# COMMITTEE DESCRIPTIONS

**Marketing/Social Media Chair:**

The Social Media Chair will take responsibility for assisting with social media, including conference Specific LinkedIn page (will be provided a login/password by ANS). The Chair will provide ANS marketing with updates on exciting and new information on the program, plenary, special events, etc. The chair also will support the rest of the committee in pushing out new information to gain and keep attention to the conference.

**Sponsorship Chair:**

It is the responsibility of the Sponsorship Chair to help track overall financial contributions. The Sponsorship Chair will work with the General Chair to initiate a fund-raising effort to support conference activities. The ANS staff and Sponsorship Chair will develop the prospectus and other marketing pieces prepared for solicitation. The General Chair will also create, approve, and sign a solicitation letter. The letter and prospectus will be sent to potential sponsors approximately 6-12 months before the start of the conference. Potential sponsors may be past contributors and any new leads identified by the General Chair. All contracts will then be sent to ANS to process payment and manage sponsorship fulfillment.

**Local Area Liaison:**

The Local Area Liaison will research and present all off-site events and entertainment, including but not limited to tour options, banquets, restaurants, and transportation in the area—all research to be done at least six months before the conference begins.  Once locations are selected, ANS will work with venues to secure, negotiate, and sign contracts.  The liaison will also work with ANS staff to create website informational pages, including restaurant guides, travel pages, etc. Any guest programs will fall under this chair's scope.

**Committee Member:**

All committee members are responsible for assisting in the general marketing and movement of the conference, including marketing, sponsorship, and program enhancement.

**Workshop Coordinator:**

This position entails working through workshops, including but not limited to details of workshop descriptions, communicating with teachers, and passing along all needs to ANS staff.

** Denotes ANS membership requirement

# Topical Meeting (embedded/stand-alone)

**\*\*Technical Program Chair (TPC) (required):**

- Manage or participate in completing Publication Plan and establishing Call for Paper dates
- Manage or participate in developing Call for Papers, including tracks/sessions
- Manage review of papers, including lining up reviewers and, if desired, Group Chairs to manage tracks or designated reviewer groups.
- Handle or manage all communication with reviewers and/or Group Chairs.
- Extensive use of the ANS EPSR (Electronic Paper Submittal and Review) system.
- Resolve or manage the resolution of all reviews.
- Manage all communication with authors. Customize and personalize ANS template letters.
- Using the EPSR, schedule all accepted papers into the program.
- Identify all sessions and alternate chairs.
- Manage all communication with session chairs/alternate chairs. Customize and personalize ANS template letters.
- Intervene, as needed, or requested, on author issues.
- Must be very available, with time to work on the meeting, especially from the first due date for papers through the conference itself.

**Assistant Technical Program Chair (optional, recommended):**

Assists with or takes full responsibility for selected steps outlined in the TPC description. Recommendations from ANS: The Assistant TPC will identify all session and alternate chairs and manage all communication with session chairs/alternate chairs. The Assistant Technical Program Chair will schedule the program using the EPSR. (If the assistant TPC schedules the program, it is recommended that he/she has been extensively involved as a reviewer and is already familiar with the submittals.)

**Publication Chair (optional):**

Writes the introduction to the proceedings if the meeting organizers wish to include an introduction. Compiles optional lists of reviewers or the organizing committee if the meeting organizers wish to include them in the proceeding's front matter. Coordinate special journal editions that are published in conjunction with the conference.

\*\* Denotes ANS membership requirement

# Annual and Winter Meetings:

**\*\*Technical Program Chair (TPC) (required):**

- Communicate to division program chairs to:
    - Submit sessions for Call for Papers
    - Encourage submissions of summaries,
    - Remind chairs about start and end dates for reviews,
    - Initiate creation and submission of final sessions to meet all due dates.
- Before first-round reviews begin, compare the number of submittals – both summaries and panels – to available timeslots and communicate to division program chairs guidance on acceptance standards.
- In EPSR, monitor divisions individually and follow up as needed.
- Coach division program chairs, especially those new in the role, on using EPSR.
- Ensure that all panels are entered correctly into the EPSR.
- During scheduling, especially if there may not be enough timeslots for all sessions, contact division program chairs about panels that don't have descriptions and/or panelists. (Otherwise, panels are sometimes scheduled but canceled the weeks before the meeting, and they may have taken a desirable timeslot that other sessions could have used.)
- Resolve appeals.
- Intervene, as needed or requested, on author issues.
- Finalize the entire schedule and run the scheduling call with all division program chairs present.
- Monitor the online program the months before the meeting and follow up with division program chairs as needed, especially regarding 1) session chair assignments (placeholders may have been used during scheduling) and 2) incomplete panel information.

**Assistant Technical Program Chair (optional, recommended):**

Assists with or takes full responsibility for selected steps outlined in the TPC description. It is up to the TPC and Assistant TPC to work out the division of responsibilities between themselves.

\*\* Denotes ANS membership requirement