

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.)

PAC Member Responsibilities

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

- Serve in needed roles (Organizer, Lead Organizer, Abstract/Paper Reviewer, Session Co-Chair, Rapporteur or Poster Judge).
- Participate in **two Tracks** (one primary, one secondary for voting).
- Attend and contribute to the Abstract Review at the PDM (preferred 2-year training period for new volunteers).
- 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).
- Review abstracts in your primary/secondary Tracks before PDM.
- Stimulate participation, propose new topics, and act as a WM Ambassador (orient newcomers, promote attendance).
- Follow through on commitments or help find replacements; communicate promptly and professionally.

- Provide constructive input to improve the program.

IPAC Leaders – Responsibilities, Goals, and Objectives

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

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

PAC Member Selection Process

- Candidate must be an active volunteer (Organizer, Reviewer, Co-Chair, etc.).
- 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.
- PAC Chair reviews interest, requests CV/resume and goals, then invites approved candidates to join specified Tracks.
- New Members are introduced at the next PAC function.

Continued membership depends on active participation.

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

1. PAC Chair

- Oversees the entire technical program development for the WM Symposia
- Supervises Track Co-Chairs and overall PAC activities
- Approves PAC Member nominations and Track Co-Chair selections
- Makes final decisions on conflicts, invited abstracts, formal invitations, and rejections

- Manages Deputy PAC Chair and handles high-level policy and process improvements

2. PAC Track Co-Chair Responsibilities

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

- Provide leadership and management for one specific Track (typically 3 Co-Chairs per Track)
- Suggest themes and topics; guide and support Lead & Additional Organizers
- Solicit and manage volunteers to support their track
- Oversee abstract reviews, session formation, scheduling, and assignments of Session Co-Chairs, Paper Reviewers, and Poster Judges
- Resolve conflicts between sessions/topics (escalate to PAC Chair if needed)
- Ensure quality, compliance (e.g., IACET/PDHs), and timely communication throughout the year
- Act as backup for Panel Rapporteurs or Session Co-Chairs when necessary

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

- Propose new topics via form **WM10** (must have a PAC Member Lead Organizer; max 3 additional Organizers, prefer non-US).
- Lead Organizer oversees Organizers, Co-Chairs, Rapporteurs, and Judges; acts as backup if needed.
- Hold primary responsibility for a specific topic or session
- Provide guidance to Additional Organizers and ensure compliance with all PAC policies
- Solicit abstracts and panelists; vet and organize content for logical flow
- Monitor the paper review process and oversee PowerPoint/presentation quality
- Attend (or send qualified substitute to) the Program Development Meeting (PDM)
- Serve as backup for Session Co-Chair or Panel/Roundtable Rapporteur if needed
- Approve final session outcomes and panel reports, and determine interest for next year

4. Additional Organizers

- Assist the Lead Organizer in developing a topic or session
- Help solicit abstracts, posters, and panel participation from experts in the topic area
- Review and help order abstracts/posters for the session
- Coordinate with other organizers to place content appropriately
- Support session organization at the PDM

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.

5. Session Co-Chair Responsibilities

- Facilitate and moderate the session during the conference (follow WM55 instructions)
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- Coordinate with Lead Organizer and Paper Reviewer on presenter concerns and presentation order.
- Contact presenters 2–4 weeks prior to confirm attendance and needs.
- Attend Presenters' Breakfast; verify panelists; notify staff of withdrawals.
- Manage session timing, professionalism, and audience interaction.
- Complete session forms and submit immediately after.
- Rate presentations and nominate best oral/poster candidates (per WM57).
- Act as WM Ambassador.

6. Paper Reviewer Responsibilities

- Review draft papers and presentations for technical quality, originality, clarity, logical flow, and absence of commercial content
- Ensure papers conform to the accepted abstract and meet WM standards (per WM48)
- Provide timely, courteous, and constructive feedback to authors
- Meet all paper review deadlines (Mid-Nov drafts → Mid-Dec comments → Early Jan final review)
- Notify Lead Organizer and Track Co-Chairs of any issues or delays
- Attend the session (or send substitute) and rate presentations if also serving as Co-Chair
- Adherence to deadlines is critical for program success

7. Abstract Reviewers

- Evaluate and rank submitted abstracts for acceptance, revision, or rejection
- Must have relevant technical expertise and no conflict of interest with the author or company
- Participate in abstract review process at the Program Development Meeting (PDM) or remotely
- Help determine which abstracts become oral, poster, panel, or are rejected

8. Panel/Roundtable Rapporteurs

- Attend the assigned Panel or Roundtable session
- Prepare and submit a written summary of the discussion, key points, recommendations, and conclusions to be sent to WM staff **two weeks after** the conference for inclusion in the WM Proceedings
- Follow templates provided in the instructions