



NEWSLETTER

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From the Office of the Secretary General

Report on the 30th General Assembly of ICSU, the International Council for Science, 27-30 September 2011

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International Congress, XXIII ICTAM, Beijing, August 2012

IUTAM Home Page:

**<http://www.iutam.net>
or: <http://www.iutam.org>**

International Union of Theoretical and Applied Mechanics

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December 2011

President's Address

On 13-14 August 2011, the IUTAM Bureau and Congress Committee Executive met in Cambridge, England, for their last meetings prior to ICTAM2012 in Beijing. A brief report on the Bureau meeting can be found elsewhere in this Newsletter. The XCCC worked hard with the President and Secretary-General of ICTAM2012, Professor Yilong Bai and Professor Jianxiang Wang, to iron out the last remaining difficulties in the run-up to the Congress.

However, our memory of the meeting has been tragically coloured by the sudden death on 9 September, at home in Illinois, of Hassan Aref, the Secretary of the Congress Committee. Hassan was a leading figure in fluid dynamics, having pioneered the application of dynamical systems theory to fluid flows – he was the first to develop the concept of chaotic advection in the 1980s and 1990s – and was at the time of his death at the forefront of vortex dynamics, mixing, and topological fluid dynamics. He was also a major exponent of the use of supercomputers in fluid dynamics, starting when he was on the faculty of the University of California, San Diego in 1985-1992. Hassan was born in Egypt on 28 September 1950, received his undergraduate education at the University of Copenhagen and his PhD at Cornell, before serving on the faculty at Brown University, UCSD, the University of Illinois at Urbana-Champaign and, most recently, at Virginia Tech, where he was Dean of Engineering in 2003-2005; he also held a Niels Bohr Visiting Professorship in Denmark from 2006-2010. He received the Otto Laporte award from the American Physical Society in 2000, the G I Taylor Medal from the Society of Engineering Science in 2011, and (which gave him particular pleasure) an honorary doctorate from the Technical University of Denmark in May 2011. Hassan had a long and effective association with IUTAM, from the time when he successfully led the bid to hold the millennium ICTAM in Chicago in 2000, of which he was President. Thereafter he served energetically on the Congress Committee and its Executive, becoming Secretary in 2008. He will be sorely missed by all of us; our deepest sympathy goes out to his wife, Susanne, and his two sons.

Because of the death of Professor Aref, there is currently no Secretary of the Congress Committee; a new one will be appointed during ICTAM2012. In the meantime, Professor Viggo Tvergaard has agreed to act as Secretary for the meeting of the International Papers Committee in March and Professor Dick van Campen has agreed to prepare the agenda and papers for the CC and XCCC meetings in Beijing. All other CC business, especially final bids to host ICTAM2016, should be sent to me.

December 2011

Tim Pedley
President of IUTAM
Cambridge

From the Office of the Secretary General

In 2011 the IUTAM Bureau meeting was held in two sessions on 13 and 14 August at the University of Cambridge. Among the items discussed at the meeting were the following:

- *Matters concerning Adhering and Affiliated Organizations.*
The state of affairs with respect to some of the Adhering and Affiliated Organizations was discussed.
- *Matters concerning IUTAM Working Parties.*
The survey on the future of Working Parties was analyzed. The Bureau members will contact personally the chairs of some of the Working Parties to discuss the future of their Working Parties.
- *Reports by the Treasurer and the Secretary-General.*
The financial state of the Union was discussed, as well as the call for proposals for IUTAM Symposia and IUTAM Summer Schools for 2014 and 2015.
- *Proposal for evaluating Symposia and Summer Schools applications every year.*
A committee will prepare a proposal for offering an annual cycle for IUTAM Symposia and IUTAM Summer Schools.
- *Procedia IUTAM.*
The new series was launched successfully. There are already two volumes available on the website:
http://www.elsevier.com/wps/find/journaldescription.cws_home/724870/description

Frédéric Dias
Secretary General of IUTAM
Cachan & Dublin

Report on the 30th General Assembly of ICSU, the International Council for Science

[What follows is not a detailed account of all that went on; rather it is the impressionistic view of one delegate, your President Tim Pedley.]

The ICSU General Assembly took place on 27-30 September 2011, at the Food and Agriculture Organisation in Rome. Tuesday 27 September was taken up with the Union Members' Forum, while the full GA, involving all the national members as well as the Unions' representatives, occupied the following three days. The International Council for Scientific Unions was founded in 1931 as an organisation linking national academies of science with the scientific unions; in 1998 it was renamed as the International Council for Science, perhaps in recognition of the fact that the national adhering organisations provided most of the funding and therefore should have the main role in formulating policy. In any event, the national members dominated the GA.

Most of the Union Members' Forum consisted of presentations of items that would be discussed at the full GA, in order to seek some coherent scientific views. The topics covered were: Urban Health (or, to give it its full title, "Health and wellbeing in the changing urban environment: a systems analysis approach"); Earth System Research for the Global Sustainability Initiative; and Energy. These are all areas in which many national and international bodies, including ICSU's relatively new regional offices, have expressed opinions and launched programmes; ICSU appears to be struggling to coordinate, or even keep track of, all the various initiatives. In particular, it was notable that the presentation on energy made no mention of the vast amount of scientific research that is undertaken by multinational industrial corporations (I pointed this out both at the Unions' meeting and in the full GA). It remains unclear what ICSU's future role in this area should be.

The remainder of the Unions' Forum was taken up with business:

- A discussion of weighted voting in the GA, for financial matters only (see below). The Unions were almost unanimously in favour of weighted voting, since that is how they run their own GAs, as IUTAM does.

- A discussion of how unions could become more involved in ICSU committees and other affairs. (As mentioned above, business tends to be dominated by national members, many of whom send the same representatives to a number of successive assemblies, whereas a Union is represented by at most its President and Secretary General, who serve for only four, or sometimes eight, years. The ICSU officials who run the meetings appear to assume that everyone knows the ICSU way of doing things, such as voting procedures, despite the fact that perhaps 20% of GA delegates, and a bigger proportion of Union delegates, are attending for the first time. This was extremely annoying, counter-productive to any hoped-for sense of collegiality, and no doubt contributes to a lack of Union willingness to become involved.)
- A report on the ICSU Grants Programme. This has become much smaller since 2006, when US and UNESCO financial support was withdrawn. Since 2008 the programme has offered ten grants of up to EUR30K each year – but the budget is underspent: not enough proposals are submitted.
- Voting to reduce the number of Union nominations for ICSU Executive Board Members to eight, two from each ‘cluster’ of scientific unions. In fact voting was required only for our cluster of Physical, Chemical and Mathematical Sciences, where there were three candidates. The procedure, discussion and voting were conducted in a truly amateurish manner. For example, there was no advance warning that it would be desirable for nominated candidates to be present, in order to make themselves known – only ICSU ‘insiders’ would have known that – but nominators were not allowed to introduce their candidates orally (though full CVs were available in advance).

It will be noted that I was already quite irritated by the end of the Unions’ Forum. I will try to be briefer in describing the full GA, since it was mostly taken up with reports on particular ICSU initiatives and discussion of them. Rather a lot of the discussions consisted of National or Union members saying how important the topic was and how their country/union was already contributing, or must be allowed to contribute, to the initiative. A number of genuine questions or novel points were also raised. Here is a list of topics, with occasional commentary:

- Implementation of the new ICSU Strategic Plan for 2012-2017 (see <http://www.icsu.org/publications/reports-and-reviews/icsu-strategic-plan-2012-2017>), which is divided into three main sections: International Research Collaboration, Science for Policy, Universality of Science.
- Earth System Sustainability Initiative
- Health and Wellbeing in the Changing Urban Environment
- Polar Science
- ICSU involvement in observing systems
- Integrated Research in Disaster Risk (IRDR)
(The IRDR International Program Office is located at the Center for Earth Observation and Digital Earth of the Chinese Academy of Sciences in Beijing. I have invited a representative of the office to attend the Mini-Symposium on Mechanics of Natural Disasters at ICTAM2012. Also the workshop programme ENHANS, of which IUTAM is a co-sponsor, is a partner in IRDR.)
- Programme on Ecosystem Change and Society
- Science for Policy – (i) Commission on Sustainable Development and UN Conference on Sustainable Development (called Rio + 20), and (ii) Intergovernmental science-policy Platform for Biodiversity and Ecosystem Services
- Strategic Coordination for Information and Data
- World Data System

In addition to the above, there was a relatively interesting, because occasionally heated, discussion on the Universality of Science – one of ICSU's core concerns, even though a number of delegates pointed out that 'universality' is a word whose meaning even native English speakers are unsure of. The Committee on Freedom and Responsibility in the conduct of Science had proposed an amendment to ICSU's statute 5, the 'Principle of Universality', to ensure that it emphasises responsibilities as much as freedoms. In the end the following revised statute was agreed:

“The Principle of Universality (freedom and responsibility) of Science: the free and responsible practice of science is fundamental to scientific advancement and human and environmental well-being. Such practice, in all its aspects, requires freedom of movement, association, expression and communication for scientists, as well as equitable access to data, information, and other resources for research. It requires responsibility at

all levels to carry out and communicate scientific work with integrity, respect, fairness, trustworthiness, and transparency, recognising its benefits and possible harms.

In advocating the free and responsible practice of science, ICSU promotes equitable opportunities for access to science and its benefits, and opposes discrimination based on such factors as ethnic origin, religion, citizenship, language, political or other opinion, sex, gender identity, sexual orientation, disability, or age.”

There was also discussion and a vote on weighted voting. A number of (smaller) countries were against it, believing in “One country, one vote”, but in the end the GA agreed to adopt weighted voting on financial issues only (i.e. approval of annual audited accounts, level of dues, and overall budgets) and to amend Statute 22a accordingly (see below). It was pointed out that “One person, one vote” should favour a weighting in proportion to the population of active scientists, on the basis of which the dues schedule has been established.

Statute 22. a) “In order to ensure equality of votes of the two categories of membership in the General Assembly, each National Scientific Member shall have one vote, and each Scientific Union Member that number of votes which is equal to the number of National Scientific Members divided by the number of Scientific Union Members, except in votes concerning finance, in which case voting shall be weighted for all Members.”

Elections were held for new (and continuing) officers and Executive Board members. The new President-elect of ICSU, who will take over at the end of the next GA in 2014, is Gordon McBean, a Canadian meteorologist and climate change expert. He has been involved with ICSU for many years.

The (rather tedious) business of the GA was enlivened by two scientific lectures and an address by the incoming President of ICSU, Professor Yuan Tseh Lee, Chemistry Nobel Laureate from Taiwan. In addition, unions had been invited to put up posters in the lobby, and were given two minutes each to outline their field and activities, in groups of five (“Poster Expresso”), scattered throughout the three days. Although IUTAM did not have a poster, I was allowed two minutes to describe our activities. I think it might be a good idea to develop a general poster, to use at such occasions, and possibly

even a ‘mission statement’ to put on it and the website. Such matters can be discussed at next year’s GA.

A feature of the proceedings that worried me somewhat was the repeated emphasis on the importance of including the social sciences under the heading ‘science’. The motive lies in the recognition that science is important in the world because it can help alleviate some of the problems that the population increasingly has to live with, but to my mind there is a danger that this will make the organisation increasingly political and not a pure voice of hard science.

Readers will see that my experience of the ICSU GA was not entirely positive, but I am nonetheless glad that I went. It is very important that IUTAM should be actively represented in ICSU, and either the Secretary General or the President should try to attend both the three-yearly GA and the Unions-only meeting that occurs halfway between successive GAs. We need to be a leading voice of common-sense and scientific excellence when the ICSU insiders are developing new initiatives.

TJP

IUTAM Symposia 2012

12-1= GA.10-07 IUTAM Symposium on Mobile particulate systems : kinematics, rheology and complex phenomena

Place: Bangalore, India
Date: January 23 – January 27, 2012
Chairman: **Prof. P. Nott**
Indian Institute of Science
Department of Chemical Engineering
560012 Bangalore
India
Email: prnott@chemeng.iisc.ernet.in
<http://chemeng.iisc.ernet.in/iutamlr12/>

IUTAM Representative on Scientific Committee: Prof. G. Leal

12-2 = GA.10-12 IUTAM Symposium on Advanced materials modelling for structures

Place: Paris, France
Date: April 23 – April 27, 2012
Chairman: **Prof. S. Kruch**
ONERA
29 avenue Division Leclerc
92320 Chatillon, France
Email: serge.kruch@onera.fr
<http://sites.onera.fr/amms2012/>

IUTAM Representative on Scientific Committee: Prof. V. Tvergaard

12-3= GA.10-09 IUTAM Symposium on From mechanical to biological systems - an integrated approach

Place: Izhevsk, Russia
Date: June 05 – June 09, 2012
Chairman: **Prof. V. Kozlov**
Udmurt State University
Izhevsk
119991 Moscow
Russia
Email : kozlov@ras.ru
<http://iutam2012.rcd.ru/>

IUTAM Representative on Scientific Committee: Prof. F. Chernousko

12-4= GA.10-08 IUTAM Symposium on Waves in fluids: Effects of nonlinearity, rotation, stratification and dissipation

Place: Moscow, Russia
Date: June 18 – June 22, 2012
Chairman: **Pr. Y.D. Chashechkin**
Institution of the Russian Academy of Sciences A.Yu. Ishlinskii
Institute for Problems in Mechanics of the RAS
119526 Moscow
Russia
Email: chakin@ipmnet.ru

IUTAM Representative on Scientific Committee: Prof. F. Chernousko

12-5= GA.10-16 IUTAM Symposium on Multiscale problems in stochastic mechanics

Place: Karlsruhe, Germany
Date: June 25 – June 29, 2012
Chairman: **Prof. C. Proppe**
Karlsruhe Institute of Technology
76131 Karlsruhe
Germany
Email: proppe@kit.edu
<http://www.itm.kit.edu/dynamik/iutam-symposium/>

IUTAM Representative on Scientific Committee: Prof. E. Kreuzer

12-6= GA.10-14 IUTAM Symposium on Fracture phenomena in nature and technology

Place: Brescia, Italy
Date: July 01 – July 05, 2012
Chairman: **Prof. D. Bigoni**
Department of Mechanical and Structural Engineering
University of Trento
Via Mesiano 77
38050 Trento, Italy
Email : bigoni@ing.unitn.it
<http://events.unitn.it/en/iutam2012>

IUTAM Representative on Scientific Committee: Prof. B. Freund

12-7 = GA.10-03 IUTAM Symposium on Understanding common aspects of extreme events in fluids

Place: Dublin, Ireland
Date: July 02 – July 06, 2012
Chairman: **Dr. M.D. Bustamante**
University College Dublin
School of Mathematical Sciences
Belfield, Dublin 4 , Ireland
Email: miguel.bustamante@ucd.ie
<http://mathsci.ucd.ie/~miguel/IUTAM2012/index.html>

IUTAM Representative on Scientific Committee: Prof. F.Dias

12-78= GA.10-02 IUTAM Symposium on Topological fluid dynamics II

Place: Cambridge, UK
Date: July 23 – July 27, 2012
Chairman: **Prof. K. Moffatt**
University of Cambridge
Dept. of Applied Mathematics and Theoretical Physics.
CB3 0WA Cambridge - UK
Email: hkm2@damtp.cam.ac.uk

Co-Chairman: **Dr. K. Bajer**
University of Warsaw , Institute of Geophysics
ul.Pasteura 7
02-093 Warszawa, Poland
Email: Konrad.Bajer@fuw.edu.pl

Co-Chairman: **Prof. Y. Kimura**
School of Mathematics
Nagoya University, Nagoya, Japan
Email: kimura@math.nagoya-u.ac.jp

IUTAM Representative on Scientific Committee: Prof. T. Pedley

12-9= GA.10-15 IUTAM Symposium on Hysteresis and pattern evolution in non-equilibrium solid-solid phase transitions

Place: Hong Kong, China
Date: August 15 – August 18, 2012
Chairman: **Prof. Q.P. Sun**
Hong Kong University of Science and Technology
Kowloon
Hong Kong
China
Email: meqpsun@ust.hk

IUTAM Representative on Scientific Committee: Prof. S. Kyriakides

12-10= GA.10-06 IUTAM Symposium on Particle methods in fluid mechanics

Place: Kgs. Lyngby, Denmark
Date: October 15 – October 17, 2012
Chairman: **Prof. J.H. Walther**
Department of Mechanical Engineering
Technical University of Denmark
2800 Kgs. Lyngby
Denmark
Email: jhw@mek.dtu.dk

IUTAM Representative on Scientific Committee: TBA

12-11= GA.10-11 IUTAM Symposium on Advances of optical methods in experimental mechanics

Place: Hsinchu, China-Tapei
Date: November 03 – November 06, 2012
Chairman: **Prof. W.-C. Wang**
National Tsing Hua University
Department of Power Mechanical Engineering
30013 Hsinchu
Taiwan
Email: wawang@pme.nthu.edu.tw

IUTAM Representative on Scientific Committee: Prof. B. Freund

IUTAM Symposia 2013

13-1= GA.10-13 IUTAM Symposium on Materials and interfaces under high strain rate and large deformation

Place: Metz, France
Date: June 17 – June 21, 2013
Chairman: **Prof. S. Mercier**
Université Paul Verlaine Metz
Ile du Saulcy
57045 Metz, France
Email: sebastien.mercier@univ-metz.fr

Co-Chairman: **Prof. J. F. Molinari**
Ecole Polytechnique Fédérale de Lausanne
CH 1015, Lausanne, Switzerland.
Email: jean-francois.molinari@epfl.ch

IUTAM Representative on Scientific Committee: Prof. N. Gupta

13-2 = GA.10-01 IUTAM Symposium on The dynamics of extreme events influenced by climate change

Place: Lanzhou, China
Date: **2013, no exact dates available yet**
Chairman: **Prof. X. Zheng**
Department of Mechanics
Lanzhou University, China
Email : xizheng@lzu.edu.cn

Co-Chairman: **Prof. P. Linden**
Department of Applied Mathematics and Theoretical Physics
University of Cambridge, UK
Email: p.f.linden@damtp.cam.ac.uk

IUTAM Representative on Scientific Committee: Prof. K. Moffatt

**13-3 = GA.10-04 IUTAM Symposium on Vortex dynamics:
formation, structure and function**

Place: Kyushu, Japan
Date: **2013, no exact dates available yet**
Chairman: **Prof. Y. Fukumoto**
Kyushu University
Faculty of Mathematics
744 Motooka, Nishi-ku
819-0395 Fukuoka Japan
Email: yasuhide@math.kyushu-u.ac.jp

IUTAM Representative on Scientific Committee: TBA

**13-4 = GA.10-05 IUTAM Symposium on Nonlinear interfacial
wave phenomena from the micro to the macro-
scale**

Place: Limassol, Cyprus
Date: **2013, no exact dates available yet**
Chairman: **Prof. D. Papageorgiou**
Imperial College of London
Department of Mathematics
Huxley Building, 180 Queen's gate
SW7 2AZ London UK
Email: d.papageorgiou@imperial.ac.uk

IUTAM Representative on Scientific Committee: Prof. F. Dias

13-5= GA.10-10 IUTAM Symposium on Recent developments in impact testing of materials and structures

Place: Xi'an, China
Date: **2013, no exact dates available yet**
Chairman: **Prof. Y. Li**
School of Aeronautics
Northwestern Polytechnical University
710072 Xi'an
China
Email: liyulong@nwpu.edu.cn

Co-Chairman: **Prof. Han Zhao**
Ecole Normale Supérieure de Cachan
France
Email: zhao@lmt.ens-cachan.fr

IUTAM Representative on Scientific Committee: Prof. B. Freund

13-6= GA.10-17 IUTAM Symposium on Multiscale modelling and uncertainty quantification of materials and structures

Place: Athens, Greece
Date: **2013, no exact dates available yet**
Chairman: **Prof. M. Papadrakakis**
NTUA
Zografou Campus
15780 Athens
Greece
Email: mpapadra@central.ntua.gr

IUTAM Representative on Scientific Committee: Prof. O. Allix

IUTAM Summer Schools

2012 IUTAM Summer School on Biomechanics of Tissue and Tissue-Cell Interaction

Place: Purdue, USA
Event dates: June 05 – June 08, 2012
Coordinators: **Prof. T. Siegmund**
Purdue University
School of Mechanical Engineering
585 Purdue Mall
47907 West Lafayette USA
Email: siegmund@purdue.edu
<https://engineering.purdue.edu/IUTAMSS>

2012 IUTAM-CISM Summer School on Mechanics of Nanocrystalline Materials: From Discrete to Continuum

Place: Udine, Italy
Event dates: September 10 – September 14, 2012
Coordinator: **Prof. M. Cherkaoui**
School of Mechanical Eng.
Georgia Institute of Technology
Atlanta, GA 30332-0405
USA
Email: mcherkaoui@me.gatech.edu

Co-Coordinator: **Prof. D. L. McDowell**
School of Mechanical Eng.
Georgia Institute of Technology
Atlanta, GA 30332-0405
USA
Email: david.mcdowell@me.gatech.edu

<http://www.cism.it/courses/C1210/lectures/>

IUTAM Co-Sponsored Events

2012 **Second Joint International Conference on Multibody System Dynamics**

Place: University of Stuttgart
Germany

Date: May 29 – June 01, 2012

Coordinator : **Prof. P. Eberhard**
University of Stuttgart
Institute of Engineering and Computational Mechanics
70569 Stuttgart
Germany
Email: peter.eberhard@itm.uni-stuttgart.de

International Congress, XXIII ICTAM, Beijing 2012

August 19-24, 2012

The International Congresses on Theoretical and Applied Mechanics (ICTAM), organized every four years by IUTAM, bring together scientists from all over the world for the purpose of exchanging information about recent developments in the field. Participation is unrestricted. **The deadline for extended abstract submission is 09 January 2012.**

For further information see ICTAM home page,
<http://www.ictam2012.org/>

Opening and Closing Lecturers

Opening Lecturer: Professor Shiyi Chen (China)

Closing Lecturer: Professor Ben Freund (USA)

Mini Symposia

MS 01. Mechanical challenges in energy

Co-chairs:

Professor Ken Reifsnider (USA)

Professor Jens Nørkær Sørensen (Denmark)

Professor Dongxiao Zhang (China)

MS 02. Mechanics of natural disasters

Co-chairs:

Professor Bernhard Schrefler (Italy)

Professor Pavel Tkalich (Singapore)

MS 03. Fluid-structure interactions in biological systems

Co-chairs:

Professor Gerhard Holzapfel (Austria)

Professor Eric Lauga (USA)

MS 04. Mechanics of transport in microfluidic devices

Co-chairs:

Professor Matthew Begley (USA)

Professor Henrik Bruus (Denmark)

MS 05 Dynamics and control of morphing structures

Co-chairs:

Professor Ephraim Garcia (USA)

Professor Haiyan Hu (China)

MS 06 Effects of small size scales in materials modeling

Co-chairs:

Professor Huajian Gao (USA)

Professor Marc Geers (Netherlands)

Pre-Nominated Sessions**Fluid Mechanics**

FM1	Biological fluid dynamics
FM2	Boundary layers
FM3	Combustion and flames
FM4	Compressible flow
FM5	Convection
FM6	Drops, bubbles and multiphase flows
FM7	Flow instability and transition
FM8	Flow in thin films
FM9	Geophysical and environmental fluid dynamics
FM10	Low Reynolds number flows

Solid Mechanics

SM1	Biomechanics and biomaterials
SM2	Contact and friction mechanics
SM3	Damage mechanics
SM4	Elasticity
SM5	Fracture mechanics
SM6	Geophysics and geomechanics
SM7	Impact mechanics and wave propagation
SM8	Mechanics of multi-component materials and composites
SM9	Mechanics of phase transformations
SM10	Mechatronics

FM11	Magnetohydrodynamics	SM11	Multibody and vehicle dynamics
FM12	Non-Newtonian and complex fluids	SM12	Nanostructures and MEMS
FM13	Stirring and mixing	SM13	Plasticity, viscoplasticity and creep
FM14	Turbulence	SM14	Stability of structures
FM15	Vortex dynamics	SM15	Structural optimization (Co-sponsored by ISSMO)
FM16	Waves in fluids	SM16	Vibrations and control of structures
FM17	General fluid mechanics	SM17	General solid mechanics

Topics involving both fluid mechanics and solid mechanics

FS01	Acoustics
FS02	Computational methods in mechanics
FS03	Experimental methods in mechanics
FS04	Chaos and pattern formation
FS05	Electro- and magnetomechanical systems
FS06	Fluid structure interactions
FS07	Smart materials
FS08	Granular materials and flows
FS09	Mechanics of materials processing
FS10	Porous media
FS11	Foams and cellular materials
FS12	Education in mechanics

Notice on IUTAM Symposia

The IUTAM Symposia are reserved to invited participants. Those wishing to participate in an IUTAM Symposium are therefore advised to contact the Chairman of the Scientific Committee in due time in advance of the meeting.

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