

## Leadership Responsibilities for Sessions in AIChE Area 3 (Particle Technology) - 2003 Sept 29

**Selection of Leaders for Technical Sessions:** At each annual meeting of the AIChE members who have interest in the various technical groups (3a, 3b, etc.) meet to list potential topics for technical sessions in the following few years, to discuss who might chair those sessions, and to select a new group chair and/or co-chair if necessary. The group chair and co-chair contact the candidates and secure session chairs, co-chairs, and vice-chairs who will be responsible for the details of organizing the technical sessions and soliciting contributed papers that will benefit both the participants and the broader technical community. Session leaders should be personally committed to doing this work well, and they should receive recognition and thanks from the technical community for their efforts. Their tasks are as follows:

### PLANNING

- \* Participate in the technical session group meeting at the annual meeting of the AIChE (if unable to attend, communicate with group chair)
- \* Provide a session description to the Group Chair & Program Coordinator before the deadline.

### COMMUNICATIONS

- \* Send a session-specific CALL FOR PAPERS (in addition to the general call for papers sent by PTF) to your contact list of prospective presenters.
- \* The session chair is the primary contact for all communication with Program Coordinator & Group Chairs. If the session chair will not be available for a while due to travel, illness, etc., he/she should inform the Program Coordinator and the co-chair, who should then take on the role of being the primary contact.
- \* Provide the Program Coordinator with input regarding scheduling of the session (if there is a preferable day of the week and/or time).

### MANAGEMENT

- \* Monitor the submission of Proposals to Present (PTP) for the session. Accept, reject, or forward PTPs to other sessions as soon as possible. Avoid making a last-minute rush.
- \* If two weeks before the last date for submitting a PTP the number of papers submitted to your session is small, consult with the Group Chair and Program Coordinator to develop ideas to attract more papers.
- \* After the session is closed and the fate of all papers has been decided, contact ALL authors (not just the presenting author) and inform them of the decision. [Does this mean telling them the PTP has been referred to another session or searching about for its fate and telling them that it has been accepted in another session?]
- \* As soon as you can do this, let the authors know when is the deadline for submitting their paper for the proceedings (with PTF proceedings on CD or Proceedings for a Topical Conference).
- \* Follow up to ensure that the authors submit their papers on time and meet the deadline.

### DELIVERY

- \* Check with authors about 2 weeks in advance of the annual meeting to ensure that they are planning to attend and to present their paper. If there are any withdrawals, make an effort to solicit a "filler paper" to present in that time slot so as to avoid losing your audience..
- \* Arrive at the designated room at least 15 minutes prior to the start of the session. Check the audio-visual equipment to see that it works and that you know how to operate it..
- \* Keep the session on schedule. Inform speakers when their time is up (allowing some time for questions) and cut off questions when the time for that paper is up. Have a question of your own ready for each speaker in case the audience does not have one. Do not change the sequence of papers.
- \* Ask the audience to fill the feedback forms.