General rules of engagement

1. General chair sets the theme and conference format
   - responsibility for driving overall meetings from high level
   - **general meetings are with all 3 chairs and track leads only**
2. All 3 chairs determine track leadership representation
   - incoming Chair and Chair-Elect position determined by VP Tech
   - track leadership may or may not change from year to year based on success
3. Track Leads drive their own meetings for their individual tracks
   - report to General chair at regular meetings on progress and help needed
IMAPS Track & Session Chair

Overall Focus
- Appointment of Session Chair (recruit 12 months ahead)
- Structure of session

Track Chair Responsibilities
1. Drive sessions in the track and quality of sessions
   • Responsible for sessions, chairs, selection of papers and running tracks during event
   • Report to General Chair for updates and coordination
Track Chair Responsibilities

• Track Chairs are primarily expected to be the workhorse of the symposium
• Drive sessions in the track and quality of sessions
• Responsible for sessions, chairs, selection of papers and running tracks during event
• Report to General Chair for updates and coordination

• A significant goal for track and session chairs should be to have at least 50% of the total content of the symposium by recruitment
• Work with session chairs on “selecting” best of track paper
• Track chairs are also expected to lead (if appropriate)
  – Technical Working Groups (TWG) in Key technology areas
  – TWGs should be operational for minimum of 3-5 years
Session Chair Responsibilities

- Session Chairs are expected to be the responsible and accountable to the content and quality of the sessions (taking general guidelines from track chairs)

- **A significant goal for session chairs should be to have at least 50% of the total content of the symposium by recruitment**

- Session chairs will
  - Recruit speakers through networking
  - Manage additional abstracts through on line submission
  - Follow up individually on abstracts, papers and timelines
  - Review papers as per deadline
  - Escalate appropriately to track/general chair as appropriate
  - Onsite support and “baby sit” speakers during symposium
  - Nominate best of session to track chair and Imaps staff

- Session Chairs
  - Expect to sign up for multiple years
Past Chair and Chair-Elect

- **Past Chair responsibilities:**
  - organizing and delivering keynotes and Panel sessions.
  - can form committees and use other resources for help and coordination including the GBC
  - Help with Poster session

- **Chair-Elect responsibilities:**
  - organizing and delivering the PDCs (professional development courses).
  - oversee the additional supporting committees, eg., marketing, student activities, local tours, diversity session

- **Staff Responsibilities**
  - Event planning and exhibition
  - Final communication with participants
  - On site support
Thank you!