

## The TOTeM Concept

The concept of **Topic Oriented Technical Meetings (TOTeMs)** was conceived to ensure the ongoing renewal of the IFRF Research Agenda. These meetings are focused on areas of interest rather than on specific technical disciplines and are structured, typically within a one and half day time period, to answer three questions about the topic at hand:

**What are the issues?**

**What do we know already?**

**What do we need to know?**

TOTeMs have been a part of the IFRF way of doing things since October 1989 when the first such meeting was held -the title: "Capabilities and limitations of mathematical models of flames". Since that time, 39 TOTeMs have been organized. Three are being planned for 2014, one in Sweden, one in Poland, and one in IJmuiden, the Netherlands.

### Structure of a TOTeM

- A TOTeM is always chaired by a recognized expert in a particular field.
- In the early part of the first day, delegates receive information about the state of the art from keynote speakers and invited experts.
- This is followed by a poster session in which delegates themselves may present posters describing their own activities in the topic area of interest. In this session the status of available information from IFRF sources such as the Handbook and Library is also clarified.
- On the second day, via a round table discussion, the technology gaps and research needs within the topic area are identified.

Emerging from the TOTeM, and written by specifically for IFRF, is a summary document which clearly describes the meeting, and highlights the conclusions reached as these pertain to:

- the state of the art in that topic
- the current situation in practice
- the research requirements

The summary document becomes input to the process of Triennial Research Planning which is the responsibility of the IFRF Superintendent of Research.

The summaries and presentations from previous TOTeMs are available to IFRF Members for perusal and download at <http://www.ifrf.net/page/conference-notes/index-conferences>

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