Forum Technical Program SOPs

Contents:

SCITECH FORUM

DEFENSE FORUM

AVIATION FORUM

Forum Organizing Groups

Executive Steering Committee (ESC)

- Identify high-level focus, themes, and topics for the forum
- Determine the evolution or expansion over time in terms of program and constituencies
- Identify topics and speakers for high-level plenary sessions (plenaries, keynotes and F360 sessions)

Technical Program Committee (TPC)

- Create/organize forum technical program

AIAA Staff

- Forum Program Executive—Staff Liaison to the ESC
- Forum Project Manager—Responsible for overall management of all aspects of forum
- Technical Program Contact—Assist TPC with all aspects of the creating the technical program
- Program Manager, Member Communities, Technical Activities—Schedule TC Meetings and POC for student competitions

Technical Program SOPs
Forum Technical Chair (FTC)

General Responsibilities, FTC
- Overall Technical Program
  - Work with co-FTCs to
    - Ensure all participating TCs have a TDC.
    - Determine session room allocation among Groups/IOD (as applicable).
    - Complete one room grid for the entire technical program.
    - Deconflict sessions, with input from Technical Discipline Chairs (TDCs) for the entire program.
  - Participate in Executive Steering Committee (ESC) telecoms—Though not part of the ESC, FTCs are invited/encouraged to attend their calls to provide input for the high-level programming and general information concerning the technical program.
- Group/IOD Technical Program
  - Participate in Technical Program Committee telecoms.
  - Involve Deputy FTCs, helping to prepare them for the FTC role the following year.
  - Assist with preparation/finalization of the Call for Papers (CFP).
    - Remind TDCs to complete and submit CFPs
    - Review consolidated CFPs
  - Monitor/facilitate overall progress of review assignment/completion, decision making, and session building.
  - Allocate session rooms to each technical discipline.
  - Help resolve issues that may arise with/for/between TDCs (e.g., lack of review assignments, unresponsiveness, disagreements).

Specific Processes/Guidelines, FTC
- Prior to Abstract Deadline
  - CFP Review
    - Review each CFP for
      - Overlapping submission subtopics between disciplines. Suggest joint session sponsorship or refining of each subtopic.
      - Wordiness—each subtopic description should be as succinct as possible, but not exceeding 100 characters, including spaces.
      - Review "Additional Details" files for appropriate content, accuracy of details, e.g.:
        - Working URLs
        - Repetition of basic CFP data
- During Forum Organizing Period
  - Session Allocation to Disciplines: TDCs need to know how many sessions they can build. Review the # of submissions made and the # of non-paper sessions proposed by each discipline in your group to determine how many sessions to allocate to each discipline. There are frequently disciplines, both within the same group and sometimes among different groups, jointly sponsoring sessions, which require coordination with the appropriate TDCs and FTCs to determine into whose count those sessions will go.
  - Room Grid: Directions for scheduling considerations and completing the room grid are included on the 1st worksheet of the room grid file (screenshot) you will be provided.
  - Program Deconflict Process
    - Session Deconflict—TDCs should alert you to sessions that should not be running in parallel, and proposed solutions. You have the final say on how session conflicts are resolved.
    - Personnel Deconflict—This can usually be managed by TDCs themselves, but your assistance in difficult cases may be needed.

Technical Program SOPs
Technical Discipline Chair (TDC)

General Responsibilities, TDC
- Prepare and submit Call for Papers (CFP), including information concerning student paper competitions, if appropriate.
- Serve as the point of contact for all aspects of the technical program concerning your technical discipline.
- Be mindful of (and meet) all technical program deadlines.
- Involve Deputy TDC, helping to prepare him/her for the TDC role the following year.
- Participate in Technical Program Committee telecoms.

Specific Processes/Guidelines, TDC
- Prior to Abstract Deadline
  - o Create and submit your discipline's CFP using the AIAA template (CFP example) provided. Specific instructions will be included in the template.

    > *The CFP template changes each year so please use the file provided. If using an older CFP as a guideline, make all appropriate updates and transfer the information to the current template.*
    > *Your compliance is much appreciated.*

  - o Solicit abstracts. Encourage/recruit submissions from TC members and colleagues.
  - o Familiarize yourself with the sessions/events (e.g., award lectures, student paper competitions) that your discipline supports. You are responsible for entering these sessions into ScholarOne. The previous TDC and/or TC chair can assist.
  - o Solicit reviewers. Disciplines that supported the previous event will have review expertise preassigned to reviewers who completed assignments for that year. You will be able to see who they are by checking the custom view for your discipline in Review > Assign Reviewers. If you feel you need more, please ask prospective reviewers to open the ScholarOne site and enter their review expertise for you.
- During Forum Organizing Period
  - o Grant Individual Late Abstract Submission Access: There will be no general extension to the deadline, but you may grant late abstract submission access to individuals at your discretion. Ensure that the extension provided allows enough time for you to assign reviews and reviewers to complete assignments before the session building deadline has passed.
  - o Manage review/decision/session building process
    - ▪ Begin assigning reviewers as soon after the abstract deadline as possible so they have maximum time to complete their assignments.
    - ▪ Assign at least 3 reviewers per abstract, and notify reviewers of their assignments.
    - ▪ Session Building: Detailed instructions will be provided when needed.
      - Build all non-paper sessions (e.g., panels, lectures) by the abstract deadline. FTCs will use this information, in addition to the count of abstract submissions, to determine number of sessions to allocate to each discipline.
      - Complete all sessions no later than the stated deadline. FTCs need session data—for every session—on this date to fill out the room grid appropriately. Session day/time/room size requests may not be accommodated for late-added sessions.
      - Having 2 small sessions share a room can be a very efficient use of space, and, if the sessions are related, provide a good experience for all attendees. If you plan to do this, please so indicate in the "Notes to Admin" field or the appropriate sessions.
      - Consider planning sessions according to the daily themes of the forum.
      - Assign session chairs, 2/session.
      - Ensure that all non-paper sessions (e.g., panels) have descriptive information entered.
  - o After rooms assigned, deconflict all sessions, then personnel (presenters and session chairs).
- After Author Notices
  - o Respond to authors asking for reviewer feedback
  - o Provide manuscript deadline extensions, not to exceed stated maximum day/time.
  - o Monitor/maintain status of all sessions. Specific instructions will be provided as appropriate.
    - ▪ Session chair assignments
    - ▪ Withdrawals
    - ▪ Final session adjustments, after manuscript deadline

- <u>During the Forum</u>
  - Continue to monitor sessions
    - Find last-minute session chair replacements.
    - Manage requests for new session assignments from presenters with arrival difficulties.
    - Attend planning meeting for next year's event. While optional, your insights will be helpful for the new committee.

- <u>After the Forum</u>
  - Attend debrief meeting, if scheduled.
  - If your TC recognizes a best paper, forward the session chair report data to the person who manages the best paper process for your TC. Final stats will be sent approximately 3 weeks after the forum.

General Responsibilities, AIAA Tech Program

- Call for Papers (CFP)
  - Provide committee with a CFP template, assist with their completion.
  - Collect CFPs from TDCs, check for issues, assemble, and provide collated file for FTC review
  - Ensure that CFP webpage is appropriately updated.
- ScholarOne Abstracts Submission Site
  - Ensure proper building of new submission site, with on-time opening.
  - Pre-assign areas of expertise to those who completed reviews the prior year.
  - Assist all users—technical program committee members, session chairs, authors—with all aspects of use of the software.
- Technical Program Creation and Maintenance—Assist technical program committee with all aspects of completing and maintaining the technical program.
- Send all author notices, both accept and reject, upon completion of program.
- Open, maintain, and assist all users of module that provides authors access for submission of all final presentation documents and gives session chairs their access to their session data.
- Setup and assist session chairs with use of the session chair report app.

Technical Program SOPs
References

CFP Instructions, from template file

CFP Instructions
Your input goes on the next worksheet, "Tech Discipline Input."
Fill out the highlighted cells, screenshot below.

Please use this template. Previous templates/submission files may look similar, but changes are made each year. Your compliance is much appreciated.

Current CFP, for reference:	https://_____/cfp				

Use the prepopulated list of disciplines activated by clicking into the cell. This will ensure needed consistency for ARC taxonomy. If your discipline name has changed, or your discipline is new and not yet in the list, please let me know.

Technical Discipline:

Technical Discipline Chairs:

Name	Email for CFP web page	Email for committee communication	Affiliation	Telephone

Recommend 2 Technical Disipline Chairs:
1. The 1st is the lead for this event.
2. The 2nd is the deputy, ideally committed to taking the lead next year.

Other Details:

Submitting additional details file? — Use only if you have more detailed information than the discipline description and submission subtopics provide. Thoroughly check the file for accuracy of URLs, dates, email addresses. Do not include any reference to "peer review," as we do not use that formal process. You may say "All abstracts will be evaluated by qualified individuals from industry, academia, or government."

Sponsoring student competition? — Competitions use the same subtopic so no new CFP is required. You must fill out the Student Paper Competition worksheet though, with the chairs, rules, etc.

No oral-only presentations -- only papers submissions permitted? — If your discipline accepts only papers, check this box. Be advised that you will not be able to change presentations to oral-only later either.

Topic Description:
1400 characters max

Subtopics:
100 characters max per bullet

Subtopics are for the solicitation of individual presentations only. Consider session proposals offline.

Carefully consider appropriate subtopics, adding new topics of interest and removing those that have become less relevant.

Enter subtopics alphabetically and in title case.

Subtopics should be as terse as possible.

If your description indicates that you will accept submissions in subtopics other than those listed, include "Other Topics in *Discipline Name*" as one of the subtopics.

If you would like to specially note jointly-sponsored sessions (optional), do so by adding "(joint ABC/XYZ)" to the end of the subtopic.

FOR STUDENT PAPER COMPETITIONS ONLY

Technical Discipline:

Student Paper Competition Chair(s):	Name	Email for CFP web page	Affiliation
Order by precedence, chair followed by deputy			

Award Name(s):

Award Description(s):

AIAA Requirements & Other Rules (will be posted on the CFP):

Student Eligibility Requirements:
• Student author(s) must be full-time students in good academic standing at their university/institution at the time of submission.
• Manuscript content represents the work of the author
• Student(s) must be the primary author(s) of the paper and the work must have been performed while the author(s) was a student.
• Student author(s) must be able to attend the Forum to present their work should it be selected for presentation.
Student Submission Requirements:
• Student Paper Competition submissions must adhere to the overall Forum Abstract Submission Requirements.
• Students must select the "Student Paper Competition" presentation type during the electronic submission process. Do not submit the abstract more than once. Only submissions with Student Paper Competition presentation type indicated will be eligible for the competition.
• All submissions must be made by the Forum abstract submission deadline.
• For further requirements and instructions, please refer to the detailed descriptions of each Student Paper Competition as described in their call below.

Additional Technical Discipline Eligibility Requirements & Other Rules:

Technical Discipline Selection Criteria:

Instructions | Tech Discipline Input | Student Paper Competition | Lookups

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Room Grid Directions

Scheduling Instructions

- FTCs are responsible for scheduling sessions within their respective Groups. Refer to the Group columns on the Grid Input Data worksheet.
- Coordinate as needed to assign sessions jointly sponsored by disciplines from different Groups.
- Copy session data from column A of the Grid Input Data worksheet and paste it into the appropriate cell of the room grid worksheet.
- If 2 sessions will share a room, paste in data for session that comes 1st, in the top of the cell, followed by the 2nd session's data. Change to red font. TDCs may have made such requests, or you can decide to schedule small sessions this way, at your discretion.
- Blacked out cells are not available.
- Specific scheduling requests for individual sessions will be in the Notes to Admin column on the Grid Input Data worksheet.

Room	Session
Blue Spring I|41342	GTE-13|Supercritical CO2 Combustion
Blue Spring II|41343	IS-09|Autonomy II |271825
	IS-10|Autonomy III |271774

Scheduling Considerations

- Room Size vs. Expected Attendance: Check the Expected Attendance field for each session on the Grid Input Data worksheet and match it to an appropriately sized room on the Grid.
- If daily forum themes are available, try to assign sessions germane to a theme on the appropriate day.
- Forum 360 vs. Technical Program: While assigning rooms/days/time blocks for sessions, please keep in mind both daily themes, and the Forum 360 topics. Sessions with similar topics/target audiences should get deconflicted against the Forum 360 schedule.
- Discipline "Villages:" Attendees appreciate having sessions in each discipline in a contiguous set of rooms, when possible. Room size requests may require some sessions to be located outside of their "village."
- Special Requests/Considerations:
  - Specific scheduling requests for individual sessions will be in the Notes to Admin column on the room grid data input worksheet.
  - Consider scheduling smaller disciplines early in the program, to encourage them to keep with it and possibly grow. It is much easier for the bigger disciplines to "absorb" the less desirable time slots since they already have sessions during the more desirable time slots.
  - Some TDCs may request that their sessions all be front-loaded, but accommodating such requests places a tremendous burden on the other disciplines. All disciplines with many sessions are expected to accept distribution of their sessions across the full length of forum program.
  - Try to create an even spread of sessions throughout the week. Though you will try your best to facilitate scheduling requests, we ultimately need to create a balanced schedule over the entire conference schedule.
  - Consider trying to create a good mix of paper and panel sessions throughout the week, per day, and per AM/PM session block.
  - Shared rooms: 2 small/short sessions sharing a room can be very useful. One directly follows the other. This setup provides space for more sessions, and if both sessions are somewhat related, it's likely attendance for both will be better than if each session has its own room. The sessions do not have to be related though, as long as the combined length of each session does not exceed the maximum session length, so this setup can help accommodate more sessions when space is tight.

	A	B	C	D	E	F	G	H
1	**Instructions:** 1. Copy session data from column A of the Grid Input Data worksheet and paste it into the appropriate cell below. 2. If 2 sessions will share a room, paste in data for session that comes 1st, cthe 2nd session's data. Change to red font. 3. Unavailable rooms are blacked out.						**Examples:** Single Session in rm: IS-08|Autonomy I |271715 Shared Session rm: IS-09|Autonomy II |271825 IS-10|Autonomy III |271774	
2		**Daily Theme:**						
3	**Conference:**			Date		Date		
4	**Revised:**			Start Time AM	Start Time PM	Start Time AM	Start Time PM	Start Ti
5				180 mins/6 presentations	180 mins/6 presentations			
6	**Room**	Level/Usage	Capacity w/AV	# Technical Sessions	# Technical Sessions	# Technical Sessions	# Technical Sessions	# Technica
7	Rm Name|S1 Code							

Call for Papers

- **How do I indicate that a subtopic is jointly sponsored with another technical discipline?** Include "(joint Your TC Abbrv/Other TC Abbrv)" at the end of the subtopic name. Coordinate with the other technical discipline(s) to ensure that all are listed identically.
- **My technical discipline is organizing some panels that will not have any papers. Do these go in the CFP?** No, the CFP is for the solicitation of papers. In special cases, at the invitation of TDCs only, an individual will be permitted to make an oral-only presentation for which an abstract will be required to allow it to be placed into a session. Panels, workshops, and the like do not use abstracts and thus are not included in the CFP.

Abstract Submission

- **Will there be a general abstract deadline extension?** No. A general deadline extension would delay the start of the review process and therefore make each TDC's job more challenging than it already is.
- **How can I get late submissions?** TDCs can provide individual late abstract submission to individual authors at their discretion, so you can receive post-deadline submissions. You can grant extensions both before and after the abstract deadline. Specific instructions will be provided. Please ensure that all abstracts are submitted with sufficient time for completion of reviews by the deadline.
- **What is the recommended length of time for an abstract deadline extension?**
  - TDCs have discretion on this, but you should take the review deadline into account, and ensure that all submissions are in with sufficient time for you to assign reviews and for your reviewers to fit those assignments into their schedules.
  - Additionally, it is recommended that the deadline time be set to 8pm Eastern Time. That is the standard submissions deadline time for all AIAA event abstract and final manuscript submission, and it helps to reinforce that deadline time.
  - ScholarOne will always show the general abstract deadline, never anyone's individual late access deadline. Please inform those to whom you provide late submission of this.
- **Does an author have to start an abstract submission before I can provide him/her with late submission access?** No, but you might want to suggest it because that will ensure that he/she has a fully-functional user record to which you will be able to provide late submission access.
- **I tried to give an author late submission access, but the user record does not have the link that allows that. How can I provide the extension?** Have the author create a fully-functional user record, which is done by opening ScholarOne.
- **What is the definition of a fully-functional ScholarOne record, and why are all records not fully functional?** A fully-functional ScholarOne user record is a user record attached to an AIAA user record. Not all user records are fully functional because we allow authors to create a user record with ScholarOne for authors who do not already have a record in the site. We want to ensure that all author lists can be complete at the time of submission. Those submitting author-created records are not attached to an AIAA record and so it is impossible to log into ScholarOne with one of those records. Such records are occasionally created during session chair assignment as well.

Technical Program SOPs
FAQs

Review

- **Reviewer Area of Expertise**
  - o **Why is it important to have reviewers enter this information?** This allows TDCs to quickly find the subset of reviewers they need and to assign multiple reviewers to multiple abstracts quickly. To assign reviews to people without reviewer expertise on their ScholarOne user record, you will need to search for each one of them individually, and assign reviews to them individually.
  - o **How does reviewer expertise get assigned?**
    - ▪ AIAA will assign expertise according to the technical disciplines for which they completed reviews for the previous year's event.
    - ▪ Individuals can add reviewer expertise themselves. TDCs will be provided with instructions to send to prospective reviewers.
  - o **Why does this have to be done again for every event?** Each submission site is a unique database. While most of the technical disciplines may remain the same, the primary key assigned to each will be different in each site. Reviewers may repeat from year to year, but the area of expertise has a new code in each site which must then be connected to reviewers' user records.
  - o **AIAA user records have area of expertise listings. Why aren't they used?** That data does not transfer to one's associated ScholarOne record, and as noted above, the area of expertise code within ScholarOne changes each year.
- **Missing Reviewer Records**
  - o **Why aren't all my TC members in the reviewer list?** AIAA populates the site with the user records of active users from the 2 most recent events. Newer TC members may not have been active users of those submission sites.
  - o **Why aren't all AIAA member records in the site?** AIAA's user record is database is quite large, and most records are not needed in any one site. Loading all the records would slow the loading of the Review Admin module, and would also make searches for people—for submission author lists, session chair assignment as well as review assignment—very slow.
  - o **How do I get new reviewers added to the list?** Only those people with [fully-functional user records](#) appear in the list. Please have the person create such a record by logging into ScholarOne.
- **How many reviewers should be assigned to each abstract?** TAD requests 3 completed reviews per abstract. To achieve that, it is best to assign at least 4 reviewers. Reviewers should be from a variety of backgrounds—academia, industry, government.
- **I assigned reviews, verified it in ScholarOne, but the reviewer reports that no review tab is showing after opening ScholarOne.** This is a different user record from the one to which you assigned reviews. Provide your AIAA Tech Program Contact the name so the user records can be merged.

Decision Making

- **Who tells authors whether they are accepted or rejected?** The AIAA Technical Program Contact provides all author notices when the program has been completed. TDCs should not provide individual notices early to anyone. Doing so may create problems for the entire technical program committee.

Technical Program SOPs
FAQs

Sessions

- **Why are non-paper sessions due so soon after the abstract deadline?** FTCs must allocate session rooms to all technical disciplines. The number of abstracts will provide most of that information, but non-paper sessions do not have any abstracts associated with them so they must be entered into ScholarOne for FTCs to include them in the count.
- **I have a topic that should be a Forum 360 session. How can I make that happen?** Forum 360 suggestions should be submitted through the link on the forum CFP webpage, or you can pass the suggestion to your FTC who can provide it to the forum Executive Steering Committee.
- **I accepted an abstract, but it is not available for session placement when I search for it.** Check Review > Review Admin > Reviewer Score Report again. If you assigned yourself as a reviewer, you may be mistaking the recommendation to accept that you made as a reviewer for the decision, but it is not the same as making the decision to accept it as a TDC.
- **When are session chair assignments due?** Session chairs assignments should be made no later than the date the room grid is due to AIAA, which is usually about 1-1 ½ weeks after sessions are due. This ensure that all session chairs are included in the personnel deconflict.
- **Are committee meetings entered into ScholarOne?**
  No. TC Meeting requests are handled by AIAA's Program Manager, Member Communities, Technical Activities, who will solicit meeting request details approximately 2-3 months before the event

Miscellaneous

To whom should I address registration questions?
General registration questions are handled by the registrar. Please go to the event Registration webpage for details. For very special situations, contact the AIAA Project Manager for the event.

To whom should I address questions concerning student paper competitions?
TDCs should submit the requirements for the student paper competitions to their AIAA Technical Program contact. For questions concerning how your student competition runs, contact your committee's student paper competition chair or your Committee Chair. For questions about certificates and other award items, please contact AIAA's Program Manager, Member Communities, Technical Activities.

How do I schedule TC Meetings?
AIAA's Program Manager, Member Communities, Technical Activities schedules TC meetings.