As a recap from our earlier discussion and to bring new members of the committee up to speed.

- The General Chair for the Meeting is Jim Byrne,

- Technical Program Chairs should think that they will each be responsible for 4 sessions, develop topics for each session and recruit session organizers for each session.
- My thoughts for a base schedule:
  - Opening Plenary – Monday PM (Big Wigs from DOE, Foreign Countries, International Institutions),
    - Generally, my thoughts and the Opening Plenary is we have a welcome to Washington Speaker (Maybe the ANS President or some DOE Official I’d appreciate any thoughts)
    - Hand out any DESD or RRSD Awards
    - Move into the Presentations – Three maybe four speakers to discuss the main topics of the conference Technology applied to cleaning up contaminated sites or producing clean energy will contribute to a Green Planet.
  - Paper Presentation Sessions – Tuesday and Wednesday AM, PM (Three tracks with minimum 4 sessions each or at least 60 - 72 Papers)
  - Poster Session – Tuesday Evening - for any overflow of papers if it looks like we will need a poster session I will solicit volunteers to coordinate it.
o Closing Plenary – Wednesday Evening – Track Chairs to give a report out of their track (Another alternative is to have session chairs give a short report, use Power Points Slides so we can send them to attendees after the meeting)

o Best Paper awards – at previous conferences we solicited feedback from session attendees to grade the speakers, as an alternative we could have a committee of three or 4 people for each of the tracks select a best paper (we would also like to do a best poster) Best Paper Selections will be announced at the Closing Plenary. With Awards to follow

- Publication Chair – Jay Peters of Haley and Aldrich has volunteered for the DESD Division, **Leo Lagos thinks RRSD has a volunteer and will let me know**. For an embedded topical the main duty of the Publication Chair will be to coordinate paper reviews. As this is an embedded topical ANS Headquarters will be responsible for the program books and paper publication.

- It would be useful if to attract more members to serve on the Technical Program Committee.
  o Sue Aggarwal will reach out to her EDF and ENRESA Contacts
  o Mark Campagna will work with Noah Fetherston and out to UK contacts
  o Marty Plys will reach out to Japanese, Swedish and German contacts
  o Young Soo Park has reached out to his South Korean contacts and they are requesting information on expectations. I will prepare a note on expectations for technical planning committee members.

- Finances
  o This will be a paper conference so we will need paper reviewers for each track. One of the issues with a paper conference at a National Meeting is that there is a page charge of at least $25/page. (Possibly we can offset this cost)
  o If we want to have a reception with the Tuesday Poster session we will have to raise some money. I asked ANS what the Universities paid for their mixers at the last ANS Meeting in DC and the average was about $25,000.
  o Also, in order to offset Page Charges we would need to raise $10,000 (4 pages * $25/page* 100 papers)
  o Therefore, we would need to raise $35,000 to pay for the reception and the page charges any thoughts on how to raise this money would be appreciated. (Note we could not ask the same people ANS asks). **I will talk to ANS if there is any logistical way we could do this at a National Meeting.**

Now for some new notes:

Sue Aggarwal has sent the save the date flyer to the attendees of our 2016 meeting. She also noted that the Canadians are interested in participating.

**Leah suggested we also use the registration list from the June Meeting to send Save the Date Flyers to – I’ll contact ANS.**
We need to make contact with the National Labs and get them involved. Leo Lagos reported that many of the National Labs are represented on the RRSD Technical Planning Committee. I asked Leo if they might be able to provide me with D&D contacts for their respective sites.

Jean Plummer is from Savannah River Lab and may also be able to help with this.

**Marty Plys is in contact with TEPCO and believes it is likely he can help put together a Fukushima Session for this meeting.**

Larry Boing was to provide me contact information for Tammy Monday who is an EFCOG Coordinator so I can make contact with them and solicit their support. (This is complete)

Leah Suggested we include a session on the NICE Initiative and she mentioned some folks to contact to help put this together – from the NICE website

Nuclear Innovation: Clean Energy Future (NICE Future) is an international initiative of the Clean Energy Ministerial.

NICE Future is led by the United States, Canada and Japan. Participating countries include Argentina, Poland, Romania, Russia, the United Arab Emirates, and the United Kingdom.

I thought this was an excellent idea and I will add it to the Call For Papers - **Leah can you organize this?**

**Jim Byrne will contact ANS on dates for the Call for Papers format**

**Jim Byrne will contact ANS on Finance Issues to see if we can solicit individual sponsorships (separate from the main ANS Solicitation) to support this Topical.**