2019 Officers Training Workshop
Planning Symposia & Workshops

September 2019

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www.astm.org
Today’s Agenda

➢ Benefits

➢ 2018 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
2018 Symposia Operations Stats

➢ Total Events: 35
  – 11 symposia
  – 1 conference
  – 19 workshops
  – 4 seminars

➢ 30 with technical committee meetings

➢ Over total 2,000 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
Symposia and Conference Examples

Series
- D08 Symposium on Roofing Research and Standards Development
- D22 Michael E. Beard Conference
- E35 Pesticide Formulations Symposium

One-Event Topics
- E08 Fatigue and Fracture Test Analysis Symposium
- F04 Symposium on Antimicrobial Combination Devices
Workshop and Seminar Examples

➢ Series
  – F07 Workshop on Transparent Enclosures

➢ One-Event Topics
  – D37 Hemp and Cannabis Industry Workshop
  – F04 Workshop on Medical Device Standards Utilizing Computational Modeling
  – G02 Workshop on Measuring the Friction Component of Oil
Step 1: Communication

➢ Let the Symposia and committee Staff Managers know:

– Event date/location

– Estimated attendance

– Publication Selection (if symposium)
Step 2: Proposal Form

A completed form includes:

➢ Sponsoring Committee and Sub-Committee

➢ Event Chairman Name and Contact Information

➢ Event Title

➢ Event Location, Date(s) and Times

➢ Estimated Attendance (realistic)

➢ Objectives

➢ Publication Selection

➢ Executive Sub-Committee Approval Date
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 presentations (if need be)

➢ Review abstracts

➢ Develop technical program
Step 4: Call for Papers or Presentations

- Symposia Manager will put this together based on the information provided in the proposal
- Call for papers/presentations sent to all Chairs for approval
  - If Symposium, COP Rep will need to approve as well
- 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
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
- Addition of social events or meal functions
- Presenter travel expense reimbursement
Step 7: Day of Event

➢ Symposia
  – Attend Presenters’ Briefing Meeting each day
  
  – Notify Symposia Manager or A/V tech of any issues with room set-up or equipment

➢ Workshops/Seminars/Conferences
  – 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
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 reviewers’ comments and recommended action

Approve or reject final papers

Ensure that COP policies are followed

Write publication forward and approve cover design
STP - Authors

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 system
Special Issue – Extended Abstracts

➢ Submit a 4-8 page extended abstract for the symposium

➢ Submit a full manuscript to the journal special issue

➢ Collection of extended abstracts will be distributed to all attendees in an electronic format at the symposium
Special Issue - Chairman

➢ 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 that they:
  – Fit the symposium scope
  – Are not commercial in nature
Submit an extended abstract for the symposium

Submit a full manuscript to the journal special issue if invited to do so
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
Telephone: 610-832-9617
Keys to a Successful Event & Publication

➢ Topic selection
➢ Effective chairman
➢ Manageable project
➢ Time schedule
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

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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THANK YOU!
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
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