

SSR Program Committee: Standard Operating Procedures

Bylaws Article XI, Section 4(b): Program Committee: The Program Committee composed of ten or more Members of the Society shall be responsible for arranging programs for the scientific meetings of the Society. The Committee shall select papers to be presented, establish procedures to review abstracts, review abstracts, and prepare a program structure. It shall advertise the meetings and integrate its activities with the Local Arrangements Committee and the SSR Business Office. The Committee shall evaluate past programs, assess the feasibility of alterations in program structure, and make recommendations as appropriate to the Board of Directors.

Duties of the Program Committee Chair

Four to six months before the preceding Annual Meeting:

- Establish theme and general organization of the program (with President-elect)
- Assist President-elect to designate Committee members for Board approval at Mid-Winter Meeting
- Identify potential speakers for Keynote Address, President's Symposium, State-of-the-Art Lectures
- Develop list of suggested Minisymposium topics and organizers
- Schedule meeting with Program Committee at Annual Meeting through Business Office

At preceding Annual Meeting:

- Solicit program ideas from Program Committee and SSR members
- Meet with regular and ad hoc Program Committee members to:
 1. Discuss committee functions
 2. Present program theme and potential Keynote, State-of-the-Art, and President's Symposium speakers
 3. Discuss possible Minisymposium topics and organizers
 4. Provide overview of abstract review procedures
 5. Meet with SSR Executive Director and staff for overview of abstract submission and abstract review Web site; review communications with speakers and chairs of sessions, etc.

August & September:

- Establish Committee schedule from Future Meeting Timetable (prepared by SSR office)
- Work with President to invite Keynote, President's Symposium, and State-of-the-Art speakers
- Work with Business Office to block out program schedule (times and dates of lectures, symposia, slide sessions, poster sessions, etc.) using meeting room information provided by Business Office
- Organize Minisymposia:
 1. Finalize topics and adjust to achieve balance, avoid repetition, and minimize overlap
 2. Contact organizers to identify 3 potential speakers (organizer is usually one of the speakers, organizers should not invite speakers without prior approval of Chair)
 3. Avoid inviting Minisymposium speakers who have talked at one of the two previous meetings.
- Oversee invitations to Minisymposium speakers to ensure organizers are on schedule
- Write article for Fall Newsletter

October:

- Preliminary program highlights (themes, titles of minisymposia, speakers) to Business Office
- Visit meeting site, meet with Local Arrangements Committee, view rooms available for Major Lectures, Minisymposia, platform sessions, and poster sessions (size, location, access, etc.)

November & December:

- Ensure that Minisymposia are organized, speakers have been invited and have accepted, titles of talks determined, organizers have forwarded speakers addresses to you and Business Office
- Proof program information in abstract packet, review modifications to abstract submission Web site

December & January:

- Finalize program organization and assignment of time slots
- Write report for Midwinter Board meeting
- Attend Midwinter Board meeting
- Write article for Winter Newsletter
- Organize abstract review subcommittees (choose chairs from Program Committee and volunteers when Program Committee does not have expertise, chairs select one to three other members, include a trainee on each committee if possible)

February & March:

- Alert abstract review subcommittee and remind them of review guidelines (timing depends on abstract deadline and availability of abstracts on the Web site)
- Abstract review subcommittees:
 1. Review and rank abstracts and select abstracts for platform talks and poster sessions
 2. Contact all presenters (through Minisymposium Chair or personally) for platform talks by email to verify that they will attend the meeting and are willing to talk
 3. Provide Trainee abstract ranks to Awards Committee for selection of Trainee Awards finalists
- Compile all poster and platform sessions, determine order and daily schedule, adjust for balance, distribution of topics, and room size (size of room needed is a best guess, related to number of abstracts submitted in category)
- Check platform sessions for duplicate selection of abstracts or content overlap with other sessions
- Finalize lists of abstracts for platform sessions (session titles, co-chairs, speakers, sequence of talks) and abstract category areas for poster sessions to SSR Office

April:

- Abstracts due for invited talks (Major Lectures, Minisymposia)
- Final room assignments & locations for all scientific sessions to Business Office
- Write article for June Newsletter

May:

- Proof the Meeting program

June:

- Programs are mailed to members; be prepared to deal with problems and misunderstandings

(abstracts not assigned to slide sessions, inconvenient scheduling of sessions or individual presentations, failure of first authors on abstracts to register, failure of invited speakers to register, requests that presentations be made by someone other than the first author, late requests for travel support, abstract withdrawals, visa problems, program glitches, etc.)

- Send platform session Chairs and Co-Chairs their instructions

July:

- Write Committee report to Board of Directors

Annual Meeting:

- Record abstract numbers of no-shows for posters (they will receive a letter from the President)
- Monitor concurrent sessions to see that Chair is keeping session on schedule
- Attend meeting of next Program Committee
- Present post-meeting Committee report to Board of Directors

Modifications to this SOP require Board approval before they are applicable.

SSR: 6/2/2007

FINAL: 11/10/08