



Procedure for Initiating a Cross-STC Keynote Paper

The procedure for initiating a cross-STC keynote paper is as follows.

1. Obtain the Cross-STC Keynote Paper Checklist
2. Complete the Cross-STC Keynote Paper Checklist Including the Following
 - a. Tentative Title
 - b. Identify the supporting STCs – Lead author should be sure to talk to the Chairs of the sponsoring STCs and obtain their support.
 - c. Sponsor STC – Lead author should identify an STC that has agreed to sponsor the paper and to allow for presentation of progress reports should the paper be initiated.
 - d. Additional CIRP Authors – Lead author should identify additional CIRP authors contributing to the writing of the paper. Authors should be consulted and have agreed to participate before they are listed.
 - e. Additional Authors – Lead author should identify any additional non-CIRP authors who plan to participate in the writing of the paper.
 - f. Motivation – Lead author should state the motivation for a Keynote in the proposed area including any previous CIRP keynotes in the same area and their years.
 - g. Abstract – Lead author should provide a brief (100 word) draft abstract of the expected paper contents.
 - h. Five Key CIRP References – Lead author should list five key CIRP publications in the area of the keynote to establish that CIRP has the necessary expertise to produce a high quality Keynote paper in the proposed area.
 - i. Start and End Dates – Lead author should state the expected start and end dates of the cross-STC keynote paper development.
3. Forward the Keynote Checklist to the Chair and Vice Chair of the Cross-STC meeting on either of the following dates: November 15 or May 1.
 - a. If submitted on November 15, the proposal will be discussed in the cross-STC meeting in Paris and the author of a successful proposal will be invited to present the proposal at the following GA. Authors of proposals will be informed by March 15.
 - b. If submitted by May 1, the proposal will be circulated among the STC Chairs/Vice Chairs and the Liaison committee, and the author of a successful proposal will be invited to make a presentation at the following GA during the cross-STC meeting. Authors will be informed by June 15.
4. After the presentation at the GA, the proposal will be discussed in the following Paris meeting and authors will be informed of a yes/no decision about whether to initiate the development of the cross-STC keynote paper.