



International Test and Evaluation Association

Guidance Technical Program Chair

The Technical Program Chair and his or her sub-committee play a major role in establishing the theme for an event and ensuring that the theme is reflected throughout the program. The sub-committee also develops a program format that will support the overall event objectives. The ITEA Board of Directors will be updated on the progress of the technical program as requested. The Technical Program sub-Committee is responsible for all activities associated with developing the technical program, including tutorials and poster papers in cooperation with the Program Chair. It is important when designing the program not to rely solely upon the Call for Papers. A strong program is achieved by selecting session chairs that can leverage their influence to recruit participants and invite papers from selected individuals. The papers received in response to the Call for Papers may be used to augment a session that has been orchestrated by the session chair. Papers that are not presented in plenary session should be presented as Poster Papers. Presentation of a poster paper frequently justifies funding a person to attend the event.

Specific responsibilities include:

Call for Papers (CFP)

- ❑ Review production schedule provided by HQ
- ❑ ITEA HQ will provide template for CFP
- ❑ Establish a sub-committee that will serve as possible the Track/Session Chairs of the program
- ❑ Establish (if any) Best Paper/Presentation Awards
 - Have a point of contact for all actions required (Compilation, evaluations, contacting the recipients, award amounts, etc.)
- ❑ Establish requirements, procedures, and deadlines for technical paper submission. *(This will all be included in the template)*
 - Recommend abstracts of 250–500 words be submitted at least six months prior to the event.
 - Include requirements for full names, organizations and emails accompany the abstract
 - Deadlines should be in line with production schedule
 - A Call for Papers may not be appropriate for a short-timed workshop; instead, the committee may want to solicit papers from recognized experts in specific subject areas.
 - Provide Topics of Interest/Relevance
- ❑ Papers will be collected electronically. Review paper and ensure they are relevant to session theme.
 - Abstract Submission Form
 - Papers must follow ITEA Journal Manuscript guidelines format requirements found on the website.
- ❑ Develop Tracking mechanism for all Papers
 - Collect author information (address, telephone, fax, e-mail) and contact authors regarding the disposition of their submissions
 - Maintain up-to-date record of all audio-visual needs for each session.
 - Having an AV chair is critical at this point and forward.
 - Collection of biographies
- ❑ Inform authors of any Paper Presentation Guidelines
- ❑ Inform Poster Paper authors of Guidelines (have chair responsible for this action and follow-on))

Developing the Program – working with the Program Chair

- ❑ As the Call for Papers is distributed, begin developing the program – Please ask if the people are not committed but are considering the invitation, may we have ‘invited’ by their name until a final decision is made?
- ❑ Use the Senior Advisory Board of ITEA and the Board of Directors for any thoughts on potential speakers or back up speakers if necessary.
 - Invite guest speakers
 - Luncheon speakers*
 - Panel Chairs

* *Luncheon speakers should be avoided at the Annual Symposium.*

- ❑ **Note:** For the Annual Symposium the schedule must allow for the following:
 - ❖ Annual Chapter Leadership Breakfast (HQ responsible)
 - ❖ Annual Board of Directors Breakfast – Election of Officers (HQ responsible)
 - ❖ Annual International Roundtable discussions (QH responsible)
 - ❖ Luncheon (1 ½ hours allowed on Tuesday) for ITEA Awards Ceremony (HQ responsible)
 - ❖ Closing day a 20 minute ‘State of ITEA’ address by President (HQ and President responsible)
- ❑ For all Workshops, it is customary for the President of ITEA to open the event with a few words.
- ❑ With administrative assistance from HQ, send letters of invitation to speakers, etc. on ITEA letterhead (to be provided)
- ❑ Confirm speakers, panel chairs, members, etc.
 - Panel Chairs are normally responsible for contacting and developing their panel.
 - Inform them of the time, duration and location
 - Who will be joining them on the panel
 - Asking them to register at the reduced rate
 - Requesting any special audio visual requirements
 - Track Chairs are normally responsible for reviewing the papers and contacting their authors
 - Inform them of the time, duration and location
 - Who will be joining them on the panel
 - Asking them to register at the reduced rate - please note if more than one author only the principal author will receive the discounted rate
 - Requesting any special audio visual requirements
 - Tech Chairs are normally responsible for contacting those authors who have been selected to present a poster paper.
 - Inform them that their paper was not selected for the presentation, however that the paper would be an added benefit for the program as a poster paper
 - Put them in touch with the Poster Paper chair at this time (vice versa)
 - Asking them to register at the reduced rate - please note if more than one author only the principal author will receive the discounted rate
 - Typically a confirmation should be followed up with a letter of acceptance to key participants including keynote/featured and luncheon speakers. It should include the date and time they are speaking, hotel information, and any other information you feel necessary, (i.e. Speakers breakfast, etc.) The letter should also request a bio, audio-visual requirements, and also include a copy of the brochure if available. Also, important:

request them to register for administrative purposes only, as their registration fee has been waived.

- ❑ Decide if you want to have a speaker's breakfast (Annual Symposium always has one) – contact the speakers and inform them of the purpose for the breakfast (final audio visual issues, meeting other speakers, panel members meeting panel chairs (although they should have already had guidance and communication prior to the event)).
- ❑ Have a room set aside for 'Speaker Ready Room' for audio visual and speakers to gather. (HQ)
- ❑ **Poster Papers** – Have a Chairperson responsible for all items associated with task.
 - Have a chair person dedicated to work the poster papers
 - Determine Poster Paper 'Best paper' award – and the criteria for judging
 - Provide congratulations letter to authors in timely fashion
 - Provide guidance on posting papers
 - Work with logistics to determine where they will be displayed and how – Easels in hallway, in exhibit area, etc.
 - Schedule times for poster papers to be displayed
 - Set time for authors to meet you prior to setting up
 - Request authors to register at discounted rate

Notes from previous Lessons Learned on Technical Committee

- ❖ Technical program chair should take advantage of the ITEA Senior Advisory Board for key speakers or a 'fall-back' plan for canceled speakers and panel members.
- ❖ It is essential that Track Chairs be tapped down early in the process.
- ❖ The technical committee should solicit papers in advance; recruited papers.
- ❖ The Tech Chair should keep in touch with members often – having meetings of just technical committee was very helpful
- ❖ Technical Committee needs administrative support.
- ❖ Keep in mind, it was more difficult getting senior and featured speakers than anticipated
- ❖ Introduce speakers in less formal manner than reading Bios.
- ❖ Might consider having each panel with a template for the first page to include names of speakers, titles, with pictures if possible and in the order they will be speaking.
- ❖ Q&A on designated blackberry might be an option

Notes from previous Lessons Learned on Program options

- ❖ Have a Range Commanders Perspective Panel
- ❖ Have panel on ACQ
- ❖ Expand non-DOD/Aerospace.
- ❖ International integrated into the mix, not a panel of foreigners
- ❖ Engineering level – Lessons Learned from the field.
- ❖ Panel of Technology Speakers
- ❖ We have been focused on the big T and having little e, perhaps we can increase the evaluator's perspective.
- ❖ Need big draw, unusual – doesn't have to be T&E but something new – iRobot, NASCAR, etc.
- ❖ Perhaps begin next year's program with a wrap up from previous year.

Developing the Brochure – ITEA HQ to provide template

- ❑ Review production schedule provided by HQ
- ❑ Final confirmation of speakers

- Titles and names spelled correctly
- Confirm time and duration of speech
- Confirm audio visual requirements
- Have a point of contact (w/cell phone) for them to call upon arrival in case of challenges.
- Ask for bio and/or picture to use in program guide (if desired, always used for symposium)
- Invite to speakers breakfast – with explanation of purpose
- Work with session/track and panel chairpersons to finalize individual sessions
 - Names, titles, organizations spelled correctly

Prior to and During the Event – in Coordination with Program Chair

- HQ to assist in drafting a script for the program – who – when – where – etc.
- Coordinate meeting on the Sunday prior to the event if possible, if not Monday afternoon.
- Speakers Breakfast – (HQ to work details)
 - Provide a hearty breakfast
 - Have audio visual technician available
 - Provide introductory comments to welcome and thank the speakers
 - Have reserved tables for seating to allow for Track chairs/Panel chairs to have all their presenters at one table for discussions.
- Tracks
 - Make sure you have volunteers ready to support each track with audio visual needs and introductions, etc.

After the Event

- Provide HQ with the proceedings in accordance with guidelines.
- Send out notification of proceedings to attendees (HQ)