

SME

ENVIRONMENTAL DIVISION HANDBOOK SME YEAR 2024/2025

Updated April 2024

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I.
INTRODUCTION

The Environmental Division of SME (ENV. DIV.) 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 ENV. DIV. and how it fits into SME as a whole. The ENV. DIV. adheres to the March 1 annual schedule which coincides with the SME schedule of conferences and board meetings.

The Handbook describes the various ENV. DIV. 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 ENV. DIV. website at www.smenet.org. The update of the Handbook is the responsibility of the Vice Chair each year, with the assistance of the SME ENV. DIV. staff liaison.

II.

ENVIRONMENTAL DIVISION COMMITTEE APPOINTMENTS

ENVIRONMENTAL DIVISION CHAIR HISTORY

The following have served as the ENV. DIV. Chair:

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

ENVIRONMENTAL DIVISION EXECUTIVE COMMITTEE MEMBERS

The following lists the ENV. DIV. Executive Committee members who were elected to serve starting at the SME Annual Conference & Expo (Annual Meeting) in February 2024 and will serve until the SME Annual Meeting in February 2025.

ENV. DIV. EXECUTIVE COMMITTEE 2024 – 2025

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

ENVIRONMENTAL DIVISION NOMINATION PROCESS

The annual nominations for members of the Executive Committee, Technical Committees, and other Standing Committees of the ENV. DIV. are the responsibility of the Past Chair of the ENV. DIV. These nominations will be based on the recommendations of the Nominating and Planning Committee (NPC) of the ENV. DIV. Members of the NPC shall consist of ENV. DIV. 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 ENV. DIV. events during the SME Annual Meeting.

ENVIRONMENTAL DIVISION COMMITTEE ASSIGNMENTS

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

- ENV. DIV. Chair
- ENV. DIV. Vice Chair
- ENV. DIV. Secretary/Publications
- ENV. DIV. Program Committee Chair
- ENV. DIV. Program Planning Committee Chair
- ENV. DIV. Program Planning Committee Chair-elect
- ENV. DIV. Nominating and Planning Committee Member
- ENV. DIV. Membership Committee
- ENV. DIV. Scholarship Committee
- ENV. DIV. Environmental Division Distinguished Service Award Committee
- ENV. DIV. SME/AIME Env't'l Conservation Dist. Service Award Committee
- ENV. DIV./ADTI-MMS Joint Standing Committee
- ENV. DIV. Chair and Vice Chair for each Technical Committee
- SME Robert E. Murray Innovation Award Committee
- SME Robert E. Murray Innovation Scholarship Committee
- SME Robert Earll McConnell Award Committee
- ENV. DIV. representatives to the following SME Committees:
 - SME Student Member Affairs Committee
 - SME Government and Public Affairs Committee
 - SME Journal Oversight Committee
 - SME *Mining Engineering* Committee
 - SME Professional Engineers (PE) Committee
 - SME Program Committee
 - SME Program Coordination Committee
 - SME Board of Directors (BOD) Internship Selection Committee
 - SME Fellow Award Committee

SME Inclusion & Diversity Committee

III.
SCHEDULE OF EVENTS

SME ANNUAL MEETING DATES AND LOCATIONS

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 – 30, 2021	Virtual - Online
2020	February 23 – 26, 2020	Phoenix, AZ
2019	February 24 – 27, 2019	Denver, CO
2018	February 25 – 28, 2018	Minn., 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

2024	TBD	TBD
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 – On line
2019	September 28 – 30, 2019	Vail, CO
2018	September 28 – 30, 2018	Pittsburgh, PA
2017	September 8 – 10, 2017	Butte, MT
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
2007 September 28, 2007
2006 November 15, 2006

Las Vegas, NV
New Orleans, LA
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

ENV.DIV. Officers are obliged to carry out the objectives (Article 1, Section 2) of the ENV. DIV. 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 ENV. DIV. and to coordinate the efforts of its various committees.

Meetings

Executive Committee Officers are expected to participate in all regularly scheduled ENV. DIV. meetings, as well as all general SME meetings where the ENV. DIV. 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 Meeting.
- ENV. DIV. Executive Committee Meetings – The Executive Committee usually meets just prior to the SME Annual Meeting 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 Meeting, 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 ENV.DIV. Any ENV. DIV. member is welcome to participate in these meetings; however, only Executive Committee Officers can vote on items requiring a vote at the time of the meeting.
- ENV.DIV. Business Meeting – This meeting usually is scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Meeting.
- Technical Session attendance during the SME Annual Meeting 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 Meeting.

Estimated Time and Travel Commitment

Executive Committee Officers are expected to attend ENV.DIV. meetings held in association with the SME Annual Meeting 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 of these meetings will require travel to and from the meeting location. The SME Annual Meeting generally requires participation all day on Sunday, Monday, Tuesday and Wednesday. The Mid-Year meeting usually requires approximately one day of participation, and usually is scheduled on a Saturday. Participation in the Mid-Year meeting can be via teleconference if such capability is available at the meeting location and a company

sponsor is found for the teleconference costs.

Monthly ENV. DIV. teleconferences usually require about two to three hours for preparation and participation. Normally, monthly teleconferences are planned for the second Wednesday (day and time to be set through mutual agreement of the ENV. DIV. Executive Committee Officers) in all months except the month of the SME Annual Meeting 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 ENV.DIV. in committee positions within the ENV.DIV. and on those SME committees for which the ENV.DIV. is allowed representation.

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 Meeting. 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 ENV.DIV. responsibility.

Estimated Time and Travel Commitment

Each NPC member is expected to attend committee meetings and technical sessions at the SME Annual Meeting. This will require travel to and from the SME Annual Meeting 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 ENV.DIV. and SME governance.

Membership Committee (Article V, Section 4)

Members

The Membership Committee shall consist of a Chair and at least one additional member. The Chair shall also be the ENV. DIV. 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 ENV. DIV. and SME. The Membership Committee should coordinate its activities with those of the Technical Committees to ensure that diverse approaches are taken to build ENV.DIV. activities and increase membership.

Scholarship Committee

Members

The Scholarship Committee shall consist of a Chair and five members to be appointed by the EVD 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:

- (1) To solicit and receive contributions to the ENV.DIV. Scholarship Fund, including contributions of auctionable items for the Silent Auction, held during the SME Annual Meeting;
- (2) To solicit nominees for, and award scholarships to, deserving students;
- (3) To ensure that notification for the scholarship award is sent to as many suitable colleges and their departments as possible;
- (4) To recommend the establishment of such other scholarships or awards as may be deemed necessary and appropriate.

Meetings

No formal scheduled meetings are required, although the activities of the Scholarship Committee should be reported and discussed during each teleconference call of the Executive Committee.

Program Committee (Article V, Section 2)

Members

Program Chair, Technical Committee Chairs, Technical Session Chairs.

Duties

Members of the Program Committee are expected to arrange for papers and presenters for the next scheduled SME Annual Meeting 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 Meeting. The Program Committee should identify Annual Meeting papers to be considered for publication by SME following the Annual Meeting and transmit that information to the ENV.DIV. Secretary/Publications for action.

Meetings

Program Committee members are expected to attend the ENV.DIV. 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 technical sessions at the SME Annual Meeting. This will require travel to and from the Annual Meeting 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 Committees.

Duties

The Program Planning Committee is charged with developing technical sessions for the SME Annual Meeting 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 ENV.DIV. Vice Chair, should develop an overall theme for the technical sessions in order 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 on the Program Planning Committee.

Meetings

Program Planning Committee members are expected to attend the ENV.DIV. Business Meeting at the SME Annual Meeting. 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 Meeting. 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 to identify the nominees for Chair, Vice Chair, Program Chair, Program Planning Chair, and Secretary/Publications to SME Headquarters and to the ENV.DIV. Chair on or before April 15 of the year prior to the year of service (Article IV, Section 4). Also, in 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 ENV.DIV. 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 ENV. DIV. meetings, as well as all general SME meetings where the ENV. DIV. 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 Meeting.
- ENV.DIV. Executive Committee Meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the SME Annual Meeting, 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.
- ENV.DIV. Business Meeting – This meeting usually is scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Meeting.
- Nominating and Planning Committee Meeting – This meeting is usually scheduled from 3:00 PM to 5:00 PM on Wednesday during the SME Annual Meeting.
- Technical Session attendance during the SME Annual Meeting as time permits.

Approximate Time and Travel Commitment

The Past Chair is expected to attend the meetings held in association with the SME Annual Meeting and the meeting held in association with the Mid-Year SME Board of Directors Meeting. The Annual Meeting normally requires participation all day on 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 ENV. DIV., participation on Saturday before the SME Annual Meeting 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 participate in ENV. DIV. 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 Meeting and Mid-Year meeting are held.

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

Chair (Article VI, Section 1 - Environmental Division Bylaws)

Duties

The Chair is an ENV.DIV. 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 ENV.DIV. Distinguished Service Award Committee.

The Chair shall preside at the ENV.DIV. Executive Committee Annual Meeting and Mid-Year Meeting, preside at the ENV.DIV. Annual Business Meeting, arrange the program and preside at any annual ENV.DIV. Social Function, call other meetings as required to transact ENV.DIV. business, coordinate programs for meetings, and keep SME Headquarters advised of ENV.DIV. activities (Article VI, Section 1).

Meetings

The Chair is expected to participate in all regularly scheduled ENV. DIV. meetings, as well as all general SME meetings where the ENV. DIV. 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 Meeting.
- ENV.DIV. Executive Committee Meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the SME Annual Meeting, 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.
- ENV.DIV. Business Meeting – This meeting is usually scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Meeting.

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

Approximate Time and Travel Obligation

The Chair is expected to attend the meetings held in association with the SME Annual Meeting and the meeting held in association with the Mid-Year SME Board of Directors meeting or at a separate mid-year venue. Both of these meetings will require travel to and from the meeting location. The Annual Meeting 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 ENV. DIV. 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 Meeting 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 in furthering the business of SME.

Vice Chair (Article VI, Section 2 - Environmental Division Bylaws)

Duties

The Vice Chair is an ENV.DIV. 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 SME/AIME Environmental Conservation Distinguished Service 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 the next year's SME Annual Meeting are in line with ENV.DIV. goals and objectives. With the assistance of the SME staff liaison, the Vice Chair shall update the ENV. DIV. Handbook to be posted on the ENV. DIV. 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 ENV. DIV. meetings, as well as all general SME meetings where the ENV. DIV. 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 Meeting.
- ENV.DIV. Executive Committee meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the Annual Meeting, 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.

- ENV.DIV. Business Meeting – This meeting is usually scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Meeting.
- Nominating and Planning Committee Meeting – This meeting is usually scheduled on Wednesday afternoon during the SME Annual Meeting.
- Technical Session attendance during the SME Annual Meeting as time permits.

Approximate Time and Travel Commitment

The Vice Chair is expected to attend the meetings held in conjunction with the SME Annual Meeting and the meetings held in conjunction with the Mid-Year SME Board of Directors Meeting or at a separate mid-year venue. Both of these meetings will require travel to and from the meeting location. The Annual Meeting generally requires participation all day on 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 ENV. DIV. 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 Meeting 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 in 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 its Executive Committee (Article V, Section 5) and is a member of its Nominating and Planning Committee (Article V, Section 5). The Secretary/Publications shall take minutes of the Executive Committee business meetings, coordinate the ENV.DIV.'s news page in *Mining Engineering* magazine with the Technical Committee chairs, follow instructions of the ENV.DIV. Chair and Executive Director of SME, and perform such other duties as may be necessary for the proper functioning of the ENV.DIV. (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 the year following his/her tenure as Secretary/Publications.

Meetings

The Secretary/Publications is expected to participate in all regularly scheduled ENV. DIV. meetings, as well as all general SME meetings where the ENV. DIV. 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 Meeting.
- ENV.DIV. Executive Committee meetings – The Executive Committee meeting is usually scheduled from 9:00 AM to Noon on the Sunday immediately before the SME Annual Meeting, 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 ENV.DIV.

- ENV.DIV. Business Meeting – This meeting is usually scheduled on Monday from 8:00 AM to 9:00 AM during the SME Annual Meeting.
- Nominating and Planning Committee Meeting – This meeting is usually scheduled on Wednesday afternoon during the SME Annual Meeting.
- Technical Session attendance during the SME Annual Meeting as time permits.

Approximate Time and Travel Commitment

The Secretary/Publications is expected to attend the meetings held in conjunction with the SME Annual Meeting and the ENV.DIV. Executive Committee Meeting held at the Mid-Year meeting or at a separate mid-year venue. The Secretary/Publications will take minutes for all ENV.DIV. meetings. Both of these meetings will require travel to and from the meeting locations. The Annual Meeting normally requires attendance all day of Sunday through Wednesday. The Mid-Year meeting requires participation on a Saturday. The Secretary/Publications is expected to participate in ENV. DIV. 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 Meeting and Mid-Year meeting are held.

The Secretary/Publications time commitment for developing articles for ENV.DIV. 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 its 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 ENV.DIV. program has adequate breadth and depth to meet ENV.DIV. goals and objectives. The ENV.DIV. Program shall consist of technical sessions and a luncheon or dinner, and may also include workshops, field trips, and special programming. The Program Committee Chair shall liaise with the Division Chair to ensure that the program for the SME Annual Meeting is effectively accomplished. The Program Committee Chair shall assist the Program Planning Chair to plan his/her program in a manner which meets the ENV.DIV.'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 Meeting. The Program Committee Chair shall provide a finalized list of sessions and session chairs and co-chairs to SME staff by mid-May 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.

The Program Committee Chair should identify any suitable papers prepared for the SME Annual Meeting which might qualify for subsequent publication in SME publications and pursue their movement through the publication process. 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 with SME staff workshops and field trips of sufficient interest. The Program Committee Chair shall coordinate a speaker for the Environmental Division luncheon or dinner held at the SME Annual Meeting.

The Program Committee Chair shall coordinate the evaluation of papers and presentations associated with the SME Annual Meeting.

Whenever special programming is required in conjunction with the SME Annual Meeting, the Program Committee Chair shall coordinate the ENV.DIV.'s participation of the special programming.

Meetings

The Program Committee Chair shall attend all meetings required of the ENV.DIV. Executive Committee, as well as the SME Program Committee Meeting, normally scheduled for Wednesday of the SME Annual Meeting 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 those activities listed below, it is anticipated that the Program Committee Chair will require 10 to 20 hours per month during the course of the year to ensure a successful Program.

The Program Committee Chair is expected to attend committee meetings and technical sessions at the SME Annual Meeting. The Annual Meeting 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 Annual Meeting. This will require travel to and from the SME Annual Meeting location. As an ENV.DIV. 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 ENV. DIV. teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the Annual Meeting 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 Annual Meeting two years out will have sufficient technical coverage to meet the Division Objectives (Article I, Section 2). The Program Planning Chair shall recruit technical committee chairs to serve for the year of the meeting planned.

The Program Planning Chair shall advise the ENV. DIV. members of the status of program planning at the ENV.DIV. 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 ENV.DIV. 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 ENV.DIV. 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 Meeting. 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 those activities listed below, it is anticipated that the Program Planning Committee Chair will require 5 to 10 hours per month during the course of the year in planning for the program.

The Program Planning Chair is expected to attend committee meetings and technical sessions at the SME Annual Meeting. The Annual Meeting generally requires participation all day on Sunday, Monday, Tuesday and Wednesday. This will require travel to and from the Annual Meeting location. As an ENV.DIV. 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 ENV. DIV. teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the Annual Meeting 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 Annual Meeting 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 ENV. DIV. members of the status of Program Planning at the ENV.DIV. 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 ENV.DIV. 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 being 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 Meeting. The second meeting is usually scheduled in April or May and may require travel to the meeting location. The Program Planning Chair Elect must attend the ENV.DIV. Business Meeting, normally scheduled on Monday from 8:00 AM to 9:00 AM of the SME Annual Meeting.

Approximate Time and Travel Commitment

The Program Planning Chair Elect is expected to attend committee meetings and technical sessions at the SME Annual Meeting. This will require travel to and from the Annual Meeting 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 ENV. DIV. teleconferences. Teleconferences usually require about two to three hours for preparation and participation. Normally, teleconferences are planned monthly, except for the months when the Annual Meeting 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 Meeting 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 shall attend the ENV.DIV. Business Meeting, normally scheduled on Monday from 8:00 AM to 9:00 AM of the SME Annual Meeting.

Approximate Time and Travel Commitment

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

V.

SME ORGANIZATION & GOVERNANCE

SME GOVERNANCE STRUCTURE

BOARD OF DIRECTORS

9 Members

President|
President-Elect
Executive Director
Members-at-Large (6)

Executive Director

Staff

FUNCTIONAL WORKING GROUPS

I OPERATIONS

Divisions
Special Interest Groups

II MEETING PLANNING & PROGRAMMING

Program Committee
Program Coordination
OTC and RETC
Special Interest Programming
e.g., Bulk Material Handling

III LOCAL SECTIONS/REGIONS

IV AUDIT COMMITTEE

V EDUCATION

Council of Ed & Rahn Award
Accreditation & Curricular Issues
ABET & Visitors Selection
Student Member Affairs
Research Committee
Education Sustainability
Professional Registration

VI TECHNICAL MEDIA

Mining Engineering
MEE Journal
Information Publishing

STRATEGIC COMMITTEES

I Responsible Mining & Underground Construction

II Association Growth

III Industry Workforce

IV Industry Innovation

ENVIRONMENTAL DIVISION COMMITTEES

Technical Committees

ENV. DIV/ADTI-MMS Joint Standing Committee

Other Committees

Nominating and Planning Committee

Membership Committee

Scholarship Committee

SME COMMITTEES WITH ENVIRONMENTAL DIVISION REPRESENTATION

(number of ENV. DIV. representatives shown in parentheses)

Research Committee (3)

Student Member Affairs Committee (3)

Government and Public Affairs Committee (4)

Mining Engineering Committee (2)

Professional Engineers Exam Committee (3)

Program Committee (1)

Program Coordination Committee (1)

Virtual Learning ad hoc Committee (4)

Student Member Affairs (2)

MME Journal (2)

Young Leaders (2)

Tailings Standing Committee (1)

Tailings Workforce ad hoc Committee (1)

Inclusion & Diversity (1)

Responsible Mining & Underground Construction Strategic Committee (4)

Association Growth Strategic Committee (2)

VI.
TECHNICAL COMMITTEES

FUNCTIONS OF TECHNICAL COMMITTEES

According to the ENV.DIV. Bylaws, the broad goals of the ENV.DIV. 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 Annual Meetings 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 Meeting, with Technical Committee Chairs or members acting as Session Chairs at the Annual Meeting;
- (2) Providing monthly articles, at the direction of the ENV.DIV. Secretary/Publications, for the ENV. DIV. page in *Mining Engineering* magazine;
- (3) Working with the ENV.DIV. 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 ENV.DIV. Executive Committee for the development of technical symposia, technical short courses or field trips to be offered in conjunction with the SME Annual Meeting. 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 ENV.DIV. 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 ENV. DIV. They represent the heart and lifeblood of the ENV.DIV. "As the Technical Committees go, so goes the ENV. DIV."

All members of the ENV. DIV. are requested and urged to participate actively in one of the Technical Committees listed below. The benefits which we, as individual professionals, derive through membership in SME and the ENV. DIV. 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 Meeting. Technical Committee Chairs shall:

- (1) Support the Program Chair in planning, preparing and staging the ENV.DIV. technical sessions at the SME Annual Meeting,

- (2) Provide input and support to the ENV.DIV. Secretary in producing the monthly ENV.DIV. page in *Mining Engineering* magazine and processing articles for review and publishing in various SME and related journals; and, as appropriate,
- (3) Work with ENV.DIV. and SME internet/website staff to maximize the input and effectiveness of ENV.DIV. technical materials in those media.

Meetings

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

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

ENV. DIV/ADTI-MMS Joint Standing Committee

VII.
TECHNICAL PAPERS

INTRODUCTORY COMMENTS

One of the primary goals of both the ENV. DIV. and SME as a whole is the dissemination of technical information to as large an audience as possible in a timely and useable fashion. The achievement of this goal is accomplished in several ways. First, Technical Sessions are staged by the ENV.DIV. at each SME Annual Meeting. Second, and equally important, is the publishing of technical papers 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. In order to initiate this process, the author must submit a manuscript and 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 five 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 Annual Meeting;
- (3) The annual Transactions volume;
- (4) The *Mining, Metallurgy & Exploration Journal* (MME); and
- (5) 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 Meeting 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 ENV.DIV. 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 ENV.DIV. programming and closest to the technical contributions of ENV.DIV. 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:

- A paper can be an original contribution such as an innovative practice or research, a new application of an existing technology or an improvement or update of current reference material. A paper that is an original contribution to the 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.
- 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.
- 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.

SME PROGRAMMING GUIDELINES

SME Annual Meetings

Session Chairs Confirmed, for Call for Papers

- Due:** March one year prior to the Annual Meeting (e.g., March 2012 for 2013 Annual Meeting).
- Detail:** Division Programming Chairs send SME Programming Manager their list of sessions to include chair(s). This is the information that is used for the Call for Papers. The Call for Papers is printed in the November and December issues of *Mining Engineering* magazine two years prior to the meeting (e.g., November and December 2012 for the 2014 Annual Meeting.).
- From:** Division Program Chairs.
- To:** SME Programming Manager.

Responses to the Call for Papers

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

Session Outlines

- Due:** May 15 one year prior to the meeting.
- 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 Meeting. Abstract Central can be accessed by going to the SME website (<http://www.smenet.org/>) and clicking on *Meetings* and *Author Information*.
- Due:** Abstracts – August 1 prior to the Annual Meeting.
Manuscripts – November 1 prior to the Annual Meeting.
- From:** SME Programming Manager.
- Note:** Abstract Central generally opens in June of the year prior to the Annual Meeting.

Abstracts Due

- Policy:** Abstracts for all meeting presentations are submitted to Abstract Central in time to be published in the advance meeting brochure.
- 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 meeting.
- From:** First listed author of each paper.
- To:** Abstract Central.
- Note:** Authors often submit their abstracts so late that they do not appear in the advance brochure. The advance brochure is published in conjunction with the December issue of *Mining Engineering*. Authors who do not submit their abstracts to Abstract Central by August 1 may not appear in that brochure. The advance brochure 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 the preprint CD-ROM, flash drive, or Proceedings volume.
- 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 Annual Meeting.
- 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.