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 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

➢ 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
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 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
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

Manager: Kelly Dennison
Email: kdennison@astm.org
Phone: 610-832-9568

Admin. Assistant: Jennifer Buono
Email: symposia@astm.org
Phone: 610-832-9698
Thank you!

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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
Thank you for your attention!

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