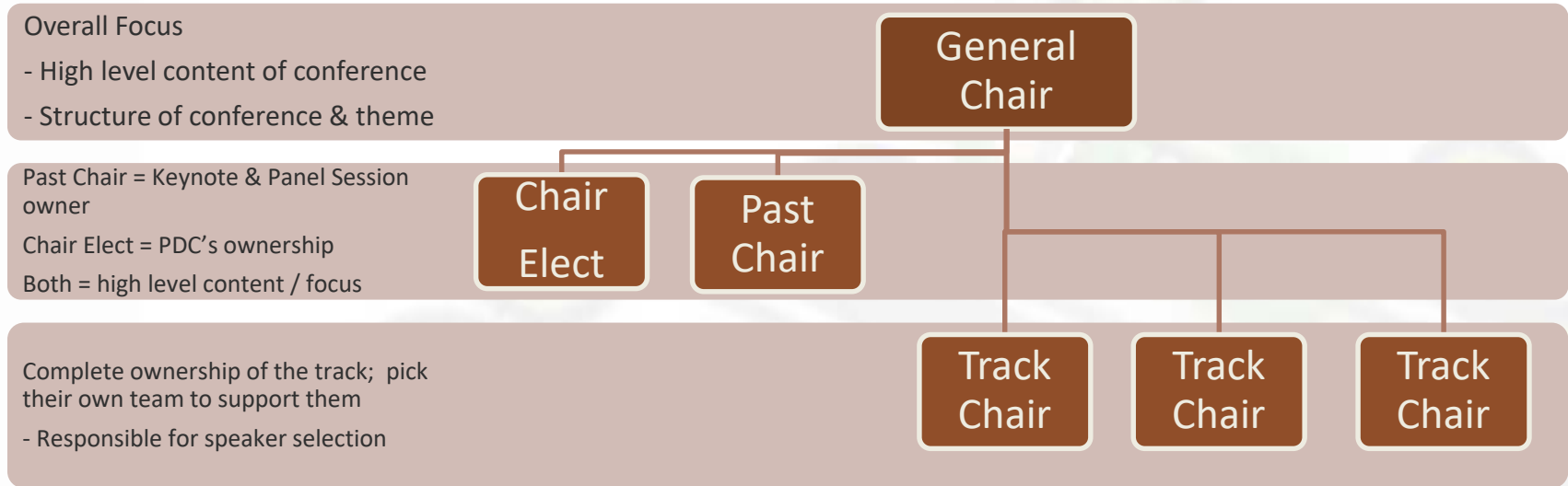


***Imaps Annual Symposium  
Leadership Structure***

# IMAPS Symposium Conference Skeleton



## 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 1...n

- Responsible for speaker selection
- Paper review
- On-site session ownership

Session  
Chair

Session  
Chair

## 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

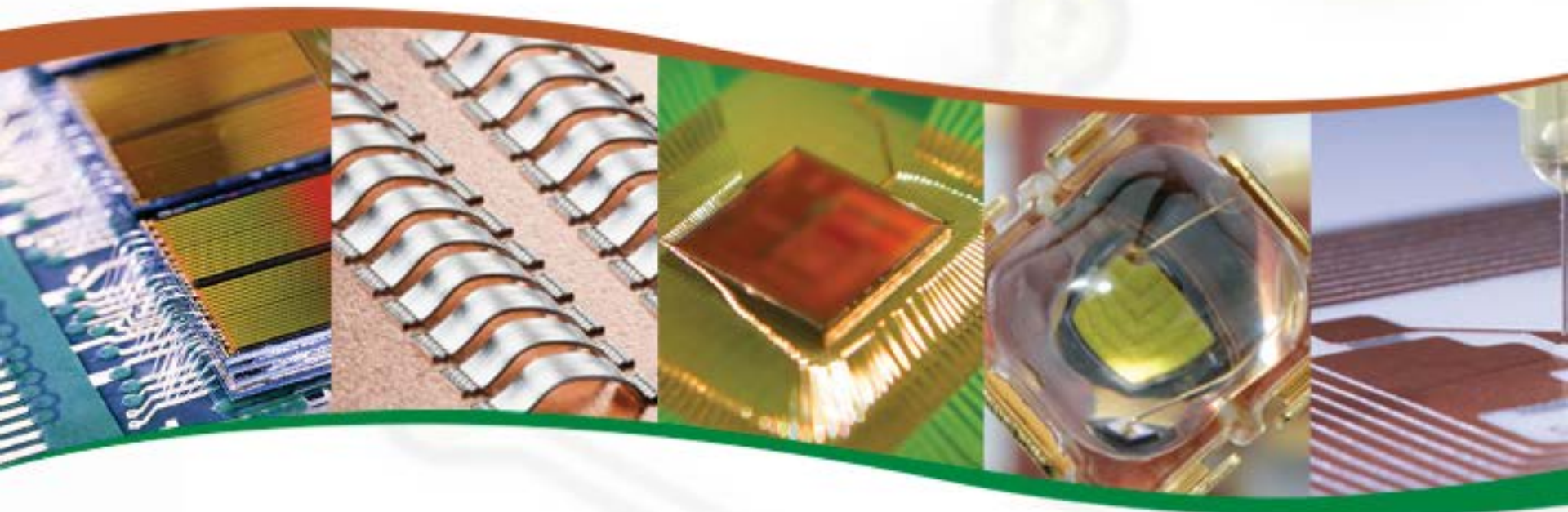
# Session Chair Responsibilities

- 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!***