

**SME**  
**ENVIRONMENTAL DIVISION HANDBOOK**  
**SME YEAR 2025-2026**

**Updated: November 2025**

**Table of Contents**

I. INTRODUCTION .....	3
II. ENVIRONMENTAL DIVISION COMMITTEE APPOINTMENTS.....	5
ENVIRONMENTAL DIVISION CHAIR HISTORY.....	6
ENVIRONMENTAL DIVISION EXECUTIVE COMMITTEE MEMBERS .....	6
Division Executive Committee 2025 - 2026.....	6
ENVIRONMENTAL DIVISION NOMINATION PROCESS.....	7
ENVIRONMENTAL DIVISION COMMITTEE ASSIGNMENTS .....	7
III. SCHEDULE OF EVENTS.....	8
SME ANNUAL CONFERENCE MEETING DATES AND LOCATIONS .....	9
SME MID-YEAR MEETING DATES AND LOCATIONS .....	9
IV. ENVIRONMENTAL DIVISION COMMITTEES AND OFFICERS.....	11
ENVIRONMENTAL DIVISION COMMITTEES.....	12
Executive Committee (Article V, Section 1- Environmental Division By-Laws).....	12
Nominating and Planning Committee (Article V, Section 5) .....	13
Membership Committee (Article V, Section 4) .....	13
Scholarship Committee.....	14
Program Committee (Article V, Section 2).....	15
Program Planning Committee (Article 5, Section 3) .....	15
ENVIRONMENTAL DIVISION OFFICERS .....	17
Past Chair (Article VI, Section 6 - Environmental Division Bylaws).....	17
Chair (Article VI, Section 1 - Environmental Division Bylaws) .....	18
Vice Chair (Article VI, Section 2 - Environmental Division Bylaws).....	19
Secretary/Publications (Article VI, Section 5 - Environmental Division Bylaws).....	20
Program Committee Chair (Article VI. Section 3 - Environmental Division Bylaws).....	21

Program Planning Committee Chair (Article VI, Section 4, Environmental Division Bylaws) ..	23
Program Planning Chair Elect (Ex-officio to Program Planning Committee).....	24
V. SME ORGANIZATION & GOVERNANCE.....	26
SME GOVERNANCE ORGANIZATION.....	27
ENVIRONMENTAL DIVISION COMMITTEES MATRIX.....	28
VI. TECHNICAL COMMITTEES.....	29
FUNCTIONS OF TECHNICAL COMMITTEES.....	30
Technical Committee Chairs (Article VI, Section 7).....	30
TECHNICAL COMMITTEES.....	31
VII. TECHNICAL PAPERS.....	32
TECHNICAL PAPERS DESCRIPTION.....	33
IDENTIFICATION OF POTENTIAL PAPERS FOR PUBLISHING.....	33
SME STRUCTURE FOR PUBLISHING PAPERS.....	33
DIVISIONAL REVIEW PROCESS.....	34
GUIDELINES FOR TECHNICAL PAPERS OFFERED FOR PUBLICATION BY SME.....	35
VII. SME PROGRAMMING TIMELINE AND GUIDELINES.....	36
SME ANNUAL CONFERENCES.....	37

## **Attachments**

ATTACHMENT I. Environmental Division 2026 Student Poster Contest Overview and Guidelines.....	39
ATTACHMENT II. Environmental Division Committees Matrix.....	43
ATTACHMENT III. Program Committee Scoring Sheet.....	45

# **I. INTRODUCTION**

The Environmental Division of SME (Division) was established in 1997 as the first new SME Division in nearly fifty years. This Handbook is provided to update the membership on the structure of the Division and how it fits into SME as a whole. The Division adheres to the March 1 annual schedule which coincides with the SME schedule of conferences and board meetings.

The Handbook describes the various Division committees and defines their functions. It also describes what committee members are expected to do, what their responsibilities are, and the time commitments expected of each member. The Handbook is intended to be updated annually and posted on the Division website at [www.smenet.org](http://www.smenet.org). The update of the Handbook is the responsibility of the Vice Chair each year, with the assistance of the SME Environmental Division staff liaison.

**II. ENVIRONMENTAL DIVISION  
COMMITTEE APPOINTMENTS**

## **ENVIRONMENTAL DIVISION CHAIR HISTORY**

The following have served as the Division Chair:

<b>Annelia Tinklenberg</b>	<b>2024 – 2025</b>
<b>Jen Pepe</b>	<b>2023 – 2024</b>
<b>Lisa Gonzales</b>	<b>2022 – 2023</b>
<b>Andrea Martin</b>	<b>2021 – 2022</b>
<b>Leslie M. Watson</b>	<b>2020 – 2021</b>
<b>William Lipps</b>	<b>2019 – 2020</b>
<b>Barbara K. Nielsen</b>	<b>2018 – 2019</b>
<b>Robert A. Mongrain</b>	<b>2017 – 2018</b>
<b>Patrick L. Gorman</b>	<b>2016 – 2017</b>
<b>Alicia M. Duex</b>	<b>2015 – 2016</b>
<b>Virginia McLemore</b>	<b>2014 – 2015</b>
<b>Robert W. Reisinger</b>	<b>2013 – 2014</b>
<b>Patrick Williamson</b>	<b>2012 – 2013</b>
<b>Casey McKeon</b>	<b>2011 – 2012</b>
<b>Anne Williamson</b>	<b>2010 – 2011</b>
<b>George M. L. Robinson</b>	<b>2009 – 2010</b>
<b>Charles H. Bucknam</b>	<b>2008 – 2009</b>
<b>Douglas Peters</b>	<b>2007 – 2008</b>
<b>Evelyn L.J. Bingham</b>	<b>2006 – 2007</b>
<b>Carol Russell</b>	<b>2005 – 2006</b>
<b>Greg M. Schoen</b>	<b>2003 – 2005</b>
<b>Steven D. Botts</b>	<b>2002 – 2003</b>
<b>Douglas J. Lootens</b>	<b>2000 – 2002</b>
<b>Steven Mellon</b>	<b>2000</b>
<b>Frederick Henderson III</b>	<b>1999 – 2000</b>
<b>Carla Johnson</b>	<b>1998 – 1999</b>
<b>Barbara Filas</b>	<b>1997 – 1998</b>

## **ENVIRONMENTAL DIVISION EXECUTIVE COMMITTEE MEMBERS**

The following lists the Division Executive Committee members who were elected to serve starting at the SME Annual Conference & Expo (SME Annual Conference) in February 2025 and will serve in their respective roles until the SME Annual Conference in February 2026.

### **DIVISION EXECUTIVE COMMITTEE 2025 – 2026**

Omar Smith	Chair
Amar Patel	Vice Chair
Heather Halderman	Secretary/Publications
Genevieve Sutton	Program Committee Chair
Nina Astillero	Program Planning Committee Chair
Annelia Tinklenberg	Past Chair

## **ENVIRONMENTAL DIVISION NOMINATION PROCESS**

The annual nominations for members of the Executive Committee, Technical Committees, and other Standing Committees of the Division are the responsibility of the Past Chair of the Division. These nominations will be based on the recommendations of the Division's Nominating and Planning Committee (NPC). Members of the NPC shall consist of Division officers and members as follows:

- Division Past Chair – Chair, NPC Division Chair
- Division Vice Chair Division Program Chair
- Division Program Planning Chair Division Secretary/Publications
- NPC Member (nominated from Division general membership) NPC Member (nominated from Division general membership)

Announcement of Committee positions to be filled each year will be made at Division events during the SME Annual Conference.

## **ENVIRONMENTAL DIVISION COMMITTEE ASSIGNMENTS**

It is the responsibility of the Chair of the NPC to provide SME with an updated list of Division Committee assignments annually. The nominations are due on April 15 prior to the year in which they will serve.

Please refer to the Environmental Division Operating Guidelines for information about Environmental Division Committee Assignments.

### **III. SCHEDULE OF EVENTS**

## **SME ANNUAL CONFERENCE DATES AND LOCATIONS**

2026	February 22 – 25, 2026	Salt Lake City, UT
2025	February 23 – 27, 2025	Denver, CO <sup>1</sup>
2024	February 26 – 28, 2024	Phoenix, AZ
2023	February 27 – March 1, 2023	Denver, CO
2022	March 1 – 4, 2022	Salt Lake City, UT
2021	February 28 – March 3, 2021	Virtual – Online
2020	February 23 – 26, 2020	Phoenix, AZ
2019	February 24 – 27, 2019	Denver, CO
2018	February 25 – 28, 2018	Minneapolis, MN
2017	February 19 – 22, 2017	Denver, CO
2016	February 21 – 24, 2016	Phoenix, AZ
2015	February 15 – 18, 2015	Denver, CO
2014	February 23 – 26, 2014	Salt Lake City, UT
2013	February 24 – 27, 2013	Denver, CO
2012	February 19 – 22, 2012	Seattle, WA
2011	February 27 – March 2, 2011	Denver, CO
2010	February 28 – March 3, 2010	Phoenix, AZ
2009	February 22 – 25, 2009	Denver, CO
2008	March 2 – 5, 2008	Salt Lake City, UT
2007	February 26 – 28, 2007	Denver, CO
2006	March 27 – 29, 2006	St. Louis, MO

## **SME MID-YEAR MEETING DATES AND LOCATIONS**

2026	TBD	Denver, CO
2025	September 13 – 15, 2025	Denver, CO
2024	September 22 – 24, 2024	Las Vegas, NV
2023	September 14 – 16, 2023	Lexington, KY
2022	September 17 – 19, 2022	Reno, NV
2021	September 8 – 10, 2021	Las Vegas, NV
2020	September 21 – 24, 2020	Virtual – Online
2019	September 28 – 30, 2019	Vail, CO
2018	September 28 – 30, 2018	Pittsburgh, PA
2017	September 8 – 10, 2017	Butte, MT

---

<sup>1</sup> The Annual Conference co-hosted the 2025 World Gold Conference.

2016	September 28 – 30, 2016	Las Vegas, NV
2015	September 10 – 12, 2015	Lexington, KY
2014	September 19 – 21, 2014	Phoenix, AZ
2013	September 7, 2013	San Diego, CA
2012	September 27, 2012	Las Vegas, NV
2011	September 24, 2011	Pittsburgh, PA
2010	September 18, 2010	Philadelphia, PA
2009	September 26, 2009	Nashville, TN
2008	September 20, 2008	Las Vegas, NV
2007	September 28, 2007	New Orleans, LA
2006	November 15, 2006	Tucson, AZ

**IV. ENVIRONMENTAL DIVISION COMMITTEES  
AND OFFICERS**

## **ENVIRONMENTAL DIVISION COMMITTEES**

### **Executive Committee (Article V, Section 1- Environmental Division By-Laws)**

#### **Members**

Past Chair, Chair, Vice Chair, Secretary/Publications, Program Chair, Program Planning Chair.

#### **Duties**

Division Officers are obliged to carry out the objectives (Article 1, Section 2) of the Division and have a fiduciary responsibility to ensure that all Division activities are accomplished for the good of SME as a whole. Executive Committee Officers are obliged to carry out the business of the Division and to coordinate the efforts of its various committees.

#### **Meetings**

Executive Committee Officers are expected to participate in all regularly scheduled Division meetings, as well as all general SME meetings where the Division should be represented. Such meetings include, but are not limited to:

- SME Meeting of the Members – This meeting is usually scheduled on Sunday from 5:00 PM to 6:00 PM immediately prior to the SME Annual Conference.
- Division Executive Committee Meetings – The Executive Committee usually meets just prior to the SME Annual Conference and during the Mid-Year SME Board of Directors Meeting or at a separate mid-year venue. The Executive Committee meetings are usually scheduled from 9:00 AM to Noon on the Sunday of the start of the SME Annual Conference, and immediately prior to the Mid-Year SME Board of Directors meeting, as appropriate. In addition, teleconferences among the Officers/Executive Committee will be scheduled as identified in Section 2 and/or as needed to conduct the business of the Division. Division members are welcome to participate in these meetings; however, only Executive Committee Officers can vote on items requiring a vote at the time of the meeting.
- Division Business Meeting – This meeting usually is scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Conference.
- Technical Session attendance during the SME Annual Conference as time permits.
- Nominating and Planning Committee Meeting – This meeting is usually scheduled from 3:00 PM to 5:00 PM on Wednesday during the SME Annual Conference.

#### **Estimated Time and Travel Commitment**

Executive Committee Officers are expected to attend Division meetings held in association with the SME Annual Conference and the Mid-Year meeting, which can be held in association with the Mid-Year SME Board of Directors meeting, but which also can be held separately or in association with a non-SME conference. Both meetings will require travel to and from the

meeting location. The SME Annual Conference generally requires participation all day on Sunday, Monday, Tuesday and Wednesday. The Mid-Year meeting usually requires approximately one day of participation and is usually scheduled from Saturday to Tuesday. Participation in the Mid-Year meeting is usually held in person.

Monthly Division teleconferences usually require about two to three hours for preparation and participation. Monthly teleconferences are planned with the day and time to be set through mutual agreement of the Division Executive Committee Officers, with all roles participating at the teleconference, and may change year-to-year. Meetings are held in all months except the month of the SME Annual Conference and the month of the Mid-Year meeting.

Additional time commitments vary by position, as outlined in subsequent position descriptions in this Section.

### **Nominating and Planning Committee (Article V, Section 5)**

#### **Members**

Past Chair, Chair, Vice Chair, Secretary/Publications, Program Chair, Program Planning Chair, plus two other Division members.

#### **Duties**

The Nominating and Planning Committee (NPC) shall identify qualified and willing individuals to represent the Division in committee positions within the Division and on those SME committees for which the Division representation is allowed.

#### **Meetings**

Each NPC member is expected to attend the NPC meeting, which is usually scheduled from 3:00 PM to 5:00 PM on Wednesday during the SME Annual Conference. In addition, teleconferences among the NPC members may be scheduled as needed to ensure that willing and capable individuals are placed on committees and positions of Division responsibility.

#### **Estimated Time and Travel Commitment**

Each NPC member is expected to attend committee meetings and technical sessions at the SME Annual Conference. This will require travel to and from the SME Annual Conference location. Each NPC member must allocate sufficient time during the year to coordinate their activities with the NPC Chair and to help identify suitable candidates for placement into Division and SME governance.

### **Membership Committee (Article V, Section 4)**

#### **Members**

The Membership Committee shall consist of the current Division Chair as Membership Committee Chair, Past Membership Chair for historical knowledge, and two or more members at large. The Chair shall also be the Division representative to the SME Membership Committee.

## **Duties**

The Membership Committee shall develop, recommend and implement strategies and programs designed to build the membership of the Division and SME. The Membership Committee should coordinate its activities with those of the Technical Committees to ensure that diverse approaches are taken to build Division activities and increase membership.

## **Meetings**

Each Membership Committee member is expected to attend the committee meetings, which are held virtually and scheduled as needed.

## **Estimated Time and Travel Commitment**

Each Membership Committee member is expected to attend committee meetings and technical sessions at the SME Annual Conference. This will require travel to and from the SME Annual Conference location. Each member of the Membership Committee must allocate sufficient time during the year to coordinate their activities with the Membership Chair to carry out the purpose of the committee.

## **Scholarship Committee**

### **Members**

The Scholarship Committee shall consist of a Chair and five members to be appointed by the Environmental Division Nominating Committee. The Chair shall serve a two-year term, and the members shall serve rotating two-year terms.

### **Duties**

The Scholarship Committee functions include:

- To solicit and receive contributions to the Division Scholarship Fund, including to organize, participate, and solicit contributions of auction items for the Silent Auction, held during the SME Annual Conference;
- To solicit nominees for, and award scholarships to, deserving students;
- To ensure that notification for the scholarship award is sent to as many suitable colleges and their departments as possible;
- To review scholarship application package and materials;
- To recommend the establishment of such other scholarships or awards as may be deemed necessary and appropriate.

### **Meetings**

There are typically two formal scheduled meetings, although the activities of the Scholarship Committee should be reported and discussed during each teleconference call of the Executive Committee.

## **Estimated Time and Travel Commitment**

Each Scholarship Committee member is expected to attend the committee meetings, which are held virtually. Scholarship Committee members staff the Division Silent Auction, held annually during the MINEXCHANGE annual conference. Some Committee members will need to travel to the conference to staff the Auction.

### **Program Committee (Article V, Section 2)**

#### **Members**

Program Chair, Technical Committee Chairs<sup>2</sup>, Technical Session Chairs.

#### **Duties**

Members of the Program Committee are expected to arrange for papers and presenters for the next scheduled SME Annual Conference and serve as the technical committee members for the program year. Committee members shall be responsible for locating suitable speakers and obtaining abstracts and manuscripts from the authors in sufficient time for publication as indicated by SME staff. Each Program Committee member, as appropriate, is expected to chair his/her respective technical session at the SME Annual Conference. The Program Committee should identify conference papers to be considered for publication by SME following the SME Annual Conference and transmit that information to the Division Secretary/Publications for action.

#### **Meetings**

Program Committee members are expected to attend the Division All Member Meeting during the SME Annual Meeting and to participate in such planning meetings as may be required and called by the Program Committee Chair, including monthly conference calls, as necessary, to meet the deadlines.

## **Estimated Time and Travel Commitment**

Each Program Committee member is expected to attend Program Committee meetings and the author's coffee technical sessions at the SME Annual Meeting. This will require travel to and from the conference location. Committee members must allocate sufficient time during the year to coordinate their activities with the Program Chair, organize their sessions, confirm presenters and obtain and submit abstracts and manuscripts in a timely fashion to SME staff for publication.

### **Program Planning Committee (Article 5, Section 3)**

#### **Members**

Program Planning Chair, Program Planning Chair Elect, Program Planning Chair Elect Designate and Vice Chairs of the Technical Committee.

---

<sup>2</sup> See attachment for structure and governance organization chart.

## **Duties**

The Program Planning Committee is charged with developing technical sessions for the SME Annual Conference two years in advance and organizing the technical committees needed for the year that the program is presented. The Program Planning Committee, with input from the Division Vice Chair, should develop an overall theme for the technical sessions to present a coherent, coordinated series of technical sessions. Each Program Planning Committee member is normally expected to become a member of the Program Committee in the year following his/her participation in the Program Planning Committee.

Additionally, the Program Planning Committee coordinates the Student Poster Contest during the SME Annual Conference. The Program Planning Committee also coordinates any field trips that may be offered at the SME Annual Conference; it is not mandatory for the Program Planning Committee to offer a field trip.

## **Meetings**

Program Planning Committee members are expected to attend the Division Business Meeting at the SME Annual Conference. The Program Planning Chair is expected to attend two meetings of the SME Program Coordination Committee.

## **Approximate Time and Travel Commitment**

Each Program Planning Committee member is expected to attend Committee meetings and technical sessions at the SME Annual Conference. This will require travel to and from the meeting location. Program Planning Committee members must allow sufficient time during the year to coordinate with the Program Planning Chair, identify and scope their session(s) and identify candidate presenters.

## **ENVIRONMENTAL DIVISION OFFICERS**

### **Past Chair (Article VI, Section 6 - Environmental Division Bylaws)**

#### **Duties**

The Past Chair is a Division Officer (Article IV, Section 1), a member of its Executive Committee (Article V, Section 1) and shall act as Chair of its Nominating and Planning Committee (Article V, Section 5 and Article VI, Section 6).

In his/her capacity as Chair of the Nominating and Planning Committee (NPC), the Past Chair shall be responsible for identifying the nominees for Chair, Vice Chair, Program Chair, Program Planning Chair, and Secretary/Publications to SME Headquarters and to the Division Chair on or before April 15 of the year prior to the year of service (Article IV, Section 4). Also, in terms of the capacity as Chair of the NPC, the Past Chair shall appoint Chairs to each of the Technical Committees, plus any representatives to other Committees that the Division may require (Article IV, Section 5).

The Past Chair is a member of the SME Nominating Committee (Article 8, Section 1 - SME Bylaws) on a basis that rotates by Division and may be a member of the SME Executive Committee (Article 8, Section 4 - SME Bylaws). In the capacity as a member of the SME Nominating Committee, the Past Chair is responsible to identify qualified candidates for key SME governance positions such as SME President and Board members. In the capacity as a member of the SME Executive Committee, the Past Chair is responsible to the SME President for key decisions affecting SME governance and for steering decisions of the SME Board of Directors.

#### **Meetings**

The Past Chair is expected to participate in all regularly scheduled Division meetings, as well as all general SME meetings where the Division should be represented. Such meetings include, but are not limited to:

- SME Meeting of Members – This meeting is usually scheduled on Sunday from 5:00 PM to 6:00 PM immediately prior to the SME Annual Conference.
- Division Executive Committee Meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the SME Annual Conference, and immediately prior to the Mid-Year SME Board of Directors meeting or at a separate mid-year venue. In addition, teleconferences among the Officers/Executive Committee will be scheduled as needed to conduct the business of the Division.
- Division Business Meeting – This meeting usually is scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Conference.
- Nominating and Planning Committee Meeting – This meeting is usually scheduled from 3:00 PM to 5:00 PM on Wednesday during the SME Annual Conference.
- Technical Session attendance during the SME Annual Conference as time permits.

## **Approximate Time and Travel Commitment**

The Past Chair is expected to attend the meetings held in association with the SME Annual Conference and the meeting held in association with the Mid-Year SME Board of Directors Meeting. The Annual Conference normally requires participation all day, Sunday through Wednesday, as well as Thursday morning, to attend the SME Board of Directors Meeting. If the rotation of the SME Executive Committee includes representation by the Division, participation on Saturday before the SME Annual Conference will also be required. The Mid-Year meeting is usually scheduled in September and usually requires participation on a Saturday. The Past Chair is expected to attend the Mid-Year SME Board of Directors meeting. The Past Chair is expected to participate in Division teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the SME Annual Conference and Mid-Year meeting are held.

The Past Chair should consider the periodic time commitment to Division subcommittees that were previously engaged in past roles. At a minimum, the Past Chair should expect to devote at least one to two days per month to furthering the business of SME.

## **Chair (Article VI, Section 1 - Environmental Division By Laws)**

### **Duties**

The Chair is a Division Officer (Article IV, Section 1), a member of its Executive Committee (Article V, Section 1), a member of its Nominating and Planning Committee (Article V, Section 5), and Chair of the Division Distinguished Service Award Committee.

The Chair shall preside at the Division Executive Committee Annual Meeting and Mid-Year Meeting, preside at the Division Annual Business Meeting, arrange the program and preside at any annual Division Social Function, participate in budget planning meetings, prepare the Mid-Year Report for the SME Board of Directors, attend all other meetings as required to transact Division business, coordinate programs for meetings, and keep SME Headquarters advised of Division activities (Article VI, Section 1).

### **Meetings**

The Chair is expected to participate in all regularly scheduled Division meetings, as well as all general SME meetings where the Division should be represented. Such meetings include, but are not limited to:

- SME Meeting of the Members – This meeting is usually scheduled on Sunday from 5:00 PM to 6:00 PM immediately prior to the SME Annual Conference.
- Division Executive Committee Meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the SME Annual Conference, and immediately prior to the Mid-Year SME Board of Directors meeting or at a separate mid-year venue. In addition, teleconferences among the Officers/Executive Committee will be scheduled as needed to conduct the business of the Division.
- Division Business Meeting – This meeting is usually scheduled on Monday from 8:00

AM to 9:00 AM during the SME Annual Conference.

- Nominating and Planning Committee Meeting – This meeting is usually scheduled on Wednesday afternoon during the SME Annual Conference.
- Technical Session attendance during the SME Annual Conference as time permits.

### **Approximate Time and Travel Obligation**

The Chair is expected to attend the meetings held in association with the SME Annual Conference & Expo and the meeting held in association with the Mid-Year SME Board of Directors meeting or at a separate mid-year venue. Both meetings will require travel to and from the meeting location. The SME Annual Conference & Expo generally requires participation all day on Sunday, Monday, Tuesday and Wednesday. The Mid-Year meeting is usually scheduled in September and usually requires participation on a Saturday. The Chair is expected to organize and participate in DIVISION teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the SME Annual Conference & Expo and Mid-Year meeting are held.

Beyond meetings, the Chair must commit the necessary time to be up-to-speed on Board activities and SME governance. This time commitment will vary with the volume of business transacted each year. As a minimum, the Chair should expect to devote at least one to two days each month to furthering the business of SME.

### **Vice Chair (Article VI, Section 2 - Environmental Division blas.)**

#### **Duties**

The Vice Chair is a Division Officer (Article IV, Section 1), a member of its Executive Committee (Article V, Section 1), a member of its Nominating and Planning Committee (Article V, Section 5), Chair of the SME/AIME Environmental Conservation Distinguished Service Award Committee, a member of the Environmental Division Benefactor Award Committee, a member of the Environmental Stewardship Distinguished Stewardship Award, and serves as the Division representative on the Fellows Award Committee.

The Vice Chair shall keep in touch with the actions of the Chair and shall act in his/her stead whenever the Chair is unable to function or attend meetings. He/she shall assist the Chair as directed (Article VI, Section 2). The Vice Chair shall liaise with the Program Planning Chair to ensure that the program and technical committees planned for next year's SME Annual Conference are in line with Division goals and objectives. With the assistance of the SME staff liaison, the Vice Chair shall update the Division Handbook as needed, to be posted on the Division website. The Vice Chair is normally expected to assume the position of Chair the year following his/her tenure as Vice Chair.

#### **Meetings**

The Vice Chair is expected to participate in all regularly scheduled Division meetings, as well as all general SME meetings where the Division should be represented. Such meetings include, but are not limited to:

- SME Meeting of Members – This meeting is usually held on Sunday from 5:00 PM – 6:00 PM, immediately prior to the SME Annual Conference.

- Division Executive Committee meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the SME Annual Conference, and immediately prior to the Mid-Year SME Board of Directors meeting or at a separate mid-year venue. In addition, teleconferences among the Officers/Executive Committee will be scheduled as needed to conduct the business of the Division.
- Division Business Meeting – This meeting is usually scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Conference.
- Nominating and Planning Committee Meeting – This meeting is usually scheduled on Wednesday afternoon during the SME Annual Conference.
- Technical Session attendance during the SME Annual Conference as time permits.

### **Approximate Time and Travel Commitment**

The Vice Chair is expected to attend the meetings held in conjunction with the SME Annual Conference and the meetings held in conjunction with the Mid-Year SME Board of Directors Meeting or at a separate mid-year venue. Both meetings will require travel to and from the meeting location. The SME Annual Conference generally requires participation all day, from Sunday through Wednesday. The Mid-Year meeting is usually scheduled in September and requires participation on a Saturday. The Vice Chair is expected to participate in Division teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the SME Annual Conference and Mid-Year Meeting are held.

Beyond meetings, the Vice Chair must commit the necessary time to be up-to-speed on Board activities and SME governance. This time commitment will vary with the volume of business transacted each year. As a minimum, the Vice Chair should expect to devote at least one to two days each month to furthering the business of SME.

### **Secretary/Publications (Article VI, Section 5 - Environmental Division Bylaws)**

#### **Duties**

The Secretary/Publications is a Division Officer (Article IV, Section 1), is a member of the Executive Committee (Article V, Section 5) and is a member of their Nominating and Planning Committee (Article V, Section 5). The Secretary/Publications shall take minutes of the Executive Committee business meetings, coordinate the Division's news page in *Mining Engineering* magazine with the relevant sub-Committee chairs, follow instructions of the Division Chair and Executive Director of SME and perform such other duties as may be necessary for the proper functioning of the Division (Article VI, Section 5).

The Secretary/Publications shall be responsible for identifying and processing technical papers for publication by SME, including finding technical reviewers and coordinating with SME staff to complete the review and publication process. The Secretary/Publications is normally expected to assume the position of Division Vice Chair for the year following his/her tenure as Secretary/Publications.

## **Meetings**

The Secretary/Publications is expected to participate in all regularly scheduled Division, as well as all general SME meetings where the Division should be represented. Such meetings include, but are not limited to:

- SME Meeting of Members – This meeting is usually scheduled on Sunday from 5:00 PM – 6:00 PM, immediately prior to the SME Annual Conference.
- Division Executive Committee meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the SME Annual Conference, and immediately prior to the Mid-Year SME Board of Directors meeting or at a separate mid-year venue. In addition, teleconferences among the Officers/Executive Committee will be scheduled as needed to conduct the business of the Division.
- Nominating and Planning Committee Meeting – This meeting is usually scheduled on Wednesday afternoon during the SME Annual Conference.
- Technical Session attendance during the SME Annual Conference as time permits.

## **Approximate Time and Travel Commitment**

The Secretary/Publications is expected to attend the meetings held in conjunction with the SME Annual Conference and the Division Executive Committee Meeting held at the Mid-Year meeting or at a separate mid-year venue. The Secretary/Publications will take minutes for all Division meetings. Both meetings will require travel to and from the meeting locations. The SME Annual Conference normally requires attendance all day, Sunday through Wednesday. The Mid-Year meeting requires participation on a Saturday. The Secretary/ Publications is expected to participate in Division teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the SME Annual Conference and Mid-Year meeting are held.

The Secretary/Publications time commitment for developing articles for Division News is estimated at 5 to 10 hours per month.

## **Program Committee Chair (Article VI, Section 3 - Environmental Division Bylaws)**

### **Duties**

The Program Committee Chair is a Division Officer (Article IV, Section 1), a member of the Executive Committee (Article V, Section 1) and represents the Division on the SME Program Committee (Article VI, Section 3). The Program Committee Chair is expected to coordinate the activities of the Program Committee to ensure that the Division program has adequate breadth and depth to meet Division goals and objectives. The Division Program shall consist of technical sessions and a luncheon or dinner, and may also include workshops, short courses, field trips, and special programming. The Program Committee Chair shall liaise with the Division Chair to ensure that the program for the SME Annual Conference is effectively accomplished. The Program Committee Chair shall assist the Program Planning Chair to plan his/her program in a manner which meets the Division's needs and expectations.

The Program Committee Chair shall provide a preliminary list of sessions and session chairs and

co-chairs and time slots to the SME Program Committee at the SME Program Meeting held on Wednesday during the SME Annual Conference. The Program Committee Chair shall provide a finalized list of sessions and session chairs and co- chairs for SME staff by mid-April to facilitate the timely development of Abstract Central. The Program Committee Chair shall assist the SME Program Committee, as required, with the finalization of the technical sessions after Abstract Central closes, usually August 1. Extensions are possible but not typical. The Abstract Central system may allow submissions after August 1st depending on volume of prior submissions received.

The Program Committee Chair should identify any suitable pre-print papers prepared for the SME Annual Conference which might qualify for subsequent publication in SME proceedings. The Program Committee Chair is normally expected to assume the role of Secretary/Publications the year following his/her tenure as Program Committee Chair.

The Program Committee Chair shall coordinate the evaluation of pre-prints papers for the best paper award and presentations associated with the SME Annual Conference. Presentations should be evaluated with SME's scoring guidelines<sup>3</sup> and for the potential Krumb Lecture series.

Whenever special programming is required in conjunction with the SME Annual Conference & Expo, the Program Committee Chair shall coordinate the Division's participation in the special programming.

### **Meetings**

The Program Committee Chair shall attend all meetings required of the Division Executive Committee, the daily Authors' Coffee during the SME Annual Conference & Expo, as well as the SME Program Committee Meeting, normally scheduled for Wednesday of the conference from 7:30 AM to 9:00 AM.

### **Approximate Time and Travel Commitment**

The Program Committee Chair must allow sufficient time during the year to coordinate the activities of the Program Committee. In addition to the activities listed below, it is anticipated that the Program Committee Chair will require 10 to 20 hours per month during the year to ensure a successful Program.

The Program Committee Chair is expected to attend committee meetings and technical sessions at the SME Annual Conference. The SME Annual Conference generally requires participation on Sunday through Wednesday. The Annual Program meeting is generally held from 7:30 AM to 9:00 AM on Wednesday of the conference. This will require travel to and from the SME Annual Conference. As a Division Officer and Executive Committee member, the Program Committee Chair is also expected to attend the Mid-Year Executive Committee meeting, normally held on a Saturday in September, in conjunction with the Mid-Year SME Board of Directors Meeting or at a separate mid-year venue. This will require travel to and from the meeting location. The Program Committee Chair is expected to participate in Division teleconferences.

Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the SME Annual

---

<sup>3</sup> Refer to Attachment III.

Conference and Mid-Year meeting are held. The Program Committee Chair is expected to participate in periodic teleconferences of the SME Program Committee.

### **Program Planning Committee Chair (Article VI, Section 4, Environmental Division Bylaws)**

#### **Duties**

The Program Planning Chair is a Division Officer (Article IV, Section 1), member of its Executive Committee (Article V, Section 1), and shall represent the Division on the SME Program Coordination Committee (Article VI, Section 4). The Program Planning Chair is expected to coordinate the activities of the Program Planning Committee to ensure that the program planned for the SME Annual Conference two years out will have sufficient technical coverage to meet the Division Objectives (Article I, Section 2). The Program Planning Committee Chair shall coordinate a student poster contest (see Attachment I, Environmental Division 2026 Student Poster Contest Overview and Guidelines). The Program Planning Committee Chair shall coordinate with SME staff for potential workshops and field trips if there is sufficient interest. The Program Planning Chair shall recruit technical session chairs to serve for future planned SME Annual Conferences.

The Program Planning Chair shall advise the Division members of the status of program planning at the Division Business Meeting and shall refine the details of his/her program at that time. The Program Planning Chair shall coordinate with the Vice Chair and the Program Committee Chair to ensure that the program under consideration meets Division needs and expectations. The Program Planning Chair is normally expected to assume the position of Program Chair the year following his/her tenure as Program Planning Chair.

#### **Meetings**

The Program Planning Chair shall attend all the meetings obliged to the Division Officers/Executive Committee, as well as two meetings of the SME Program Coordination Committee. The first program coordination meeting is normally scheduled from 9:00 AM to 10:00 AM on Wednesday of the SME Annual Conference. The second meeting is usually scheduled in April or May and may require travel to and from the meeting location.

#### **Estimated Time and Travel Commitment**

The Program Planning Chair must allocate sufficient time during the year to coordinate the activities of the Program Planning Committee and to coordinate the Committee efforts with the Vice Chair. In addition to the activities listed below, it is anticipated that the Program Planning Committee Chair will require 5 to 10 hours per month during the year in planning for the program.

The Program Planning Chair is expected to attend committee meetings and technical sessions at the SME Annual Conference. The conference generally requires participation all day on Sunday, Monday, Tuesday and Wednesday. This will require travel to and from the conference location. As a Division Officer and Executive Committee member, the Program Planning Chair is also expected to attend the Mid-Year Executive Committee meeting, normally held on a Saturday in September in conjunction with the Mid-Year SME Board of Directors Meeting or at a separate mid-year venue. This will require travel to and from the meeting location. The Program Planning

Chair is expected to participate in Division teleconferences. Teleconferences usually require about 2 to 3 hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the SME Annual Conference and Mid-Year meeting are held.

The Program Planning Chair must also participate in one additional meeting of the SME Program Coordination Committee, normally scheduled in late spring/early summer, which is held at a time and location separate from other SME activities. This may require one full day, and travel to and from the meeting location.

### **Program Planning Chair Elect (Ex-officio to Program Planning Committee)**

#### **Duties**

The Program Planning Chair Elect shall participate ex-officio at the SME Program Coordination Committee meeting. The Program Planning Chair Elect is expected to coordinate the activities of the program planned for the SME Annual Conference three years out to ensure sufficient technical coverage to meet the Division Objectives (Article I, Section 2). The Program Planning Chair Elect shall advise the Division members of the status of Program Planning at the Division Business Meeting and shall coordinate the formation of his/her program committee at that time. The Program Planning Chair Elect shall liaise with the Secretary/Publications to ensure that the program under consideration meets Division needs and expectations. The Program Planning Chair Elect is normally expected to assume the position of Program Planning Chair the year following his/her tenure as Program Planning Chair Elect.

When special programming is planned three years in advance, the Program Planning Chair Elect shall draft the documentation needed for approval by the SME Board of Directors.

#### **Meetings**

The Program Planning Chair Elect is expected to attend two meetings, ex-officio, of the SME Program Coordination Committee. The first meeting is normally scheduled from 9:00 AM to 10:00 AM on Wednesday of the SME Annual Conference. The second meeting is usually scheduled in April or May and may require travel to the meeting location. The Program Planning Chair Elect is strongly encouraged to attend the Division Business Meeting, normally scheduled on Monday from 8:00 AM to 9:00 AM of the SME Annual Conference. Additionally, the Program Planning Chair Elect may attend the SME Mid-Year Meeting held in September or October each year.

#### **Approximate Time and Travel Commitment**

The Program Planning Chair Elect is expected to attend committee meetings and technical sessions at the SME Annual Conference. This will require travel to and from the conference location. The Program Planning Chair Elect is also expected to participate in a meeting of the SME Program Coordination Committee, normally scheduled in late spring/early summer, which is held at a time and location separate from other SME activities. This may require one full day, and travel to and from the meeting location. The Program Planning Chair Elect must allocate sufficient time during the year to conceptualize the planned program, and to coordinate his/her efforts with the Secretary/Publications. The Program Planning Chair Elect is encouraged, but not

required, to participate in Division teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the SME Annual Conference and Mid-Year meeting are held.

### **Program Planning Chair Elect Designate (Ex-officio to Program Planning Committee)**

#### **Duties**

The Program Planning Chair Elect Designate shall conceptualize the program planned for the SME Annual Conference four years out to have sufficient technical coverage to meet the Division Objectives (Article I, Section 2). The Program Planning Chair Elect Designate shall liaise with the Program Chair to ensure that the program under consideration meets the Division needs and expectations. The Program Planning Chair Elect Designate is normally expected to assume the positions of Program Planning Chair Elect and Program Planning Chair in the two succeeding years following his/her tenure as Program Planning Chair Elect Designate.

#### **Meetings**

The Program Planning Chair Elect Designate is encouraged to attend the Division Business Meeting, normally scheduled on Monday from 8:00 AM to 9:00 AM of the SME Annual Conference.

#### **Approximate Time and Travel Commitment**

The Program Planning Chair Elect Designate is expected to attend committee meetings and technical sessions at the SME Annual Conference, which will require travel to and from the conference location. The Chair Elect Designate must allocate sufficient time during the year to conceptualize the planned program.

## **V. SME ORGANIZATION AND GOVERNANCE**

# SME GOVERNANCE ORGANIZATION

## SME Board of Directors

4 Officers: President, President-Elect, Past President, Secretary/Treasurer

Directors: 6 three-year rotating terms

2 Board Interns

Staff Liaison

*All SME Divisions & Committees Report to the SME Board*

## SME Executive Director & CEO

Current Executive Director & CEO David Kanagy retires in March 2026; the new Executive Director & CEO is Melissa Russell.

## SME Staff

*All Committees have a Staff Liaison*

### Strategic Committees:

Association Growth  
Industry Innovation  
Industry Workforce  
Responsible Mining & Underground Construction

### Divisions:

Coal & Energy  
**Environmental**  
Health & Safety  
Industrial Minerals & Aggregates  
Mining & Exploration  
Mineral & Metallurgical Processing  
Underground Construction Association  
WAAIME

### Standing Committees/ Working Groups:

Technical Media/Publications  
Meeting Planning & Programming  
Committees-Annual Conference, Local, Regional, Sponsored  
Award Committees  
Education Committees

### Local Sections Student Chapters

### SME Foundation:

Board of Trustees  
SME Foundation Programs:  
Scholarships, MEC, Fundraising Committees

## **ENVIRONMENTAL DIVISION COMMITTEES' MATRIX**

See Attachment II.

## **VI. TECHNICAL COMMITTEES**

Wisdom from a past executive committee chair: “Technical Committees represent the heart and lifeblood of the Division. *As the Technical Committees go, so goes the Environmental Division.*”

## **FUNCTIONS OF TECHNICAL COMMITTEES**

According to the Division Bylaws, the broad goals of the Division and its Technical Committees are to, "... provide a forum for the exchange of technical information, publish papers, arrange meetings and programs, and encourage education on any subject related to these phases of the mining industry." Technical Committees may be renewed or replaced as needed for session development for the SME Annual Conference & Expos that are under planning.

To achieve these goals, the Technical Committees have several options available, including:

1. Offering recommendations and playing a lead role in soliciting technical papers for the SME Annual Conference, with Technical Committee Chairs or members acting as Session Chairs at the SME Annual Conference;
2. Providing monthly articles, at the direction of the Division Secretary/Publications, for the Division page in *Mining Engineering* magazine;
3. Working with the Division Secretary/Publications to identify and assist in peer review of technical papers for possible presentation in SME publications;
4. Make recommendations, as appropriate, to the Division Executive Committee for the development of technical symposia, technical short courses, or field trips to be offered in conjunction with the SME Annual Conference. Lead time to identify, develop, get required SME approvals, and stage such events is at least one year; and
5. Make recommendations, as appropriate, to the Division Executive Committee for the dissolution of an existing Technical Committee or the formation of an additional Technical Committee or Committees.

The role of the Technical Committees is central to the success, vitality, and growth of the Division.

All Division members are requested and urged to participate actively in one of the Technical Committees listed below. The benefits we, as individual professionals, derive from membership in SME and the Division are in direct proportion to what we put into them.

### **Technical Committee Chairs (Article VI, Section 7)**

#### **Duties**

Technical Committee Chairs shall serve as the point of contact and organization for their respective session or sessions at the upcoming SME Annual Conference. Technical Committee Chairs shall:

Support the Program Chair in planning, preparing and staging the Division technical sessions at the SME Annual Conference,

Provide input and support to the Division Secretary in producing the monthly Division page in *Mining Engineering* magazine and processing articles for review and publishing in various SME and related journals; and, as appropriate,

Work with Division and SME internet/website staff to maximize the input and effectiveness of Division technical materials in those media.

### **Meetings**

Technical Committee Chairs shall attend the SME Program Committee Meeting, normally scheduled for Wednesday of the SME Annual Conference from 7:30 AM to 9:00 AM, to lay out plans and goals for his/her technical session(s). Technical Committees Chairs will preside at their technical session(s) during the SME Annual Meeting Conference.

### **Approximate Time and Travel Commitment**

Technical Committee Chairs are expected to attend SME Annual Meeting planning committee meetings and appropriate technical sessions at the Annual Meeting. This will require travel to and from the Annual Meeting location and possibly participation from Monday through Wednesday of the Annual Meeting. Technical Committee Chairs must allocate sufficient time during the year to adequately fulfill the duties of the position.

## **TECHNICAL COMMITTEES**

Presently none.

## **VII. TECHNICAL PAPERS**

## **TECHNICAL PAPERS DESCRIPTION**

One of the primary goals of both the Division and SME is the timely and practical dissemination of technical information to as large an audience as possible. This goal can be accomplished in several ways. First, the Division stages technical sessions at each SME Annual Meeting. Second, and equally important, technical papers are published through SME.

This section of the Handbook focuses on the second of these mechanisms, namely the publishing of technical papers deemed to be of sufficient quality and interest to merit a larger audience than might be available at the SME Annual Meeting.

## **IDENTIFICATION OF POTENTIAL PAPERS FOR PUBLISHING**

Generally, there are three primary mechanisms by which potentially publishable papers are identified:

1. Authors of technical papers approved for presentation at an Annual Meeting Technical Session are provided with a paper review form by SME, which gives authors the opportunity to submit their paper(s) for peer review and, if accepted, publication by SME;
2. Authors of papers presented during the Technical sessions of the Annual Meeting can be approached directly by a representative of the appropriate Division of SME to submit their paper for peer review and, if accepted, publication by SME. To initiate this process, the author must submit a manuscript and a paper review form to SME; and
3. Separate from the Annual Meeting format, authors may submit technical papers directly to SME for peer review and, if accepted, publication by SME.

In the information below, specifics of the peer review and publishing process are provided.

## **SME STRUCTURE FOR PUBLISHING PAPERS**

SME has the following primary forums for publishing technical material:

1. The monthly *Mining Engineering* magazine;
2. Proceedings of symposia and short courses sponsored by SME, usually in conjunction with the SME Annual Conference;
3. The *Mining, Metallurgy & Exploration Journal* (MME); and
4. Books that have been reviewed and approved by the Information Publishing Committee and the SME Publishing Manager.

Technical subjects in *Mining Engineering* are covered in three or four main articles each month and several short technical notes.

The Proceedings of symposia and short courses held in conjunction with the SME Annual Conference bring together all materials presented at those events. In some cases, discussions can be incorporated into the Proceedings, as well as the material formally presented.

The *Mining, Metallurgy & Exploration Journal* is published quarterly and consists entirely of peer-reviewed articles. MME is published in partnership with Springer Nature.

The Annual Transactions volume includes all technical articles from *Mining Engineering* and the *Minerals and Metallurgical Processing Journal*. It also includes longer papers that deal with subjects of a more academic nature which are valuable, but too long or too detailed to be suitable for *Mining Engineering*.

All technical contributions for any of these publishing vehicles are peer-reviewed prior to acceptance for publication. It is generally the responsibility of the appropriate Division to handle the peer review process for any such technical contributions.

## **DIVISIONAL REVIEW PROCESS**

Each of the SME Divisions (with exception of the UCA and WAAIME Divisions) has an appointed Technical Review Chair. This individual is the “gatekeeper” for the Divisional review process. The Divisional Review Process is as follows:

1. The Divisional Technical Review Chair receives papers from SME that have been submitted for consideration for publication;
2. The Review Chair sends the names of four reviewers to SME which then sends the papers and paper review forms to the reviewers;
3. The reviewers return their reviews to SME;
4. SME does an editorial review and sends all reviews to the Technical Review Chair for a decision;
5. The Review Chair sends a decision on publication to SME; and
6. SME corresponds with the author.

The Division Technical Review Chair serves a three-year term in that position, beginning when that individual is in the role of Program Chair, and continuing through his/her role as Secretary/Publications and Vice Chair. This is the period when that individual is most closely associated with Division programming and closest to the technical contributions of Division members.

While it is not the responsibility of the Technical Review Chair to undertake the review of all papers submitted, it is his/her responsibility to arrange for appropriately qualified reviewers to perform that function. SME requires that papers be reviewed by four qualified individuals unless the nature of the paper is such that an insufficient number of qualified reviewers can be found, in which case two or three reviewers may be used.

Review of papers must be undertaken and completed in a timely fashion. Thus, reviewers must take their responsibility seriously and carry out their reviews in a comprehensive and timely fashion.

It is important that the Technical Review Chair have a cadre of qualified reviewers available throughout the year, but especially in the two-to-three-month period following the SME Annual Meeting. It is equally important for qualified individuals to offer their services or at least be willing to perform the peer review function when asked. Without the services of qualified reviewers, no papers will get published and a valuable technology transfer mechanism will be lost.

## **GUIDELINES FOR TECHNICAL PAPERS OFFERED FOR PUBLICATION BY SME**

Acceptable papers can include, but are not limited to, the following types of manuscripts:

1. A paper can be an original contribution such as an innovative practice or research, a new application of existing technology or an improvement or update of current reference material. A paper that is an original contribution to technical literature contains information never before published in a form readily available to the public and adds a new concept or development to existing technical knowledge.
2. A review paper presents new views on older, but still important, technology. A review paper can collect in a single document materials previously published only in fragmented segments or information not in the public domain.
3. A progress report is normally published as a Technical Note (about 1,500 words). It represents work in progress or continuation of previously published work, not necessarily by the same author.

Unacceptable technical papers are those having an obvious sales approach or those based on fallacious or dubious engineering analysis, and those whose approach is too elementary or descriptive of widely accepted engineering practices.

SME discourages publication of papers that have been previously published by other professional organizations or in commercial journals. The author must be able to give SME a clear copyright.

## **VIII. SME PROGRAMMING TIMELINE AND GUIDELINES**

## **SME ANNUAL CONFERENCES**

### **Session Chairs Confirmed, for Call for Papers**

- Due:** March; one year prior to the SME Annual Conference (e.g., March 2026 for 2027 SME Annual Conference).
- Detail:** Division Programming Chairs send the SME Programming Manager their list of sessions, including chair(s). This information is used for the Call for Papers, which is printed in the November and December issues of *Mining Engineering* magazine two years prior to the meeting (e.g., November and December 2025 for the 2027 SME Annual Conference).
- From:** Division Program Chairs.
- To:** SME Programming Manager.

### **Responses to the Call for Papers**

- Due:** February, one year prior to the SME Annual Conference.
- Detail:** This deadline was set so that chairs can use contacts at the SME Annual Conference to fill in any gaps in their program and, if necessary, get assistance from the Division membership.
- From:** Prospective Authors.
- To:** Chairs listed in Call for Papers.

### **Session Outlines**

- Due:** Usually on April 15, one year prior to the SME Annual Conference.
- Detail:** Outlines include final session title, names and addresses of chairs, titles of papers, and names and addresses for all authors.
- From:** Individual Session Chairs.
- To:** SME Programming Manager.

### **Abstract Central**

- Detail:** Abstract Central is the web-based process for submitting abstracts and manuscripts for the SME Annual Conference. Abstract Central can be accessed by going to the SME website (<http://www.smenet.org/>) and clicking on *Events*, selecting the SME Annual Conference (MINEXCHANGE) and *Author Information*.
- Due:** Abstracts – August 1, prior to the SME Annual Conference.  
Manuscripts – November 1, prior to the SME Annual Conference.
- From:** SME Programming Manager.
- Note:** Abstract Central generally opens in June of the year prior to the SME Annual Conference.

## **Abstracts Due**

**Policy:** Abstracts for all conference presentations are submitted to Abstract Central in time to be published in the technical program.

Authors who do not submit abstracts will be dropped from the program. Sessions with fewer than four abstracts will be dropped from the program or consolidated into an existing session.

**Due:** August 1, year before the conference.

**From:** First listed author of each paper.

**To:** Abstract Central.

**Note:** The technical program is published around the time of the December issue of *Mining Engineering*. The technical program is available on the SME Annual Conference's website and is available in the public domain. Authors who do not submit their abstracts to Abstract Central by August 1 may not appear in that technical program.

The technical program is the best option for exposure. It is the shared responsibility of the author, session chair, Division chair and programming manager to collect abstracts in a timely manner. The programming manager sends regular reports on abstract submission to the session and Division chairs. Chairs should use this as a tool to call/contact authors who have not submitted an abstract. The programming manager sends one reminder, in addition to the author's kit, reminding authors of deadlines.

## **Manuscripts Due**

**Detail:** Authors are encouraged to submit a manuscript via Abstract Central. Manuscripts received on time are included in the preprint conference proceedings.

**Policy:** Preprints – Papers received on time are preprinted. Papers received late are not.

Proceedings – Authors who do not meet the deadline for a Proceedings volume are dropped from the program and are not allowed to make a presentation.

**Due:** November 1, the year prior to the SME Annual Conference.

**From:** Authors.

**To:** Abstract Central.

**Note:** Deadlines vary for Proceedings volumes. Manuscripts are mandatory for symposia Proceedings. Manuscripts are not mandatory for the regular technical program. It is the shared responsibility of the author, session chair, Division chair and programming manager to collect manuscripts in a timely manner. The programming manager sends regular reports on manuscript submission to the session and Division chairs. Chairs should use this as a tool to call/contact authors who have not submitted a manuscript. The programming manager sends one reminder, in addition to the author's kit.

**ATTACHMENT I.**  
**Environmental Division**  
**2026 Student Poster Contest**  
**Overview and Guidelines**

## **Environmental Division 2026 Student Poster Contest Overview and Guidelines**

### **Overview**

At each SME Annual Conference, the Environmental Division (ED) holds a student poster session contest to encourage and foster the next generation of Geologists, Geological Engineers, Environmental Engineers and Environmental Scientists, and to support the students' academic achievements. The ED welcomes both graduate and undergraduate participants from a diversity of universities. Students submit their abstracts via email and then display their posters at the ED Luncheon held during the SME MINEXCHANGE Annual Conference & Expo. They explain their research in person to a panel of judges selected from industry, academia, and the ED leadership, who review the quality of abstracts, posters, and presentations to determine the winners.

Students have the opportunity to show off their work and a chance to put cash in their pockets to further their education. The first-place winner receives \$2,000; the second-place \$1,000; and the third-place \$500. In addition, each poster submission receives a complimentary ticket to the ED Luncheon.

Beyond the monetary incentive is the invaluable chance to network. Held just before the ED luncheon for all SME members to attend, the poster presentations provide a platform for students to talk with professionals about their work. Business cards are often exchanged, providing students with a professional contact to provide some insights into their research as well as a point of contact with a company or organization that could be helpful when advancing their career.

### **2026 ED Student Poster Contest**

The SME ED invites all interested students to participate in its Student Poster Contest in conjunction with the 2026 SME MINEXCHANGE Annual Conference & Expo in Salt Lake City, UT.

### **Participant Requirements**

To participate in the ED Student Poster Contest, entrants must be:

- Currently enrolled in an undergraduate or graduate program at an accredited university
- A paid member of SME
- A paid registrant for the 2026 SME Annual Conference in Salt Lake City, UT and able to attend to present your poster

### **Contest Details:**

- There will be two levels of judging: graduate students and undergraduate students. However, consideration will be given to experience and level of education regarding the subject matter.
- Two phases of judging will occur: abstracts and poster presentations.
- Prizes for each level: \$2,000 for 1st; \$1,000 for 2nd; and \$500 for 3rd. Each poster submission will receive a complimentary ticket to the ED Luncheon on Tuesday, February 24, 2026. Luncheon tickets will be for the author only.

### **Contest Format:**

- Participants will submit a 1-page abstract by December 15, 2025, to the ED Program Planning Chair at [evd-poster@smenet.org](mailto:evd-poster@smenet.org).
- The ENV Division Program Planning Committee will notify participants by January 5, 2026, whether their abstract has been accepted.
- Poster presentations will be on the morning of Tuesday, February 24, 2026. Each student will have 5 minutes to explain their research to a panel of judges, followed by Q&A with the judges.
- Judging will focus on the quality of abstracts, posters, and presentation.
- Winners will be announced during the ED Luncheon.

### **To Qualify and Enter:**

- To qualify, you must be:
  - Currently enrolled in an undergraduate or graduate program at an accredited university
  - A paid member of SME
  - A paid registrant for the 2026 SME Annual Conference in Salt Lake City, UT and able to attend to present your poster
- To enter, submit your 1-page abstract to [evd-poster@smenet.org](mailto:evd-poster@smenet.org) no later than December 15, 2025.
- All entries must be from individual students (i.e., co-authors may only be research advisors).

### **Timeline:**

- December 15, 2025: Submit your 1-page abstract to [evd-poster@smenet.org](mailto:evd-poster@smenet.org).
- January 5, 2026: Participants will be notified that their abstract has been selected.
- February 24, 2026: ED Poster Session at MINEXCHANGE 2026 in Salt Lake City, UT
  - *We recommend posters are prepared and approved by research sponsors/advisors by February 9.*
- Failure to follow the guidelines and due dates listed herein may result in ineligibility.

### **Formatting Requirements:**

#### Abstract Format

- 1 page (including text and graphics); 8.5" x 11" paper size; 1" margins.
- You must submit as a PDF file; the file name should be in the form of "last name\_first name\_EDContest\_2026.pdf"
- Send your PDF file to [evd-poster@smenet.org](mailto:evd-poster@smenet.org).

### Template Poster Format

- A poster size of 35” x 44” is recommended but not required.
- Many helpful guides to poster design are available online.
- Directions for hanging your poster in the session area will be provided at a later date for those poster abstracts selected to participate.

### Helpful Dos and Don'ts

- DO use at least 16-point size font for any text you mount. Most viewers will be at least three feet away from your poster, and smaller fonts will be difficult to see.
- DO NOT mount the text of your paper as the poster.
- DO NOT be absent from your scheduled poster time! The purpose of a poster session is to create additional opportunities for you to interact with your colleagues.

### **Points to consider when putting your poster together:**

- Divide the contents of your poster into appropriate sections. For instance – title of paper, author, institutional affiliation, abstract, methodology, data, results, conclusions, etc.
- Use larger than 16-point font lettering for the poster's title, author, and institutional affiliation.
- Avoid fonts that are script or difficult to read.
- If hand lettering is required, use a black felt-tip pen (i.e., Sharpie™).
- Be concise with your written material. Save elaborative points for discussion/interaction with viewers. For conclusions, focus on a central finding that lends itself to informal discussion.
- Use graphs, charts and/or tables (color if possible) to show results. Graphics help make your poster interesting.
- A neutral poster or matte board is more amenable to the eye than a brightly colored background. A splash of color here and there, perhaps highlighting central findings or exciting results, will make your poster “stand out” from the others.
- A mailing tube or portfolio case is recommended for transporting your poster.

### **Judging criteria (up to 30 points total possible):**

- Abstract technical content – scored 0 to 7 points.
- Professionalism of abstract and alignment with these guidelines – scored 0 to 3 points.
- Poster appearance (organization, layout, alignment with these guidelines) – scored 0 to 10 points.
- Presenter's presentation of poster (speaking, ability to respond to questions) – scored 0 to 10 points.
- Presenters will each be allotted 5 minutes to explain their research to a panel of judges; scores will be reduced if time is exceeded.

**ATTACHMENT II.**  
**Environmental Division**  
**Committees Matrix**

The Environmental Division Committees Matrix has four sections of information, including details about the 2025 Executive Board, membership, chair history, and award history. Click [here](#) to view the matrix:

**[Environmental Division Committees Matrix](#)**

**ATTACHMENT III.**  
**Program Committee**  
**Scoring Sheet**

The Scoring Sheet is available from the SME Professional Development Department.