6th Annual AIChE Midwest Regional Conference

March 10-11, 2014

Organized by the Chicago Local Section of the AIChE

Hosted by the University of Illinois at Chicago

**Intent to Submit an Invited Session Form**

Dear Session Organizer,

Please use this form to indicate you intent to submit an invited session proposal. This abbreviated version of the session proposal form is not required for submission of a proposal nor does it constitute a session proposal submission. However, submission of this form will help the programming committee plan and coordinate the conference program.

Please submit this form at your earliest convenience (but before **November 30, 2013**), to submit2MRC@gmail.com with the words “*Intent to Submit Session*” in the subject line. For questions, please contact programming chair at chmielewski@iit.edu

On behalf of the programming committee, thank you for contributing to the 2014 MRC. We look forward to your session.

**Session Organizer** (The session organizer need not attend the conference. If need be we will find you a session chair)

Organizer Name:

Affiliation:

Email:

**Session Title (tentative)**

Title:

**Possible Presenters (optional)**

Presenter 1 Name:

Presenter 1 Affiliation:

Presenter 2 Name:

Presenter 2 Affiliation:

Presenter 3 Name:

Presenter 3 Affiliation:

Statement on Registration Fees for Contributors:

**Registration is required for all contributors attending the conference**. (Contributors are defined as presenters. session chairs and session organizers). In general, we would like all participants to pay the full registration fee, if possible[[1]](#footnote-1). However, in the case of contributors the organizing committee has set forth the following guidelines.

1. A registration discount will be offered to all contributors. This discount will allow for a 2-day registration at a cost equal to a 1-day registration based on the early-bird registration rate.
2. Contributors traveling from outside the Midwest area are eligible for a 2-day registration at zero cost.
3. Contributors traveling from outside the Chicago area (> 100 miles) are eligible for 1-day registration at zero cost.
4. Contributors with financial hardship are eligible for a 1-day registration at zero cost.

The discount code associated with category 1 will be automatically sent to all contributors. To receive category 2-4 discounts, the session organizer must submit to the program committee an email request for discount for each eligible contributor. If approved, the committee will provide the appropriate discount code to the contributor.

1. Approximately 70% of the registration fee goes toward food being provided to attendees. [↑](#footnote-ref-1)