

Program Advisory Committee (PAC) Policies for the Waste Management (WM) Symposia Technical Program

The WM Symposia Technical Program is organized by 8 main categories of Volunteer Support:

- | | |
|--------------------------|-----------------------|
| 1. PAC Chair | 5. Session Co-Chairs |
| 2. Track Co-Chairs | 6. Paper Reviewers |
| 3. Lead Organizers | 7. Abstract Reviewers |
| 4. Additional Organizers | 8. Panel Reporters |

The WM Symposia Program Advisory Committee (PAC) organization is illustrated as Figure 1. PAC Members are active, long-term WM Volunteers who have invested considerable time and resources in support of the goals of WM Symposia. They have been nominated by the Track Co-Chairs and approved as Members. Active program development and participation is required for all PAC Members. International PAC (IPAC) Members are volunteers who have a special interest in promoting WM Symposia participation outside of the US.

In addition to PAC/IPAC Members, the PAC has additional volunteers (Supporters) who also want to support the goals of WMS, participate with the conference development and conference sessions. Any attendee of WMS may send a request to the PAC Chair to become a PAC Supporter. After a period of time supporting the PAC/IPAC, these volunteers can become elected full PAC/IPAC Members.

Lead and Additional Organizers have the responsibility to assure that their topic and/or session will have enough acceptable presentations. Preferably the Lead Organizer is a PAC Member and they have the primary responsibility for the Topic/Session. Lead Organizers report to the respective Track Co-Chairs.

Track Co-Chairs actively work with Lead and Additional Organizers to shape accepted abstracts into oral or poster sessions and resolve issues that arise during the session organization process. Track Co-Chairs provide overall management of their Tracks which includes scheduling and solicitation of Lead Organizers and Additional Organizers as needed. Track Co-Chairs report to the PAC Chair, who supervises the development of the Technical Program.

The quality of the WM program is specifically based on the quality of the presentations and the papers. The Abstract Reviewers, Paper Reviewers, Track Co-Chairs, Session Co-Chairs, Lead and Additional Organizers, and other volunteers' contributions enhance the program's quality through their involvement. These individuals are collectively responsible for abstract selection and review of the resulting papers to assure that they meet conference standards. The primary responsibilities of these volunteers are to:

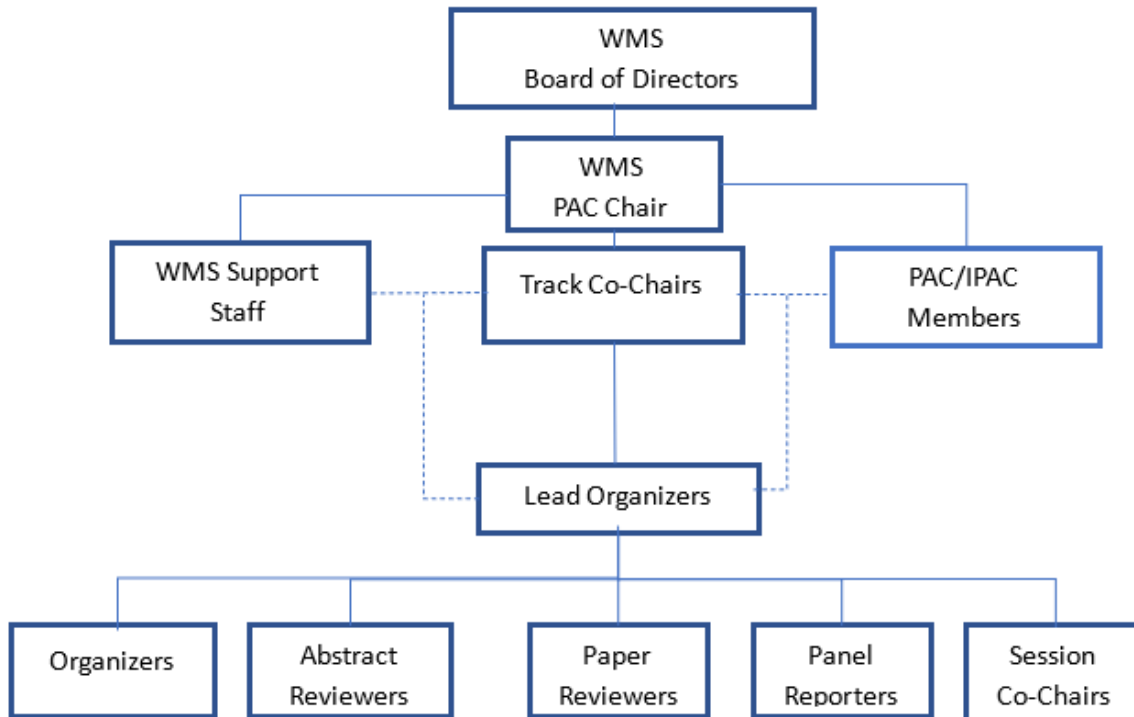
1. Select the best abstracts.
2. Review and enhance the papers and presentations.
3. Act as the moderator and manager of the sessions for the benefit of the WM attendees.

The following is a description of requirements and objectives for the policy areas A through I.

- | | |
|---|--------------------------------------|
| A. Definitions/Acronyms | F. IPAC Volunteers and Leaders – |
| B. PAC Member Responsibilities | Responsibilities, Goals and |
| C. PAC Member Selection | Objectives |
| D. PAC Track Co-Chairs Responsibilities | G. Session Organization |
| E. Selection of PAC Track Co-Chairs | H. Paper Reviewer Responsibilities |
| | I. Session Co-Chair Responsibilities |

We trust these policies (A through I) will serve as a useful introduction and guide for all volunteers.

Figure 1

WMS PROGRAM ADVISORY COMMITTEE (PAC)

A. Definitions/Acronyms

- **Abstract Reviewer** – A PAC Member or PAC Supporter, either attending the Program Development Meeting (PDM) or participating remotely by accessing the WM website. The Abstract Reviewer evaluates and ranks WM abstracts for acceptance, revision, or rejection according to the Abstract Review Instructions. Reviewers must have the technical expertise required to conduct an independent review of the abstracts. Reviewers should neither be from the same company as the author nor have a vested interest in the acceptance of the abstract, e.g., being an employee or contractor to the author's company.
- **Acronym Usage** – A list of acronyms is prepared each year and attached at the end of the Topic Listing. These acronyms are selected based on their common usage within the nuclear industry and only those appearing on the list can be used in the title of a paper, poster, or presentation without a need to spell it out.
- **APAC** – The Asian PAC is a subset of the IPAC volunteers. Their interest is in promoting Asian involvement at WMS. Any WM volunteer can join the APAC and attend their regional meeting, normally in the spring.
- **EPAC** – The European PAC is a subset of the IPAC volunteers. Their interest is in promoting European and Russian involvement at WMS. Any volunteer can join the EPAC and attend their regional meeting, normally in the spring
- **IPAC** – The International Program Advisory Committee (IPAC) for the WM Symposia promoting non-US activities at WMS conferences. The IPAC is a subset of the PAC comprised of non-US PAC Members and the PAC Chair. Any WM volunteer can join the IPAC and attend their meetings.
- **IPAC Leaders** – IPAC Leaders are PAC Members who are given the responsibility to encourage abstract submission and presentations and to encourage participation from designated countries.
- **EPAC/APAC Meetings** – The WM Symposia-sponsored IPAC spring meetings in Europe and Asia that refine the Call for Participation and the descriptions of the proposed topics for the next WM Symposium. During these meetings, all submitted proposed topics are reviewed and revised for clarity and enhanced non-US participation at WM.
- **Lead Organizer** – A PAC Member who sponsors a session or topic and is responsible for its outcome including the solicitation of abstracts. The Lead Organizer provides guidance and direction to assure compliance with all PAC policies and procedures.
- **PAC** – The Program Advisory Committee and its elected Members. PAC Meetings are open to PAC Supporters and others interested in joining the PAC.
- **PAC Aide** - The PAC Committee Aide assists the conference development as determined by the PAC Chair.
- **PAC Chair** – The Committee Chair appointed by the WM Symposia Board of Directors and who is responsible for the Technical Program Development for the conference.
- **PAC Deputy Chair** – The Committee Deputy Chair who supports/performs many of the PAC Chair functions and assists the conference development as determined by the PAC Chair.

- **PAC Supporter** – Volunteers who are Non-PAC Members and serve as a Session Organizer, Abstract Reviewer, Paper Reviewer, Panel Reporter or Session Co-Chair. PAC Supporters may be elected to become PAC Members as defined in Section C - PAC Member Selection.
- **Panel/ Roundtable Reporter** – A PAC or Non-PAC Member assigned by the Lead Organizer to attend and submit a written report on the assigned Panel or Roundtable for the WM Proceedings. These Reports are due two weeks after the closing of the conference.
- **Paper Reviewer** – A PAC Member or their designee who evaluates and enhances draft papers and presentations to be included in Oral, Poster, Panel or Roundtable sessions at the WM Symposia.
- **Program Development Meeting (PDM)** – The WM Symposia-sponsored PAC meeting held each September where the Preliminary Program is established. Prior to and during this meeting all received abstracts are reviewed, grouped, and assigned a disposition pathway. Topics with enough interest are turned into Sessions. The primary objective of this meeting is to determine the following:
 - 1) Disposition of all Abstracts received.
 - 2) Determine Session titles, types, and order.
 - 3) Establish Presentation order.
 - 4) Select Session Co-chairs, Organizers, Paper Reviewers and/or Panel/ Roundtable Reporters
- **Organizer** – A PAC Member or Supporter who receives prior approval from the appropriate Track Co-Chairs and/or PAC Chair to develop a Topic or Session for WM.
- **Session Co-Chair** – A designated person who facilitates and moderates the presentations for a given WM session and adheres to the Session Co-Chair responsibilities.
- **Topic** – A defined theme or special focus that the relevant Track Co-Chairs and/or the PAC Chair have determined meets the mission of WM. The Topic may be introduced and organized by a PAC Supporter with the guidance of a Lead Organizer.
- **Topic Development Meetings** – The spring WM sponsored PAC meetings that develop the list of potential topics for the next WM Symposium. During these meetings, all proposed topics are reviewed and accepted or rejected and incorporated into the Call for Participation. Each accepted Topic must have a PAC Member Lead Organizer to be accepted into one of the Tracks by the appropriate Track Co-Chairs and/or the PAC Chair.
- **Track** – A WM Symposium subject-matter category approved by the PAC based on its potential to assist in the establishment of the preliminary technical program and to benefit the interests of Symposia attendees, authors and reviewers.
- **Track Co-Chair** – Experienced PAC Member selected by the PAC and/or the PAC Chair to co-manage a WM Track including scheduling and solicitation of Lead Organizers and Organizers as needed.

B. PAC Member Responsibilities

All Program Advisory Committee (PAC) Members shall:

1. Actively support the goals of the WM Symposia assigned Track(s) and strive to enhance the technical quality of each conference.
2. Perform responsibilities as an Organizer, Lead Organizer, Abstract Reviewer, Paper Reviewer, Session Co-Chair, Panel or Roundtable Reporter, or Poster Judge as needed.
3. Stimulate conference participation and attendance among peers.
4. Actively participate in two tracks: one primary track and one secondary Track (for Track Co-Chair voting purposes.) PAC Members may be the Lead Organizer, Session Co-Chair, Paper Reviewer, Panel or Roundtable Reporter for a topic in any track.
5. Attend and actively participate in the Abstract Review process at the PDM. PDM participation for two years is the preferred training period for a volunteer to become a PAC Member and learn PAC procedures and policies. PAC Members absent from any PAC meeting or activity for two consecutive years may be removed from the PAC.
6. Actively contribute to the development of the technical program. The PAC typically has five or more meetings a year with at least two held during the Spring Conference: 1) a Saturday Topic Development Meeting/ Dinner and 2) a Thursday Topic Development Meeting/ Luncheon. In the September time frame a PDM takes place to sort and review abstracts received. Following the Conference meeting, IPAC Meeting(s) take place, normally in the March to June timeframe.
7. Review abstracts in their assigned primary and secondary tracks which are submitted prior to PDM.
8. Follow through all agreed-to functions to ensure a logical and complete conclusion. If unable to fulfill a commitment, PAC Members shall assist the PAC Chair and other PAC Members in identifying an appropriate replacement.
9. Communicate in a timely and effective manner with Conference Staff, Track Co-Chairs, Organizers, Panelists and Authors regarding established functions.
10. Provide constructive input to Track Co-Chairs and/or the PAC Chair that will enhance the quality and appeal of the WM Symposia.
11. Stimulate new topics and volunteer as a Lead Organizer or Track Co-Chair.
12. Act as a WM Symposia Ambassador to include orienting new PAC Members, PAC Supporters and WM Symposia Attendees, promoting WM Symposia attendance, and assisting WM Symposia participants.

C. PAC Member Selection

Outlined below is the WM Symposia process for selecting PAC Members:

1. The proposed Candidate must be an active WM Volunteer (Organizer, Abstract Reviewer, Paper Reviewer, Session Co-Chair, Panel or Roundtable Reporter, or Poster Judge) who contributes and supports WMS.
2. PAC Members may nominate a candidate or a candidate may contact a Track Co-Chair directly. The Track Co-Chairs (in the candidate's primary track of interest) must unanimously approve each nomination and forward it to the PAC Chair. Referral should include a summary of the candidate's participation at WM and a summary of their technical credentials.
3. If accepted by the PAC Chair, the candidate will be contacted by the PAC Chair to determine interest, and will be invited to submit his/her Curriculum Vitae (CV) or resume and goals in supporting WM.
4. Following receipt and review of CV/resume and goals the PAC Chair will invite the candidate to join the PAC in the specified tracks.
5. New PAC Members are introduced by the PAC Chair at the next PAC function.
6. Continued PAC Membership is contingent upon requirements outlined in the PAC Member Responsibilities.

D. PAC Track Co-Chair(s) Responsibilities

1. Provide Track Leadership and Organization for one Track. A Track Co-Chair can also be an Organizer or a Lead Organizer in another Track.
2. Suggest track themes and topics and stimulate development of presentation concepts.
3. Direct the Track's Lead Organizers and encourage the development of topics and sessions. Assist in assigning Organizers, Panel Reporters, Paper Reviewers and Poster Judges.
4. Determine if a Topic/Session should be IACET or PDHs eligible, and manage its compliance and performance.
5. Review the Track abstracts posted on the WM website prior to the Program Development Meetings and transfer abstracts to other Tracks if deemed necessary.
6. Organize and oversee the abstract reviews, session formation, poster themes/awards, and selection of appropriate Session Co-Chairs, Poster Judges and Paper Reviewers prior to and at the Program Development Meeting. Participate in resolving conflicts between topics and sessions and establish the final conference session schedule. The PAC Chair will decide upon any unresolved conflict.
7. Maintain contact with Conference Staff, Lead Organizers, Abstract and Paper Reviewers and Session Co-Chairs to assure timely performance and quality sessions as appropriate throughout the year.
8. Provide input to conference Staff regarding PAC Membership and process improvements.

9. Follow through on all established functions, session organizations, reviews, track retirement and other Co-Chair duties to a logical and complete conclusion. If unable to fulfill a commitment, he/she shall assist in identifying an appropriate replacement.
10. Communicate in a timely manner with Conference Staff, Fellow Track Co-Chairs, Lead Organizers, Paper Reviewers, Session Co-Chairs, Panel Reporters, Poster Judges and Authors regarding established functions.
11. Act as a replacement for the Panel Reporter or a Session Co-Chair if the Lead Organizer is not available as a substitute.

E. Selection of PAC Track Co-Chair(s)

Following are the WM Symposia criteria and process for selection of Track Co-Chairs:

1. Each Track typically has at least three Co-Chairs, with preferably one Co-Chair being a non-US Co-Chair.
2. Each Track Co-Chair will have a term of three years with staggered expiration dates for each of the three Co-Chairs positions. If, however, they are replacing a vacated position; their term will be the remaining term of the vacated position.
3. In the third year of the three-year term, that Track Co-Chair will be considered and listed as the Track Co-Chair "Leader" for that Track. They will lead and coordinate the other two Track Co-Chairs.
4. Annually, each Track will vote on at least one of its three Co-Chair positions.
5. Track Co-Chair nominations are sought each September. Individuals can be nominated by another PAC member or self-nominated. Prior to election, a nominee must agree to serve the full three-year term.
6. Preferably, a Track Co-Chair nominee has been an active PAC Member for at least three years.
7. Track Co-Chairs are elected by November of each year, with their term beginning or ending at the Thursday PAC meeting of the next WM spring conference.
8. Track Co-Chairs are elected by a confidential vote of the PAC Members who have designated that Track as either their primary or secondary choice of Tracks.
9. The voting system uses a two-round system, known as the second ballot, runoff voting. It is used to elect a single winner where the voter casts a single vote for their chosen candidate. However, if no candidate receives 51% of votes, then all but the two candidates receiving the most votes are eliminated, and a second round of voting occurs.
10. Only the PAC Chair and Deputy PAC Chair will have access to the confidential electronic votes, with a voting system that can validate the eligible voters. The PAC Chair casts any tie-breaking votes.
11. Upon expiration of their three-year term in a Track (9 consecutive years), the Track Co-Chair may stand down for one year before running for another term in that Track or may run in another Track Co-Chair opening. This is to encourage new Co-Chairs and provide a succession plan.
12. There are no restrictions on the number of nonconsecutive three-year terms a Track Co-Chair can serve in any Track.

13. If a Co-Chair position unexpectedly becomes open, the PAC Chair with a unanimous consent of the remaining Co-Chairs of that Track, may assign a PAC Member or another Track Co-Chair to fill the open position and its term.
14. An elected Track Co-Chair may run for Track Co-Chair position in another Track without relinquishing their current Track Co-Chair position, unless elected in the new track. If non-elected, they will continue with their existing term of office.
15. The PAC Chair advises all candidates about the results of the selection process or rotation process and announces the new Track Co-Chair to entire PAC Membership either by e-mail or at the next PAC function. The rotation process for Track Co-Chairs can be found in the Guidelines labeled WM82.
16. Continuation in a Track Co-Chair position is contingent upon the fulfillment of the requirements outlined in Track Co-Chair Responsibilities and subject to the three-year rotation process.

F. IPAC Leaders – Responsibilities, Goals and Objectives

IPAC Leaders should:

1. Increase abstracts, presentations, and registrants from established designated countries for WMS.
2. Advise on topics, advertisements, program distribution, mailing lists and suggestions for additional volunteers from their country.
3. Responsible for identifying all submitted abstracts from their country and helping on the program selection/approval and organization process across all technical tracks for their assigned country.
4. Assist in the selection and organization of panelists from their country if requested.
5. Assist in the promotion and organization of the WMS/Post Foundation Student program for their country.
6. Responsible for directing or hand-carrying Call for Participation & Preliminary Programs to their key country's local conferences/meetings and acquiring their mailing lists.
7. Should attend the PAC meetings and September Program Development Meeting to advise on activities and increase participation from their respective countries. Attendance at these meetings is not mandatory but is strongly encouraged.
8. Should attend separate IPAC planning meetings on Sunday afternoon at the annual WMS conference and on Sunday before the September Program Development Meeting. Attendance at these meetings is not mandatory but is strongly encouraged.
9. Should prepare a yearly update on their country's expansion results/progress three months after the annual WMS conference including recommendations and results.
10. Identify, recruit, select, and develop new PAC Supporters and Members from their assigned country. Mentor new PAC Supporters and Members.

11. Serve a term of two years beginning in March. Incumbents may serve multiple terms with selection made by the PAC Chair and PAC Members from that country.

G. Session Organization

1) *Organizing Responsibilities:*

Organizers should:

- a) Fully understand and commit to the duties and responsibilities of the Organizer before accepting this assignment.
- b) Propose new topics for inclusion in a future WM Symposium. Topics must be submitted using the PAC Topic Submittal Form WM10.
 - i) Each topic must have a PAC Member as the Lead Organizer. (If the Organizers are not PAC Members the Organizers and relevant Track Co-Chairs should persuade a PAC Member to act as the Lead Organizer.)
 - ii) Proposed topics shall be presented at the PAC and/or IPAC meetings and approved by these committees and the appropriate Track Co-Chairs.
 - iii) A maximum of two US Organizers can be proposed. Additional Organizers should be non-US. Topics should have no more than three Organizers plus the Lead Organizer listed in the Topic Listing or with a Session.
- c) Organize and Manage the topic to consider the following:
 - i) Review submitted abstracts, posters, and proposed panelists to ensure they are suitable for the session based on the topic description.
 - ii) Each submitted abstract, poster or proposed panelist should be vetted to make sure they are suitable for the subject and content of the session.
 - iii) Submitted abstracts, posters and proposed panelists should be placed in an order which encourages the flow of the session and provides for the best experience for the audience.
 - iv) Coordinate with all other lead organizers to revise placement of abstracts or posters in different sessions, as necessary.
- d) Attend the Program Development Meeting to ensure the topic is organized properly. The Track Co-Chairs must know who at the meeting is responsible for a topic.
- e) Attend the designated WM session (or send a substitute) and if acting as a Session Co-Chair, rate each presentation according to PAC procedures.

Lead Organizers should:

- a) Fully understand and commit to the duties and responsibilities of the Lead Organizer before accepting this assignment.
- b) Provide guidance and direction to assure compliance with all PAC Policies and Procedures.
- c) Attend the Program Development Meeting (or send a PAC Member substitute) to ensure that the topic is organized properly. Verify the Track Co-Chairs know who at the meeting is responsible for your topic.

- d) Monitor the Paper Review process to assure that an adequate and timely review occurs. Recommend solutions to the Track Co-Chairs if issues arise.
- e) Provides oversight of the Organizers, Session Co-Chairs, Panel Reporters and Poster Judges and is responsible for reviewing the PowerPoint Presentations, session outcome and approving the panel report.
- f) A Lead Organizer will act as the replacement for the Panel Reporter, Roundtable Reporter or Session Co-Chair, if needed.

2) Organizer Function:

- a) The Organizer is a volunteer who either works in the area of the topic or knows presenters who currently publish or work in the topic area. The Organizer contacts knowledge experts of the defined topic and stimulates submissions of abstracts and Panel participation. Preferably a minimum of three abstracts are solicited per Organizer.
- b) The Organizer shall assist in contacting authors to ensure that author names, organization/affiliation, email address, mailing addresses, session topic numbers, and other pertinent information related to the abstract submittal form and on the WM website are correct.
- c) The selection of approved abstracts and the assembly of the session are finalized at the Program Development Meeting (PDM).

3) Session Formation:

Organizers and Abstract Reviewers who are present at the Program Development Meeting determine which abstracts are suitable for oral, panel and poster sessions, or possible rejection. Abstracts received by the deadline will be available on the Abstract Review Site for review and pre-selection. The assignment of Session Co-Chairs, Paper Reviewers, Panel Reporters, Roundtable Reporters and Poster Judges will be made at the Program Development Meeting. Track Co-Chairs will propose the day and time in scheduling of the topical session.

Invited Abstracts:

- a) Only the PAC Chair can formally "Invite" abstracts or presenters where financial registration reduction or full waivers are involved.
- b) Both PAC Members and PAC Supporters may request the PAC Chair to invite presentations deemed vital to a Session or a Panel, or to assure that a well-known or otherwise special author participates. "Invited" abstracts carry additional requirements compared to "Solicited" or "Stimulated" abstracts. Requests for "Invited Abstracts" should be sent to the PAC Chair and include the topic, author, telephone, email address and mailing address, and the reason for the invitation.

Panels, Roundtables and Workshops:

The WM Symposia is organized around oral and poster presentations that have been reviewed and approved as abstracts and final papers by the Abstract and Paper Reviewers. Papers presented at the conference are documented in the WM Proceedings following the conference. Because Panels, Roundtables, and Workshops (PRWs) are not subject to similar review and produce no papers additional guidance and justification is needed for the PRWs, as follows.

1. ``Lead Organizer(s) must provide justification (form WM10) to the cognizant Track Co-Chairs regarding the advantages of a PRW vs. an oral session with papers. If the justification is unsatisfactory to the Track Co-Chairs, the Lead Organizer may be asked (in consultation with the PAC Chair) to convert the PRW to an oral session with papers. A potential alternative could be author submission of short papers, followed by a group discussion (Panel/Papers). Another solution may be an issue paper, followed by questions for presenter's discussion, with the results summarized by the Lead Organizer or a designated Panel Reporter for the Proceedings.
2. All PRWs shall be defined and written commitment received from each presenter at the opening of the Program Development meeting. The PRW will not be accepted nor scheduled without ample justification and approval by the PAC Chair. This justification should include:

A description of the session and panelists names, organization/affiliation, email address, mailing address and phone numbers are needed by the WMS Staff for Online and Final Programs, Invitations and to determine resource requirements, such as room availability. (Please provide complete contact information during or prior to the Program Development Meeting.)
3. Additional justification will be required for discussions proposed to extend beyond a single time slot, or for a Panel, Roundtable or a Workshop with very similar topics.
4. Requests for specific time slots must be fully justified realizing that Monday and Tuesday time slots may be limited. This request or condition shall be known at the WM Conference Topic Development meeting and is a critical factor in the approval of a PRW.
5. Each Lead Organizer (or Panel Reporter) is required to provide a summary of all presenters' remarks and an overview of the discussion within two weeks after the Symposium for inclusion in the proceedings. The summary shall include any PRW recommendation(s) and/or conclusion(s). Example templates are provided in the panel instructions. Failure to provide the summary jeopardizes the Lead Organizer's approval of organizing and/or leading future PRW sessions.
6. PRWs that are scheduled for less than two hours should be coordinated with another short PRW or short oral session to share the same room for optimum room utilization. One session can be scheduled the first ~ 100-minute period, a 15-minute break, and then the second session the last 100-minute period. Preferably the coordination is within the same Track using the same Session Co-Chairs but, if this is not feasible, other Tracks and arrangements will be considered.

H. Paper Reviewer Responsibilities

A Paper Reviewer should:

1. Be a PAC Member who previously served as the Lead Organizer or Organizer and/or the respective Abstract Reviewer.
2. Review all draft papers and presentations for one oral topical session, or contingent on prior approval from one of the Track Co-Chairs, a subset of draft papers (subtopic) for a poster session.
3. Adhere to the paper-review deadlines. Paper Reviewers unable to meet the schedule listed below should promptly notify the Lead Organizer and Track Co-Chairs of their session to permit a timely transfer to an additional Paper Reviewer.
4. PLEASE comply with the schedule. The quality and success of the conference depends on the PAC members and volunteers meeting these deadlines. Failure of the Reviewer to comply with the schedule prompts notification to the Track Co-Chairs for possible corrective action but puts the remainder of the successive tasks at risk for schedule delays.
Adherence to the schedule is essential in providing professionalism, fairness and respect to all conference participants.

Draft Papers to the Reviewers	~Mid-November
Notify WM of delinquent Authors	~Late-November
Comments back to Authors	~Mid-December
Review Final Revised Papers	~1 st week of January
Authors submit Final Paper to WM and the Paper Reviewer	~2 nd week of January

Please note: It is essential for Reviewers to review and approve papers and audio-visual presentations of authors who have a history of; or are suspect of providing sub-standard presentations.

5. Review the technical content of draft papers for significance, originality, conclusions, validity, absence of commercial content and conformance to the abstract accepted by the PAC. The Paper Reviewer is to notify the Author, Lead Organizer, Track Co-Chair and PAC Chair of papers that include significant technical errors.
6. Review draft papers and presentations for logical development and ease of understanding.
7. Promptly notify the corresponding Author of significant errors in paper format, grammar spelling, graphic clarity, or usage as listed in the paper preparation instructions (WM48) (see also item 8). However, WMS Staff may be able to assist with formatting.
8. Promptly communicate comments and suggestions enhancing the quality of the paper directly to the corresponding author in a courteous, concise, and professional manner.
9. Determine the acceptability of the draft paper. Propose modifications as required or determine rejection of the paper. Communicate proposed modifications directly to the author, with a copy to WM Symposia. Only the PAC Chair can issue a letter to the affected author on proposed rejections and any critical issue pertaining to the WM Symposia policy or protocol.

10. Communicate progress and any potential issue throughout the paper-review process to the session's Track Co-Chairs, Organizers and whenever applicable the Session Lead Organizer.
11. Attend the designated topical session (or send a substitute) and rate each presentation according to PAC procedures if acting as a Session Co-Chair.

I. Session Co-Chair Responsibilities

A Session Co-Chair should:

1. Discuss with Lead Organizer and Paper Reviewer any special concerns or restrictions of the presenters prior to the conference.
2. Advise the Lead Organizer of their session on the ordering of the oral presenters in the Final Program to minimize the impact of any late presenter cancellations/withdrawals.
3. Work with the Lead Session Organizer and the Presenters to review and improve the PowerPoint presentations for best audience viewing and interaction.
4. Contact the presenters 2-4 weeks prior to the conference to confirm attendance and determining any special conditions.
5. Attend the Presenter's Breakfast the day of the session and communicate to other Session Co-Chair if they are unable to attend for any reason.
6. Verify that all Panelists (if a Panel or Roundtable Session) have arrived at the Presenter's Breakfast. If they have not, it is the Session Co-Chair's responsibility to call the Panelist and confirm that they will be in the session and to notify WMS Staff if they are withdrawing.
7. Perform the duties as outlined in the Instructions to Session Co-Chairs (WM55)
8. Attend the designated topical session (or send a substitute) and rate each presentation according to PAC procedures (WM57).
9. Accurately complete all requested forms and reports during the session. Submit these documents to the WM Symposia Staff or Student Assistant immediately after the session.
10. Nominate candidates for best oral presentations in their session and may be asked to judge posters in their session.
11. Act as a WM Ambassador by managing the presentations during the conference and promoting timeliness, professionalism, and high ethical standards.