

## **Annual International Test and Evaluation Symposium Rules of Engagement – Overview**

### **Objective:**

- Develop, organize and conduct the annual Symposium to further ITEA goals and serve the broad interests of the international T&E community in industry, academia, and government
- Host the Symposium in a variety of locations chosen to optimize attendance and revenue. Achieve a level of continuity in symposium planning
- Serve the broad interests of the ITEA members

### **Procedure:**

- ITEA Events Committee is responsible for providing nominations for Symposium Chair and Technical Chairs and a viable location for Board of Directors approval at least 18 months in advance (24 months is optimal).
  - Candidates are usually provided by ITEA leadership (EXCOM, BOD, Advisory Members, Regional Vice Presidents, Chapter Presidents)
  - Potential venues are provided by the Executive Office, the Events Committee will provide recommendation to the Board of Directors for approval
  - Locations are based on a regional rotating list
    - 2011 – Southeast (Orlando, Florida)
    - 2012 – West/Pacific (Huntington Beach, California)
    - 2013 – Southwest (Denver, Colorado)
    - 2014 – Northeast/East (Norfolk, Virginia)
    - 2015 – Southeast
    - 2016 – West/Pacific
    - 2017 – Southwest
    - 2018 – Northeast
- The Symposium theme, topics and structure of the event is to be vetted through the Events Committee for approval by the Board of Directors at the June Board meeting – 15 months prior to the event. This must be accomplished in time to market the Call for Papers at the upcoming Symposium. The Events Committee is responsible for reporting a status update at every quarterly Board meeting.
- A Standing Symposium Committee is responsible for managing all aspects of the Symposium.
  - Symposium Chairman
  - Technical Program Chairman
  - Symposium Chairman for the next year's symposium
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  - Logistics Chair to interface with ITEA Executive Office on all logistics
- Symposium budget to be developed by the Executive Office, with inputs from the Symposium Committee, and submitted to the Ways and Means Committee for approval by the ITEA Board of Directors.

- ITEA Executive Office to sign all contracts
- ITEA Executive Office will produce and distribute all symposium brochures, announcements, programs, schedules, etc, consistent with the overall Symposium concept.

### Typical Production Schedule

Call for Papers printed 13 months in advance

Preliminary Program printed 6 months in advance

Final Program printed 2.5 months in advance

Onsite Program Guide printed 3 weeks in advance

Onsite pocket agenda printed 2 weeks in advance

Proceedings distributed 1 week after event