IMAPS Symposium Leadership

**Overall Focus**
- High level content of conference
- Structure of conference & theme

Past Chair = Keynote & Panel owner
Chair Elect = PDC’s ownership
Both = high level / technical focus

Complete ownership of track; pick team of session chairs to support them
- Responsible for speaker invitations

Complete ownership of session; recruit speakers, review abstracts/papers, run session onsite
- Responsible for speaker invitations

A committee focusing on the complementary activities for the event: tour, fundraisers, golf, social, networking, student events, high schools, etc.

**Activities Committee**

**General Chair**

**Chair Elect**

**Past Chair**

**Track Chairs**

**Track Chairs**

**Session Chairs**

**Session Chairs**

**Session Chairs**
IMAPS Symposium Leadership Roles

1. General chair sets the theme and conference format
   - Responsibility for driving overall meetings from high level
   - **General meetings are with all 3 chairs and track leads only**

2. All 3 Chairs determine track topics & leadership representation
   - Focus on track & teams, PDCs, Keynotes, Panel and other technical aspects
   - Incoming Chair and Chair-Elect position appointed by VP of Technology
   - Track leadership may or may not change from year to year based on success

3. Track Chairs drive their own meetings (and emails) for their individual tracks
   - Report to General chair at regular meetings on progress and help needed
   - Also focused on recruiting speakers for tracks/sessions

4. Session Chairs manage their individual session and speakers within
   - Speaker/abstract recruitment is number one goal
   - Invite enough expert speakers to fill the session
   - Work with co-chair to organize session
   - Review abstracts & peer review papers
   - Manage session at the Symposium

5. Activities Committee
   - Team of volunteers organizing the complementary activities to the technical program
   - Chair/Co-Chair will lead others.
   - Will manage: tours, fundraisers, golf, social, networking, student, high school, etc.
Past Chair and Chair-Elect

• Past Chair responsibilities:
  – organizing and delivering keynotes and Panel sessions.
  – can form committees and use other resources for help and coordination including the GBC
  – Help with Poster session

• Chair-Elect responsibilities:
  – organizing and delivering the PDCs (professional development courses).
  – oversee the additional supporting committees, eg., marketing, student activities, local tours, diversity session

• Staff Responsibilities
  • Event planning and exhibition
  • Final communication with participants
  • On site support
IMAPS Track & Session Chair

**Overall Focus of Technical Track**
- Appointment of Session Chair (recruit 10-12 months ahead)
- Structure of session

**Track Chair Responsibilities**

1. Drive sessions in the track and quality of sessions
   - Responsible for sessions, chairs, selection of papers and running tracks during event
   - Report to General Chair for updates and coordination
Track Chair Responsibilities

• Track Chairs are primarily expected to be the workhorse of the Conference for their particular track/topics
• Drive sessions in the track and quality of sessions
• Responsible for call for abstract file, defining key session topics, recruiting session chairs / committee, organizing calls with committee to monitor progress & work toward collecting 20-30 total abstracts, selection of best abstracts to organize strong/relevant sessions, communicating with session chairs leading up to event, and running tracks during event (track chairs CAN also chair a session onsite if they would like to)
• Report to General Chair for updates and coordination

• A significant goal for track and session chairs should be to have at least 50% of the total content of the Conference by recruitment
• Track chairs are also expected to lead (if appropriate)
  – Technical Working Groups (TWG) in Key technology areas
  – TWGs should be operational for minimum of 3-5 years
Session Chair Responsibilities

• Session Chairs are expected to be responsible and accountable for the content and quality of the sessions (taking general guidelines from track chairs)

• A significant goal for session chairs should be to have at least 50% of the total content of the symposium by recruitment

• Session chairs will
  – Recruit speakers through networking. Focus on inviting experts in the session topic areas that the track chairs have defined. Session Chairs are expected to recruit 3-5+ abstracts/speakers each (many more invitations will go as not all will accept)
  – Manage additional abstracts that come through on line submission (not recruited by you)
  – Follow up individually on abstracts, papers and timelines as discussed during committee calls
  – Review abstracts, papers and/or slides as per deadlines
  – Escalate issues to track/general chair as appropriate
  – Onsite manager of your session
    • Attend speaker/chair breakfast/meeting as scheduled and informed before the event
    • Assist speakers before/during/after their talks
    • Welcome the room to your session, and follow with any general announcements
    • Introduce your speakers using Bios collected by IMAPS staff. You and your co-chair can alternate or divide 1st/2nd half speakers for introductions as you prefer.
    • Monitor time of speaker presentation and signal if they are running long
    • Moderate the Q/A after the speaker presentation ends – throw in your own question if the room is quiet!
    • Thank the speaker and present with any certificates/gift provided by IMAPS staff
    • Be sure to stick to published schedule
    • Gather any session data, forms, etc. as requested by IMAPS staff
  – Complete evaluation forms for session for student presentations and others “best” reviews as identified by track/general or staff

• Session Chairs encouraged/expected to sign up for multiple years.
  – These teams work best with good continuity from year to year. There is opportunity to move up/around!!
Overall ownership of team & non-technical activities
- Recruits committee members to assist with specific activities/projects
- Reports to General Chair

Supports Activities Chair
- Liaison with IMAPS EC (Directors & VP of Marketing, among others as needed)

“Subcommittees” - Responsible for a specific activity or event (like golf, students, tours, fundraisers, etc.)
- Lead & report on your subcommittees event(s) to Activities Chair
- Attend planning calls with Activities Committee
- Plan details of your activities with your team. Might need to recruit separate volunteers, have additional calls with your subcommittee members, etc. Plan to manage your event onsite

Reports to IMAPS EC

Reports to General Chair

Activities Chair

Co-Chair / EC Liaison

Foundation
Students
Diversity
Awards / Recognition
Tours / Offsite / Social
Symposium Timeline/Milestones

- Follow event website & direction of General Chair (and staff) for further details and updated deadlines, etc.
- 2+ years before - Site/venue selected and contracted by staff & IMAPS EC
- 12-15 months before - General Chair-elect appointed by IMAPS VP Technology
- 1 year before (at prior year symposium) – open website, “call”, and promote (“save the date” status at this point – tracks, details can/will change)
- Last Day of prior year symposium – General Chair introduces Chair-Elect who then becomes MC of final day
- October-November (prior year) – begin General Chair calls to define tracks, lock track chairs
- November-December (prior year) – General & Track Chairs finalize sessions & lock session chairs
- November-January – General, Track & SESSION CHAIRS recruit speakers/abstracts
- December-January (prior year) – Sponsorship & Exhibits open
- December 31 – Each SESSION CHAIR (and Track Chair) must recruit at least 1 abstract by now
- January 15 - Each SESSION CHAIR (and Track Chair) must have recruited at least 2 abstracts by now
- January 31 - Abstract & PDC Deadline (can be extended by Chair as needed)
- January 31 Ab Deadline - Each SESSION CHAIR (and Track Chair) must have recruited at least 3 abstracts by now
- April 1 - Speaker Acceptance/Rejection
- May 15 – Speakers must submit first Paper to Peer Review
Symposium Timeline/Milestones

- **Follow event website & direction of General Chair (and staff) for further details and updated deadlines, etc.**
- **May 15-June 30** – Session Chairs (and Track Chairs as needed) review papers in their sessions and submit feedback forms & Best Of Session Paper selections
- **July 1** - Peer Review feedback to authors
- **August 1** - Final/corrected Papers Due
- **August 1-15** – Track Chairs review all Best of Session Papers in their tracks to select one Best of Track paper.
- **August 15** - Speaker must register before
- **August 16-September1** – General Chairs review Best of Tracks to determine RANKING for one Best of Symposium (will review onsite presentations as well)
- **September 15** – Speaker BIO due
- **Monday of Event** – Speakers have Slides/Presentation ready. General Chair organize a meeting of the full committee(s) onsite or at welcome reception.
- **Morning of Your Session/Track** – Attend Speaker/Chair Breakfast
- **Day of Session** – Session Chairs arrive to session room 30 minutes early, run session, evaluate student presentations, provide feedback forms, etc. to staff upon conclusion of session.
- **Day Of Presentations** – General Chairs to view Best of Track presentations for consideration as Best of Symposium
- **Tuesday-Wednesday of Symp Week** – General, Track Chairs to attend “technical committee” meeting led by IMAPS VP Technology
- **Thursday of Symp Week** – General Chairs to attend IMAPS Executive Council Wrap-up Meeting
- **Thursday-Friday of Symp Week** – Staff to issue final attendee list, show statistics, etc.
- **Week After Symposium** – Staff to issue electronic attendee & exhibitor surveys, compile all onsite surveys, calculate “best” paper review forms/data, and report all relevant information to General Chairs and others.
Thank you!