

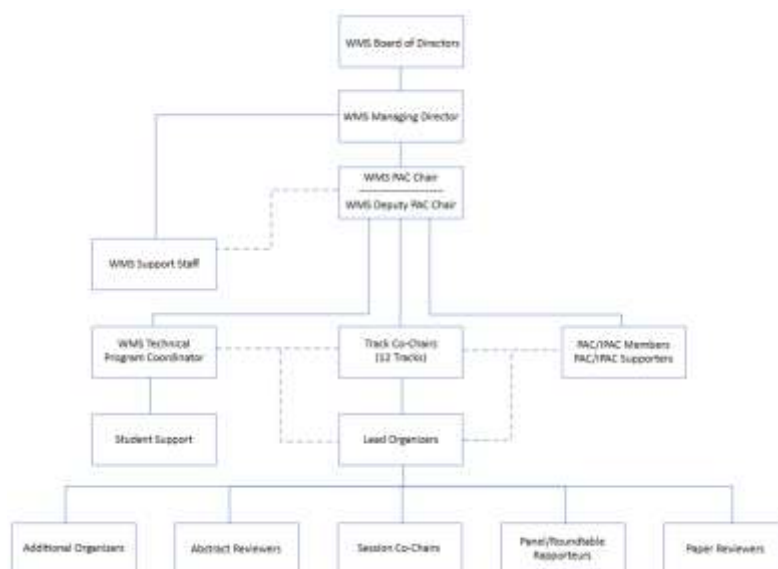
Panel and Roundtable Session Guidance

Panels and Roundtable Sessions are organized by members of the Program Advisory Committee (PAC). The WM Symposia program is organized and maintained by seven (7) categories of support from the PAC Members, PAC Supporters and others:

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| 1. PAC Chair, Deputy | 5. Session Co-Chairs |
| 2. Track Co-Chairs | 6. Panel (Session) Rapporteurs |
| 3. Topic and Session “Lead Organizers” | 7. Abstract & Paper Reviewers |
| 4. Topic and Session “Additional Organizers” | (If papers are also submitted to a Panel) |

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

For Panels and Roundtables, the organizational structure is Session Organizers, Session Co-Chairs and Panel Rapporteurs that report to the Lead Session Organizer. The Lead Organizer then interacts with the Track Co-Chairs of the relevant track. (As shown below)



The annual WM Symposia conference is primarily organized around panel/roundtables, oral and poster presentation sessions with their respective papers that have been reviewed and approved by the PAC. Following the conference, presented papers are documented in the WM Proceedings. Panels and Roundtables are not subject to the paper review process since they usually produce no papers. However, to document the information exchange, a Panel Rapport with the presented panel PowerPoints is prepared and added to the proceedings,

Because the roles of the Lead Organizers, Organizers, Session Co-Chairs and Panel Rapporteurs differ only slightly from those of a regular oral or poster session, we are providing the following guidance for clarification. This guidance also defines the responsibilities for the Organizers, Session Co-Chairs and Panel Rapporteurs.

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 and Organizers.
- **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.
- **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.
- **Panel Rapporteur** – A PAC Member or Supporter assigned by the Lead Organizer to report on the assigned Panel, Roundtable or Workshop and prepare a written report for the WM Proceedings. The written reports are due within the specified two-week time frame after the conference.
- **Panel** – An invited session that allows each panel member a brief (~10 minute) introductory statement with audience participation and exchanges of discussion with the panelists. These panelist/audience participation and exchanges are encouraged for a complete exchange of ideas and views. One or both Session Co-Chairs are expected to act as the moderator for the session.
- **Roundtable** – An invited session that encourages open discussion of topics amongst the participants with more interactive audience participation than that of a panel session.

RESPONSIBILITIES

Track Co-Chairs Duties:

- a) Determine and identify the appropriate Session Lead Organizer, Organizers, and the Panel Rapporteur, if the Session does not have an identified Lead Organizer.
- b) Identify and/or fill in as a replacement for the Panel Rapporteur. If the Lead Organizer is not available, the Lead Track Co-Chair (or their designee) may be the primary substitute for the Panel Rapporteur.
- c) 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.

Organizer Duties:

- 1) Fully understand and commit to the duties and responsibilities of the Topic/Session Lead Organizer and coordinate with the other Topic and Session Organizers before accepting this assignment.
- 2) Provide guidance and direction to assure compliance with all PAC Policies and Procedures.
- 3) Propose new session topics for inclusion in a future WM Symposium. Topics should be submitted using the online or printed Topic Submittal Form - WM10.
 - i) 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.)
 - 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 Topic Organizers can be proposed. The third additional organizer should be non-US. In no case will more than three Topic “Additional Organizers” be listed.
- 4) Attend the Program Development Meeting (or send a PAC Member substitute) to ensure that the Topic is properly organized. Inform and verify the Track Co-Chairs know who the substitute is at the PDM and who will be responsible for the Topic. Ensure that the required oral, poster and panel session information is entered into the online system during PDM.

- 5) Organize the Topic's into Session(s) and support the Lead Organizer in completing the required oral, poster and panel session information into the online system before and during the PDM.
- 6) Identify a Panel Session Rapporteur.
- 7) Lead Organizers will oversee the Organizers, Session Co-Chairs and Panel Rapporteur.
- 8) Review of the Panelist's PowerPoint presentation prior to the Conference to assure that WM guidelines are adhered to (I.e. no commercialism, that the total number of slides are not excessive, nor duplicative of other panelists, and has the optimum flow from presenter to presenter, no small text or figures, etc..).
- 9) Act as the replacement for the Panel Rapporteur, if needed.
- 10) One organizer should attend the Session where they are and help facilitate the Audience, Speakers and other volunteers.

Session Co-Chairs Duties:

- a) Before the Conference, discuss with the Session Lead Organizer any special concerns or restrictions of the Presenters.
- b) Contact the Presenters 2-4 weeks prior to the Conference confirming attendance and determining any special conditions.
- c) Discuss with your fellow Session Co-Chair, preferably before the conference, how you will handle questions and answers and how you will proceed to stimulate discussion during the session.
- d) Attend the Presenter and Co-Chair Breakfast on the morning of your session and verify that all Panelists have arrived. If a Panelist has not arrived, it is the Session Co-Chair's responsibility to call the Panelist 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 Panel Session Co-Chairs and complete the included Evaluation. (WM56) Submit the evaluation immediately after the session
- g) Act as a moderator for the panel, as required.
- h) Act as a WM Ambassador managing the presentations during the Conference promoting professionalism and high ethical standards.

Panel Rapporteurs Duties:

- a) Verify acceptance of Rapporteur position
 - b) Understanding of the format, content, and timing of report submittal.
 - c) If unable to attend the Conference or the Panel, promptly notify Session Lead Organizer, as well as WM Staff.
 - d) Provide a Panel report of all Presenters' remarks and an overview of the discussion **within two (2) weeks after the conference** for inclusion in the proceedings. Panel report shall be a minimum of one (1) paragraph for each presenting panelist and include any recommendation(s) and/or conclusion(s). The report shall be prepared in the format shown in the sample report linked [here](#). It is helpful to have the required report format and content on hand during the Panel because it helps the Panel Rapporteur capture and record accurate and meaningful content. **Reports received after two weeks will not be included in the conference proceedings.**
- * Failure to provide the Panel report **jeopardizes** the Session Lead Organizer's approval of future sessions and no record would be provided in the proceedings.

GUIDANCE

1. Session Lead Organizer(s) must provide justification (both sides of form WM10) to the cognizant Track Co-Chairs regarding the advantages of a Panel and Roundtable, vs. an Oral session with papers. If the justification is unsatisfactory to the Track Co-Chairs, the Session Lead Organizer may be asked (in consultation with the PAC Chair) to convert the Panels or Roundtables, to an Oral session with papers. A potential alternative could be author submission of short papers, followed by a group discussion.
2. All Panels and Panelists should be identified prior to the Program Development Meeting. The Panels or Roundtables will not be accepted or scheduled without ample justification and approval by the PAC Chair.
3. Requests for specific time slots must be fully justified realizing that Monday and Tuesday time slots are limited. This request or condition shall be known at the WM Spring PAC meeting and is a critical factor in the approval of a Panel or Roundtable. Additional justification will be required for discussions proposed to extend beyond a single time slot, or for a session with very similar topics
4. Each Lead Organizer must appoint a Panel Rapporteur who is required to provide a summary in the required format of all Panelists' remarks and an overview of the discussion, within two weeks after the Conference, for inclusion in the proceedings. Failure to provide the summary jeopardizes the Session Lead Organizer's approval of future Sessions.
5. Panels and Roundtables that are scheduled for less than two hours, should be coordinated with another short session to share the same room for optimum utilization. One session can be scheduled for the first 1-1/2 hour period, with a 10 minute break and then the second session for the last 1-1/2 hour period. Preferably the coordination is within the same Track using the same Session Co-Chairs, however if this is not feasible other Tracks and arrangements will be considered.
6. Panelists who present a PowerPoint presentation at the conference are asked to share their presentations in the proceedings, and if they agree, a copyright authorization must also be submitted prior to presentation at the conference.
7. Panelists should limit their presentations to ~10 minutes in order to allow sufficient time for questions from the audience.

REGISTRATION FEES

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

PRESENTERS and CO-CHAIR BREAKFASTS

The Presenter and Co-Chair Breakfast is held each morning at 0700 and Panelists are required to attend. Both Session Co-chairs should attend the breakfast on the day of your Session so that your presenters will know the Leaders of the Session and so that any last-minute directions, potential questions or discussion topics for the session can be discussed.