organizing Committee – preferably 2 years and even better if he/she has served as Papers Chair or Organizing Committee Chair.
- Be willing/available to actively participate as needed.

2.3. Makeup of Steering Committee

- A non-voting Representative from Sandia is invited to attend Steering Committee meetings until Sandia-held funds have been exhausted.
- Others can be invited to attend the meetings when deemed appropriate by the Steering Committee.

2.4. Replacing Steering Committee members

The goal is to have one member rotate off each year.

- The goal is to have 1 member rotate off with their tenure ending at a SIAM IMR
 - See Terms of Service in Section 2.6 below
- If the leaving member is rotating off on the regular schedule, the replacement is then announced at the IMR, with the new member starting right after that IMR.
- Voting is done using Ranked Choice voting – see
 - https://www.fairvote.org/rcv#how_rcv_works
- If a member decides to cycle off early, advanced notice is requested, preferably a year or more when possible.
 - When possible, the schedule for rotating off is simply swapped with another member of the committee.

All members of the IMR community are welcome to submit nominations for the Steering Committee.,

2.5. Roles

Typical roles include:

2.5.1. Steering Committee Chair

- Schedule regular meetings
- Create and send out agenda before the meeting
- Run meetings
- Send out meeting minutes and action items after meeting
- Extend official invitations to join Steering Committee or Organizing Committee

2.5.2. Communication Chair

- Be responsible for maintaining the MailChimp mail list and IMR LinkedIn accounts (who actually send out the notes.)
- Assist and train Organizing Committee Communications Chair

2.5.3. Website Chair

- Make sure the website is paid for and that the ownership of internationalmeshingroundtable.com is renewed when needed.
- Train new Organizing Committee Website Chairs who make the changes.

2.5.4. Liaison to SIAM

- Communicate with SIAM about registration fees, etc.
- Should be a SIAM member, but not required. Note that all communication with SIAM, including from the Organizing Committee must go through this single point of contact.
- Maintain the document of who the SIAM points of contacts are and what topics they need to be contacted about.
- This position is typically for one year but can be more. It is settled before each IMR who the Liaison for the following year will be.
- Even though we indicated our plans to SIAM regarding co-locating with SIAM PP and SIAM CSE on alternating years, we need to continue to remind SIAM of our desire to do this every year. The reason being that they need to continue to seek approval from the SIAM CSE and SIAM PP chairs each time. It is recommended to attempt to meet with SIAM at each IMR to see if there are any details that we need to discuss.

2.6. Term of Service

- Strong effort is made to cycle one member off/on each year.
- The ideal timeframe for rotating on/off is right after the IMR.
- Voting and getting commitment for being on the Steering Committee should be worked out in the months before the IMR.

2.7. Attendance by Steering Committee Members

- See the By-Laws

2.8. Replacing Steering Committee Chair

- At least one year on the Steering Committee is preferred to be considered as a candidate for this role.
- The ideal year is the next to last year on the Steering Committee, so as to be a resource the following year to the next Steering Committee chair.
- Steering Committee Chair candidate should consider if they will be able to attend the upcoming IMR before accepting the position.

3. Organizing Committee Guidelines

Each Organizing Committee member is encouraged to become a member of SIAM, although this is not required.

3.1. Organize and Run the Conference

3.1.1. IMR Sessions Organization

A list of suggested roles and activities will be provided to the Organizing Committee that may include:

- Roles
 - .1. Committee chair
 - .1.1. Responsible for the overall successful conference

- .1.2. Organizes and runs regular committee meeting (at least monthly)
- .1.3. Communicates with the SIAM Liaison on the Steering Committee for all communication needed with SIAM
- .1.4. The Organizing Committee Chair serves as the liaison to the Steering Committee and attends Steering Committee meetings.
- .2. Paper Chair(s) – this is a big job and sharing it as co-chairs is a good idea
- .3. Poster Chair
- .4. Meshing Contest Chair
- .5. Communications Chair
- .6. Chairs for Activities
- .7. Sponsorship Chair
- Activities (require a coordinator)
 - .1. Identify and invite
 - .1.1. Invited Speakers
 - .1.2. Short course instructors
 - .1.3. Joint sessions/speakers with sister conference.
 - .1.4. Open Spaces
 - .1.5. Banquet with separate fees – can't fold into full registration amount (will have to think about attendance).
- Maybe ask in survey.

3.1.2. Run the IMR conference

- The conference should be run as professionally and as smoothly as possible.
- The underlying goal and intention of the conference is to serve as a means of sharing ideas, networking, and encouraging participation. When in doubt about a decision, keep this in mind.

3.2. Communication

- Frequent and open communication with the Steering Committee should occur. The Steering Committee is an excellent resource to reach out to them for advice or guidance.
- Communication to IMR community on a regular, not overly frequent basis for current (upcoming) IMR related topics.
- The Organizing Committee should pass topics that span beyond the current IMR on to the Steering Committee to communicate.

3.3. Papers

- Ensure copyright release is submitted for each paper and all authors where necessary for publication.
- Next two bullet points: Determine if needed in guidance, and if so, modify for clarity
- For proceedings, if we decide to move to SIAM, we can ask them about it, but it is ok for us to stay as we are now. Note: If we make the decision to go with SIAM at some point, then we are required to continue using SIAM to publish the proceedings.
- For the best papers we have decided for now to go with JCAD. We have explored trying a SIAM journal, but

3.4. Awards

- Typical annual awards selected by the organizing committee include:
 1. Best technical paper
 2. Best student paper
 3. Best research abstract
- Typical awards voted on by all IMR attendees:
 1. Best Technical Poster (based on technical advancement and presentation)
 2. Meshing Contest (aka: Meshing Maestro Award) – most visually impressive. For previous IMR conferences, the winning image was printed on T-shirts and used for the next year's proceedings cover and the program back cover.

3.5. IMR Fellow

The organizing committee is responsible for:

- Solicitation of nominations from the IMR community as a whole. This should be done several months before the IMR
- Conducting the vote across the Steering and Organizing Committee
- Coordinating with the candidate(s) in order until one is found that will be attending the IMR (attending the IMR is required to win)
- Getting a plaque/award created to give at the IMR

Focus should be on overall contribution to the IMR, not necessarily just to the mesh generation field. Criteria should include, not limited to:

- Serving on the Organizing Committee
- Serving as Organizing Committee Chair
- Serving on the Steering Committee
- Serving as Steering Committee Chair
- IMR Paper publications
- Serving as a short course instructor
- Serving as an invited speaker
- Serving on an IMR panel
- Presenting at the User Forum
- Recognized expert in fields covered by the IMR
- IMR attendance over the years

3.6. Website

- The Organizing Committee is responsible to maintain the content provided to the website in a timely manner, as well as providing necessary updates to the IMR community alerting them to updates to the website.
- Cloud Flare was chosen (<https://www.cloudflare.com/>) to host all previous IMR papers and data acquired over the years. This decision is not set in stone. Dave has a tar-ball of the Sandia hosted website.
- This site contains all the previous papers, photos of events, poster sessions, short course info, prize winners, sponsors, key note speakers, committee members, posters etc.

- Dave Moxey set this up and made it active by uploading to Cloudflare and then linking from the IMR website to the Cloudflare back-end.
- Permission was received from Sandia (through Scott Mitchell) to post the entire back catalogue of the Sandia website collection of papers, etc.
 - In the past, Sandia had permission from Springer to host papers on the Sandia website that had been published by Springer. Later Sandia Legal washed their hands of any agreement with Springer. Elsevier has approved the IMR hosting the papers.
- This selection made for a platform neutral hosting and more importantly, not tied to a specific company with employees working for that company
- Site location should be chosen so as to be available to all on the committee, regardless of country of origin – as much as is possible.

3.7. Committee Meetings

- Organizing committee should meet at least monthly during the year before the conference with additional meetings added as the conference approaches, as needed.
- An attendance record should be kept – conference chair can delegate this role.
- **Committee member attendance**
 - Members are asked to proactively let the Organizing Committee Chair know of any meetings that they expect to miss and attempt to catch up on anything they missed.
- **IMR Attendance**
 - Since we have so many committee members that have primary roles that are pretty much done before the conference starts, we've never had an issue having enough people to do all the things at the conference.
 - That said, the committee members should keep the chair abreast of potential absence from the conference, especially short course, panel, and invited speaker where there are moderator duties to fill.

3.8. Surveys

Surveys should be utilized for a variety of purposes, and may include:

- Post conference (sent only to participants): to identify what conference components work, what doesn't, what components may be missing, to solicit information regarding topics, speakers, short courses, and other potential improvements
- General query (sent to the meshing community): to identify ways to improve participation, to solicit information regarding topics, speakers, short courses, general improvements, etc.

3.9. Banquets / Reception

3.9.1. Receptions

- A reception night before conference or the night after the 1st full day of the conference

3.9.2. Banquets

- According to SIAM rules, banquets are an optional add on and must be charged separately from conference registration fees.
- May potentially be paid for by sponsors.
- Banquets must be organized by the Organizing Committee. The only thing that SIAM does is sell tickets to the banquet.

3.10. Makeup of Organizing Committee

Committee should consist of an odd number of members, including the chair and historically around 9 or 11 members is encouraged to spread the load. Effort is made to continue committee representation, with at a goal of something like the following:

- 2 from industry
- 2 from universities
- 2 from government labs (e.g., Sandia National Lab, INRIA, Lawrence Livermore, Barcelona Supercomputer Center, etc.)

Serious effort is made to encourage diversity and inclusion of underrepresented groups of individuals. This includes, and is not limited to:

- Type of meshing/geometry
- Gender / Gender Identification
- Race
- Ethnicity
- Level of seniority
- Location (e.g., North America, South America, Europe, Asia, etc.)
- Type of institution / software
- Suggest adding to this list as appropriate

Effort is made to encourage balanced and equitable representation between the Americas and Europe, and when possible, representation from Asia is encouraged. Once the full Organizing Committee has been determined for the upcoming year, the Steering Committee Chair sends out 3 types of letters to members of the past committee and the new committee:

1. One thanks those who have served their term on the committee and are rotating off
2. One is sent to confirm that returning members continue to be committed to completing their term on the committee and of course, thanking them for what they have done and will do.
3. One is then written to welcome the new members to the committee (potentially contingent on approval from SIAM). The letter should describe a commitment to attend at least monthly meetings and do all that is required to successfully run the IMR. They are also told about the term of the commitment.

3.11. Suggested Roles and Responsibilities

This is not meant to be a complete list, but provides a good idea of responsibilities and the makeup of the Organizing Committee:

3.11.1. Chair Elect (Following year's Organizing Committee chair)

- Ideally, this person is selected about 6 months before becoming Organizing Committee Chair. (That would make it be around the September timeframe.)
- This person should work with the Chair to maintain and develop the conference to-do checklist with ideal dates to get things done over the year and when to communicate them to the IMR community.

3.11.2. Papers Chair / Co-Chair

This is the most time-consuming and difficult position on the committee after the chair role. Typical duties include:

- Work with IMR Committee Chair to develop schedule for papers related deadlines
- Write Call for Papers
 - Provide call for papers to Communication Chair
 - Ideally, the call for papers should include information on all of the other sessions as well. This way, potential participants can make an informed decision as to their participation.
- Communication:
 - Layout requirements
 - Remind authors of deadlines
 - Submit website updates to website coordinator
 - Contact authors to confirm attendance
- Reviewer assignments
- Committee oversight of reviewers
- Contact authors to confirm attendance
- Organize workshop paper sessions
- Work with publisher for article publication
- **Paper Advocates**
 - Paper reviews are summarized by members of the committee based on assignments from the Paper chairs. These advocates serve as an advocate for the papers. They should also be familiar enough with the paper to suggest if the papers should be:
 - Accepted as is
 - Accepted with optional modifications
 - Accepted with mandatory modifications to be accepted
 - Rejected, but suggested to submit as Research Note/Abstract
 - Rejected (completely irrelevant to this community)
 - **Special Edition**
 - Paper advocates should nominate papers to be considered as candidates to be re-submitted with changes to a journal

containing the best papers from the IMR (currently JCAD).
[This is in addition to the Best Paper nomination – see below.]

- The meeting in which the advocates and paper chairs decide which papers to accept and which to ask for modifications should also result in nominations for best papers for the special edition (as well as for best paper and best student paper).
- The final vote can be made during the IMR or the week following the IMR but is ideally done as a part of the review and acceptance process.
- **Best Paper Nominations**
 - Paper advocates should nominate papers to be considered for best paper awards and for top papers to be considered as candidates to be re-submitted with expanded content to a journal containing the best papers from the conference (currently JCAD).
 - This nomination should be done at the same time as the acceptance/rejection process.
 - The final determination of the paper awards and the top papers for the journal can be put off until near the end of the IMR.

3.11.3. Communication

- Send out email blasts on behalf of the rest of the committee to former attendees of the IMR

Currently utilizing tools like MailChimp (which allows recipients the option of opting out) and the LinkedIn IMR group.

- Maintain IMR LinkedIn Group management privileges for the duration of the term.
- Manage MailChimp account for the duration of the term.

3.11.4. Research Abstracts

- Work with Papers Chair to develop schedule for related deadlines
- Write Research Abstract portion for Call for Papers
 - Ensure inclusion in call for papers sent to Communication Chair
- Communication:
 - Layout requirements
 - Remind authors of deadlines
 - Send website updates to website coordinator
 - Contact authors to confirm attendance
- Collect research abstracts submissions from OpenConf or similar tool.
- Work with Papers Chair to organize IMR sessions

3.11.5. Poster Session

- Communicate deadlines

- Post requirements communicate with SIAM liaison to coordinate space and hardware requirements (e.g., easels) at the workshop facility.
- Communicate website updates to website coordinator
- Coordinate voting (e.g., create and print ballots, ballot collection)
- Tally of votes

3.11.6. Meshing Contest

- Identify geometry for contestants to mesh.
- Communicate website updates to website coordinator including geometry.
- Communicate deadlines.
- Work with Poster Chair to communicate with SIAM liaison to coordinate space and hardware requirements (e.g., easels) at the workshop facility.
- Receive entries for meshing contest.
- Coordinate with Poster Chair for voting, provide assistance with voting / tally process.

3.11.7. Invited Speakers

- Work with IMR Committee Chair to identify number of speakers needed
- Develop a list of potential speakers soliciting candidates from other committee members, including input from steering committee if needed
- Get information from SIAM liaison as to the number and type of invited speakers SIAM will fund.
- Raise sponsorship funds for any additional invited speakers desired.
- Obtain SIAM's approval on the invited speakers as noted in the SIAM IMR By-Laws document.
- Communication of invitation to speakers.
- Identify session chairs.
- Coordinate with SIAM liaison to coordinate space and A/V requirements at workshop facility.

3.11.8. Short Courses

- Develop a list of potential short course instructors soliciting candidates from other committee members, including input from steering committee if needed
- Communication of invitation to short course instructors.
- Identify session chairs.
- Communicate with SIAM liaison to coordinate space and A/V requirements at workshop facility
- Help with on-site, day of logistics for short courses

3.11.9. IT for virtual IMR Workshops (as needed)

- Note: The decision to hold a virtual event lies with SIAM. These guidelines apply only in the event we are organizing an IMR independent of SIAM.
- Selection of online tools (MS Teams, Skype, etc.).

- The tool for pre-recording presentations.
- Collection of recorded presentations.
- Posting of talks after the workshop.

3.11.10. Website

- Coordinate with the Organizing Committee Chair and the other Organizing Committee members for updates to be posted in a timely manner
- Post papers
- Post Meshing Contest & Technical Poster Entries
- Post award winners

3.11.11. Sponsorship

- Coordinate with SIAM sponsorship point-of-contact.
- Coordinate other forms of sponsorship from other companies (e.g., banquet, reception, logistical items such as printing, breaks, etc.). Note that receptions don't require sponsorship unless we want a "nicer" reception, i.e., better food and drinks. Also, SIAM typically does provide coffee and tea for breaks. Sponsorship could be used for drinks as well as snacks.
- Coordinate with co-located events to avoid double dipping with potential sponsors.
- Contact the companies to request sponsorship.

3.11.12. Optional Sessions

- **Joint sessions** – coordinates with co-located conference.
- **User Forum** – Provides a forum for commercial companies and meshing library vendors and researchers to demonstrate the functionality in their software tools/products. Offers an opportunity for:
 - Commercial companies to demonstrate their meshing and other functionalities in the context of their software products.
 - Meshing/geometry library vendors to demonstrate their tools.
- **Professional Development Session**
 - Panel of experienced people informally present their background and then allow students and less experienced people ask questions.
- **Open Spaces** – A session allowing attendees of the workshop to propose questions/discussion topics that they will lead discussion in open debate.
- Collate suggestions at the workshop.
- Divide into sessions and allocate room/space for topics.

3.12. Expected Terms of Service on the Organizing Committee

- New members agree to serve on the committee for at least 2 years.
- Chair – To become the Organizing Committee Chair candidates have typically served at least 1.5 years on an organizing committee – present or

past. (Exceptions may be made only when necessary to fill the role with appropriate similar experience and familiarity with the IMR).

3.13. Removal/Replacement of Organizing Committee members

- If a member is removed, the Steering Committee will backfill the slot if a replacement is needed.
- The Steering Committee may appoint a Steering Committee member to fill the opening on a permanently or temporarily basis, if needed.

3.14. Organizing Committee Chair attends the Steering Committee meetings

- The Organizing Committee Chair is asked to report on the status of Organizing Committee efforts, plans, and needs to the Steering Committee.
- This especially includes communicating any questions that are needed of SIAM (this can go directly to the SIAM liaison and does not need to wait until a Steering Committee meeting).
- Time-sensitive issues should be communicated to the Steering Committee as soon as possible by email or other method (e.g., text, phone).

3.15. Nomination/Selection of Organizing Committee members

- Anyone who has attended a previous IMR, may be nominated or self-nominated.
- Anyone who has attended at least one IMR is encouraged to submit nominations, including self-nominations, to anyone on either the Organizing Committee or Steering Committee.
- The incoming Organizing Committee chair works with the outgoing chair to create a list of new candidate members for the Organizing Committee – along with at least 5 or 6 alternates, for when people turn decline the invitation to serve on the committee.
- This list is then shared with the Steering Committee for its approval.
- The entire proposed list of the following year’s Organizing Committee is then sent to SIAM for approval. The list should include names, affiliations, emails, years on the committee so far, location of where they live.
- A balance between U.S. and Europe is attempted, along with diversity of men/women. At least one person from Asia is also ideal. Membership from other continents, e.g., South America, is also encouraged.
- Once approved by SIAM, the Steering Committee Chair extends the offers to serve on the Organizing Committee.
- The Organizing Committee for the next year is introduced at the IMR.

3.16. Nomination/Selection of the Organizing Committee Chair

- See the By-Laws

3.17. Veto/Override Power of the Steering Committee

- See the By-Laws

3.18. Removal/Replacement of Organizing Committee Members

3.18.1. Someone leaving early

- If a member decides to step down prematurely from the Organizing Committee, the Organizing Committee Chair should then propose next steps if any to the Steering Committee.

3.18.2. Removal of Committee Member

- See the By-Laws

3.18.3. Replacement

- Replacement is not required when a member leaves the committee.

3.19. LinkedIn IMR Group Management

- In addition to the IMR Group managers listed in the By-Laws, other people can be selected to this role as deemed necessary by the Steering Committee. People should rotate off this list of managers when they complete their roles as listed in the By-Laws.

3.20. Financial compensation

- Note that SIAM provides financial compensation for invited speakers and a certain number of student travel grants.
- Follow all SIAM rules and guidelines.
- **OLD Arrangement with Sandia**

Any committee member that requires intercontinental travel in order to attend the conference will have their conference registration fee waived. No travel fees to attend the IMR will be reimbursed. Conference registration for people traveling within their continent will not be waived.

The IMR budget will contain \$1000 for each committee member which can be used for the sole purpose of reimbursing travel expenses to attend the annual summer onsite committee planning meeting only. Any portion of this \$1000 that is not used for travel to the onsite meeting will roll into the budget surplus for the next year's conference.

4. SIAM IMR Event Guidelines

Diversity, which has been a consideration for past IMR conferences, is a requirement for representation in the following (but not limited to this list):

- Steering Committee

- Organizing Committee
- Short Course Instructors
- Invited Speakers

5. Sponsorship

5.1. NEW IMR Sponsorship info

- See this link:
https://www.siam.org/Portals/0/Marketing/Conference_Sponsor/2021/2021%20Conference%20Sponsor%20Options.pdf?ver=2020-10-27-140329-817
- SIAM works directly with NSF for block grants, so we must stop contacting NSF directly. SIAM also has some other federal sponsors; we should work with SIAM to obtain their list of federal agency sponsors. In addition to getting sponsorship from companies, etc, we should also coordinate with SIAM for eligibility for money they get for conferences for student travel grants and for young professionals. (See section 1.2 of the By-Laws for more info).

5.2. OLD IMR Sponsorship info

- From other entities outside of SIAM it is encouraged to support activities such as, but not limited to, student scholarships, luncheons, dinner banquets, receptions at the conference, local administrative and logistic support, and pre-payments to hold reservations for conference events.
- Money from other sources other than SIAM is acceptable only if the funding entity recognizes any advertising resulting from the sponsorship is at the discretion of the IMR Organizing Committee and will vary depending upon the amount of financial support provided.
- The Organizing Committee will consider each sponsorship arrangement separately and ensure that sponsor advertising opportunities are consistent for all sponsors and from year to year.
- Advertising opportunities may include brief, non-intrusive, acknowledgement, including display of logos, at the conference, in the preface of the conference proceedings, and on the conference program and website.
- The Organizing Committee may allow sponsors to distribute advertising material at the conference, at the expense of the sponsor, with the condition that it be voluntary for conference attendees and non-intrusive, so as to not disturb the technical contributions of the conference attendees.
- All marketing materials and distribution methods are subject to prior approval of the Steering Committee (largely to ensure we are always within SIAM guidelines).
- **Basic Sponsorship (\$1,500)**

- NOTE: If the OC wants to come up with something similar, the Sponsorship Chair should run these levels by SIAM. Similarly, they would need to seek approval as to what the sponsor gets for each level of sponsorship (at least to the extent that it concerns them).
- Post the company's logo on the event website, and link to the company or its software product page
- Include the company's logo in the conference program
- Acknowledge the sponsor at the banquet prior the award ceremony
- Include promotional product information (printed at sponsor's own cost) in conference registration material OR hang one company or product banner in the registration area.

Bronze Sponsorship (\$2,500), all the basic sponsorship plus

- Promotional product information (printed at sponsor's own cost) in conference registration material AND hang one company or product banner in the registration area.
- Have a half-page, inside advertisement in the final program
- A large poster (up to 81"x41") during poster session advertising the company and products

Silver Sponsorship (\$5,000), all the basic sponsorship plus

- Promotional product information (printed at sponsor's own cost) in conference registration material AND hang one company or product banner in the registration area.
- Have a half-page, inside cover advertisement in the final program
- A large poster (up to 81"x41") during poster session advertising the company and products

Gold Sponsorship (\$10,000), all the Silver sponsorship plus

- Hang two company or product banners:
 - one in the registration area, and
 - one in the break/reception area
- Upgrade half-page to full-page for inside advertisement in the final program
- Have a table in the break/reception area with company promotional/advertising material, product demos, etc.

Platinum Sponsorship (\$15,000), all the Gold sponsorship plus

- Hang two (or three) company or product banners:
 - one in the registration area, and
 - one in the break/reception area
 - one at the dinner/awards banquet, if held
- Upgrade the advertisement in the final program to outside back cover
- Have an exclusive 5-minutes time slot for product advertisement at the end of poster preview session

6. Process for changing or adding to this document

6.1.Changes requested from SIAM

- See By-Laws.

6.2. From anyone else

- See By-Laws.