Planning Symposia & Workshops
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Today’s Agenda

- Benefits
- 2016 Statistics
- Event types and examples
- Steps to planning
- Keys to a successful event and publication
Benefits

- Exchange of technical information
- Papers published by ASTM
- Revision of standards
- New activity, standards or subcommittee
- New industry trends and needs
- Networking
- New members
- Awareness of ASTM
Total Events: 33 (8 symposia, 2 conferences, 20 workshops, 3 seminars)

30 held at a committee week, 3 held independently

Most were held in conjunction with the technical committee meetings

Over 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
- $\frac{1}{2}$ - 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
Symposia and Conference Examples

- **Series**
  - B10 Zirconium in the Nuclear Industry
  - D22 Michael E. Beard Conference
  - E35 Pesticide Formulations Symposium

- **One-Event Topics**
  - E08 Fatigue and Fracture Test Analysis Symposium
Workshop and Seminar Examples

- **Series**
  - F07  Workshop on Transparent Enclosures

- **One-Event Topics**
  - B05  Workshop on Smart Textiles
  - E08  Workshop on Additive Manufacturing
  - E18  Seminar: Non-Food Sensory
Step 1: Communication

- Let both your Staff Manager and me know:
  - Event date/location
  - Estimated attendance
  - Publication Selection (if symposium)
Step 2: Proposal Form

A completed form includes:

- Sponsoring Committee and Sub-Committee
- Event Chair(s) Name(s)
- Event Title
- Event Location, Date(s) and Times
- Estimated Attendance (realistic)
- Objectives
- Publication Selection
- Executive Sub-Committee Approval Date

Symposia Proposal Form
Step 3: Time Schedule & Responsibilities

➢ Time Schedule
  ➢ Put together by symposia manager
  ➢ Must adhere to due dates to ensure proper planning

➢ Chairman’s Responsibilities
  ➢ Roadmap for event and publication planning
  ➢ Refer to it frequently
Symposia Chairman’s Responsibilities

- Communicate with staff
- Adhere to time schedule and procedures
- Provide info for call for papers
- Review abstracts
- Develop technical program
- Select peer reviewers
- Follow peer review/publication deadlines
Workshop Chairman’s Responsibilities

- Communicate with staff
- Adhere to time schedule and procedures
- Provide info for call for papers
- Review abstracts
- Develop technical program
Step 4: Call for Papers or Presentations

- The Symposia Manager will put together a Call based on the information provided in the proposal.

- The Call will be sent to all symposia/workshop Chairs for approval.

- Once approved, Symposia Operations will publicize the Call:
  - Blast email to ASTM committees
  - News release sent to other related media (associations and publications)
  - News Release sent to ASTM non-member customers
  - Announcement in Standardization News
Step 5: Abstract Collection and Program

- **Symposia**
  - Abstracts collected by ASTM and given to Chairs
  - Chairs put the program together

- **Workshops/Seminars/Conferences**
  - Collected by Event Chair
  - Chair puts program together and sends it to Symposia Operations along with the abstracts they collected
Step 6: Budget and Registration Fees

- Budget is based on:
  - The number of expected attendees (paid and fee waived)
  - Audio-visual requirements (For example: extra microphones)
  - Costs of any social events or meal functions
  - Costs to cover presenter travel expenses or registration fees
  - Other costs pertaining to additional event requirements
Step 7: Day of Event

- **Symposia/Conferences**
  - Attend Presenters’ Briefing Meeting each day
  - 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
  - Notify Symposia Manager of any issues with room set-up or equipment
Symposia Publications

- Publish symposia papers in an STP (Selected Technical Papers) or special issue of an ASTM Journal
- A minimum of 10 accepted papers is required to publish
- Usually publishes within 1 year of full manuscript submission
STP - Chairman

- The ASTM Editorial Office will send invitations to the corresponding authors for submitting their full manuscripts.
- Chair chooses 2 reviewers per paper (not yourself)
- Consider each reviewer comment and recommend action
- Approve final papers
- Assist in expediting publication
- Ensure that COP policies are followed
- Determine status of papers rejected by reviewers
- Write publication forward and approve cover design
Authors are required to:

- Transfer copyright
- Obtain permission for material from other sources
- Provide complete references
- Follow ASTM and publication industry standards
- Meet deadlines
- Manage papers through peer review
- Ensure a professional and cordial relationships
STP - Reviewers

- Invitations will be sent to each reviewer
- If accepted, the link to the paper with instructions will be sent to the reviewer
- Reviewer’s comments are vetted with the symposium chairman
- All reviewers’ comments are sent to the author
- Symposium chairman can include additional comments for author
- Symposium chairman will approve the revised paper for inclusion in the STP
STP - COP Involvement

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

- 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
ASTM’s Publications Department will:

- Submit the STP to Thomson-Reuters Conference Index in Web of Science
- Market the STP
- Include STP e-book in ASTM’s Digital Library
Special Issue – Extended Abstracts

- Submit a 4-8 page extended abstract for the symposium
- Submit a full manuscript to the journal special issue if invited to do so based on their extended abstract
- Collection of extended abstracts will be distributed to all attendees in an electronic format onsite
Is the Guest Editor of the Special Issue

Works closely with the ASTM Journal Editor to ensure:
- High quality papers
- Timely publication of the issue

Reviews extended abstracts to ensure:
- Fit the symposium scope
- Are not commercial in nature
Special Issue - Authors

- Submit an extended abstract for the symposium
- Submit a full manuscript to the journal special issue if invited to do so based on their extended abstract
Workshop/Conference Papers

- Presenters may submit a full technical paper to any of the ASTM journals
- All journals are listed at www.astm.org/journals
- All are peer reviewed and included in the ASTM Digital Library.
Publications Contact Information

Publications: Kathy Dernoga

Email: kdernonga@astm.org

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Keys to a Successful Event & Publication

➢ Topic selection

➢ Effective chairman

➢ Manageable project

➢ Time schedule
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 Contact Information

Manager: Kelly Dennison
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THANK YOU!