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2023 Officers' Training Week

Kelly Dennison
September 26, 2023
Virtual

Benefits

2022 Statistics

Event Types

Steps to Planning

Keys to Success

Agenda

Benefits

- Exchange of technical information

- Networking

- Revision of standards

- Creation of new standards and subcommittees

- Evaluate industry trends and needs

- Increase committee membership

- Publish papers

2022 Symposia Operations

By the numbers

– Total Number of Events: 19

  – 1 Conference
  – 2 Seminars
  – 5 Symposia
  – 11 Workshops

– 16 held with the committee technical meetings

– 3 held entirely virtual

– Over 1,600 total attendees

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Event Types

Conference

- Formal setting
- 2-5 Days
- Publication <u>not</u> required
- Scope is very broad
- 10-15 speakers per day

1

Symposium

- Formal setting
- 1-2 Days
- Publication required
- Scope can be broad or narrow
- 10-15 speakers per day

2

Workshop

- Informal setting
- ½ -1 Day
- Publication not required
- Scope is narrow
- 5-10 speakers per day

3

Seminar

- Informal setting
- 1-3 hours
- Publication not required
- Scope is very narrow
- 1-3 speakers

4

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Event Types

Virtual

– All event types can be made virtual

– Currently using WebEx platform

– Can take place all day, over the course of a multiple days and anywhere in between

– Is a virtual event appropriate for achieving your desired outcome?

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Steps to Planning

Step 1: Communication

– Let ASTM know:

- Date
- Location
- Estimated attendance
- Concurrent sessions
- Publication

Step 2: Proposal Form

– A completed form must include:

- Sponsoring committee, and sub-committee
- Event Chair's name and contact information
- Event title
- Location, date, and times
- Estimated attendance
- Objectives
- Publication selection
- Executive sub-committee approval date

Step 3: Confirm Space

– Committee Week

- space will sought in the committee week hotel

– Independent

- hotels in the chosen city will be contacted for proposals

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Steps to Planning

Step 4: Time Schedule and Chair's Responsibilities

	Time Schedule	ASTM will put this together for you Adhere to due dates for proper planning
	Chair's Responsibilities	Provide information for call for papers Choose abstracts Create technical program Select paper reviewers Write publication forward

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Steps to Planning

Step 5: Call for Abstracts / Save the Date

– Put together by ASTM based on the information provided in the event proposal form

– Sent to Chair for review and approval
  – If publishing, an ASTM Committee on Publications (CoP) representative will review and approve as well

– ASTM will publicize
  – Blast email to ASTM committees
  – Marketing email sent to ASTM customers
  – News release sent to media outlets
  – *ASTM Standardization News*
  – ASTM social media posts

Step 6: Abstract Collection & Approval

– Symposia/Conferences with Publication
  – Abstracts collected by ASTM
  – Chair reviews and decides which abstracts to accept
  – Accepted abstracts for publication will also be reviewed by the CoP Representative
  – Notification of acceptance will be sent by ASTM on behalf of the event Chair

– Workshops/Seminars
  – Abstracts collected by event chair
  – Chair informs authors of their acceptance to present

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Steps to Planning

Step 7: Technical Program

– Chair creates the technical program using the ASTM template

– To enhance or fill gaps:
  – Keynote speakers
  – Panel discussions

– Used for publicity

– Combined with abstracts and distributed to all registrants

Step 8: Budget and Registration

– Budget items:
  – Number of expected attendees
  – Audio visual requirements
  – Food functions or social events
  – Presenter travel reimbursement

– Registration fees determined using a break-even approach

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Steps to Planning

Day of Event – In-person

– Symposia
  – Attend Presenters' Briefing Meeting each day of the symposium
  – Notify ASTM staff or a/v technician of any issues with room set-up or equipment

– Conferences/Workshops/Seminars
  – Bring your own laptop and have presentations preloaded, if possible
  – Confirm your presenters are in the workshop room and ready to present
  – Notify ASTM staff of any issues with room set-up or equipment

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Steps to Planning

Day of Event – Virtual

– Join the event at least 30 minutes prior to the start

– Work with ASTM Staff to ensure all presenters are logged on

– Discuss last-minute changes with ASTM staff

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Publication Options

Selected Technical Papers (STP)

– A minimum of 10 accepted papers is required to publish

– Event Chairs are the editors for 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

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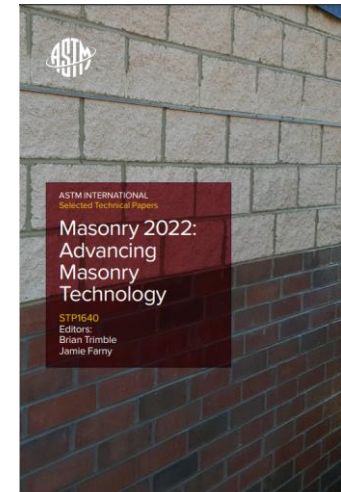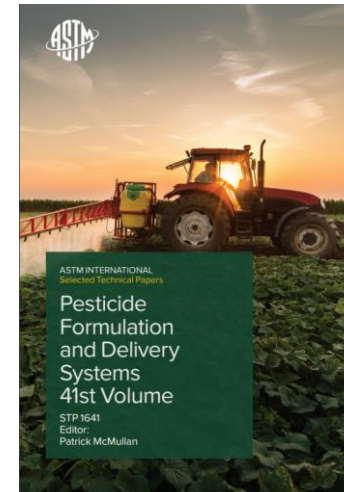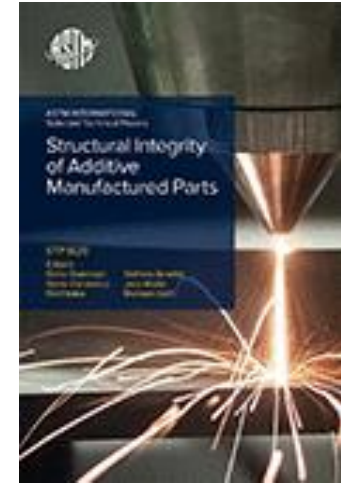
Publication Options

ASTM Journal Special Issue/Section

– Chairs of the event are the guest editors

– Publication time depends on the date of next available journal issue or section

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

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Keys to Success

Communication

Topic selection

Publication choice

Adherence to schedule

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Thank you!

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