

# **CAST Division Roles and Responsibilities for All Leadership**

*American Institute of Chemical Engineers*  
Computing and Systems Technology Division, Group 10

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22 June 2017

revised  
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8 January 2018

**NOTE: This living document is intended to be a supplement to the [CAST By-Laws](#) and to help new officers and other leaders assume their responsibilities. Additions and modifications are encouraged as technology and AIChE change. Current leadership is listed on our [CAST website](#).**

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Exact names may change every year.

## Benefits of R&R

The benefits to having Roles & Responsibilities (R&R) defined are:

1. Clarity – everyone knows what is expected and when activities happen for each CAST leader.
2. Speed - new CAST leaders can come up to speed much faster and need less turnover from the previous person.
3. Guidelines – the documents should be modified over time as programs and requirements change, so that they are not strict rules that can't be changed.

## Elected Members

### Past Chair

- The primary role of the Past Chair is to form and chair a nomination committee for the election of officers. The two previous past chairs are typical members of the committee. The committee discusses possible candidates in somewhat of a rank ordered list for each position, then the chair contacts candidates until two are found for each position on the ballot.
  - The most recently elected Directors are then asked to help get the information about the candidates – bio-sketches and position statements.
  - The AIChE contact (Diane Cappiella, [dianc@aiiche.org](mailto:dianc@aiiche.org)) is then responsible for handling the electronic election process, where email notification of the election is sent to each CAST member.
  - Announce winners to AIChE CAST and cast10 email lists and to Editors of *CAST Communications*.
- Keep the attendees supplied with drinks at the CAST Executive meetings.

### Chair

- Runs two CAST Executive meeting per year – typically a spring teleconference and an annual fall AIChE meeting.
- CAST Plenary at Annual meeting
  - Gives a concise overview of CAST activities for the previous year via PowerPoint.
- CAST Banquet at Annual meeting
  - Gives a concise overview of CAST activities (most chairs have done this verbally or via PowerPoint).
  - Also asks current year Directors to present the election results.
  - Thanks the retiring directors and area chairs.
  - Ensures that the Treasurer summarizes the financial report and asks for approval.

## First Vice-Chair

- Attend the CAST executive meetings.
- Make arrangements for the CAST banquet at the Annual AIChE Meeting.

You are responsible for arranging the banquet (a ticketed event): location, menus, cash bar, price for tickets, everything. The contact person is **Todd Caporizzo, [toddc@aiche.org](mailto:toddc@aiche.org)**. Having the banquet outside of the convention center has generally worked well, when the costs have been manageable. The A/V cost is charged to the CAST Division rather than to the banquet participants.

- Handle sponsorship issues for the CAST awards. Request payment from sponsors, and follow up with Treasurer to ensure checks are received.
- Membership
  - Report on the status of membership (contact **Diane Cappiella, [dianc@aiche.org](mailto:dianc@aiche.org)** for a current membership list without emails). Coordinate with CAST Secretary.
  - Champion activities and initiatives to increase Division membership and diversity of membership.
- Assist CAST Chair with representing CAST on Council of Division and Forum Officers.
- Assist Second Vice-Chair with collecting tickets and handing out free drinks tickets at the dinner.
- Participate in the Awards Committee.
- Fulfill duties of the CAST Chair in the event the Chair becomes incapacitated.

First Vice-Chair Timeline
February-March Contact past award sponsors; contact the CAST Secretary-Treasurer to send invoices to sponsors who agree <b>Recruit additional sponsors for unsponsored awards</b>
April/May Plan banquet (earlier is better as competition is high for good facilities)

## Second Vice-Chair

- Attend the CAST Executive meetings
- Administer the CAST Division Awards
  - Advertise for nominations.
  - Organize nomination and voting procedures.
  - Order award plaques and checks. You will need to send the name of each award and the citation to go on the plaque. Also you need to tell the CAST Treasurer the amount

of the checks and the SSN for the winners. In addition to the four main awards, you should also order a plaque and check(s) for the Directors Award (for best poster paper at the Fall Meeting). The winners of this have already been determined at the previous AIChE meeting. Contact the primary author on the paper to see how they want the money divided.

- Email Award winners' information (bio, photo, etc) to CAST Newsletter Editor for *CAST Communications*. Announce winners on CAST email lists (coordinate with the CAST Secretary), at the website (coordinate with Web Administrator), and on social media (Social Media Chair)
- MC the CAST banquet
  - Keep everything flowing. You do the official welcome, and then tell everyone that the program will start when dessert is served. At that time you invite the Chair to the podium. (One option is to have the Chair's part of the meeting while dinner is being served, then start back with the awards after dessert.)
  - Then, you take the podium and present the awards. Ask Past Chair to introduce Computing in Chemical Engineering: Award Winner who will present the award lecture. Award photos have been done differently over the years, but it is not a bad tradition to have the incoming Second Vice-Chair take the photos.
  - After that, take over again and bring everything to a close.
- Timelines and Duties are below.

<b>Second Vice-Chair Timeline</b>	
January	Tell AIChE to change name on AIChE website to new Awards Chair. <b>Cody Hirashima</b> , <a href="mailto:codyh@aiiche.org">codyh@aiiche.org</a> , did it in 2017. Otherwise contact Stephanie Orvoine-Couvrette, <a href="mailto:stepo@aiiche.org">stepo@aiiche.org</a> , and cc: Kristine Chin, AIChE Staff Liaison, <a href="mailto:krisc@aiiche.org">krisc@aiiche.org</a> . Tell CAST website administrator to change name on website to new Awards Chair and update dates, etc, webpage
February	Send out call via CAST email list Send email to past nominators for renewals (except for 3-year-old running nominations for the David Smith Award)
February-March	Solicit nominations
April	Compile committee addresses Send completed nominations to the Publications Board Chair and/or Webmaster for loading onto shared folders (for judges to access) Email address of website and spreadsheet for ballots to Awards committee members Email nominators and tell them that the results will be available in June
June	Have ballots due on June 1 Tally results Contact nominators and nominees about results by June 5 Announce recipients on the CAST email lists, website, <i>CAST Communications</i> newsletter, and social media

Request Social Security numbers from winners and forward to Secretary-Treasurer (for checks)  
Request bios and photos of all winners and a title and abstract for the Computing in Chemical Engineering Award lecture  
Put together information for *CAST Communications* on award winners (photos, bios), with abbreviated version delivered to AIChE for their technical program

#### June-September

Arrange for plaques for winners  
Arrange for checks for winners

#### November

Arrange for drink tickets (e.g., given to award recipients, and to all banquet attendees if banquet finances allow)  
Collect info for banquet (prepare agenda, ask Wayne Bequette to provide intro, thank sponsors)  
Check banquet venue for A/V setup  
Bring camera to take pictures

#### December

Write another article for the early spring *CAST Communications* for the *CAST Directors' Award* and any honorable mentions, as well as photographs from the awards dinner  
Send materials to new Awards Chair

### Second Vice-Chair Duties

#### Getting Started

Tell AIChE Awards Coordinator or AIChE Staff Liaison that you will be the CAST Division Awards Chair for the year and that all relevant AIChE websites should be updated to show you as the contact person for the CAST Division Awards.

Be sure that the CAST Web Coordinator also updates the awards page on the CAST Division website to show your contact information. Also be sure that the correct award sponsors are listed on these websites. Two major websites to check are:

<http://www.aiche.org/About/Awards/Division.aspx> and  
<http://www.castdiv.org/CallforNominations.htm>

#### Publicity

Send out a Call for Nominations early in the year to the CAST10 email list. A complete list of previous winners is maintained on <http://www.castdiv.org/CallforNominations.htm>. Ask the CAST Web Coordinator to also post the Call on the CAST website. Also send the Call to all chemical engineering departments in the U.S./Canada. There may be other ways also to publicize the Call. A few weeks before the deadline date, repeat the post to the CAST10 email list.

It may be harder to get nominations for the Computing Practice Award, as industry people usually need more prompting, and for the Himmelblau and CAST Young Researcher Awards.

You may have to solicit nominations or form a nominating committee to propose names and solicit nominations.

#### Requests for nomination renewals and updates

Do this also early in the year. Nomination packages are active for three years. **For packages that are still active, the nominator should be asked if he/she wants to update the package for this year's competition.** All or any part of the package can be updated. The nominator should not be contacted for nominations for the David Smith Award that have gone for three years (this is in accordance with the CAST bylaws). For any other packages that have gone three years, the nominator should be notified that the package needs to be renewed. A sample letter is below. *Renewals of intent and updating of documentation are important.*

Example Email-----  
Subject: This email is to confirm that you will be submitting a nomination for NOMINEE

Dear NOMINATOR,

This email is to confirm that you will be submitting a nomination for NOMINEE for the W. David Smith, Jr. Graduate Publication Award.

You are allowed to update any part or all of the nomination package, or use the same nomination package as last time. Please email the nomination package to me by April 15.

Regards,

**Richard Braatz**, CAST Awards Chair

#### Sponsors

In February you should contact sponsors, in collaboration with the Secretary-Treasurer regarding the sponsors and their intent to be sponsors again. If there are any dropouts as sponsors, you may need to find replacements. As soon as sponsors commit, ask the CAST Secretary/Treasurer to send out invoices to the sponsors. You should send an invitation to each sponsor to send a representative to the banquet.

#### Brochure

At some point, the AIChE Awards Coordinator may ask for information needed to update the AIChE Awards brochure. Provide updates on the award sponsors and be sure that your contact information is listed. Include information about the CAST Directors' Award in the brochure (if this has not already been done).

#### Sending ballots

Once all the nomination packages are received, make sure that they are in pdf format to upload onto the web. If the support letters come in separately, then add them to the nomination file to create a single pdf file per nomination. Exactly who votes on the nominees is partly spelled out in the CAST Bylaws, but not entirely. By tradition, the voters for the Computing in Chemical Engineering Award, Computing Practice Award, Outstanding Young Researcher Award, and David Himmelblau Award are the six Directors, the Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair, Secretary-Treasurer, immediate Past Chair, and the previous year's winner of the Computing in Chemical Engineering Award. For the David Smith Award, the voters used in the past were the three previous winners of the Computing in Chemical Engineering Award (as required in the bylaws) and the six Directors. This seemed to work well. Voters were asked to rank order their top three choices. **Nominees for a particular award should not be allowed to see the nomination packages for that award or to vote for that award;** for such conflicts, a replacement voter should be selected from the CAST Executive Committee, to provide enough votes to arrive at statistically significant selections for each award. The ballot is best sent out as a spreadsheet. Sample letters are below.

Example Email-----

To: CAST Awards Committee

From: Richard Braatz (CAST Awards Chair)

Dear Frank,

Please review the nomination packages below and enter your votes into the attached Excel spreadsheet. The qualifications for each award are listed at <http://www.castdiv.org/CallforNominations.htm> and the voting instructions are:

1. Please vote for no more than three candidates in each category.
2. 1st choice gets 3 points, 2nd choice gets 2 points, 3rd choice gets 1 point, write "no award should be given" if you feel that no nominees are deserving of the award.
3. Only the Directors and the previous year's recipient of the Computing in ChE Award vote on every award. If a cell is grayed out then you do not vote in that category.

Please email the Excel spreadsheet with your votes to [braatz@illinois.edu](mailto:braatz@illinois.edu) by June 1.

Best Regards

Richard

Computing in Chemical Engineering Award:

<<<web links here>>>

Computing Practice Award:

<<<web links here>>>

CAST Outstanding Young Researcher Award:

<<<web links here>>>

Example Email-----

To: CAST Awards Committee

From: **Richard Braatz** (CAST Awards Chair)

Dear **Erik**,

As a recent recipient of the CAST Computing in Chemical Engineering Award, you are one of the voters for the David Smith Graduate Publication Award, which "recognizes an individual for published work on the application of computing and systems technology to chemical engineering". Please review the nomination packages below and enter your votes into the attached Excel spreadsheet. The voting instructions are:

1. Please vote for no more than three candidates.
2. 1st choice gets 3 points, 2nd choice gets 2 points, 3rd choice gets 1 point.
3. If a cell is grayed out then do not vote in that category.

Please email the Excel spreadsheet with your votes to [braatz@illinois.edu](mailto:braatz@illinois.edu) by June 1.

Best Regards

**Richard**

W. David Smith, Jr. Graduate Publication Award:

<<<web links here to nomination packages>>>

Optional email sent to voters in response to question about requirements for the Himmelblau Award (this email probably won't need to be sent in 2011; the email is only relevant when a nomination is for computer aids that is much over 10 years old) -----

To: CAST Division Awards Committee

From: CAST Awards Chair

I encourage you to take the qualifications for each award



(listed at <http://www.castdiv.org/CallforNominations.htm>) into account when voting. You may be less familiar with the David Himmelblau Award. The award qualifications are:

"Recognizes an individual or group making new and novel contributions to computer aids for chemical engineering education. Educational innovators working in industry or in a company that develops computer-based educational aids are also eligible for the award. Specifically, the nomination and the citation for the award must refer to a significant contribution to computer-based chemical engineering education within the past decade."

The qualifications indicate that the award is based on a contribution in "the past decade". Follow your own judgment on how to interpret this qualification, whether a particular nomination meets this qualification, or how much to penalize a particular nomination based on how well it satisfies this qualification. For example, one voter may interpret this qualification to mean that the computer aids were released within the past decade. Another voter may interpret this qualification to mean that the computer aids could be originally released more than a decade ago but still qualify provided there have been major improvements in the last 10 years that are clearly described in the nomination. Another voter may have a weaker requirement for what constitutes evidence that the contribution has been significant in the last 10 years. Another voter may make more subtle distinctions. At any rate, follow your conscience.

Regards,

Richard

### Tallying ballots

To account for the rank ordering, we use a system of 3 points for first, 2 points for second, 1 point for third, with the rest of the scores being zero. The person with the average highest score wins. For very close votes, a follow-up discussion within each judging panel might be needed to come up with a single consensus candidate. Ties have been given infrequently in the past.

Each vote should be reviewed to assess whether a voter may have accidentally used 1 point for first and 3 points for third, based on comparison to rank orderings provided by other voters. On average perhaps one such mistake in rank ordering occurs in a given year.

Evaluators have the option of voting "No award should be given" for each award. No award

should be given only if a significant fraction of the reviews vote in this manner; a large number of all-zero votes also will be taken as an indicator that no award should be given.

### Notifications

Notify the award recipients and their nominators. Notify the nominators of non-recipients. See file folder for samples. Once you are sure that the recipients have received the news, inform the AIChE Awards Coordinator, notify the Web Coordinator so that he can post this information on the web site, and post an announcement to the CAST10 listserv. A sample announcement is below.

Example Email-----  
Dear Colleagues,

I am delighted to announce the recipients of the 2010 AIChE CAST Division Awards:

\*Computing in Chemical Engineering Award: Nikolaos Sahinidis, Carnegie Mellon University

\*Computing Practice Award: William Schiesser, Lehigh University

\*David Himmelblau Award for Innovations in Computer-Based Chemical Engineering Education: Michael Cutlip, University of Connecticut, and Mordecai Shacham, Ben Gurion University of the Negev

\*CAST Outstanding Young Researcher Award: Juergen Hahn, Texas A&M University

\*W. David Smith, Jr. Graduation Publication Award: Mark A. Snyder, Lehigh University

I hope you can join us on November 9th at the CAST Awards Banquet during the AIChE Annual Meeting in Salt Lake City where the recipients will be recognized.

Best,

Richard D. Braatz

Second Vice Chair, AIChE CAST Division

### Winner information and plaques

Collect the biosketches, photograph, and SSN from the winners. Email the list of awards and photographs to the AIChE Awards Coordinator for inclusion in the AIChE Meeting Program Book. Forward the SSNs to the Secretary-Treasurer (currently Karl Schnelle) so that checks can be written, and forward the biosketches and photographs to the Web Coordinator (currently Matt Bassett) for publication in CAST Communications/Newsletter. The Web Coordinator will also want you to gather some quotes from the nomination packages for purposes of the award announcement in the CAST Communications/Newsletter (read the quotes and biosketches at the Awards banquet and acknowledge the sponsor when introducing the winners).

Order award plaques and checks. You are responsible for arranging for the plaques and checks to be delivered to you and/or to the meeting site before the banquet. AIChE will mail the checks to you; contact CAST Treasurer to have invoices sent to AIChE for Award checks and plaques. You will need to provide the name of each award, the citation, and the sponsor to go on each plaque. Also you/Treasurer need to tell AIChE the amount of the check and the SSN for the recipient.

In addition to the five main awards, you should also order a plaque and check(s) for the CAST Directors' Award for the previous year (for best poster at the Annual Meeting), and a plaque for the CAST Director's Student Presentation Award. Contact the primary author on the Directors' Award poster to see how the money should be divided among authors. You should also order an appreciation plaque for the outgoing CAST Chair.

Plaque supplier: Picture It Awards, [service@pictureitawards.com](mailto:service@pictureitawards.com)

### Banquet

By mid-August, email all award recipients (including student travel grant recipients) that they will receive complementary tickets at the banquet and they should not sign up or purchase banquet tickets when they register (typically 1 ticket per award). Ask that they send you their choices for main course so that you can forward that information to the restaurant in charge of the dinners. In the past there was an arrangement to obtain some complementary tickets that the Second Vice-Chair gave to sponsor representatives if and when they showed up at the banquet or were inserted into their registration packets, but this practice ended due to the high costs of complementary tickets (6 awards + 5-10 graduate students for travel grants). The cost of complementary tickets is charged to the CAST Division, to encourage attendance at the banquet, rather than charging the cost to the paying banquet participants.

The week before the conference you need to get a CAST EC member to serve as door man, to check tickets and let in the complementary dinner holders.

Example Email-----

To: CAST Award recipients  
From: CAST Division Awards Chair  
CC: CAST Treasurer

Dear Nick, Bill, Mark, Juergen, Michael, Tunde, and Mordechai,

A complementary ticket will be available for you at the door to the CAST banquet at 6:30 pm on Tuesday, November 9, at the Salt Palace Convention Center, Salt Lake City. Please email to me your preference for your main course:  
(1) lemongrass chicken, (2) sesame salmon, or (3) vegetarian

Do not sign up or pay for a ticket to the banquet when you register for the conference.

Cheers,

**Richard**

\*\*\*\*\*

Note: All that AIChE handles is the ticket purchase for registrants; you do a head count with caterer, with a “margin” built in for complementary tickets (the number of attendees in 2007-2010 were ~100). Also, you’ll want to overestimate the head count by about 10% for last minute, on-site sales.

IMPORTANT: The 8 CAST Director's Student Presentation Award Finalists also get complementary tickets – check with the awards chair for the names of recipients.

Example Email-----

To: CAST Director's Student Presentation Award Chair

From: CAST Division Awards Chair

Hi **Ray**,

When you contact the CAST Director's Student Presentation Award Finalists, please inform them that a ticket will be available for them at the banquet and that they should not buy a ticket when they register for the conference. Please ask them to email to me their preference for the main course:

(1) lemongrass chicken, (2) sesame salmon, or (3) vegetarian

Also, please email to me the student names so that I can add them to a list for people who have complementary tickets.

Cheers ,

**Richard**

\*\*\*\*\*

Double-check that the CAST awards banquet information is correct when you register yourself for the conference (typically this information is available in mid-August). Double-check that AIChE hasn’t moved the banquet or poster session to different days of the week (CAST poster sessions should not overlap with CAST banquet, for example).

You also need to be sure that the banquet room has been set up with the appropriate audiovisual equipment (determine from the speaker, recipient of the Computing in Chemical Engineering award, what he/she will need and request it via AIChE). Remember to bring a camera and ask someone to take pictures of the award recipients.

Except for the short “business meeting” that the CAST Chair will conduct after dinner, you are basically the MC for the evening. You have the right to set up the actual award ceremony how you like. In 2010 the Awards Chair prepared a Powerpoint slide in advance for each recipient, and focused on doing all of the talking and keeping the award distribution process running smoothly. The CAST Chair handed the award plaques to each recipient, provided the congratulatory handshake, and posed for the photograph. This distribution of labor results in a

smooth and professional running event, with a minimum of people dancing around the stage. If the First Vice Chair attends the banquet, then it is useful to have that person to stand in the background and hand each award plaque to the Chair when needed (in 2010 this task was done by the Awards chair who hid the plaques under the podium).

#### Award winners checks

The Directors' Award, Directors' Student Presentation Award, and W. David Smith, Jr. Graduate Publication Award go to the students (or former students) as the student is the person who receives the award.

The Directors' Award goes to all recipients of the poster, but the funds are not necessarily distributed equally and there is only one plaque. The corresponding author of the poster is contacted privately and asked whether he/she wants the money distributed equally among the authors or directed only to the presenter.

For the other awards (CAST OYR Award, Himmelblau, Computing Practice, Computing in ChE), the funds are distributed equally among all recipients. Some of these awards rarely have multiple recipients or have not had multiple recipients so far, whereas others commonly have multiple recipients. One plaque is given to each recipient, unless the number of recipients is too large.

These guidelines indicate the spirit of how the money should be distributed, but the final decision is up to the awards chairs.

## **Secretary/Treasurer**

- The Secretary keeps the records of the proceedings of the Division, handles the general correspondence of the Division, and at the direction of the Chair emails notices of all meetings.
  - Hardcopy records pre-2001 are archived; from 2001, all records are maintained online for each Executive Committee meeting at <http://www.castdiv.org/ConfCall.htm> or similar.
  - Coordinates other online records/files with Web Coordinator, such as the yearly Executive Committee role at <http://www.castdiv.org/ExecutiveCommittee.htm>.
- The Treasurer keeps the books for any AIChE accounts, checking accounts, and credit cards accounts.
  - Acquires and summarizes monthly CAST Division Financials from **Diane Cappiella**, [diane@aiche.org](mailto:diane@aiche.org).
  - Reports financial standing at each Executive Committee meeting.
  - Issues all checks and invoices to AIChE.

## Directors

- The current year Directors assist with the CAST election, run by the Past Chair for Second Vice-Chair and Directors (Secretary/Treasurer every third year). For example, 2017-2019 Directors help run the 2017 election.
  - Gather the candidates' bio-sketches and position statements. Email winner's information (bio, photo, etc) to CAST Newsletter Editor for *CAST Communications*. Announce the winner on CAST email lists.
- Participate in all CAST Executive Committee teleconferences (spring) and meetings (AIChE Annual Meeting in the fall)
  - Discuss and vote on important topics related to CAST Division activities.
- Vote on nearly all CAST Division awards (this occurs in late Spring).
- Second-year Directors typically organize **CAST YP Events at the AIChE Annual Meeting**. The budget is typically approximately **\$1000 (2017)**, e.g. allowing **\$500** for lunch on Monday and **\$500** for the social hour on Wednesday.
  - *Typical timeline for organising the YP events at the AIChE Annual Meeting:*
    - In early summer, gather student and YP volunteers. Hold 1-2 Skype calls to discuss options. The students do most of the planning. It's important to have 1-2 volunteers who are familiar with the city; this helps with knowing where to book tables.
    - In late summer / early autumn advertise the events.
    - Just before the meeting, re-advertise any events that still have capacity.
  - *Typical advertising venues:*
    - **CAST Twitter & facebook feeds** **Ashlee Ford Versypt (ashleefv@okstate.edu, 2017)** currently manages social media for CAST. She's very kind about including any notifications she receives via the CAST mailing list on Twitter and Facebook, but if you have any particular requests, then please contact her directly.
    - **Email lists** In past years, Carl's students have constructed lists of 1-2 graduate students from each major group. This has to be continuously updated, but it's fairly effective.
    - **Official YP list** As treasurer/secretary, **Martha Grover (martha.grover@chbe.gatech.edu, 2017)** has access to an official YP list from the AIChE. It costs money to email this list, but we can still use this 1-2 times per year.
  - *Typical schedule for the YP's during the AIChE Annual Meeting:*
    - **Sunday** Student Presentation Competition, AIChE YP event.
    - **Monday** Lunch organised by AIChE CAST. We typically require that anyone attending the lunch is a CAST member. We also often have a meet-up for the posters.
    - **Wednesday** Social hour at a local pub.
- Third year Directors administer **CAST Directors' Award** for the best poster presentation and the **CAST Directors' Student Presentation Award** at the AIChE Annual Meeting. For example, the 2014-2016 Directors run the 2016 awards.
  - Guidelines for judging the Directors' Award and the Work Process for both awards are below.

<b>Guidelines for Judging the CAST Directors' Award</b>
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- |   |
|---|
| 1. The criteria for selection of a poster for the CAST Directors' Award are: (1) quality of |
|---|

content, (2) quality of poster appearance, and (3) quality of verbal presentation. No poster should be selected in which any of these criteria are lacking. These criteria should be communicated to all judges.

2. The awards committee should have 2 people assigned to judge the posters in each sub-area of CAST, with potentially a few extra “at large” judges.
3. Members of the Awards Committee will be selected by the CAST Directors’ Awards Chair.
4. For the selection of Awards Committee members, all CAST Directors have the first rights to serve as judges, as long as they are not placed in the position of judging any set of posters that contain a poster that they have co-authored. Remaining members of the Awards Committee are selected from members of the Executive Committee, based on which members are willing and have the best fit of backgrounds to the sub-areas that need judges. If there is an insufficient number of judges or a better coverage of sub-areas are needed (e.g., not enough judges with background in control), then the Awards Chair could approach other members of the CAST community to serve as judges. No judge should consider as their main role the promotion of posters in their sub-area; the goal of all judges is to select the best poster independent of sub-area.
5. The importance of timeliness of judges’ evaluations should be made clear at the CAST Executive Committee meeting, because long judging periods result in some authors pulling down their posters before they can be judged. In the first 45 minutes of the judging process, two-person teams select the top 1-2 posters in their sub-area, and give that information to the Awards Chair. This is followed by a second 45-minute phase in which all of the judges (plus potentially a few extra “at-large” judges) review all of the top-ranked posters in each sub-area and give to the Awards Chair their rank ordering of the top three posters over all.
6. The Awards Chair selects the top poster based on the rankings and selects between 0 and 2 posters as “Honorable Mention” depending on the distribution of the rankings.

### **Work Process for CAST Directors’ Award and Student Presentation Award**

In the following list:

- N is the *present* year; i.e., the year of the annual meeting
- Assumption: The annual meeting starts on **November 14** and call for abstract deadline is **May 9**

Example emails are below.

- 1) April 11: Send e-mail (see Email1) to the CAST email list to solicit nominations for Student Presentation Award; ideally deadline for nominations should be the same as the abstract submission deadline (May 9). Send a reminder a few days before the deadline.

- 2) April 11: Send e-mail (see Email2) to N+2 CAST area chairs to form award review committee. If many chairs refuse to do so, you may have to contact other people (remember, area chairs of year N+1 and current year have already done it).
- 3) May 9: Send e-mail (see Email3) to award review committee to coordinate review process. Email nominations (dropbox does not work for everyone). Send a reminder a few days before the deadline.
- 4) May 18: Send e-mail (see Email4) to CAST Division Programming Chair and cc CAST ExCom to report the 8 finalists recommendation
- 5) May 18: Contact the CAST Treasurer to check how many grants can be made; we usually make 5 and in 2016 we make 7 grants
- 6) May 31: Contact advisors of nominees that were selected to let them know; contact awardees (see Email5) to let them know about the travel grant and the oral presentation award.
- 7) May 31 (optional): Contact advisors of nominees that were not selected to let them know that their student was not selected and thank them.
- 8) June 20: Contact Executive Committee meeting members (see Email6) to check their availability to serve as judges for the oral student presentation award. Try to use only Executive Committee members for the oral presentation award. Send reminders – ask them to get back to you.
- 9) October 20: Contact current and future CAST (3 X 5 = 15) area chairs to form an award reward committee for the poster session. (see Email7)
- 10) October 20: Email CAST Directors and remind them that this is part of CAST Directors roles to judge the posters and encourage all Directors to help the judging process.
- 11) October 31: Assign judges to posters (see Email8). Send assignments, list of posters with links to abstracts (list can be obtained from AIChE website – Technical Program), and the “rules” (CAST document) to judges.
- 12) November 5: Send a reminder with basic information.
- 13) Day of oral session: Arrive at the venue 15 minutes earlier and explain the judging process to the judges
- 14) Day of poster session: Arrive at the venue 15 minutes earlier to check numbering of posters and correctness of poster lists. Try to gather all judges in the same area so the process can start as soon as all judges are around. Note that the Rapid Fire session may overlap slightly with the poster session. Rapid fire session is not to be judged for the poster award. Judges should make all attempts to visit all posters during the allocated judging time. (Guidelines for judging are given in another document.)
- 15) After the oral presentation session: Collect scores from judges of oral presentations; select the winner of the oral presentation award. Send emails to advisor and student winner.
- 16) After the meeting: Send email to CAST list to announce poster and oral presentation winners.
- 17) After the meeting: Email winners’ information (names, titles, pdf of the winning poster, photos at the poster, etc.) to CAST Newsletter Editor for *CAST Communications*.
- 18) After the meeting: Provide contact information and SS# (if US based) of winners to CAST Treasurer so he/she can issue the checks, etc.

EMAIL1-----

Dear CAST Colleagues,

The CAST Division calls for nomination of student presentation award finalists with travel support for the 2016 AIChE annual meeting. Nomination details can be found at the following link:

<http://www.castdiv.org/StudentPresentationAward.htm>



The deadline for the nominations is on **May 9 (Monday)**. Please submit your nominations to **Leo Chiang**, CAST Director, via this email ([hchiang@dow.com](mailto:hchiang@dow.com)).

I look forward to receiving your nominations.

Best regards,

**Leo**

A previous email 1 is here: <https://listserv.umd.edu/cgi-bin/wa?A2=ind1407&L=CAST10&I=-3&P=52>

EMAIL2 -----

Dear **2018 CAST Area chairs**,

On behalf of CAST Executive Committee, we would like to kindly ask you to help us with in the selection of the **2016** CAST Director's Student Presentation Award finalists.

Please see the e-mail below for the call for nomination details. To coordinate finalist selection with the CAST programming review, we have a very tight timeline. The nomination deadline is **May 9 (Monday)** and we'll need to have the selection done by **May 18 (Wednesday)**. Please indicate your availability in the selection process. Thanks in advance for your services to CAST.

Regards,

**Leo**

EMAIL3 -----

Dear **2018 CAST Area Chairs**,

Thanks so much for helping with the award finalist selection. Attached please find the scoring spreadsheet and nomination package (in zip file). We received **X** nominations. Please rank the candidates from 1 to **X** (1 being the highest); if you have conflict of interest, please mark COI for that candidate. For candidate with multiple abstracts, please provide ONE ranking only. Please indicate which abstract you believe is the highest quality.

Please return the scoring spreadsheet to me by **Wednesday (May 18), 4 PM (central time)**.

Regards,

**Leo**

EMAIL4 -----

**Nick**,

Attached please find the award committee (cc in this e-mail) recommendation of the 8 student presentation award finalists. Let's title this new session as "CAST Director's Student Presentation Award Finalist". Please schedule the session either on Monday afternoon or Tuesday morning.

Thanks for your support.

Regards,

Leo

EMAIL5 -----

Dear finalist,

It is my pleasure to inform you that you are selected as a finalist of the CAST Director's Student Presentation Award to present your work "ABCDE" during the AIChE annual meeting.

Dr. Martha Grover will send an invitation for you to the CAST Division dinner for recognition. She will make arrangement to send you a check for \$500 travel expenses as well.

Please note that the award selection criteria are listed in the following link:

<http://www.castdiv.org/StudentPresentationAward.htm>

On behalf of the CAST executive committee, I extend my sincere congratulations for your accomplishments. We look forward to attending your presentation.

Regards,

Leo

EMAIL6 -----

Dear CAST Executive Committee members:

The AIChE annual meeting draft program is out, please note that the CAST Director's Student Presentation Award Finalists session is scheduled on Sunday, 3:30 to 6:00 PM:

<https://aiche.confex.com/aiche/2016/webprogram/Session34831.html>

Ideally, I want to have 4-5 judges for the session, but I understand that some of you may not plan on arriving San Francisco that early. I would like to ask you to please indicate your availability to judge. Please simply e-mail me back with your availability by Wednesday, June 27.

Regards,

Leo

EMAIL7 -----

Dear CAST area chairs:

We would like to ask for your help with the judging duties for the CAST Directors Award – we have a total of more than 130 posters, so as every year we will need your help!

The poster session is scheduled on Monday, November 14, at 3:34 PM, in Galleria Ballroom B of Hilton. We know that you are very busy during the meeting, so we will try to minimize the time you have to spend on this. The process will be as follows:

Along with the CAST directors, each one of you will be assigned to review 12-16 posters (we will make every effort to assign posters in your area), from which you will have to select 1-2 to be further reviewed. This process should not take more than 45 minutes. The CAST Directors will then go through the selected 10-12 posters to pick the winner. Of course, you are more than welcome to participate and vote in this (often longer) second stage. I would really appreciate if you could get back to me to confirm your availability by October 28 (Friday).

Regards,

Leo

EMAIL8 -----

Dear colleagues,

We now have all the necessary information for the CAST Director's (poster) award.

While the session is going to be somewhat different (see <https://listserv.umd.edu/cgi-bin/wa?A2=ind1411&L=cast10&P=196> ), the judging process will remain basically the same.

We have 125 posters (A: 36, B: 29, C: 30, D: 20, E: 5).

The process is divided into two rounds.

In round 1, we will have to review all 125 posters. The posters are divided into 8 groups (A1, A2, B1, B2, C1, C2, D, DE), and two judges are assigned to each group. The goal is to have each pair of judges (assigned to the same group) select 1-2 posters from their group by 6:40 PM.

In round 2, we will have to select the winner (and perhaps honorable mentions) from the selected 5-10 posters. You are all welcome to participate, but I know that many of you have other commitments. Since this is the "Directors" award, it will be sufficient to have a subset of directors performing this activity.

I am attaching three documents:

1) The email that was sent to all authors by the CAST Division Programming Chair. Importantly, this document contains the "official" detailed CAST guidelines. If you haven't participated in this activity in the past, you may want to read through. You will notice that the timeline is more "relaxed", but I think we can be effective and be done by 7:15 PM or so. You will also notice the language "The winner is selected based on technical quality, visual effectiveness, and oral presentation" (second paragraph, highlighted yellow). "Oral presentation" here means presentation of the poster, NOT the rapid fire presentation.

2) Award Judging Information

This document contains (a) basic information about the sessions, (b) the groups of posters with the corresponding poster numbers, (c) the assignment of judges to poster groups, and (d) a tentative schedule. This is probably the only document you will need the day of.

3) List of posters containing author information and links to the abstracts of the posters (Please note that per CAST guidelines we are supposed to read the abstracts).

Please let me know if you have questions.

I am looking forward to seeing you all in Atlanta.

Best regards,  
Christos

Attachments to Email 8: -----

PDF of Email sent to all authors:-----

Dear author,

The interactive sessions in this year's AIChE meeting have replaced CAST's former poster sessions. In addition to a poster presentation, our interactive sessions include a 5 minute 'rapid fire' oral presentation for each presenter. The oral presentations will take place in four separate booths, where papers will be presented in parallel according to the schedule provided at <http://www.aiche.org/sites/default/files/docs/conferences/event/monday.pdf>.

The CAST Directors' Award is given for the best presentation in the CAST division interactive sessions at the AIChE Annual Meeting. The winner is selected based on technical quality, visual effectiveness, and oral presentation. A presenter must present the rapid fire component for 5 minutes and otherwise remain at the poster for the entire duration of the session to be eligible for the award. For tips on preparing an award-winning poster, you are encouraged to review the posters of past recipients of this award, which are given at <http://castdiv.org/DirectorsAward.htm>.

Best wishes,  
Nick Sahinidis  
CAST Programming Chair

PS. The procedure for judging the posters is described below.

\*\*\*\*\*

#### Procedure for judging at the CAST interactive session

#### Instructions for Judges

##### Round 1

The first round of judging is during the first hour of the interactive sessions, and is performed separately within each area of CAST (10A, 10B, 10C, 10D, 10E). The presenters are judged based on technical quality, visual effectiveness, and oral presentation. Judges are instructed to read over the abstracts in their area ahead of time and select a short list of abstracts that are technically the strongest. This preliminary step speeds the judging during the first hour, which is quite rapid.

There should be at least two judges per area.

##### Preliminary assessment

After one hour, the judges in each area should convene to select the top 1 or 2 posters within their area, which will go on to the second round. By one hour and 15 minutes after the sessions start, the judges should give the organizing Director a short list for their areas, so that the Round 2 judging can begin promptly.

##### Round 2

The judges select a single winner after Round 2, for all of Area 10. The judges often select some honorable mentions as well. All Directors evaluate all presenters in Round 2. The judging should be completed by one hour and 45 minutes after the start of the sessions, so that the winner can be selected, congratulated, and photographed before the interactive sessions end.

##### After the Interactive Session

The organizing Director notifies the winner and honorable mention(s) by email (all authors, not just the presenters), and sends the photograph and requests a PDF of the poster for publicizing on the CAST website and in the CAST newsletter. The winner is informed that the award will be acknowledged at the next year's CAST banquet, and that one complementary ticket will be provided, as well as an awards plaque and an honorarium of \$500. The posters are forwarded to the appropriate contacts for the CAST website and CAST newsletter.

\*\*\*\*\*

PDF of Award Judging Information:-----

## General Information

Sessions 566 (10D), 567 (10E), 568 (10B), 569 (10A), 570 (10C)

Mon, 11/17, 6-8 PM, Hilton - Galleria Exhibit Hall

## Poster Groups

A1: 569aa - 569h

A2: 569i - 569z

B1: 568a - 568j

B2: 568k - 568z

C1: 570aa - 570j

C2: 570k - 570z

D: 566a - 566n

DE: 566o - 566u, 567a - 567f

## Judge Assignment

Fengqi You A1

Selen Cremaschi A1

Mario Eden A2

Andreas Linninger A2

Ray Adomaitis B1  
Martha Grover B1  
Bob Parker B2  
Carl Laird B2  
Alexander Mitsos C1  
Ram Karuppiyah C1  
Karl Schnelle C2  
Christos Maravelias C2  
Stevan Dubljevic D  
John Siirola D  
Leo Chiang DE  
Bri-Mathias Hodge DE

### Schedule

**Round 1:** Each pair of judges goes through the assigned posters and selects 1 or at most 2 posters. All judges convene around 6:40 to generate poster list for round 2.

**Round 2:** A subset of judges reviews the 5-10 selected posters and selects winner and honorable mentions. Winner is notified, congratulated, photographed, and invited to the CAST dinner the next day.

**CAST dinner (11/18):** The winner is announced.

PDF of List of posters:-----

10A to 10E list of poster numbers, names, and link to AIChE abstracts

Example:

#### **10E: 5 posters**

116) (567a) [Implementation of an Improved Automatic Operation System for Air Separation Process in Steel Industries](#)

<https://aiche.confex.com/aiche/2014/webprogram/Paper380601.html>

Myungsuk Son, Jun-hyung Ryu and In-Beum Lee

...

## Ex-Officio Members and Other Leadership

### CAST Division Programming Chair

Apr-May

- Write and present Programming Chair Report to CAST Spring Conference Call (previous reports archived at <http://www.castdiv.org/ConfCall.htm> )

May:

- Work with area chairs to accept/reject papers
- Work with AIChE to implement schedule requests
- Select papers for CAST plenary: have area chairs suggest 2-3 best papers for each area and pick one so as to balance topics and ensure the topics will be of broad interest to the community. Inform paper authors that CAST would like to have senior authors give the presentations at the CAST plenary instead of students.

June:

- Plan for area meetings and reserve rooms for fall meeting, including the planning meetings for CAST-sponsored conferences (FOCAPO, CPC, PSE etc.)
- When reserving room for the programming meeting, call it 'CAST Programming Officers Meeting', otherwise curious people may show up. It is a good idea to have the programming meeting before the CAST executive meeting so that issues brought up in programming can be brought up to the CAST Executive for discussion/decisions. However, most of the time we run the Programming and Exec Comm meetings in parallel so as to save money for CAST.

July:

- Solicit nominations for area chairs; forward nominations to AIChE for voting (along with voting for directors) by end of summer.
- Once every three years, restrict nominations to industrial candidates. Stagger this in the order 10a, 10b (2015); 10c, 10d (2016); 10e (2017). In the email announcement, add program coordinator responsibilities link.

August/September:

- Announce new area chairs
- Remind authors of Director's Award

October-December:

- Provide area chair info to AIChE for the following year's Fall meeting
- Roll over sessions from current year as a starting point for the following year

Before Fall meeting

- Prepare and present programming chair report for executive committee meeting (previous reports archived at <http://www.castdiv.org/ConfCall.htm> )
- Remind programming committee members of programming meeting (no need to include newly selected area chairs)
- Work with chair of exec committee to prepare joint presentation slides

Additional functions:

- In coordination with current area chairs and CACHE (the likely sponsor of these events), pick chairs for FOCAPO, FOCAPD, CPC, PSE. Include these conferences in programming reports.

## Area Programming Coordinators

Each of the five areas requires three Programming Coordinators, one assigned for each of three successive years. K = Year for a particular Area Chair. For example, the 2019 Area Chair for 2019 (K) was assigned in 2016 (K-3), developed the session titles for the 2017 program in 2017 (K-2), coordinated the call for papers in late 2018 (K-1), and coordinated the review process for the 2019 Annual Meeting in Spring 2019 (K).

	Year Assigned	Year K-2	Year K-1	Year K
10a	None	<p>Develop program for year 3 Fall meeting, at Programming Meeting at year 1 Fall meeting. Learn the ropes.</p> <p>Help other two Coordinators where appropriate, including participating in the central review process for abstracts for year 2 Fall meeting, co-chairing extra year 1 sessions, filling in on short notice for year 1 session chairs who don't make the Fall meeting, etc.</p>	<p>Continue to develop program for the year 3 Fall meeting.</p> <p>Make sure that Division Programming Coordinator has all session titles, chair and co-chair information required for AIChE programming retreat.</p> <p>Make sure Calls for Papers for Fall meeting is submitted to Division Programming Coordinator on time for CAST Newsletter. Help out as in year 1.</p>	<p>Coordinate central review of abstracts. Develop final program (in conjunction with session chairs and co-chairs) and submit to AIChE. Make sure deadlines are met.</p> <p>Work with session chairs to ensure sessions attract enough quality papers. Work with Division Programming Coordinator and AIChE to obtain extra sessions if justified by low acceptance rate of good papers.</p> <p>Manage issues with the Area sessions at the meetings. Keep track of attendance at the Area sessions, the quality of the presentations and who the "No Show's" are.</p> <p>Report to Area membership on status of Area programming at Fall Programming Meeting. Suggest refinements to</p>



				the process to CAST Programming Board and AIChE.
10b	None	<p>Develop program for year 3 Fall meeting, at Programming Meeting at year 1 Fall meeting.</p> <p>Learn basic procedures.</p> <p>Help other two Coordinators as necessary with organization and review process for year 2 Fall AIChE meeting.</p>	<p>Continue to develop program for the year 3 Fall meeting. Ensure that Calls for Papers are submitted to Division Programming Coordinator on time for CAST Newsletter.</p> <p>Ensure that Division Programming Coordinator has all session titles and chairmen information required for AIChE programming retreat. Organize development of invited session proposals for year 3 American Control Conference.</p>	<p>Coordinate review process for AIChE papers submitted to year 3 American Control Conference. Coordinate central review of abstracts for year 3 Fall meeting. Develop final program with assistance of other Programming Coordinators and session chairs.</p> <p>Report to CAST 10b membership on status of Area programming at the year 3 Fall Programming Meeting. Monitor attendance and note absence of speakers at the sessions.</p>
10c	Attend Programming Meeting at Fall meeting. Learn the ropes and meet Programming Board.	<p>Develop programs for year 3 Spring and Fall meetings.</p> <p>Make sure that Division Programming Coordinator has all session titles, chair and co-chair information required for the AIChE programming retreat.</p> <p>Ensure Calls for Papers for Spring and Fall meetings are submitted to the Division Programming Coordinator on time for inclusion in the CAST Newsletter.</p>	<p>Help other two Coordinators where appropriate (including participating in central review process for abstracts for Spring and Fall meetings, co-chairing extra sessions, filling in on short notice for session chairs who cannot make the Spring or Fall meeting, etc.).</p>	<p>Coordinate central review of abstracts. Develop final program (in conjunction with session chairs and co-chairs) and submit to AIChE. Make sure deadlines are met.</p> <p>Work with session chairs to ensure sessions attract enough quality papers. Work with Division Programming Coordinator and AIChE to obtain extra sessions if justified by low acceptance rate of good papers.</p> <p>Manage issues with Area sessions. Keep track of attendance at sessions, quality of the presentations, and who the "No Show's" are. Report to Area membership on status of the Area programming at the Fall Programming Meeting. Suggest refinements to the</p>

				process to Programming Board and AIChE.
10d	None	<p>Develop programs for year 3 Fall meeting, at Programming Meeting at year 1 Fall meeting. This task is normally performed at the Fall meeting two years before the meeting being programmed.</p> <p>Attend Area Programming Meeting at year 1 Fall AIChE meeting and learn the basic procedures. Help with the organization and review process for the year 2 Fall AIChE meeting.</p>	<p>Continue to develop year 3 Fall meeting programs.</p> <p>Ensure that Calls for Papers are submitted to the Division Programming Coordinator on time for inclusion in the CAST Newsletter. Ensure that the Division Programming Coordinator has all the session titles and chairmen information required for the AIChE programming retreat.</p>	<p>Coordinate the central review of abstracts for year 3 Fall AIChE meeting. Develop the final program with the assistance of the other programming chairs and session chairmen.</p> <p>Report to the CAST 10d membership on status of Area programming from year 2 Fall Programming Meeting. Monitor attendance and note absence of speakers at the sessions.</p>
10e	Attend Programming Meeting at Fall meeting. Learn the ropes and meet Programming Board.	<p>Has primary responsibility for future (current year +2) Fall and Spring meetings:</p> <ol style="list-style-type: none"> <li>Develop initial plan for current year +2 programs for the Spring and Fall meetings.</li> <li>Make sure that Division Programming Coordinator has all session titles, chair and co-chair information required for the AIChE programming retreat.</li> <li>Ensure Calls for Papers for Spring and Fall meetings are submitted to the Division</li> </ol>	<p>Has primary responsibility for next (current year +1) Fall and Spring meetings:</p> <ol style="list-style-type: none"> <li>Update initial plan for next meeting to confirm the number of sessions and identify potential session chairs</li> <li>Help other two Coordinators where appropriate (including participating in central review process for abstracts for Spring and Fall meetings, co-chairing extra sessions, filling in on short notice for session chairs who cannot make the Spring or Fall meeting, etc.)</li> </ol>	<p>Has primary responsibility for current year Fall and Spring meetings:</p> <ol style="list-style-type: none"> <li>Coordinate central review of abstracts and invited presentations.</li> <li>Coordinate with AIChE any waived conference fees for special invited presenters.</li> <li>Develop final program (in conjunction with session chairs and co-chairs) and submit to AIChE.</li> <li>Make sure deadlines are met.</li> <li>Work with session chairs to ensure sessions attract enough quality papers.</li> <li>Work with Division Programming Coordinator and AIChE to obtain extra sessions if justified</li> </ol>

		Programming Coordinator on time for inclusion in the CAST Newsletter.		<p>by high acceptance rate of good papers.</p> <p>g. Manage issues with Area sessions.</p> <p>h. Keep track of attendance at sessions, quality of the presentations, and who the "No Show's" are.</p> <p>i. Report to Area membership on status of the Area programming at the Fall Programming Meeting.</p> <p>j. Suggest refinements to the process to Programming Board and AIChE.</p>
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## Young Professionals Liaison

New role being defined in 2016-17:

- Engage with AIChE's Young Professionals Community (YP)
- Help with Communications Strategy to our membership
- Work on special projects related to YP enrolment with CAST

## WebCAST Chair

- The WebCAST chair organizes frequent webinars that are of current interest to the CAST community and cover a variety of topics related to modeling, optimization, and other computational methods. The 50 minute sessions are plenary style talks with active audience participation during and after the presentation. Audience members are encouraged to participate in the chat window or by interjecting with questions for the speaker. Typical sessions are 30 minute presentations with 20 minutes of discussion.
- WebCAST's are hosted in one of two ways:
  - AIChE Academy Webinar hosted and advertised by AIChE to a more general audience. The webinars join the AIChE archive where they are available to AIChE members only.
  - WebEx Webinars by John Hedengren ([john.hedengren@byu.edu](mailto:john.hedengren@byu.edu)) that are posted to YouTube and available from the following YouTube playlist or APMonitor web-site link:

- YouTube Playlist:  
<https://www.youtube.com/playlist?list=PLLBUgWXdTBDjhBUNyTPIYCJsH4CAkpKzP>
  - APMonitor Website:  
<http://apmonitor.com/wiki/index.php/Main/ApplicationWebinars>
- Nominations for webinar speakers or topics can be sent to John Hedengren ([john.hedengren@gmail.com](mailto:john.hedengren@gmail.com)) or through the web-form: <https://goo.gl/8HQjtM>

## **Publications Board Chair**

- Evolve content and format of *CAST Communications* newsletter to serve CAST Division members better.
- Acquire articles and write items for *CAST Communications* newsletter.
- Edit final copy and send to Web Coordinator.

## **AIChE Operating Council Liaison**

- Each Chemical Engineering Technology Operating Council (CTOC) member is responsible to support at least one division, forum, or committee as a liaison.
- The liaison maintains regular contact to provide assistance and advice based on the role of CTOC which is to disseminate and advance knowledge of the frontiers of chemical engineering.
- The liaison will review and coordinate feedback from the annual division and forum activities summary to share best practices and improvements consistently across the divisions, forums, and committees.
- Link to the CTOC website: <http://www.aiche.org/community/operating-councils/chemical-engineering-technology-operating-council-ctoc>

## **Associate Editor**

- Work with Publications Board Chair
- Acquire articles and write items for *CAST Communications* newsletter.
- Acquire advertising copy and bill advertisers. Convert to html newsletter format.

- Layout newsletter. Translate all articles into html newsletter format. Edit html code on local copy of website pages, create new pages, and ftp all files (.htm, .doc, .xls, and .pdf) to Dotster account.
- Edit final copy.
- Email cast10 list with *CAST Communications* announcement. Email same announcement to Web Coordinator to forward to current AIChE CAST email list

## Web Coordinator

- Acquire information from Executive Committee, CAST10 listserv, and via other means on webCASTS, meetings, workshops, CAST awards, new initiatives, etc. Some items are transferred to html pages directly; other information is kept in original WORD or PDF format.
- Edit html code on local copy of website pages, create new pages, and ftp all files (.htm, .doc, .xls, and .pdf) to Dotster account.
- Check for errors by testing new pages and downloading files.
- Email *CAST Communications* announcements and other major website changes to email list.
- Maintain archive of all CAST meeting docs at <http://www.castdiv.org/ConfCall.htm>.

## Listserv Coordinator

- Maintain cast10 list and instructions/archive website at <https://listserv.umd.edu/archives/cast10.html>.
- Moderate list.

## Revision History

Date	Revised By	Content
2005-2011	Kenneth Muske, <a href="mailto:kenneth.muske@villanova.edu">kenneth.muske@villanova.edu</a> ; Matthew Bassett, Raymond A. Adomaitis, <a href="mailto:adomaiti@isr.umd.edu">adomaiti@isr.umd.edu</a> ; Luke Achenie, <a href="mailto:achenie@engr.uconn.edu">achenie@engr.uconn.edu</a> ; Nikolas Kazantzis, <a href="mailto:nikolas@WPI.EDU">nikolas@WPI.EDU</a> ; Vince Grassi, <a href="mailto:grassivg@airproducts.com">grassivg@airproducts.com</a> ; Larry Megan, <a href="mailto:larry_megan@praxair.com">larry_megan@praxair.com</a> ; Gary Stenerson,	Ex-Officio Members

	<a href="mailto:gary.k.stenerson@exxonmobil.com">gary.k.stenerson@exxonmobil.com</a> ;	
26 Dec 2008	Richard D. Braatz	Guidelines for CAST Directors' Award
Jun 2013	Mark Stadtherr, Andy Hrymak, Karen High, Frank Doyle, Gavin Towler, Karl Schnelle, Richard Braatz, Marianthi Ierapetritou, Ray Adomaitis	Duties of Second Vice Chair
10 Dec 2014	Christos Maravelias	Directors' Awards work process
2 Feb 2015	Karl D. Schnelle, Wayne Bequette, Frank Doyle, Jeff Logsdon, Gavin Towler	Elected Members
11 Aug 2016	Nick Sahinidis, <a href="mailto:sahinidis@cmu.edu">sahinidis@cmu.edu</a>	Added Programming Chair
11 Aug 2016	Nick Sahinidis, <a href="mailto:sahinidis@cmu.edu">sahinidis@cmu.edu</a>	Ex-Officio Members edit
27 Sep 2016	Karl D. Schnelle	Combined all docs into one
26 Oct 2016	John Hedengren	Added WebCAST Chair
26 Oct 2016	Vince Grassi	Added CTOC Liaison
31 Oct 2016	Leo Chiang	Updated Work Process for Awards
22 Jun 2017	Karl D. Schnelle	2 <sup>nd</sup> Vice-Chair AIChE contacts and award announcements