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# 2021 Officers' Training Workshop





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# Planning Symposia & Workshops

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[www.astm.org](http://www.astm.org)

# Today's Agenda

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- Benefits
- 2019 Statistics
- Event types
- Steps to planning
- Keys to a successful event and publication



# Benefits of Holding an Event

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- 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

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## Symposium

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

## Conference

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

# Event Types

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## Workshop

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

## Seminar

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

# Event Types

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## Virtual

- 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

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➤ Let the Symposia and Staff Managers know:

- Event date(s)
- Location
- Estimated attendance
- Publication needs (if applicable)



# Step 2: Proposal Form

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➤ A completed form includes:

- Sponsoring Committee and Sub-Committee
- 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

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- 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

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## ➤ 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

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- 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

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## ➤ 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

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- Chair creates the technical program based on the submitted abstracts
- Keynote speakers and panel discussions may also be added to enhance the event 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)

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## ➤ 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

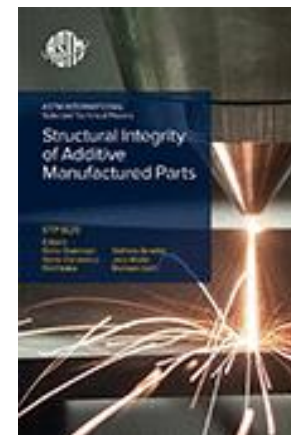
## ➤ Workshops/Seminars

- 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 or Section of an Issue



## ➤ Special Issue or Section of an ASTM Journal

- Chairs of the event are the Guest Editors
- 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





# Submit Your Papers

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- We encourage all presenters to submit a full paper to any of the ASTM Journals, provided it fit the scope of the journal
- All journals are listed on our website at: [www.astm.org/journals](http://www.astm.org/journals)
- All submitted 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](mailto:kdernoga@astm.org)

Phone: 610-832-9617

# Keys to a Successful Event & Publication



- Topic selection
- Publication choice
- Schedule





# ASTM Symposia Website

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Symposia and Workshops Web Page: [www.astm.org/SYMPOSIA/](http://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

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Manager: Kelly Dennison  
Email: [kdennison@astm.org](mailto:kdennison@astm.org)  
Phone: 610-832-9568

Admin. Assistant: Jennifer Buono  
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**Thank you!**

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# STP - COP Involvement

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- 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

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- 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

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- 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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**Thank you for your attention!**

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