September 2020

The American Institute of Aeronautics and Astronautics (AIAA) is accepting membership nominations for its Technical Committees and Integration & Outreach Committees (TCs/IOCs) for 2021/2022. Nominations are due by Sunday, 15 November 2020 for consideration.

The activities of the committees vary widely, and each TC/IOC is responsible for setting meetings and other functions. Some examples of TC/IOC activities this year included: developing workshops, hosting continuing education courses, scheduling technical tours, hosting special speakers, production of books and journal issues, judging design competitions, as well as major contributions to the development of technical conference programs. Please use the enclosed list of TC/IOC chairs to contact them individually to hear more about individual committee activities.

The Chairs and the Technical Activities Division (TAD) and Integration and Outreach Division (IOD) work diligently to maintain a reasonable balance in (1) appropriate representation to the field from industry, research, education, and government; (2) the specialties covered in the specific committee scopes; and (3) geographical distribution relative to the area’s technical activity. TAD and IOD encourages the nominations of young professionals (those individuals 35 years and younger). Committees have a 50-person maximum unless approval is granted to exceed that limit. **Nominees selected for membership who are not AIAA members in good standing must become members or renew their membership within 45 days of notification.**

If you or someone you are sponsoring currently serve(s) on a committee, do not re-nominate. Current committee members will automatically be considered for the 2021/2022 TC year if you are not at the end of your term.

To assist you in selecting nominees, enclosed is the following information:

(1) Instructions for completing nomination forms

(2) A listing of the TAD and IOD Chairpersons and their contact information

(3) 2021/2022 Committee Scope and Requirements

We look forward to receiving your nominations. If you have any questions concerning nominations, please call Emily Springer at 703/264-7533 or by e-mail at emilys@aiaa.org. Nominations can be submitted via our website at <https://www.aiaa.org/home/get-involved/committees-groups/technical-committees> for Technical Committees, and at <https://www.aiaa.org/home/get-involved/committees-groups/Integration-and-Outreach-Division-Committees> for Integration and Outreach Committees. The form is actually the same. The path is [www.aiaa.org](http://www.aiaa.org) > Get Involved > Committees and Groups. Nominees will need to create a profile in the AIAA database if they have not already done so.

**INSTRUCTIONS FOR COMPLETING COMMITTEE NOMINATION FORMS**

1. Nominations must be submitted via the AIAA website at <https://www.aiaa.org/home/get-involved/committees-groups/technical-committees> for Technical Committees, and at <https://www.aiaa.org/home/get-involved/committees-groups/Integration-and-Outreach-Division-Committees> for Integration and Outreach Committees. The form is actually the same. The path is [www.aiaa.org](http://www.aiaa.org)> Get Involved>Committees and Groups.

2. Submit one nomination electronically for each nominee. First-time nominees who are not selected for committee membership for 2021 will automatically be considered for membership in 2022. As the nomination forms are therefore held for an additional year, it is not necessary to resubmit a form for the 2022/2023 term for someone who was not selected for 2021/2022.

3. You do not have to be nominated by someone else; you may apply for yourself.

4. A resume or biographical data should be submitted with the on-line nomination form either as an attachment or within the nomination form questions.

5. Membership is restricted to one technical, integration and outreach committee (TC/IOC) the first year. If you nominate someone to more than one committee, use one form. Individuals should not apply for membership on more than two technical committees at the same time. The nomination form asks for a first and second priority committees if applying to two. The first priority committee will be chosen if the nominee is accepted by both committees. This form will be available to each committee indicated. All information should be detailed and complete.

6. Attached is a listing of current committees and their chairs. You are welcome to follow up with the chairs to assure that you or your nominees are properly placed, or if you have questions regarding that committee’s activities.

7. We strongly suggest that special consideration be given to members 35 years of age and under or have recently graduated with a professional engineering degree.

8. **All committee members must join AIAA (if they are not already members) within 45 days of their appointment to a committee and must remain current members of AIAA throughout their term of service.**

9. Committee membership is generally for one year with two additional years possible, but contingent upon committee participation, ongoing projects, and AIAA membership. It is not necessary to send a new nomination form for someone who is already on a committee. All committee members are automatically considered for a second and third year of membership.

10. Deadline for receipt of nominations is 15 November 2020. Nominations received after this date may be held for consideration until the next year.