

# SEM Technical Division, IMAC Focus Group and Committee Chair Guidelines

Congratulations on your selection to be a Chairman of one of the technical divisions (TDs), IMAC Focus Groups, or Committees in the Society for Experimental Mechanics. These groups form the heart of the society and are the primary mechanism for generation of the intellectual content of the society. They are involved in many aspects of the annual meetings and the published material, including; the conference proceedings, SEM technical journals, handbooks and other monographs. Since many of you are new to the chair position, this document was developed to help you understand your responsibilities so that you can better serve in the role. By adhering to the following guidelines your group can best serve the society and impact the scientific community.

Since SEM now has groups which meet at IMAC and other groups that meet at the Annual Conference, these guidelines are written in general terms. However, most activities are centered around one of the two meetings. For convenience, in the information which follows, TD should be considered to be TD, IMAC Focus Group, or Committee.

**PLEASE NOTE:** In addition to the items below, each group is required to submit a short report (1/2 page) by April 30 of each year. This report is included in the SEM Officer's Report which is published each year in time for the SEM Annual Conference.

## **Attend the following meetings at your conference or send a representative:**

1. Prior to the Conference, SEM HQ will distribute information regarding the Technical Theme and initial plans for the following Annual Conference to allow you to prepare for your TD meeting. In addition, you will receive a copy of the TD reporting form which you are expected to complete and return as soon as possible after your TD Meeting. ***It is very important that the group return this form at, or shortly after the conference.*** It enables Headquarters to make sure web site information is correct, as well as to know who to contact regarding any TD activities.
2. Technical Division Meeting (held during the conference). This is the meeting of your TD and as Chairman you will run this meeting. If you cannot attend, please make sure the Vice-Chair or Secretary for your TD runs the meeting.
  - a. New officers (Chair, Vice-chair, and Secretary) will be nominated and elected based upon the schedule in the TD Bylaws.
  - b. The TD will determine the technical tracks that they plan to sponsor, the number of technical sessions that they want to sponsor, and delegate which TD members will solicit papers for each session.
  - c. Make sure that the minutes for the meeting are recorded (typically the secretary takes the notes at the meeting).
3. Technical Activities Council (usually held on Wednesday afternoon) or IMAC Program Planning Committee. This meeting is to report to the council on your planned activities including; number of technical sessions, sponsored tracks, new officers, and other activities.

## **Post Conference Responsibilities**

After the Conference, there are still many responsibilities that the chair should preside over. These include:

1. Forward the minutes of the TD meeting to SEM headquarters staff
2. Keep track of the progress of soliciting papers for the proposed technical sessions
3. Review abstracts and making sure abstracts are grouped into technical sessions
4. Make sure the abstracts and author information is sent to SEM headquarters

5. Insure that the TD web page on the SEM site is updated regularly.
6. Insure that the TD Bylaws are current and correct.

**Other activities:** many of the TDs have gone well beyond what was expected of them and have taken on other activities and projects. Some of these include:

1. Edited monographs or books specific to their TD topic
2. Conducting tours of local industry or laboratory facilities at the annual meeting location
3. Developed a webpage advertising their TD and elaborating on the TD activities
4. Sponsor workshops at the annual conferences and other locations
5. Form liaisons with other societies

At the present time, here is the list of TD's, etc. in SEM grouped by their primary meeting location.

WRS GC has its own separate meeting.

**SEM Annual Conference:**

**Committees**

Applications  
Education  
Research

Fracture and Fatigue  
Inverse Problem Methodologies  
MEMS and Nanotechnology  
Optical Methods includes Applied Photoelasticity  
Residual Stress  
Structural Testing  
TCSG (Strain Gages)  
Thermal Methods  
Time Dependent Materials

**TD**

Biological Systems & Materials  
Composite Materials  
Dynamic Behavior of Materials  
Electronic Packaging

**IMAC Conference**

**TD**

Civil Structures Testing  
Modal Analysis/Dynamic Systems  
Model Validation & Uncertainty Quantification  
Sensors and Instrumentation

Damping  
Experimental Dynamics Substructuring  
Nonlinear Systems  
Rotating Machinery  
Shock and Vibration  
Sports Equipment Dynamics  
Structural Health Monitoring  
Turbine Blades

**Focus Groups**

Aerospace  
Adaptive Structures  
Acoustics  
Biodynamics  
Bridges