

ADVANCING SKILLS FOR LEADERSHIP CHALLENGES . . . AND INSPIRING OTHERS TO MAKE A DIFFERENCE

For leaders to be successful, they need a vision, a purpose, and a set of skills to execute a plan including being an effective communicator and motivator to gain the enthusiasm of others.

ASME's vision is to be the essential resource for mechanical engineers and other technical professionals throughout the world for solutions that benefit humankind. It has laid out a strategic roadmap identifying three critical areas that encompass some of the most complex challenges facing our world: workforce development, energy, and global impact. Our **challenge** as leaders is to empower our units to identify needs within these priority areas, and roles they can play to create solutions. Collectively, we can make a strong impact in both local and world communities.

To rally our members, we need to be people-focused and demonstrate the benefits of participation in ASME. This includes emphasizing career opportunities, member services important to families, and ways for members to help **make a difference**. The ASME vision needs translation to the unit level, encouraging initiatives that give new meaning to ASME efforts.

The Leadership Training Conference (LTC) offers you the opportunity to witness ASME in action, dialog with its leadership, access its resources, and, through interactive learning and networking, recognize the power you can bring to your unit. It is designed to **inspire your interest** in the ASME vision. In the process, we hope to energize your "can do" attitude by providing tools, techniques and processes needed to manage activities and develop new ideas for your unit. The lessons learned are also expected to yield a set of competencies useful to you for effective leadership in the workplace. ASME trusts that you will return home from the LTC excited about ASME and the directions in which we are moving, and committed to **inspiring others**. The success of the ASME vision depends on your drive to engage members across the Society to participate ... to make a difference.

GREETINGS FROM THE LTC CO-CHAIRS

Welcome to Dallas, Texas!

On behalf of the Leadership Training Conference (LTC) Committee, welcome to the Dallas/Fort Worth area of Texas, USA, for the fifth annual LTC. A special thank you goes out to the West Texas Section of ASME for all their help and assistance as our host. Thanks, all y'all.

This training event provides a unique opportunity for the ASME leadership and staff to meet face-to-face and chart a course for the future with vision and purpose. It will enable both new and experienced ASME leaders to better manage the activities of the Society, and be more effective in the workforce. It is the desire of the LTC Volunteer-Staff Team present this weekend that this experience provides you with ways to better serve and satisfy the engineering community and humankind. From here, it's up to **you** to pass along and implement some of these lessons-learned – **inspiring** others to help translate ASME's vision and strategic challenges to create solutions that enable your ASME Unit to be successful and **make a difference**.

Have fun during this wonderful learning and sharing opportunity!

Betty Bowersox	Jack Whitehead,
Nooter/Eriksen	Bechtel Corp.
St. Louis, MO	Schenectady, NY

NAME BADGES

One of the primary benefits of attending the LTC is networking – your badge lets others know who you are, where you come from, and your ASME unit. Please wear your name badge throughout the conference; you'll also need it for admission at the conference meals. Although we can accommodate only registered delegates to the meals, your guests are welcome to join you free of charge for the networking event on Friday evening (cash bar available), and you can purchase additional tickets for the Saturday evening dinner at the registration desk (\$50 per ticket).

LTC SESSIONS

Take notes. While all the presentations from LTC will be available electronically, much information will be shared during discussions and working activities.

Seating for the concurrent sessions is first-come, first-served. Rooms are generally spacious. In the unlikely event that a room fills to seating capacity and it isn't possible to stand in a way that does not disrupt the presentation or detract from attendees' ability to hear or see, please select another session to attend. Please sit near a door if you're not sure you're going to stay at a session for the entire time; that way you can exit without causing a disruption. Cell phones should be on silent during sessions.

Please leave soon after a session ends if there will be a session beginning shortly afterward; turn-around times between sessions are very brief. The hotel has public spaces available, and the LTC has several hours of networking and personal time for continuing conversations.

MEALS

Your LTC registration includes the following meals:

- Breakfast on Friday and Saturday
- Lunch on Friday and Saturday
- Dinner on Saturday evening
- Morning and afternoon breaks on Friday and Saturday

A list of restaurant options in the Dallas area for Friday dinner is available at the registration desk as well as with the concierge. Please note transportation is at your own expense.

MEET YOUR LTC COLLEAGUES

Your colleagues at this conference are a good resource. Whether you are a first-time LTC delegate or have attended a previous conference, a number of ways have been created for you to make connections with others – to reflect on what you've heard, get ideas about which sessions to attend, continue a discussion, or network.

- *Communities Luncheon* - During lunch on Friday, tables will be reserved according to "Community" designation (districts, technical groups, affinity, Institutes, Centers, etc.)
- *Networking Event: Bridging Distances* - Join us Friday evening at the networking reception, following the group photo, for an opportunity to build connections, continue conversations, and for those who wish to, join in an experience that makes a difference! There will be hors d'œuvres and a cash bar.
- *Idea Mart* - This expo-like session provides you an opportunity to meet with key ASME staff members and volunteers, and find out more about the wealth of resources available to you and your unit. Those represented are listed in this program. **Bring your LTC business cards!**

Does ASME Have a Current List of Your Unit's Officers? We are working on developing a comprehensive online directory for the entire Knowledge and Community Sector. But this directory will only be useful if it contains the current list of our coded unit officers. Please verify your officer lists and send us any updates. For section officers contact Jessica Albert at Albertj@asme.org and for technical divisions contact your Unit Support Administrator.

MESSAGES

If you are a guest at the Hyatt Regency DFW, telephone messages and faxes will be directed to your guest room. Otherwise, they will be posted on the message/announcement board near the registration desk. Don't forget to check! Hotel telephone: (972) 453-1234; fax: (972) 615-6826.

BUSINESS CENTER/SHIP HOME SERVICES

The business center of the Hyatt Regency DFW is located on the ground level, in the Enterprise Foyer, and is accessible from 7 am to 6 pm, Monday through Thursday, and 7 am to 5 pm on Friday. There is a kiosk area open 24/7 accessed with room keys; a printer is available there. Charges apply for Internet access (\$3 for 9 minutes), computers, photocopying (\$0.25/page B&W, \$1.50/page color), faxing (\$5 min to send, \$1/page to send), shipping, etc.

INTERNET ACCESS

Complimentary Internet access is available in guest rooms. Internet access is also available in the business center. Complimentary wireless access is available in the hotel lobby. There is no wireless access in the meeting rooms.

REUSE AND RECYCLING OF MATERIAL

The hotel has recycling bins throughout the hotel; several will be on hand in the conference area. Please recycle your paper, glass, and plastic. We will also recycle your badges, so please return yours to the bin when exiting the dinner on Saturday night.

FEEDBACK

Your feedback counts! Your thoughts about the LTC and its sessions are extremely important to us. Please take a couple minutes at the end of each session to complete the evaluations, and take part in an online Zoomerang survey which we will send to you immediately following the conference. Feel free to share your ideas with one of the LTC planning committee members, who will have blue ribbons on their badges.

GETTING THE MOST OUT OF YOUR LTC EXPERIENCE

TOP TEN Suggestions from Past Delegates

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| <ol style="list-style-type: none">1. The more you put into it, the more you'll get out of it2. Talk to people. Everyone is here for similar reasons.3. Introduce yourself to at least three people you don't know.4. Seek to understand how different areas of ASME have different 'cultures' and ways of thinking.5. Decide on a single goal at the LTC and take action as soon as you get home to make it happen! | <ol style="list-style-type: none">6. Take good notes to share with everyone when you get home.7. Choose the sessions you attend carefully; if your unit has >1 delegate, attend different sessions for better coverage.8. Preview and participate.9. Be prepared for a lot of information that is coming your way and read the advance material provided to you.10. Come with an open mind and meet as many people as possible. |
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THE VOLUNTEER OPPORTUNITIES BULLETIN BOARD (VOBB)

Looking for a new adventure in ASME? Need a volunteer to help your unit get on track? The VOBB is the one-stop resource for those interested in finding open volunteer positions and for groups needing enthusiastic volunteers for their ASME local or technical units and for Society level committees. As a tool designed to help volunteer leaders promote and fill volunteer positions throughout ASME, it opens the door to new opportunities. To learn more about the VOBB and the volunteer positions available go to:

<http://volunteer.asme.org/VOBB/>

LTC 2010

PROGRAM SCHEDULE

THURSDAY, MARCH 11, 2010

Time	Session	Location
5:00 to 8:00 PM	REGISTRATION OPEN	Enterprise Foyer

FRIDAY, MARCH 12, 2010

Time	Session	Location
6:30 AM to 5:00 PM	REGISTRATION OPEN	Enterprise Foyer
All Day	POSTER VIEWING	Enterprise Foyer
7:00 to 7:40 AM	BREAKFAST - For all Delegates	Filmmakers' Hall
7:45 to 8:30 AM	SESSION I – LTC KICK-OFF: OPENING Presider: Betty Bowersox, Co-Chair, LTC Committee The LTC Experience Betty Bowersox, Co-Chair, LTC Committee Marian Heller, Senior Program Manager, Leadership & Communities ASME and How We Work Together Burt Dicht, Managing Director, Knowledge and Community Opening Remarks Thomas Loughlin, ASME Executive Director Amos Holt, ASME President Robert Simmons, ASME President-Elect	Enterprise 1-2
8:30 to 9:30 AM	Plenary Session - Diversity and Inclusiveness Doug Harris, Managing Director, The Kaleidoscope Group	Enterprise 1-2
9:30 to 9:40 AM	BREAK - For all Delegates	Enterprise Foyer

ASME 101

9:45 to 10:40 AM	SESSION IIA–1, PRINCIPLES OF UNIT LEADERSHIP Gary Hickman, Past Chair, Columbia Basin Section	Enterprise 3 -4
10:45 to 12:05 PM	SESSION IIA–2, OPERATIONS 1 – “NUTS AND BOLTS” (Two concurrent sessions) 1 - Section/Affinity Group Operations I Justin Young, Vice President, Affinity Communities Elliot Short, Deputy District Leader, District E 2 – Divisions/Institutes Operations I Bill Bees, Past Technical Group Leader, Pressure Technology Roy Hogan, Past Technical Group Leader, Energy Conversion	Enterprise 7 MIT 4-5

ADVANCED LEADERSHIP FORUM

9:45 to 10:30 AM	SESSION IIB–1, INTRODUCTION TO STRATEGIC PLANNING Bill Cousins, Chair, VOLT Academy, Past BOG	Enterprise 5-6
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FRIDAY, MARCH 12, 2010 (morning continued)

Time

Session

Location

ADVANCED LEADERSHIP FORUM (continued)

10:35 to 12:05 PM

SESSION IIB-2, "RETOOLING"

(Three concurrent sessions – Also repeated in Session IIIB)

1 – Project Management

Jennifer Jewers, VP-Elect, Center for Career & Professional Advancement

Steven Lustig, Program Chair, Management Division

David Soukup, Managing Director, Centers

MIT 8

2 – Resource Management

Aaron Tsang, Chair, Ontario Section

MIT 9

3 - Advanced Communications

Jared Oehring, Vice Chair, Information & Communications Committee

Anita Rebarchak, Member, Information & Communications Committee

MIT 2-3

FOR ALL DELEGATES

12:10 to 1:20 PM

COMMUNITIES LUNCHEON & STATE OF THE SOCIETY VIDEO

Tables are reserved according to your primary "Community" designation (Districts, Technical Groups, Affinity, Institutes, Centers, etc.) listed on your badge. This is an opportunity to sit and network with volunteers and colleagues from your community. Look for the map on the bulletin board, and find your community tables! During the start of lunch we will show ASME's State of the Society video, which focuses on ASME's Strategic Initiatives in the areas of energy, engineering workforce development, and global impact and outreach. What can **your** community do to promote these initiatives? Share success stories and build connections for collaborative opportunities in the future.

Filmmakers' Hall

ASME 101

1:30 to 2:20 PM

SESSION IIIA - TOOLS AND FUNDAMENTALS – PART I

There will be 5 concurrent workshops. Each workshop will run 2 identical sessions for 50 minutes. The first set of workshops will run from 1:30 to 2:20 PM, and an identical set will run from 2:25 to 3:15 PM.

and

2:25 to 3:15 PM

If your unit has sent multiple delegates, try to split attendance between the workshops to get the maximum coverage.

1 – Ethics for Professionals' Leadership

Nael Barakat, Chair, Ethics and Technology Committee

MIT 4-5

2 – Diversity

Doug Harris, Managing Director, The Kaleidoscope Group

Mary Lynn Realf, Vice President, Center for Leadership & Diversity

MIT 6-7

3 – Communications

Marianne Chan, Chair, Information & Communications Committee

Brittany Whitfield, Chair, Membership Development,
California Inland Section

Enterprise 7

FRIDAY, MARCH 12, 2010 (afternoon continued)**Time****Session****Location****ASME 101 (continued)**

1:30 to 2:20 PM

**SESSION IIIA - TOOLS AND FUNDAMENTALS – PART I
(Continued)**

and

2:25 to 3:15 PM

4 – ASME Resources

Scott Carlson, Chair, Puget Sound Section

Enterprise 8

5 - Leadership Development: Using Your 360 Feedback

Elaine Seat, PhD, PE, CircleSpring LLC

MIT 12-13

ADVANCED LEADERSHIP FORUM

1:30 to 3:15 PM

SESSION IIIB – RETOOLING

(Three concurrent workshops)

1 – Project ManagementJennifer Jewers, VP-Elect, Center for Career & Professional
Advancement

Steven Lustig, Program Chair, Management Division

David Soukup, Managing Director, Centers

MIT 8

2 – Resource Management

Aaron Tsang, Chair, Ontario Section

MIT 9

3 - Advanced Communications

Jared Oehring, Vice Chair, Information & Communications Committee

Anita Rebarchak, Member, Information & Communications Committee

MIT 2 -3

3:15 to 3:25 PM

BREAK**For all Delegates**

Enterprise Foyer

ASME 101

3:30 to 5:30 PM

SESSION IVA – TOOLS AND FUNDAMENTALS – PART II

(Four concurrent two-hour sessions)

1 – Programming Basics for Sections and Affinity Groups

Vicki Blocker, Chair, South Texas Section

John Blanton, Vice Chair, Greenville Section

Scott Burr, Chair, Local Program Committee

MIT 9

2 - Products and Services: Basics for Divisions & Institutes

Ed Seiders, Governor-Elect, Board of Governors

Tom Wendt, Senior Program Manager, Leadership & Communities

MIT 2-3

3 - Finance for Divisions and Institutes

Judith Bamberger, Member, Financial Operations

Mike Molnar, Group Leader, Manufacturing Technical Group

MIT 8

Friday, March 12, 2010 (afternoon continued)

Time

Session

Location

ASME 101 (continued)

3:30 to 5:30 PM **4 – Finance for Sections and Affinity Groups**
Len Anderson, Past District Leader, District B
Phil Carpentier, Vice President, Programs & Activities
Dave Ziozios, Chair, Section Merit Funding Committee

MIT 12-13

ADVANCED LEADERSHIP FORUM

3:30 to 5:30 PM **SESSION IVB – CASE STUDIES**
Solutions to Real Unit Issues
Karen Ohland, Vice President-Elect, Financial Operations
Marian Heller, Senior Program Manager, Leadership and Communities

Enterprise 7

FOR ALL DELEGATES

5:30 to 5:45 PM **LTC GROUP PHOTO**
All delegates are requested to take part

Enterprise Foyer

5:50 to 7:15 PM **NETWORKING EVENT: BRIDGING DISTANCES**
Impromptu Contest and Reception (With Cash Bar)

Filmmakers' Hall

7:15 PM **DINNER - On Your Own**

ASME IdeaPort

To foster innovation, ASME is pleased to introduce **ASME IdeaPort**, to provide a convenient place for idea generators like you to introduce and promote your ideas. All submissions will be reviewed and considered for further development.

- Do you have an idea for a new or enhanced ASME product, program or service?
- Can your idea improve the efficiency or effectiveness of an ASME process or business practice?
- Is your idea breakthrough innovation with the potential for a new ASME growth platform?
- Does your idea address an ASME strategic priority?

If you answered yes to any of these questions, ASME wants to hear from you.

<http://submissions.asme.org/ideaport/>

The Center for Leadership and Diversity proudly announces the 2010-11 ECLIPSE Team

Israel Botello-Arredondo
Mohamed F. Ahmed
Cora Cheng
Wataru (Waterloo) Tsutsui
Matthew Sidon
David Bankston
Martin Kilbane

ECLIPSE is the Early Career Leadership Intern Program to Serve Engineering. The goal of the program is to place early career engineers in highly visible and productive roles within the ASME organization and mentor them as they develop into future ASME leaders. For more information go to:

<http://www.asme.org/Governance/Centers/>

SATURDAY, MARCH 13, 2010 (morning)

Time	Session	Location
7:00 to 7:55 AM	BREAKFAST	Filmmakers' Hall
All Day	POSTER VIEWING	Enterprise Foyer

ASME 101

8:00 to 10:00 AM **SESSION VA – OPERATIONS II – THE “HOW TO’S”**
(Two concurrent two-hour workshops)

1 – Section and Affinity Group Operations II

Justin Young, Vice President, Affinity Communities
Elliott Short, Deputy District Leader, District E
Marc Meadows, Past Chair, West Texas Section

Enterprise 7

2 – Division and Institute Operations II

Bill Bees, Past Technical Group Leader, Pressure Technology
Roy Hogan, Past Technical Group Leader, Energy Conversion

MIT 2–3

ADVANCED LEADERSHIP FORUM

8:00 to 10:00 AM **SESSION VB – GETTING THERE FROM HERE**
(Two concurrent two-hour workshops)

1 – Business Plan Methods

Phil Carpentier, Vice President, Programs & Activities

MIT 8

2 – Selling Your Ideas in the Absence of Authority

Elaine Seat, PhD, PE, CircleSpring LLC

Enterprise 8

FOR ALL DELEGATES

10:00 to 11:45 AM **SESSION VI – IDEA MART**
Booths, Displays and Posters
An opportunity to meet with key staff members and volunteer leaders.
Refreshments

Enterprise 3-4

11:50 AM to 1:00
PM **LUNCH**

Filmmakers' Hall

To All Delegates - Applications and Scenarios Sign-up

Please make sure you have signed up for one of the ASME 101 or Advanced Leadership Forum Applications and Scenarios sessions by noon on Saturday. Sign-up sheets can be found on bulletin board by registration desk.

ASME MEMBERS ONLY PAGE

The ASME's "Members Only" page provides connections to other ASME members as well as the Society leadership. It's also a place where you can manage your member record, sign up for an e-mail alias, update your address and review the full range of membership benefits. To access the page click on "MEMBERS ONLY" at the top of ASME.org or go to: <https://my.asme.org/>

SATURDAY, MARCH 13, 2010 (afternoon)**Time****Session****Location****ASME 101**

1:05 to 2:45 PM	SESSION VIIA – APPLICATIONS AND SCENARIOS Solutions to Real Unit Issues Moderators to be announced (four concurrent sessions) Select one case before lunch. Sign-up sheets are by Registration Desk.	1 – Enterprise 7 2 – MIT 2-3 3 – MIT 4–5 4 – MIT 6–7
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ADVANCED LEADERSHIP FORUM

1:05 to 2:45 PM	SESSION VIIB – APPLICATIONS AND SCENARIOS Solutions to Real Unit Issues – Advanced Operations Moderators to be announced (four concurrent sessions) Select one case before lunch. Sign-up sheets are by Registration Desk.	1 – Enterprise 8 2 – MIT 8 3 – MIT 9 4 – MIT 12– 3
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Applications and Scenarios – ASME 101 Session VII-A and ALF Session VIIB - LTC delegates will participate in a group exercise designed to expose them to real-life situations that can be encountered as part of unit operations. The intent is for leaders to gain practical planning and operational skills that can be applied to the development and execution of actual programs and activities. The groups will document the results, and this information will be collected and disseminated to all the participants as well as unit leaders not present as a component of sharing best practices.

2:45 to 3:00 PM	BREAK - For all Delegates	Enterprise Foyer
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SHARED VISIONS WORKSHOPS

3:05 to 4:45 PM **Seven Concurrent Workshops. Sessions 1 to 5 are open to all delegates, Session 6 is for ASME 101 delegates only and Session 7 is for Advanced Leadership Forum delegates only**

SESSION VIII-1

1 – Working with Student Sections and Early Career Engineers Mohammad Mahinfalah, District Leader, District C Eduardo Barrientos, Chair, International Outreach Affinity Group	Enterprise 8
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2 - Product and Services Processes (Divisions & Institutes) Rick Marboe, Past Technical Group Leader, Environment & Trans. Russ Skocypec, Technical Group Leader, Basic Engineering Raj Manchanda, Director, Emerging Technologies	MIT 8
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3- Increasing Volunteer Recruitment and Participation John Mulvihill, District Leader, District F Mike Kreisberg, Director, Membership Development	MIT 4–5
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4 – Open Forum: Topical Small Group Discussion Phil Carpentier, Vice President, Programs & Activities	MIT 2-3
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5 – Programming Processes (Sections & Affinity Groups) Vicki Blocker, Chair, South Texas Section John Blanton, Vice Chair, Greenville Section Scott Burr, Chair, Local Programs Committee	MIT 6-7
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SATURDAY, MARCH 13, 2010 (afternoon continued)**Time****Session****Location****SHARED VISIONS WORKSHOPS (continued)**

3:05 to 4:45 PM	SESSION VIII-2 (ASME 101 Only) 6 - Basic Leadership Skills Elaine Seat, PhD, PE, CircleSpring LLC	MIT 12-13
	SESSION VIII-3 (Advanced Leadership Forum Only) 7 - Leading Leaders Gary Hickman, Past Chair, Columbia Basin Section	Enterprise 7

FOR ALL DELEGATES

4:50 to 5:45 PM	Session IX – LTC TOWN HALL A Call to Action and Conference Closure LTC Executive Committee	Enterprise 1-2
6:00 to 8:30 PM	AN EVENING OF THE COMMUNITIES (LTC Dinner) <i>(with Piano Accompaniment)</i>	Filmmakers' Hall
6:00 to 6:30 PM	Reception and Cash Bar	
6:30 to 7:00 PM	Conference Awards Presentation	
7:00 to 8:30 PM	Leadership Dinner	
8:30 PM	ADJOURNMENT OF THE LTC 10	
8:30 PM -	NETWORKING WITH YOUR LTC COLLEAGUES (Optional)	

On behalf of the 2010 LTC Committee, thank you for attending. We hope you found the sessions both informative and useful. Have a safe trip home.

THE VOLUNTEER E-REQUEST TOOL (VERT)

Do you have a question about running your unit? Or maybe you have a problem with access to your on-line roster? Perhaps you need a contract signed? No matter what the issue, the VERT allows you, a volunteer leader, to submit your questions or inquiries with an easy-to-use online tool. This tool ensures that no requests fall through the cracks and enables you to check the status of your requests online, which will help improve staff response time. Try out the VERT today!

<http://vorequest.asme.org/>

SPECIAL REMINDER - DAYLIGHT SAVINGS TIME begins at 2:00 a.m. on Sunday, March 14. Please be sure to move your clock ahead one hour before you retire on Saturday evening. Otherwise, there is a good chance you'll miss your flight on Sunday and there is no extra per diem if you have to stay another day.

Copies of the LTC Presentations can be found at:
<http://asmeconferences.org/ltc10/presentations.cfm>

Copies of the posters can be found at:
<http://asmeconferences.org/ltc10/poster.cfm>

PROGRAM OVERVIEW

SESSION I		LTC Kickoff - Opening: Overview of ASME	Friday AM
		Diversity and Inclusiveness Plenary	Friday AM
SESSION IIA-1	ASME 101	Principles of Leadership	Friday AM
SESSION IIA-2	ASME 101	Operations I - Nuts and Bolts	Friday AM
SESSION IIB-1	ALF	Introduction to Strategic Planning	Friday AM
SESSION IIB-2	ALF	Retooling	Friday AM
SESSION IIIA	ASME 101	Tools and Fundamentals - Part 1	Friday PM
SESSION IIIB	ALF	Retooling	Friday PM
SESSION IVA	ASME 101	Tools and Fundamentals - Part 2	Friday PM
SESSION IVB	ALF	Case Studies	Friday PM
SESSION VA	ASME 101	Operations II - The "How To's"	Saturday AM
SESSION VB	ALF	Getting There From Here	Saturday AM
SESSION VI	ALL	Idea Mart	Saturday AM
SESSION VIIA	ASME 101	Applications and Scenarios	Saturday PM
SESSION VIIB	ALF	Applications and Scenarios	Saturday PM
SESSION VIII-1	ALL	Shared Visions – Sessions 1 to 5	Saturday PM
SESSION VIII-2	ASME 101	Shared Visions - Basic Leadership	Saturday PM
SESSION VIII-3	ALF	Shared Visions - Leading Leaders	Saturday PM
SESSION IX	ALL	LTC Town Hall and Conference Closure	Saturday PM

**ADVANCE YOUR CAREER AND MAKE A DIFFERENCE! APPLY FOR AN ASME
 2010-2011 FEDERAL GOVERNMENT FELLOWSHIP**

For more than 35 years, ASME Federal Government Fellows have been applying the same pragmatic, problem-solving approach to public policymaking that they are trained to apply in the physical world. Their experience and understanding of the "law of unintended consequences" often counters partisan rhetoric and special-interest bias on scientific and technical issues. In short, ASME Federal Fellows are "engineering the greater good" for society.

ASME is currently accepting applications for the 2010-2011 Federal Government Fellowship Program, which enables selected ASME members to spend one year in Washington, D.C. working on the staff of a congressional committee, U.S. senator or U.S. representative. Federal Fellows offer the opportunity for ASME members to provide a valuable public service to the nation while at the same time providing those engineers with a unique opportunity to participate directly in the policymaking process.

General information and participation criteria is available at: <http://www.asmefederalfellows.org>
 The online application is available at: <https://secure.asme.org/fedgovfellows/appform.cfm>

Applications will be accepted through March 31, 2010.

SESSION DESCRIPTIONS

Session I – Opening:

Come discover who's here at the LTC and how to get the most out of your weekend. Obtain an understanding of how everyone can work together to further ASME's objectives and make a difference. Hear from ASME's President, President-Elect, and Executive Director about some of the ways in which ASME is helping to meet the grand challenges of the future.

Plenary Session - The Value of Diversity & Inclusion to ASME and Your Work - This one-hour presentation is a lively, interactive and engaging session where you will understand the evolution of Diversity & Inclusion (D & I) and learn how to use a diversity lens in the work you do with ASME and in your workplace. You will have the opportunity to experience real dialogue around the importance of Diversity & Inclusion and examine some of the challenges you may experience when operating with a diverse lens.

As leaders, you will walk away with an understanding of why D & I is important at ASME, and how as ASME you can effectively implement D & I at ASME.

ASME 101

Session IIA-1 – Principles of Unit

Leadership: To help lead your units as effectively as possible, the basics of unit leadership will be covered, including a brief history of ASME and our roles as ASME unit leaders; how to recruit volunteers in a world filled with competing demands; running effective meetings; and sowing the seeds for the long term health of your unit with succession planning.

Session IIA-2 – Operations I – “Nuts and Bolts”

1. Sections and Affinity Groups: This session begins with the organization and position of the Sections/Affinity Groups within ASME and their role in meeting the Society's mission. It is important that leaders understand the purpose, needs, expectations, and responsibilities associated with the Global and Affinity

Communities Operating Boards and Section Executive Committee activities. This enables members to see the value of participation in order to develop effective plans that are aligned with the overall purpose of the Society and that get results. The session will address the principles for successfully developing a vision, priorities, a strategy, plan and metrics to accomplish your Section's/Affinity Group's goals. It focuses on understanding the needs and values of your membership, stakeholders and customers.

2. Divisions and Institutes: This session begins with the organization and position of the Technical Divisions/Institutes within ASME and their role in meeting the Society's mission. It is important that leaders understand the purpose, needs, expectations, and responsibilities associated with the Technical Communities or Institutes Operating Board and Division Executive Committee activities. This enables members to see the value of participation in order to develop effective plans that are aligned with the overall purpose of the Society and that get results. The session will provide an overview of the fundamentals of business planning and address the process for successfully developing a vision, priorities, a strategy, plan and metrics to accomplish your Division's/Institute's goals. It will focus on understanding the needs and values of your membership, stakeholders, and customers.

Session IIIA – Tools and Fundamentals – Part I

1. Ethics for Professionals' Leadership: This session addresses sensitizing ASME leaders to important ethical issues before they have to confront them and helps volunteers carry out their responsibilities according to accepted ASME standards of ethical conduct. Topics include the ethical dimensions of the engineering profession, ethical “traps,” ethical decision making, and utilizing appropriate policies and channels within ASME to solve ethical problems.

2. Diversity: In this engaging and interactive workshop, participants will get to identify and examine their challenges when operating with a

diverse lens in their various roles outside of ASME. They will learn practical tips that can be applied to their day-to-day activities, so they can operate more effectively in the ASME world and within their work environment. The participants will walk away with practical insights and tools to develop a diverse lens in their work so as to leverage the strengths and talents around them.

3. Communications: What are the keys to communicating effectively? What methods are available to communicate and how are these facilitated by ASME? This session will answer these questions for ASME members new to leadership roles. Basic considerations include audiences, ways to communicate, and content. Specific ASME resources covered include PeerLink, e-mail tool, and ASME web. Group think and exercises will be utilized to reinforce principles discussed.

4. ASME Resources: This session will provide the participants, in a fun and interactive way, with an overview of ASME's E-tools and resources that are commonly used for operational effectiveness as well as communications. These tools include the Unit Leadership Resource Center, the Volunteer Resources page, on-line directories, Peerlink Communities, on-line rosters, e-mail messaging tools and the Section newsletter templates. The discussion will include a description of the upgrades to the on-line roster tool, the new financial reports tools and the new on-line Volunteer Requisition tool - VERT.

5. Leadership Development: Using Your 360 Feedback

This session with performance enhancement expert Dr. Elaine Seat focuses on (1) how to interpret the feedback provided in your 360 Assessment and (2) how to actually improve your skills. You will learn how to use your customized plan to understand what you do well and where you have room for improvement.

This session is not an intellectual exercise of learning about leadership skills, rather, it is a coaching session designed to start you on the path to developing skills we know leaders use.

Session IVA – Tools and Fundamentals – Part II

1. Programming Basics – Sections and Affinity Groups: This session provides a process to help you understand how to improve the planning and execution of your unit's programs. Topics include essentials of event planning and the programming cycle: identifying your target audience, developing ideas, schedule, marketing initiative, budget, and use of key resources. Participants will examine planning for a program year, the benefits of process, with examples of successful programs such as technical talks, plant tours, Professional Development & Webinar courses and family oriented events. You will then have a hands-on opportunity to identify and develop a program checklist and great program ideas applying the process principles.

2. Products and Services Basics - Divisions and Institutes: ASME has available a wide range of products and services for its members. Access to and awareness of these products and services can increase the value of membership and also increase participation in the respective units. These products and services can also provide the impetus to attract new, active members into their units and alert them to the possibilities for cooperation with other ASME units in achieving their unit goals.

This session provides an overview of currently available products and services, how to access them, who to contact for further information, and how ASME is organized to provide them. Attendees will share examples of existing products and services that have added value to their unit, contributed to a positive member experience and/or enabled their unit to help attract additional members. Attendees will be asked to suggest products and services that could be developed to enhance the value of ASME.

3. Finance – Sections and Affinity Groups: This session gives an overview of ASME Section and Affinity Group financial operations for:

- Active Unit members
- New Executive Committee members
- Section / Affinity Group treasurers

The presentation will include: ASME policies on unit financial operations, reporting requirements, unit sources of income; income generating activities; uses for unit funds; unacceptable uses of funds; acceptable operation of accounts (checking, savings, petty cash); ASME custodial account financial statements; and the relationship between unit operations and the Merit Based Funding Program.

There will be reviews of the Section & Affinity Group Merit Based Funding Programs, including a discussion of practical examples. Participants will discuss and share suggestions on self-funding. This session will include a group activity exploring planning and budgeting best practices.

4. Finance – Divisions and Institutes: This session gives an overview of ASME Technical Division and Institute financial operations for:

- Active Unit members
- New Executive Committee members
- Division and Institute treasurers

Topics include: ASME policies on unit financial operations, services allocations to Divisions and Institutes, unit sources of income; income generating activities; uses for unit funds; unacceptable uses of funds; the fundamentals of custodial fund operations; acceptable operation of other accounts (checking, savings, petty cash); ASME financial statements; FAIR Accounting; and the relationship between unit financial operations and the ASME Balanced Scorecard.

This session will include a group activity exploring planning and budgeting best practices.

Session VA – Operations II

1. Sections and Affinity Groups: Designed to help Section and Affinity Group leaders set and successfully reach goals and objectives, this session stresses the importance of developing an implementation plan, recruiting and motivating volunteers, communicating expectations, and setting and evaluating performance metrics. Effective communications, reporting, and self-assessment will also be considered. Participants will analyze and discuss an example of a successful program to identify the resources, planning, and execution that made the program a success and will be considered for possible best-practices. General

characteristics of an effective Section or Affinity Group will be presented.

2. Divisions and Institutes: This session is intended to help Technical Division and Institute leaders set and successfully reach their goals and objectives. In this session leaders will gain an understanding of where their unit fits into the greater ASME organization. The characteristics of a successful Technical Division are discussed in detail. The importance of developing an implementation plan, setting and evaluating performance metrics, and self-assessments are considered. Understanding your resources, recruiting and motivating volunteers, effective communications, and ASME reporting processes are covered. Exercises include examples of challenging situations where you, as a volunteer leader, have the opportunity to apply the concepts covered in this session. Potential solutions to these situations are developed in small groups and discussed with the entire group.

Session VIIA – Applications and Scenarios:

Delegates will participate in a group exercise based on actual and current challenges. There will be four exercise topics to choose from. Each is intended for delegates to apply leadership and operational skills to develop a solution to the challenge. The groups will document the results and prepare a briefing for their units.

Session VIII - 2 Basic Leadership Skills

Learning to draw out ideas and get at the real problem is a foundation skill in leadership development. In this session, the participants will learn and practice five fundamental techniques that can be used immediately to improve their ability to interact with others.

This practical session of do's and don'ts explains everyday habits that both aid and hinder interactions with others. Participants will leave with new skills that draw people out, disarm conflict and help get ideas on the table.

Your **ASME LTC 10 Flash Drive** contains a library of useful information that you can use to learn more about the Society, improve your non-technical skills, become a more effective unit leader, find contact information and much, much more. **Check it Out! Keep it Handy!**

ADVANCED LEADERSHIP FORUM

Session IIB-1 – Introduction to Strategic

Planning: This is an overview session on strategic planning concepts that will move your organization forward and increase your capability to develop solid directions, whether in ASME or at work. The goal of this session is to introduce tools to determine the necessary steps to successfully meeting the vision of your organization. The session will address a process that can be adjusted for groups of all sizes - Sections, Committees, Boards, Sectors, etc.

Where do you want to be? Where do your constituents want to be? How do you develop the strategies and tactics that will take you there, considering your competition and capabilities? How do you know when you have arrived at your strategic destination or how far from it you are? What role do finances play in your strategy development? An overview of a method for the logical development of answers to these questions will be discussed. Relationships and connections with other tools, like business plans and Balanced Scorecard concepts, with ties to the strategic planning process will be made clear, while providing information and methodologies that can be used both in ASME and on the job.

Sessions IIB-2 and IIIB-2 - Retooling

1. Project Management: This session will focus on how to apply the principles of project management to how ASME units conduct their programs. Programs have a much higher probability of being on time and within budget if project management principles are followed. Discussion topics include project planning, scheduling, use of resources, and project management tools.

2. Resource Management: This session will focus on the management of various types of resources (materials, people) available to units (e.g., "Unit Leadership Resource Center"). Five consecutive topics are planned: 1) Producing various useful demographic reports for your unit using downloadable Excel roster information; 2) An exploration of the several features and practical uses of the Peerlink tool; 3) A tutorial on the online financial reporting tool; 4) A tour of the Volunteer E-Request Tool (VERT) with

examples and; 5) An open forum to address attendees' questions and to permit sharing of their relevant experiences. All sub-sessions' content will show how ASME resources can be used to meet program objectives.

3. Advanced Communications: How well is your unit communicating? Do you want to communicate better? In this session, delegates will be shown how to develop strategies designed to take their unit's communications to the next level. They will learn how to apply strategic planning techniques to continually improve the effectiveness of their communications. Delegates will break into groups where they will be given exercises designed to provide practice in creating and implementing communications strategic plans.

Session IVB – Case Studies: Solutions to Real Unit Issues

- As Chair of a Section or a Technical Division, you have one year to move your organization along. You won't have the luxury of practicing one year and then being effective the next.

In Advanced Operations, delegates will use the case study method to understand what needs to happen before your term as Chair starts through your actual year in office. Our case follows the ASME careers of both a Technical Division Chair and a Section Chair as they juggle their ASME, work, and home commitments.

This session will be interactive. Please come prepared to share your solutions and lessons learned from your experience and to learn from others. It is a great opportunity for you to practice actual skills you need and learn tips from your colleagues. **Note:** For this session to be effective, you must pre-read the case studies.

Session VB – Getting There From Here

1. Business Plan Methods: This session is designed for Section, Technical Division and Affinity Group leaders to help set and successfully reach their goals and objectives. Discussion will focus on how the business plan serves as a tool for the unit's operation, how to serve the members, and the means to be successful. Topics include: development of programs and activities that appeal to members; assessment of resources needed; identification of funds and other resources; and setting targets

and measures for success. The Business Plan is a powerful tool that is highly recommended for all ASME member units to prepare for the 2010-11 year.

2. Selling Your Ideas in the Absence of Authority: As an ASME leader, one of your most important skills is how to use influence to get real and positive things accomplished through others when you have no authoritative power. Influencing when you have no real authority is accomplished through proven approaches and tactics. Unfortunately, the most often used and least effective tactic for persuasion is what most engineers do best – logic and rational arguments.

This session will cover influence tactics and their consequences; discuss how to construct effective ways to influence; and guide you through creating one scenario you can apply immediately.

Session VIIB – Applications and Scenarios: Delegates will participate in a group exercise based on actual and current challenges. There will be four exercise topics to choose from. Each is intended for delegates to apply leadership and operational skills to develop a solution to the challenge and action plan. Groups will share highlights of their plans. This activity will provide building blocks for effective strategic and business plan thinking . . . given a situation, how do you respond?

Session VIII-3 Leading Leaders: This session addresses the challenges of leading experienced volunteers, many of whom serve in leadership positions at their full-time jobs. Topics include creation of leadership relationships, use of motivation and influence strategies, and ensuring that the skills of experienced volunteers are effectively applied to the mission of ASME.

SESSIONS FOR ALL DELEGATES

Session VI – IDEA MART: Navigating the vast array of support services and resources offered by ASME’s professional staff can be a daunting task. Which department best aligns to your needs, what types of support are offered and who is the best person to contact? The LTC 10 Idea Mart can help you gain a better understanding of the wide variety of staff

resources that are available to assist you in effectively managing your unit. In this exhibit-style session you will be able to speak directly with key staff and volunteers, learn about their departments and discuss options for support and collaboration with your unit. Volunteers from the VOLT Academy, K & C Information and Communications Committee, Programs and Activities Operating Board and the Student District Operating Board will also be available. (See the entire list of Idea Mart exhibitors on page 20.)

Session VIII-1 Shared Visions Workshops (Open to all LTC Delegates)

1. Working with Student Sections and Early Career Engineers: The future success and vitality of all sections, as well as ASME, depends on the ability to attract and engage young members. Working with student sections is one of the measures of success for sections.

This session will explore the methods and benefits of increasing contact and activities between sections and their student sections and early career members. The discussion will cover: benefits to the section when reaching out to students, understanding the students and their motivation; increasing contact with faculty and the students at local universities; and programs for early career engineers.

The session will include activities that allow the participants to design possible section/student section/early career engineer interaction.

2. Products and Services Processes for Divisions and Institutes: Attendees at this interactive session will gain an understanding of the processes and best practices for developing and implementing new products and services aimed at adding value and meeting the needs of ASME’s members and customers. Participants will be encouraged to inspire their units to enhance existing products and develop new ones that advance the strategic priorities of ASME and the Knowledge & Community and Institutes Sectors.

The principles of product portfolio assessment, prioritization, development, implementation and management will be presented through case studies of two recent new products: a technical conference and a technical journal. Attendees will also gain an understanding on how to

approach new product development with the idea of building a portfolio of related products. Participants will be expected to contribute questions, ideas and best practices related to their own volunteer experiences.

3. Increasing Volunteer Recruitment and Participation: Recruitment and motivation of volunteers is the #1 issue of concern for many unit leaders. This interactive working session will help participants understand why volunteers get involved and stay involved, and what unit leaders can do with that information to increase member involvement in their units. After discussing insights provided by pre-conference survey responses and results of research on what motivates volunteers, participants will work in groups to develop ideas for recruitment and retention and create action plans for implementing them.

4. Programming Processes for Sections and Affinity Groups: Topics for this session include: the planning and programming cycle, program essentials, web technology advantage, and the key elements of a program checklist. The session will focus on program strategic planning, including developing a yearly event plan and how effective programming contributes to the overall health of your unit. This will include use of best practices and evaluations to continuously improve your unit's programming. There will be an interactive exercise that demonstrates the fundamentals of program planning at the event and calendar planning levels. There will be ample opportunity for interaction and sharing of ideas.

5. Open Forum: Selected "hot topics" and high priority issues facing the ASME units today, as captured during the prior LTC 10 sessions, will be discussed in small groups. Delegates will select from among the available topics based on personal interest, and work in small groups on reaching conclusions. The results will be reported out at the end of the session.

Session IX – LTC Town Hall – A Call to Action and Conference Closure: This session provides an opportunity for delegates to combine their ASME and LTC experiences to define ways in which they can align with ASME's strategic priorities – Energy, Global Impact and Engineering Workforce Development. The audience will be called upon to develop a list of ideas that may be used to inspire the members

of their units to get involved in priority related activities. Results of the "all delegates" sharing will also be forwarded to the Strategic Goal task forces leaders.

SPECIAL EVENTS

Communities Lunch (Friday): Tables are reserved according to your primary "Community" designation (Districts, Technical Groups, Affinity, Institutes, Centers, etc.) listed on your badge. Take this opportunity to sit and network with volunteers and colleagues from your community. Look for the map on the bulletin board, and find your community tables! ASME's State of the Society video will be shown, which focuses on ASME's three Strategic Priorities: energy, engineering workforce development, and global impact and outreach. What can your community do to promote these priorities? Share success stories and build connections for collaborative opportunities in the future.

Networking Event - Bridging Distances (Friday) Developing new relationships with people from around the world can be exciting and rewarding. Build bridges to new and old acquaintances during this social event while learning how engineers elevate the standard of living for under-served communities around the world.

An Evening of the Communities - LTC Dinner – Saturday (Piano Accompaniment)

6:00 PM - Reception

6:30 PM - Conference Awards Presentation

7:00 PM - Leadership Dinner

8:30 PM – LTC Adjournment (and Networking)

Bring the Latest Educational and Training Opportunities to Your Unit

Take full advantage of the educational opportunities offered by ASME Training & Development.

For an ASME training course: Contact Olga Lisica at 212-591-7843 or lisica0@asme.org

For an ASME Webinar program: Contact Tom Kuehl at 212-591-8013 or kuehlt@asme.org

ASME offers continuing education in over 60 disciplines, including in-person and online instructor led courses.

<http://www.asme.org/Education/>

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Knowledge & Community

Stacey Swisher Harnetty
Strategic Management

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Marian Heller, Staff

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Volunteers:

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Roy Hogan	Bill Weiblen
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Staff:

Ty Booker	Abe Hassan
Erin Dolan	Dave Soukup
Dee Hackley	Tom Wendt

THE LTC COMMITTEE WELCOMES YOU TO THE HYATT REGENCY DFW AIRPORT



THE LTC COMMITTEE WISHES TO EXPRESS OUR DEEPEST APPRECIATION AND THANKS TO THE WEST TEXAS SECTION EXECUTIVE COMMITTEE AND THE MEMBERS WHO PROVIDED MUCH NEEDED SUPPORT TO ENSURE THE LTC 10 WAS A SUCCESS.

UNIT LEADERSHIP RESOURCE CENTER

The Unit Leadership Resource Center is a one-stop web page that contains many resources to aid volunteer leaders in running their units. You can find:

- 1) Forms & Instructions
- 2) Online Roster Access
- 3) Financial Reports Manager
- 4) Manuals
- 5) Volunteer E-Request Tool (VERT)
- 6) Leadership Resources
- 7) General Information (Newsletter Template)
- 8) Staff Contacts

To access the Center use the "Leadership" drop-down on ASME.org and go to "Volunteer Resources" or go to:

<http://volunteer.asme.org/unit/>

LTC 10 IDEA MART

	Sector/Department	Contact(s)
1	Governance	RuthAnn Bigley BigleyR@asme.org
2	Governance – Volunteer Orientation & Leadership Training (VOLT) Academy	Ty Booker BookerT@asme.org
3	ECLIPSE Interns	Larry Dickinson Larry.Dickinson@3fillc.com
4	Strategic Management	Ethan Byler BylerE@asme.org
5	Knowledge & Community – Information & Communications	Marianne Chan ChanM@asme.org
6	Knowledge & Community – Programs & Activities	Marian Heller HellerM@asme.org
7	Knowledge & Community – Unit Support	Deidra Hackley HackleyD@asme.org
8	Knowledge & Community – Engineering for Change (E4C)	Iana Aranda Arandal@asme.org
9	Centers – Public Awareness/Engineers Without Boards (EWB)	Marina Stenos StenosM@asme.org
10	Centers – Public Awareness/History & Heritage Committee	Marina Stenos StenosM@asme.org
11	Centers	David Soukup SoukupD@asme.org
12	Student District Operating Board	Twish Mehta MehtaT2@asme.org Charles Haddad HaddadC2@asme.org
13	Marketing and Sales – ASME.org	Denman Wall WallD@asme.org
14	Marketing and Sales – Membership Development	Michael Kreisberg KreisbergM@asme.org John Beck BeckJ@asme.org
15	Institutes – International Gas Turbine Institute (IGTI) and the International Petroleum Technology Institute (IPTI)	Mike Ireland IrelandM@asme.org
16	Conference Planning Committee	Hamid Hamidzadeh hhamidzadeh@tnstate.edu
17	Events Management	Phyllis Klasky KlaskyP@asme.org
18	Legal and Contracts	Elvira Espada EspadaE@asme.org
19	Publications – Digital Library	Phil DiVietro DivietroP@asme.org Nhora Cortes-Comerer Cortes-comererN@asme.org
20	Publications – Mechanical Engineering Magazine	John Falcioni FalcioniJ@asme.org
21	Strategy Management Office	John Falcioni FalcioniJ@asme.org Mel Torre TorreM@asme.org

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2010
IDEA-MART
 Exhibitors

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1 Governance

12 Student District Operating Board

2 Governance—VOLT

13 Marketing & Sales
"ASME.org"

3 ECLIPSE Interns

14 Marketing & Sales
"Membership Development"

4 Strategic Management

5 Knowledge & Community
"Information and Communication"

15 Institutes
"IGTI and IPTP"

6 Knowledge & Community
"Programs and Activities"

16 Conference Planning Committee

7 Knowledge & Community
"Unit Support"

17 Events Management

8 Knowledge & Community
"Engineering For Change"

18 Legal & Contracts

9 Centers—Public Awareness
"Engineers Without Borders"

19 Publications
"Digital Library"

10 Centers—Public Awareness
"History & Heritage"

20 Publications
"Mechanical Engineering Magazine"

11 Centers

21 Strategy Management Office

17

18

19

20

21

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Saturday, March 13, 2010
10:00 AM—11:45 AM
 Enterprise 3-4 Ballroom

ACKNOWLEDGEMENTS

The LTC Committee (some serving as presenters) wishes to thank the following individuals for making presentations at the 2010 LTC:

Judith Bamberger, Member, Financial Operations
Nael Barakat, Chair, Ethics and Technology Committee
Eduardo Barrientos, Chair, International Outreach Affinity Group
Scott Burr, Chair, Local Programs Committee
Scott Carlson, Chair, Puget Sound Section
Marianne Chan, Chair, Information & Communications Committee
Doug Harris, Managing Director, The Kaleidoscope Group
Michael Kreisberg, Director, Membership
Steven Lustig, Program Chair, Management Division
Raj Manchanda, Director, Emerging Technologies
Marc Meadows, Past Chair, West Texas Section
Mike Molnar, Group Leader, Manufacturing Technical Group
John Mulvihill, District Leader, District F
Anita Rebarchak, Member, Information & Communications Committee
Elaine Seat, PhD, PE, CircleSpring LLC
Elliot Short, Deputy District Leader, District E
Russ Skocypec, Technical Group Leader, Basic Engineering
Brittany Whitfield, Membership Development Chair, California Inland Section
Justin Young, Vice President, Affinity Communities
Dave Ziozios, Chair, Section Merit Funding Committee

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ASME'S PEERLINK

ASME's PeerLink is an online interaction tool designed with engineers' needs in mind with links to helpful resources, solutions and ideas from peers. It's much more than discussion boards, because there are many tools integrated into this site to help ASME PeerLink members connect with each other. Access to the ASME PeerLink site is open to both members and non-members of ASME. More than 9000 engineering colleagues are already signed up. For more information and to access the PeerLink communities go to:

<http://peerlink.asme.org/COP/Public/Login/Index.fusion>