



ADVANCING STANDARDS  
TRANSFORMING MARKETS

## WELCOME

Thank you for joining the session. The session will start shortly. Due to the number of participants, all attendees have been muted upon entry. If you have any questions, please use the chat feature and your questions will be addressed at the end of the presentation. Any questions not addressed by the close of the program will be collected and addressed by email.

Thank you!



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# Planning Symposia & Workshops

Helping Our World Work Better®

# Today's Agenda

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- Benefits
- 2023 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

## 2023 Symposia Operations Stats

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### ➤ Total Events: 30

- ✓ 8 symposia
- ✓ 2 conference
- ✓ 17 workshops
- ✓ 3 seminars

### ➤ 27 with technical committee meetings

### ➤ Over total 1,600 attendees



## Event Types – Symposium

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

## Event Types – Conference

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

## Event Types - Workshop

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

## Event Types – Seminar

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

## Virtual Events

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- 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 complete 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 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

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### ➤ 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

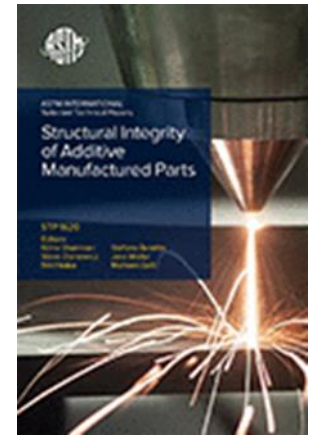
### ➤ Workshops/Seminars

- ✓ 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

## ➤ 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 on 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

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- 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](http://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:

**Todd Reitzel**

Managing Editor, Books & Journals

Email: [treitzel@astm.org](mailto:treitzel@astm.org)

Phone: 240-601-9263

# Keys to a Successful Event & Publication

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- Topic selection
- Publication choice
- Schedule
- Commitment





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# 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



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## 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: Tammy Schane  
Email: [symposia@astm.org](mailto:symposia@astm.org)  
Phone: 610-832-9522



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Thank you

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## STP – COP Investment

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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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