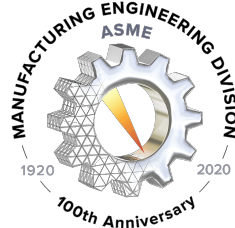


# Call for Proposals to Host MSEC-NAMRC 2024 and Beyond

Manufacturing Engineering Division (MED) of ASME  
North American Manufacturing Research Institution (NAMRI) of SME



The Manufacturing Engineering Division ([MED](#)) of [ASME](#) and the North American Manufacturing Research Institution ([NAMRI](#)) of [SME](#) seek proposals to host the co-located 2024 International Manufacturing Science & Engineering Conference ([MSEC](#)) and the 52<sup>nd</sup> North American Manufacturing Research Conference ([NAMRC](#)). These conferences have been co-located since 2011, attract 600-800 attendees, and are held for one week, usually during the second week of June.

NAMRI and MED also welcome proposals to host conferences in 2025 and beyond. We welcome proposals from anywhere in North America. For the 2027 conference, we are particularly interested in proposals to host from the West Coast because the Japan Society of Mechanical Engineers ([JSME](#)) will be joining us.

## Conference Summary

- List of past conferences (host, location, program): <https://namrc.sme.org/history-of-namrc/>
- Number of attendees: 600 - 800
- Date: second week of June
  - Start on Monday: Welcome Reception in the evening
  - End on Friday: Box lunch
- Number of parallel sessions: up to 14 technical sessions (i.e., breakout / session rooms)

## Host Responsibilities

- Contract venue
- Contract breakfast, lunch, coffee breaks, and one banquet
- Block hotel rooms
- Host conference website
- Manage attendee registration
- Prepare program
- Invite plenary (keynote) speakers
- Coordinate with MED and NAMRC through the Conference Coordinating Committee
- Assist ASME and SME to advertise the conference
- The conference host is not responsible for soliciting and reviewing technical content (i.e., papers, posters, technical presentations). However, they are responsible for finalizing the session assignments (e.g., time, room).

## Contact

Frank Pfefferkorn ([frank.pfefferkorn@wisc.edu](mailto:frank.pfefferkorn@wisc.edu)), Professor, University of Wisconsin-Madison  
Chair, Conference Coordinating Committee  
Vice-Chair, Manufacturing Engineering Division, ASME

## Important Dates

Letter of Intent Due .....	January 14, 2022
Presentation (virtual) to Conference Coordinating Committee .....	February 1, 2022
Request to submit a full proposal .....	February 28, 2022
Full Proposal Due .....	April 29, 2022
Presentation to Conference Coordinating Committee .....	May 3, 2022
Presentation to MED Executive Committee.....	June 10, 2022
Presentation to NAMRI Board.....	June 27, 2022
Notification of Committee's Decision .....	July 1, 2022

### **Letter of Intent Format (1 - 2 pages)**

The Letter of Intent to submit a full proposal to host the MSEC-NAMRC conference should be brief and factual. Please include the following information:

- Chair of the Organizing Committee, title, affiliation, and contact information
- Organizing Committee (e.g., host, co-host(s), staff)
- Year you are proposing to host the conference (2024 or later)
- Hosting institution (e.g., University of Somewhere)
- Proposed location of the conference (city, state, country)
- Proposed venue (name, address, website)
- 3 proposed hotels for attendee lodging (websites)
- Nearest commercial airport (website) served by at least one major carrier (e.g., Delta Airlines)

Email your Letter of Intent (PDF preferred) to Frank Pfefferkorn ([frank.pfefferkorn@wisc.edu](mailto:frank.pfefferkorn@wisc.edu)).

### **Proposal Format**

See the "Host Proposal Guide" at this link:

<https://namrc.sme.org/wp-content/uploads/2019/01/Conference-Host-Proposal-Guide.pdf>

Please note that JSME will be joining the conference every four years after 2023: i.e., 2023, 2027, 2031.

Email your proposal (PDF) to Frank Pfefferkorn ([frank.pfefferkorn@wisc.edu](mailto:frank.pfefferkorn@wisc.edu)).