

Track Co-Chair Checklist for the Program Development Meeting (PDM)

Before the PDM Meeting

- ☐ Read the Abstract Review Instructions and verify the procedure for reviewing abstracts.
 - ☐ Ensure that at least 2 reviews have been completed for each Abstract. Verify procedures for acceptance or other actions (e.g., moving to other sessions, rejection letters, incomplete Abstracts, combined Abstracts, etc.)
 - ☐ The Lead Track Co-Chair should review the titles of each Abstract in his/her Track and verify that the Abstracts are appropriate for the Track... if not, transfer them to the appropriate Track. Review the log of transferred abstracts to see if any abstracts were transferred out that should not have been.
 - ☐ Review, and if acceptable, transfer abstracts recommended by other volunteers.
 - ☐ Verify the process for transferring abstracts to Poster Sessions.
 - ☐ Verify guidance and procedures for Oral & Poster Sessions, Panels, and Workshops.
 - ☐ Verify your Track's Poster and Panels schedule.
 - ☐ Assist Organizers to combine or cancel topics with a small number of Abstracts.
 - ☐ Review process for imputing Final Session details online using the Topic Management Site (TMS) for the online program.
 - ☐ Verify process for Topic Organization and Session Organization and Finalization Meetings.
 - ☐ Consider PAC Members and PAC Supporter listings for Session Co-Chair, Lead Session Organizer, Panel Reporter, Additional Organizers or Paper Reviewer Positions.

During the WM Track Co-Chair Session at the PDM

- ☐ Verify the target number of rooms and allocated time slots for your Track and how many abstracts exceed your oral room allotment.
- ☐ Ensure that at least two reviews have been completed for each Abstract. If not, request the other Track Co-Chairs or Volunteers to complete the reviews right away (or do the reviews yourself). Review the list of scheduled Reviewers at your Track table and any new PAC Members, or Organizers.
- ☐ Identify Track Poster Judges and Track's Best of Conference Poster Judge.

Before and During Topic Organization at PDM

- ☐ Review general WM goals (strong technical content, presentations focused on results, safety, cost and scheduled savings and completed work.)
- ☐ Work with your Track's Volunteers during the review and determine placement of abstracts in each topic, and that the organization of each Session is in accordance with assigned Session times.
- ☐ Work with Topic Lead Organizers and Track Co-Chairs from other Tracks to determine Abstract placement in different topics or different Track.
- ☐ Transfer abstracts on-line if in your track or for transferring to another Track with their concurrence.
- ☐ Assist Organizers to combine or cancel topics with a small number of Abstracts.
- ☐ Serve as the final reviewer for Abstracts on which the initial reviewers could not agree. If a reject decision is reached, the PAC Chair must be notified for approval.
- ☐ Verify the Poster Session is complete and complies with the instructions.
- ☐ Verify each poster subtopic has > 5 and < 15 Abstracts, recombine, if necessary, by asking your Poster Volunteer.

- ☐ Verify that each author that requested a poster was not assigned to an oral session by asking your Poster Volunteer.
- ☐ Verify accountability of all Abstracts and the results of all your Track Topics with each Topic /Session organizer. Accountability is essential to ensure “no lost abstracts”.
- ☐ Work with other Track Co-Chairs to determine combination of any half sessions with similar topics and transfer all applicable papers to another Track with other Track Chairs approval.

Before and During Session Organization and Finalization at PDM

- ☐ Review all combined & rejected Abstracts forms and ensure they are sent to and approved by the PAC Chair.
- ☐ Revise Topic titles, if necessary, to reflect the topic theme (using only the pre-approved acronyms at the end of the WM20 Topic Listing).
- ☐ Verify the presentation order of Poster papers or by asking your Poster volunteers.
- ☐ Determine and list any poster papers that may substitute for a cancelled oral paper and send the list to Lisa, lparenti@wmsym.org.
- ☐ Verify names and contact information for all Session Co-Chairs (two required), Lead Organizers, Paper Reviewers and Panel / Roundtable Reporters and substantiate with the PAC Chair any exceptions to the Guidelines.
- ☐ Verify that narrative descriptions are correctly stated for all Panel and Roundtable Sessions.
- ☐ Verify that your selected Panel or Roundtable Reporter understands that the reports must be submitted to WM within two weeks after the end of the conference. A model template is found in the Panel Instruction of WM-09.
- ☐ Identify any major conflict with your Track and other Tracks.
- ☐ Place sessions related to the conference “thread” in appropriate order.
- ☐ Provide written instructions to WM Staff/PAC Chair of any paper “placeholder” Abstracts where numbers are assigned but missing the abstract that will be forthcoming, or other procedure/policy exceptions.
- ☐ Discuss with the other Co-Chairs for Track recommendations for new PAC Members. Notify the PAC Chair of your nominees.
- ☐ Verify online topics are correct
- ☐ Ensure Final Session information is completed online using the Topic Management Site for each session in your Track for the online program.

Before the Session Scheduling Meeting at the PDM

- ☐ Schedule all proposed sessions in allocated slots and note any conflicts.
- ☐ Confirm any sessions affiliated with a conference “thread” or “theme”.
- ☐ Verify Topic/Session # and Title, Session Type, Proposed Day & Time, Number of Papers, and Projected Session Attendance have been completed and are accurate.
- ☐ Print the Track Summary Report and provide to WM Staff.
- ☐ Print any online forms for yourself for future reference