



ADVANCING THE TECHNICAL DEVELOPMENT, PRODUCTION, PROCESSING AND APPLICATION OF IRON AND STEEL

## **AIST Fall Meeting Notice / Agenda Project & Construction Management Technology Committee**

**Date: 2 October 2025  
Location: Memphis, TN  
Tour: Big River Steel MM2**

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### ***Arrangements***

**Crowne Plaza Memphis Downtown**

300 N 2<sup>nd</sup> Street

Memphis, TN 38105

**Reserve by 10 September** for AIST Room Rate of \$129

For reservations, book [online](#)

**AIST technology committee members are asked to print out the latest revised meeting agenda from our website one week prior to this meeting.**

### **Thursday, 2 October 2025**

1. *Breakfast* <7:00 a.m.>
2. *Chair's opening remarks – Josh Wasko* <8:00 a.m.>
3. *Appoint minute-taker*
4. *Antitrust guidelines*
5. *Membership and attendance*
6. *Review minutes of previous meeting – [6 May 2025, Nashville, TN](#)*
7. *AIST Staff Announcements*
8. *Steel Industry Fatalities*
9. *Main agenda items*
  - *AISTech session development – Sarah Gilley*
    - *Selection of Abstracts (Due by 16 Sept) – (Handle via conference call if necessary)*
    - *Determine session structure (Due by 28 Oct) including session titles & session chairs*
    - *Review Papers Chair and Session Chair instructions*
      - **Paper Chair Role**—This position is a leadership role within a Technology Committee or Subcommittee tasked with the development of AISTech technical sessions and the management and oversight of the Technology Committee session chairs. The role of Papers Chair is to ensure authors are in compliance with AIST policies for paper and presentation submissions and to ensure that authors register. Many of these tasks are delegated to the Session Chairs but the Papers Chair is ultimately responsible for the development and execution of the Technology Committee's AISTech technical sessions. The Papers Chair may

**Association for Iron & Steel Technology**

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also be responsible in coordinating the selection of the Technology Committee's Best Paper Award winner (if applicable).

- The Paper Chair role also includes membership on the Board of Director's Conference Planning Committee (CPC). The CPC meets four times throughout the year to plan and review details related to the AISTech conference. Participation in the CPC meetings is highly recommended as it provides insight to the development and execution of the world's largest annual iron and steel conference and exposition. Participation can be in person or by video conference.
- **Session Chair Role**— This position supports the Papers Chair of the respective technology committee by communicating to the authors on topic content as well as on missing or late submission of required information. The Session Chairs will review and evaluate the paper and presentation files for content as well as for publication and awards (an evaluation form will be provided). Your AIST staff engineer will provide staff support to ensure your success in fulfilling the duties of a Session Chair. Session chairs are also on site at the AISTech conference in their session room to facilitate the flow of the session including introducing speakers, moderating question and answer sessions, as well as handing out certificates.
- ***Finalize AISTech call for papers for next year***
  - *Innovative and successful approaches to project development and installation, including capital effectiveness; project safety performance; project planning and implementation approaches for new installations, retrofits, and maintenance projects; project team alignment/team building; new technologies to aid the project team; risk assessment, commissioning and project closeout.*
- ***Technology committee award planning – [Project Excellence Award](#)***
- ***Technology Training conference – [Project Management 101](#) and [Project Management 201](#)***

#### **10. Discussion items**

- a) ***Project Management 201 Overview***
  - ***Review agenda, topics, feedback***

#### **11. Next meeting**

- ***PM101/201 January 26-30, Orlando FL***

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- *Suggest February/March timeframe*

**12. Chair conclusion – Josh Wasko**

**13. Adjourn Meeting**

**14. Lunch**

*<Noon>*

**15. Plant Tour – Big River Steel MM2**

*<01:30 p.m.>*

**2027 E State Highway 198**

**Osceola, AR 72370**

**16. Adjourn**

*<04:30 p.m.>*

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#### ***Antitrust Compliance***

Antitrust law prohibits agreements or understandings between two or more individuals or businesses to regulate prices or quantities of goods and services, to allocate customers or territories, to hinder or limit a competitor or potential competitor's operations, or otherwise unreasonably restrain business activity. Discriminatory pricing or servicing is also prohibited.

Every individual who participates in AIST meetings and activities should follow these guidelines:

- DON'T discuss with other members your own or competitors' prices, pricing procedures, or anything that might affect prices such as costs, discounts, terms of sale, or profit margins, or anticipated wage rates.
- DON'T make announcements or statements about your own prices or those of competitors.
- DON'T talk about what individual companies plan to do in particular markets or with particular customers.
- DON'T disclose to others any competitively sensitive information.
- DON'T propose or agree to any action intended to disadvantage or injure another company.
- DON'T stay at a meeting or activity where any such anti-competitive talk occurs.
- DO have an AIST staff person present at any meetings and insist on the agenda being followed and minutes kept.
- DO confer with AIST staff before making any statement with competitive ramifications.

It is incumbent upon all AIST members to adhere to these guidelines to avoid putting all parties and their respective companies at risk for antitrust law violation.

#### ***Anti-Harassment Policy***

The Association for Iron and Steel Technology (AIST) is dedicated to providing harassment-free events for everyone, regardless of age, race, religion, disability, gender, gender identity or sexual orientation. We do not tolerate harassment in any form of anyone attending an AIST event.

Harassing behaviors include: offensive verbal comments related to age, race, religion, disability, gender, gender identity or sexual orientation; the use or display of sexual images, activities or commentary in public spaces; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of events; or inappropriate physical contact.

Participants asked to stop any harassing behavior are expected to comply immediately. Participants violating this policy may be sanctioned or expelled from the event or the membership at the discretion of the AIST leadership.