

**Minutes from the meeting of the Executive Committee of NoACM
Lund, October 19, 2001**

Present:	Lars Damkilde	Denmark
	Niels Ohloff	Denmark
	Anders Eriksson	Sweden
	Göran Sandberg	Sweden
	Jaan Lellep	Estonia
	Juha Paavola	Finland
	Jouni Freund	Finland
	Geir Skeie, Secretary	Norway
	Kjell Magne Mathisen, Chairman	Norway
Missing:	None	
Excused:	Pål Bergan	Norway

- Last year Lars Damkilde proposed that Copenhagen could host NSCM-15. Due to the fact that Lars is moving to Aalborg, it was decided that the next seminar, NSCM-15 will be held in Aalborg and hosted by Institute of Mechanical Engineering, Aalborg University, Denmark, 18–19 October, 2002.
- The location for NSCM-16. The suggestion from the Chairman to have the meeting in Trondheim was appreciated. The final discussion is due for the Aalborg meeting. Also the location for NSCM-17 was discussed. Anders Eriksson will discuss this matter with his colleagues and the other members of the Executive Committee and propose the location at the next seminar in Aalborg.
- The Chairman suggested that the reimbursement of hotel costs for the keynote speakers, the Chairman and the Secretary should be terminated. After a short discussion, the Committee decided that from the next seminar, NSCM-15, the keynote speakers, the Chairman and the Secretary, except for any representants from the Baltic countries, should not be reimbursed for their hotel costs. However, the exception for paying the seminar fee will continue for they all.
- Lars Damkilde suggested that the keynote speakers should have extended abstracts that are more complete (6–8 pages) than ordinary papers. The Committee agreed and suggested that the local organizer ask the keynote speakers to submit somewhat more complete extended abstracts, 6–8 pages long.
- In order to keep the outlook of the abstracts in the same standard, the Committee proposed that the seminar and also the NoACM web pages include templates for submitting papers in the L^AT_EX and the WORD format.
- Some seminar participants have asked for 20 minutes rather than 15 minutes for standard presentations. If standard presentations are given 20 minutes, this will cause at least three parallel sessions, if the seminar should be limited to two days. This will cause less people to attend each of the three parallel sessions. The Committee decided that standard presentations should be 15 minutes each.

- The official **WEB pages of NoACM** should be upgraded and relocated, since the Secretary should be the Web master of these pages. The Committee suggested that the Secretary propose the new layout of the official WEB pages. The members of the Committee is invited to comment and propose improvements on the proposal from the Secretary.

Kjell Magne Mathisen
Chairman

Geir Skeie
Secretary

November 16, 2001