

Program Advisory Committee (PAC) Policies WM Symposia Technical Program

The WM Symposia Technical Program relies on volunteer support organized into eight main roles:

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

PAC Members are experienced, long-term volunteers nominated by Track Co-Chairs and approved by the PAC Chair. They actively contribute to program development. **International PAC (IPAC)** Members focus on promoting non-US participation.

PAC Supporters are volunteers who assist in various roles and may later be elected as full PAC Members. Any WM attendee can request Supporter status from the PAC Chair.

Figure 1 illustrates the PAC organization (see original document or WM website for visual).

The following sections (A–I) define key terms and outline responsibilities and processes. These policies guide volunteers in building a high-quality technical program through abstract selection, paper review, session organization, and moderation.

A. Definitions/Acronyms (Key Terms)

- **Abstract Reviewer:** PAC Member or Supporter who evaluates and ranks abstracts for acceptance/revision/rejection. Must have relevant technical expertise and no conflict of interest (e.g., not from the same company as the author).
- **IPAC:** International Program Advisory Committee – promotes non-US participation. Subsets include **APAC** (Asia) and **EPAC** (Europe/Russia). Any volunteer can join.
- **IPAC Leaders:** PAC Members assigned to encourage abstracts, presentations, and participation from specific non-US countries.
- **Lead Organizer:** PAC Member primarily responsible for a topic/session, including abstract solicitation and compliance with policies.
- **Organizer:** PAC Member or approved Supporter who helps develop a topic/session (maximum 3 Organizers + 1 Lead Organizer per topic; prefer non-US additions).
- **PAC Chair:** Appointed by the WM Board; oversees overall technical program development. Supported by a **Deputy Chair**.
- **PAC Supporter:** Non-Member volunteer serving in roles such as Organizer, Reviewer, or Co-Chair.
- **Paper Reviewer:** PAC Member (or designee) who reviews draft papers/presentations for quality and compliance.

- **Program Development Meeting (PDM):** September meeting where abstracts are reviewed, sessions formed, and assignments made (dispositions, schedules, Co-Chairs, Reviewers, etc.).
- **Session Co-Chair:** Facilitates and moderates a session; follows WM55 instructions.
- **Track:** Major subject category. **Track Co-Chairs** manage one Track (typically 3 per Track, including at least one non-US).
- **Topic Development Meetings:** Spring meetings to review and approve proposed topics for the Call for Participation.

(Full acronym list appears annually in the Topic Listing.)

B. PAC Member Responsibilities

PAC Members actively support WM goals and enhance program quality. You must:

1. Serve in needed roles (Organizer, Lead Organizer, Abstract/Paper Reviewer, Session Co-Chair, Reporter, or Poster Judge).
2. Participate in **two Tracks** (one primary, one secondary for voting).
3. Attend and contribute to the Abstract Review at the PDM (preferred 2-year training period for new volunteers).
4. Participate in at least two spring PAC meetings and the September PDM (5+ meetings/year total; absences for two consecutive years may lead to removal).
5. Review abstracts in your primary/secondary Tracks before PDM.
6. Stimulate participation, propose new topics, and act as a WM Ambassador (orient newcomers, promote attendance).
7. Follow through on commitments or help find replacements; communicate promptly and professionally.
8. Provide constructive input to improve the program.

Continued membership depends on active participation.

C. PAC Member Selection Process

1. Candidate must be an active volunteer (Organizer, Reviewer, Co-Chair, etc.).
2. Nomination by a PAC Member or direct contact with a Track Co-Chair. Track Co-Chairs (primary Track) must unanimously approve and forward a summary of participation/credentials to the PAC Chair.
3. PAC Chair reviews interest, requests CV/resume and goals, then invites approved candidates to join specified Tracks.
4. New Members are introduced at the next PAC function.

D. PAC Track Co-Chair Responsibilities

Track Co-Chairs (typically 3 per Track) provide leadership:

1. Suggest themes/topics and guide Lead/Additional Organizers.

2. Oversee abstract reviews, session formation, scheduling, and assignments (Co-Chairs, Reviewers, Judges).
3. Resolve conflicts (PAC Chair decides unresolved issues).
4. Ensure quality, compliance (e.g., IACET/PDHs), and timely communication with staff, Organizers, and volunteers.
5. Contribute to PAC process improvements.
6. Serve as backup for Panel Reporters or Session Co-Chairs if needed.

A Track Co-Chair may also organize in another Track.

E. Selection of Track Co-Chairs

- Term: 3 years (staggered), with the third-year Co-Chair acting as "Leader."
- Annual election (at least one position per Track) in September–November via confidential runoff vote by PAC Members in that Track (primary or secondary). PAC Chair breaks ties.
- Nominees (self or by others) must commit to the full term; preferably 3+ years as PAC Member.
- Non-US Co-Chair preferred per Track.
- After 9+ consecutive years, step down for one year before re-running in the same Track.
- PAC Chair announces results and handles vacancies with Track Co-Chair consent.

F. IPAC Leaders – Responsibilities, Goals, and Objectives

IPAC Leaders (2-year terms, renewable) promote non-US participation by:

1. Increasing abstracts, presentations, and registrants from assigned countries.
2. Advising on topics, promotion, and volunteer recruitment.
3. Identifying/reviewing abstracts from their country and assisting program organization.
4. Supporting panelists, student programs, and distribution of Call for Participation materials.
5. Preparing annual progress updates (due 3 months post-conference).
6. Mentoring new Supporters/Members.
7. Attending key PAC/PDM/IPAC meetings (strongly encouraged).

Selection by PAC Chair and country PAC Members.

G. Session Organization

Organizers/Lead Organizers ensure sessions have sufficient high-quality content.

Key Duties:

- Propose new topics via form **WM10** (must have a PAC Member Lead Organizer; max 3 additional Organizers, prefer non-US).
- Solicit abstracts/panelists (aim for ≥ 3 per Organizer).

- Vet and order abstracts/posters/panelists for logical flow.
- Attend PDM (or send PAC Member substitute) to finalize sessions.
- Monitor paper reviews and PowerPoint quality.
- Lead Organizer oversees Organizers, Co-Chairs, Reporters, and Judges; acts as backup if needed.

Panels, Roundtables, Workshops (PRWs) require extra justification (WM10) to Track Co-Chairs/PAC Chair, written commitments from panelists, and a post-conference summary report (due 2 weeks after event) for Proceedings. Only the PAC Chair issues formal invitations involving waivers.

Sessions are finalized at PDM. Track Co-Chairs propose scheduling.

H. Paper Reviewer Responsibilities

Paper Reviewers (typically prior Lead/Additional Organizers or Abstract Reviewers) ensure paper quality:

1. Review draft papers/presentations against the accepted abstract for technical merit, originality, clarity, absence of commercialism, and format (per WM48).
2. Provide courteous, timely, constructive feedback directly to authors (copy WM Staff/Lead Organizer as needed).
3. Meet deadlines (Mid-Nov drafts → Mid-Dec comments → Early Jan final review).
4. Notify Lead Organizer/Track Co-Chairs of issues or delays promptly.
5. Approve or propose rejection (only PAC Chair issues formal rejection letters).
6. Attend session (or send substitute) and rate presentations if also serving as Co-Chair.

Adherence to deadlines is critical for program success.

I. Session Co-Chair Responsibilities

Session Co-Chairs facilitate smooth, professional sessions (follow **WM55** instructions):

1. Coordinate with Lead Organizer and Paper Reviewer on presenter concerns and presentation order.
2. Contact presenters 2–4 weeks prior to confirm attendance and needs.
3. Attend Presenters' Breakfast; verify panelists; notify staff of withdrawals.
4. Manage session timing, professionalism, and audience interaction.
5. Complete session forms/reports and submit immediately after.
6. Rate presentations and nominate best oral/poster candidates (per WM57).
7. Act as WM Ambassador.