

Outline of Duties

Program Chair

Program chairs are responsible for leading programming committees. This involves:

- Coordinating meetings between committee members.
- Submitting symposia proposals on behalf of the programming committee to the Overall Program Committee.
- Contacting invited speakers for accepted symposia proposals
- Submitting a finalized symposium title, description, list of confirmed speakers and symposium schedule.
- Following up with invited speakers to ensure they meet the invited speaker abstract deadline. Remind them this deadline is much earlier than the general abstract submission deadline.
- Assigning any general abstracts to reviewers.
- Going through reviewed abstracts and assigning a final accept/reject status to each abstract. May call on Vice-chair to assist.
- Organizing general abstracts into sessions.
- Assigning section chairs to all the symposia and general sessions his/her programming committee is responsible for.

Programming Committees

Programming committees are responsible for establishing relevant symposia and reviewing general abstracts. This includes:

- Working together to draft symposia proposals. Each programming committee is encouraged to submit multiple proposals for consideration.
- Reviewing and lightly editing general abstracts assigned to you by the program chair. Not all committees will receive general abstracts. Some committees will have to seek out colleagues to act as additional reviewers.
- Depending on the number of general sessions, committee members may be asked to act as session chairs at the meeting.
- All committee members are asked to serve for at least 3 years.

Overall Program Chair

The Overall Program Chair works with the ASAS Program Director to monitor progress, reinforce deadlines, and communicate decisions made by the Overall Programming Committee.

Overall Program Committee

Overall Program Committee has a vast number of duties, including:

- Participating in a site visit and working with staff to plan out space usage.
- Making final decisions on symposia and invited speakers.
- Assisting Program Chairs when a conflict of interest arises during the review process.
- Making final decisions on rejection appeals.

- Finalizing room sets and session schedules.

Section Chairs/Moderators

Section Chairs are responsible for managing individual sessions on-site. These people are typically chosen from among Programming Committee members, but do not have to be. They are responsible for:

- Introducing the session.
- Announcing addendums to the schedule.
- Keeping speakers on schedule.
- All Section Chairs will be given a staff member's phone number on-site. Any schedule changes or equipment malfunction should be reported to that staff member.