Planning Symposia & Workshops

Today's Agenda

➢Benefits

➢2019 Statistics

➢Event types

➢Steps to planning

➢Keys to a successful event and publication

Benefits of Holding an Event

- Exchange of technical information

- Networking

- Revision of standards

- New activity, standards or subcommittee

- New industry trends and needs

- New members

- Awareness of ASTM

- Papers published by ASTM

2019 Symposia Operations Stats

➢Total Events: 30
- 8 symposia
- 2 conference
- 17 workshops
- 3 seminars

➢27 with technical committee meetings

➢Over total 1,600 attendees

Event Types - Symposium

➢Formal setting

➢1-2 Days

➢Publication required

➢Scope can be broad or narrow

➢10-15 speakers per day

Event Types - Conference

➢Formal setting

➢2-5 Days

➢Publication not required

➢Scope is very broad

➢10-15 speakers per day

Event Types - Workshop

➢Informal setting

➢½ -1 Day

➢Publication not required

➢Scope is narrow

➢5-10 speakers per day

Event Types - Seminar

➢Informal setting

➢1-3 hours

➢Publication not required

➢Scope is very narrow

➢1-3 speakers

Virtual Events

➢ All event types can be made virtual

➢ Currently using WebEx platform

➢ Can take place all day or over the course of a multiple days

➢ May not be appropriate for all events depending on the desired outcome

Step 1: Communication

➢Let the Symposia and Staff Managers know:

- Event date(s)

- Location

- Estimated attendance

- Publication needs (if applicable)

Step 2: Proposal Form

➢A completed form includes:

- Sponsoring Committee and <u>Sub-Committee</u>

- Event Chair's Name and Contact Information

- Event Title

- Event Location, Date(s) and Times

- Estimated Attendance

- Objectives

- Publication Selection

- Executive Sub-Committee Approval Date

Step 3: Confirmation of Event Space

➢Symposia Manager will check with Meetings Department for event space availability

- With Committee Week – space will be sought in the committee week hotel, unless you notify us otherwise

- Independent – hotels in your chosen city will be contacted for proposals to host your event

➢If space is not available on the dates you requested, we will ask that you choose alternate dates for your event.

Step 4: Time Schedule & Responsibilities

➢Time Schedule

- Put together by Symposia Manager, with input from our Publications Department if a publication will be produced

- Must adhere to due dates to ensure proper planning

➢Chair's Responsibilities

- Roadmap for event and publication planning

- Refer to it frequently

Step 5: Call for Papers or Presentations

➢ Symposia Manager will put this together based on the information provided in the proposal

➢ Call for papers/presentations is sent to all Chairs for approval

- If a publication will result, the assigned ASTM Committee on Publications (CoP) Representative will also need to approve the call for papers

➢ Symposia Operations will publicize

- Blast email to ASTM committees
- News release sent to other related media
- News release sent to ASTM non-member customers
- Announcement in Standardization News
- ASTM social media

Step 6: Abstract Collection and Approval

➢Symposia/Conferences

- Abstracts are collected by ASTM and given to the chair for review and acceptance

- All accepted abstracts will be reviewed and approved by the CoP Representative before acceptance letters go out

- Letters of acceptance and/or rejection to present and publish will be sent out by ASTM on behalf of the event Chair

➢Workshops/Seminars

- Abstracts are collected by event chair

- Chair informs the authors of their acceptance or rejection to present

Step 7: Technical Program and Booklet

➢ Chair creates the technical program based on the submitted abstracts

➢ Keynote speakers and panel discussions may also be added to enhance the workshop or fill in any presentation gaps

➢ Technical program gets posted on the event website and circulated for promotion

➢ Program booklet, containing the technical program and the presentation abstracts are distributed to all attendees

Step 8: Budget and Registration Fees

➢ Budget is based on:

- The number of expected attendees (paid and fee waived)

- Audio-visual requirements (including virtual needs)

- Addition of social events or meal functions

- Presenter travel expense reimbursement

➢ Registration fees are determined using a break-even approach

Step 9: Day of Event (In-person)

➢ Symposia/Conferences

- Attend Presenters' Briefing Meeting each day of the symposium

- Notify Symposia Manager or A/V tech of any issues with room set-up or equipment

➢ Workshops/Seminars

- Bring your own laptop and have presentations preloaded, if possible

- Make sure that your presenters are in the workshop room and ready to present

- Notify Symposia Manager of any issues with room set-up or equipment

Publication Options - STP

➢ **Selected Technical Papers (STP)**

- A minimum of 10 accepted papers is required to publish

- Event Chairs are the editors of the publication

- Usually publishes 12-16 months after all manuscripts have been submitted

- Hard copies of the publication can be produced and with proper planning, can be available for distribution at the event
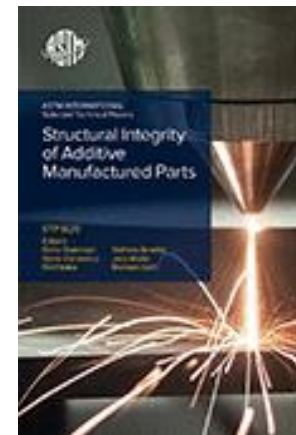
Publication Options – Special Issue

➢ **Special Issue of an ASTM Journal**

- Chairs of the event are the Guest Editors for the special issue

- A minimum of 10 accepted papers is required for publishing

- Publication time is dependent upon on the date of the next available journal issue

- Published online only and First Look papers are available; not available in hard copy

- Extended abstracts are collected for distribution at the event; full manuscripts are submitted for the publication

Submit Your Papers

➢ We encourage all presenters to submit a full paper to any of the ASTM Journals

➢ All journals are listed on our website at: www.astm.org/journals

➢ All papers are peer reviewed and included in the ASTM Digital Library

➢ For more information on publishing with ASTM, please contact:

> **Kathy Dernoga**
> Managing Editor, Books & Journals
> Email: kdernoga@astm.org
> Phone: 610-832-9617

Keys to a Successful Event & Publication

➢ Topic selection

➢ Publication choice

➢ Schedule

➢ Commitment

ASTM Symposia Website

Symposia and Workshops Web Page: www.astm.org/SYMPOSIA/

- ➢ Symposium proposal form

- ➢ See future ASTM symposia and workshops

- ➢ Search past ASTM symposia

- ➢ Receive emails when new papers are available

Symposia Operations Contact Information

Manager: Kelly Dennison

Email: kdennison@astm.org

Phone: 610-832-9568

Admin. Assistant: Jennifer Buono

Email: symposia@astm.org

Phone: 610-832-9698

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STP - COP Involvement

➤ A COP (Committee on Publications) member is assigned to each STP

➤ Reviews the Call for Papers and received abstracts for acceptability

➤ Included in the final decision of all reviewer rejected papers to either:

   – Accept the paper with revisions

   – Require additional revisions or provide clarification

   – Reject the paper

➤ Gets involved if co-chairs disagree on paper acceptance or rejection

Symposia Chair's Responsibilities

- Communicate with staff

- Adhere to time schedule and procedures

- Provide info for call for papers

- Review abstracts

- Develop technical program

- Determine event needs for budgeting

- **Select peer reviewers**

- **Follow peer review/publication deadlines**

Workshop Chair's Responsibilities

➢Communicate with staff

➢Adhere to time schedule and procedures

➢Provide info for call for presentations (if need be)

➢**Collect abstracts**

➢Review abstracts

➢Develop technical program

➢Determine event needs for budgeting

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