

Oral Session Organization Guidance

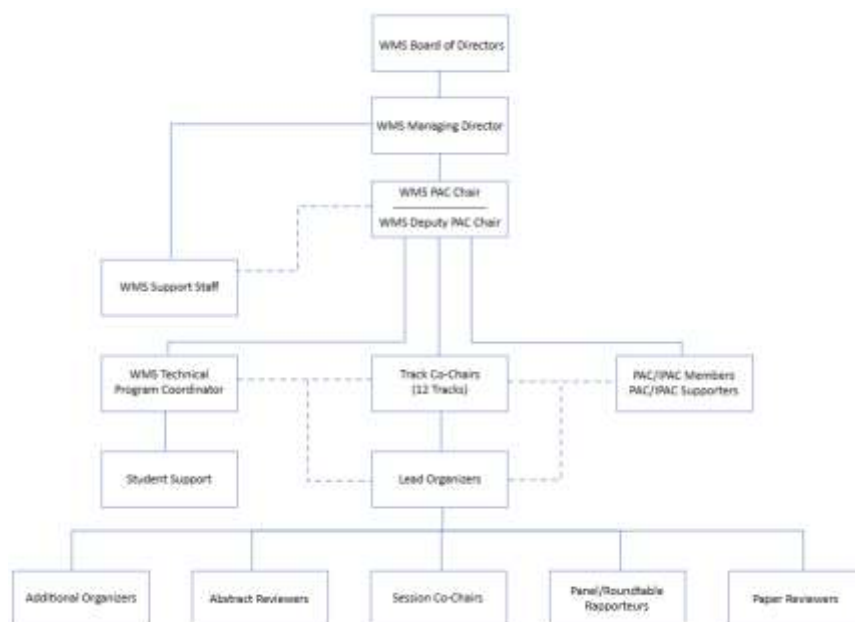
Oral sessions begin as Topics that are proposed at the PAC meeting during the symposium one year prior to being presented. These Topics are proposed by members/supporters of the Program Advisory Committee. The Topics are assigned a Lead Organizer, along with Additional Organizers and entered in the Topic Listing which provides the basis for the Call for Participation. The Call for Participation is sent out to a broad database to solicit abstracts that generally fit within the topics. The Listed Organizers and other volunteers will solicit abstracts from their contacts for the topics. In September the PAC will meet to develop the technical program from the abstracts received. At this point, Topics will be turned into numbered sessions in the Technical Program, with Session Co-Chairs and Paper Reviewers assigned.

The WM Symposia Technical Program is organized and maintained by 8 categories/positions of support:

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| 1. PAC Chair and Deputy | 5. Session Co-Chairs |
| 2. Track Co-Chairs | 6. Abstract Reviewers |
| 3. Topic and Session “Lead Organizers” | 7. Paper Reviewers |
| 4. Topic and Session “Additional Organizers” | 8. Panel Rapporteurs |

Details of these volunteer roles are found in [WM01 PAC Policies](#) and on the [Technical Program Resources](#) Page.

The organizational structure is shown below with the Organizers, Session Co-Chairs, and Reviewers reporting to the Lead Organizer. The Lead Organizer then interacts with the Track Co-Chairs responsible for the Track in which the Session is placed. This guidance focuses only on the Oral Sessions; therefore, Panel Sessions and Poster Sessions have separate guidance.



DEFINITIONS

- **Track Co-Chairs** - Experienced PAC Members, elected by the PAC and/or solicited by the PAC Chair, to co-manage Track sessions including scheduling and solicitation of Lead Organizers, Additional Organizers and new PAC Members.
- **Lead Organizer** - A PAC Member who sponsors a session or topic and is responsible for its outcome, and who provides guidance and direction to assure compliance with all PAC policies and procedures.
- **Additional Organizer** - A PAC Member or Supporter who receives prior approval of the appropriate Track Co-Chairs and/or PAC Chair to develop a Session for WM Symposia. When someone accepts the position as Organizer or Lead Organizer for an oral or poster Topic that means that volunteer is agreeing to solicit at least three abstracts for the topic. Organizers and Lead Organizers should remind the author, when submitting their abstract online, to put the Organizer's name if they were solicited and to submit their abstract by the deadline.
- **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. Two are required for each session.
- **Paper Reviewer** - A designated person who completes a compulsory review of the Draft Paper which is required early enough to allow for corrections before the Final Paper deadline.

INVITED/SOLICITED ABSTRACTS:

1. The PAC Chair or Managing Director must pre-approve any “Invited” or Solicited abstracts that require financial arrangements with WM. This includes any registration waivers or other reductions that impact WM financially.
2. Both PAC Members and Supporters may request the PAC Chair to invite presentations deemed vital to a Session, or to ensure that a well-known or otherwise special author participates. “Invited” abstracts may carry additional requirements compared to “Solicited” or “Stimulated” abstracts. Requests for “Invited” abstracts that require financial arrangements with WM should be sent to the PAC Chair. and include the Topic, Author, Telephone, Address and the reason for the invitation.

LATE ABSTRACTS FOR ORAL SESSIONS

If an abstract is received after the PDM, but before the due date of draft papers, the Lead Session Organizer must accept and review the late abstracts.

Abstracts received after the draft paper deadline may not be accepted for oral but may be considered for the non-paper poster session. Exceptions are granted on a case-by-case basis by the PAC Chair. The paper reviewer should provide input to the PAC Chair, but if the paper reviewer can't be reached the Lead Organizer or Lead Track Co-Chair can make a recommendation to the PAC Chair concerning accepting a late abstract. Sessions can only be added with the approval of the PAC Chair and are contingent on room availability. Oral sessions cannot be converted into panel sessions after 1 September, since the room set-up is different. Panel sessions must be scheduled and pre-approved by 31 August.

RESPONSIBILITIES

Track Co-Chairs Duties:

- a) Overall review of abstracts for topic placement. (only track chairs have the ability to transfer an abstract)
- b) Attend the PDM (or send a PAC Member substitute) to ensure that the Track is properly organized, and that the online system has been updated with the required oral, poster and panel session information post PDM.
- c) Identify or update the appropriate Session Lead Organizer, Additional Organizers, and the Paper Reviewer

CONDUCT OF ORAL SESSIONS

The Oral Sessions are key and critical components of the Symposia to ensure that attendees receive the technical, programmatic and regulatory information that creates the value that has become the high standard expected by all.

It is very important that each oral session is conducted to these standards. The Oral Sessions are a direct result of the Session Co-Chairs and Presenters participation and performance.

Lead and Additional Organizers play a key role in developing topics and turning them into sessions. They are responsible for appointing other organizers and shaping the session goals. They help organize the papers within the session to clearly accomplish the session goals and convey key messages.

Additional responsibilities include:

1. Fully understand and commit to the duties and responsibilities of the Session Lead Organizer as well as a Session Organizer before accepting this assignment.
2. Propose new session topics for inclusion in the future WM Symposium. Topics must be submitted using the PAC Topic Submittal Form - WM10.
3. Provide guidance and direction to ensure compliance with all PAC Policies and Procedures.
4. Agree to solicit at least three abstracts for the topic. Organizers and Lead Organizers should remind the author, when submitting their abstract online, to put the Organizer's name if they were solicited and submit their abstract by the deadline. Attend the Program Development Meeting to ensure the Topic is properly organized. The Track Co-Chairs must know who at the meeting is responsible for a Topic. Sort abstracts as appropriate into the session and ensure that either 4 or 8 abstracts are included; four if a half session and eight for a full session. Fewer numbers may be considered if authorized by the Track Co-Chair and the PAC Chair.
5. Develop Proposed Topics into Sessions:
 - a. Each Topical Session must have a single PAC Lead Organizer. (If the Organizers are not PAC members, the Organizers must persuade a PAC member to act as the Session Lead Organizer.)
 - b. Proposed topics shall be presented at the PAC and/or IPAC meetings and approved by these committees and the appropriate Track Co-Chairs.
 - c. A maximum of two US Session Organizers can be proposed. Additional Organizers should be non-US. In no case will more than four Session Organizers including the Lead be listed.
6. Help identify Paper Reviewers, Organizers and Session Co-Chairs.
7. Has oversight of the Organizers, Paper Reviewers and Session Co-Chairs and is responsible for the PowerPoint Presentations and session outcome.
8. Monitor the Abstract and Paper Review process to ensure that adequate and timely reviews occur. Recommend solutions to the Track Co-Chairs if issues arise
9. An Organizer will act as the replacement for the Abstract or Paper Reviewer if needed or not listed.

Guidelines

1. **Multiple Abstracts Acceptance** Refrain from accepting more than two abstracts per author/presenter for oral sessions for the entire conference. Additional abstracts may be considered for the Poster Sessions. (Attendance cancellation by the author could severely disrupt the oral session program when more than two abstracts are accepted.)
2. **Session Co-Chair Selection** Refrain from assigning one individual as a Session Co-Chair for more than two sessions for the conference. The Track Co-Chairs and/or PAC Chair have additional candidates for this honorary position, if candidates cannot be found from the Track PAC/Supporter list. We prefer you consider a non-US expert co-chairing along with a US expert, a PAC member with a non-PAC member, recognized experts in the topic area and use individuals from different companies and agencies for each session. The Session Co-Chairs should also not be presenters in that session if possible (This is permitted if it is difficult to achieve).
3. **Oral Presentation Order:** Preferably consider the following factors and order the early positions and session flow from a) the overview presentations to the specific b) the non-technical presentations to the technical and c) the financially independent presenters compared to the financially dependent presentations.

Session Co-Chairs Duties:

- a) Before the Conference, discuss with the Session Lead Organizer any special concerns or restrictions of the Presenters.
- b) Confirm all papers are in "final status" and presentations have been uploaded by the deadline.
- c) Discuss with your fellow Session Co-Chair, preferably before the conference, how you will handle questions and answers. How will you fill time if a paper withdraws or presentation ends early?
- d) Attend the Presenter and Co-Chair Breakfast on the morning of your session and verify that all Presenters have arrived. If someone has not arrived, it is the Session Co-Chair's responsibility to call the them and confirm their attendance in the Session and let WM Staff and/or the Lead Session Organizer know if there are any cancellations or substitutions.
- e) Attend the designated WM session (or send a substitute)
- f) Perform the duties as outlined in the Instructions to Oral Session Co-Chairs and complete the included Evaluation. (WM55 and 57) Submit the evaluation immediately after the session
- g) Act as a WM Ambassador managing the presentations during the Conference promoting professionalism and high ethical standards.

Paper Reviewer:

- Review the technical content for significance, originality, conclusions, validity and compliance with the WM paper format and instructions.
- Review the Paper to ensure it meets the goals of the accepted Abstract with any noted revisions.
- Review the organization of the Paper for logical development, ease of understanding and suggest grammar and spelling improvements to authors.

See Paper Reviewer Instructions for further information. (WM40)

REGISTRATION FEES

All Presenter and Chair Roles are required to have paid registration in one of the Technical Categories. Reduced registration is occasionally provided by the Managing Director or Deputy Managing Director of the Conference. Any requests for reductions should be addressed directly to the PAC Chair by December 31 (gbenda@wmsym.org).

PRESENTER and Co-Chair BREAKFAST

The Presenters Breakfast is held each morning at 0700 local time and is open to all Presenters, Session Co-Chairs, Track Co-Chairs and Lead Organizers (optional). All Presenters and Session Co-Chairs must attend the Presenters Breakfast on the day of their Session. This is required for Presenters so that your Session Co-Chairs will know you are at the conference and any last-minute directions can be discussed. You will also have an opportunity to meet with your fellow presenters and discuss any potential questions or discussion topics for the session. Lead Organizers and Track Co-Chairs are encouraged to attend as well so that any concerns can be addressed, questions answered and to show support for the Sessions Co-Chairs and Presenters. Be sure to verify the expected presentation start times at the Presenters Breakfast on the day of your Session.