

# Guidelines for Organizers of Special Sessions at ASA Meetings

Thank you for your willingness to organize a special session at a meeting of the Acoustical Society of America (ASA). This document contains information to assist you in planning the session. Please contact the ASA office if you have questions or need further information: Acoustical Society of America, 1305 Walt Whitman Road, Suite 300, Melville, NY 11747-4300; Tel: 516-576-2360; Fax: 631-923-2875; Email: [asa@acousticalsociety.org](mailto:asa@acousticalsociety.org).

## BRIEF DESCRIPTION OF THE TECHNICAL PROGRAM ORGANIZING PROCESS

**Chair of the Technical Committee** arranges for the session to be listed in the Call for Papers for the meeting.

**Special Session Organizer** is responsible for providing title and description of scope of session, determining the format of the session (e.g., speakers only, speakers and posters, panel discussion) inviting speakers to participate in the session, providing invited speakers with information about deadlines and other details of their participation and for conveying information about the organization of session to the sponsoring technical committee's representative to the Technical Program Organizing Meeting (TPOM).

**Technical Committee Representative to the Technical Program Organizing Meeting** Each Technical Committee appoints its representative, participates in the organizing meeting (TPOM) and arranges papers into special and contributed sessions. The representative arranges special sessions following the wishes of the special session organizer, where possible.

**Technical Program Chair of the Meeting** is responsible for the overall organization of the technical program for the meeting including enforcing the deadline for receipt of abstracts and making final decisions on all aspects of the technical program.

**ASA Office** is responsible for receiving all abstracts, presorting them by technical area, sending abstracts to the TPOM and to the American Institute of Physics for production and publishing the meeting program, and for preparing and distributing paper acceptance notices.

## SPECIFIC RESPONSIBILITIES OF SPECIAL SESSION ORGANIZERS

1. It is the responsibility of the special session organizer to contact the people he/she wishes to invite to participate in the session and thereby determine the feasibility of organizing the session. Typically, you will indicate your initial interest to organize a special session by providing a proposed title of the session at a meeting of ASA held one year prior to the meeting at which your special session will be held. For some meetings it is necessary to follow an extended

planning period, therefore on some occasions you will be asked to submit special session plans one and one-half years in advance.

2. At the meeting immediately prior to the meeting at which your special session is to be held, you will be asked to confirm that you definitely intend to organize the session. The Chair of the Technical Committee sponsoring the session will collect the pertinent information from you and submit it to the Executive Director of ASA for inclusion in the call for papers for the meeting. At that time you will be asked for the final session details including session title, a brief sentence describing the scope of the session, and your complete contact information.

3. Within one month after that meeting you will receive information from the ASA regarding the planning of your session including a request for your current contact information, the URL for the call for papers to send to nonmembers invited to present papers, and a planning form that must be submitted immediately after the abstract deadline date. Upon receipt of this letter, you should contact your invited speakers to remind them of the deadline for receipt of abstracts and to send the link to the Call for Papers to nonmember invited speakers.

4. Two weeks prior to the deadline for receipt of abstracts you should remind invited speakers of the deadline date for submission of abstracts and that they should submit their abstract to the ASA by that date and send a separate copy to you.

5. At the deadline for submission of the planning form (usually three or four days after the deadline for receipt of abstracts), you should send the form to your Technical Committee representative to the TPOM and to the ASA Office. The ASA office will let you know if any of your invited speakers have not submitted abstracts.

6. Procedures for the production of the meeting program have changed significantly since the ASA began to accept abstracts electronically. The schedule for production of the meeting program is based upon the ability of the publisher to begin production of the meeting program prior to the deadline for receipt of abstracts. Submission of abstracts after the deadline may result in delays in the production schedule and in the printing and mailing of the meeting program. Therefore, only the Technical Program Chair of the Meeting can authorize the acceptance of abstracts after the deadline date. You must contact the Technical Program Chair of the meeting to determine whether a late invited abstract can be accepted. Late abstracts should not be sent to the representative to the TPOM since they cannot be added to the program without prior approval from the Technical Program Chair.

## **ASA MEETING REGISTRATION POLICIES**

1. All participants in the ASA meetings must register.

2. Invited speakers who are members of the Society must pay the appropriate meeting registration fee.

3. Invited speakers who are not members of the Society may register for one-day--the day they are scheduled to present their papers--without charge. Invited speakers who wish to participate for more than one day must register at the registration fee set for the meeting.
4. Student members of ASA are not required to pay the registration fee if they preregister. A fee is charged for at meeting registration.
5. Students who are not members of ASA are required to pay a registration fee.
6. Support of travel for invited speakers and/or support to cover expenses for any special audio visual equipment in connection with an invited speakers' presentation must be discussed with the Chair of the Technical Committee sponsoring the session at the meeting prior to the meeting at which your special session will be held.

## **SAMPLE TIMETABLE FOR ORGANIZING A SPECIAL SESSION TO BE HELD AT AN ASA MEETING**

### **AT SPRING 2017 MEETING**

Inform Chair of sponsoring Technical Committee of your interest in organizing a special session at the Spring 2017 meeting and provide proposed title of session. If appropriate, suggest possible cosponsorship with another Technical Committee of the Society with the Chair of the primary sponsoring committee.

### **BETWEEN SPRING 2014 AND FALL 2017 MEETINGS**

Contact people who you wish to invite to participate to determine whether there is sufficient interest to organize the session.

### **ONE MONTH PRIOR TO THE FALL 2017 MEETING**

Confirm to the Technical Committee Chair that you definitely intend to organize the session.

Submit title of session as it should appear in the Call for Papers and a brief sentence describing the scope of the session and the names of any cosponsoring Technical Committees. Provide your current address, email address, cell phone number, office phone and fax.

### **WITHIN 3 WEEKS FOLLOWING FALL 2017 MEETING**

Receive from ASA a planning form and the URL to the Call for Papers. The form will include the date by which the form must be submitted to the Technical Program Organizing Meeting (TPOM) representative.

Upon receipt of form contact your invited speakers to remind them to submit their abstracts to ASA by the deadline for receipt of abstracts with a separate copy of their abstracts to you one week prior to the deadline date so you are aware that they will indeed participate. Send the call for papers URL to speakers who are not members of ASA.

#### TWO WEEKS PRIOR TO DEADLINE FOR RECEIPT OF ABSTRACTS

Remind invited speakers that the deadline is one-week away and redetermine their interest in participating.

#### NOT LATER THAN TWO/THREE DAYS AFTER THE DEADLINE FOR RECEIPT OF ABSTRACTS

Submit special session planning form to the TPOM representative and to the ASA office.

Upon receipt of this form, the ASA office will let you know whether any of your invited speakers have not submitted abstracts. Be prepared to contact speakers immediately to determine whether they still intend to participate. Note that since the deadline for submission of abstracts has passed you must contact the ASA office to determine whether an abstract may still be submitted. If so, you must arrange for the submission of the abstract.

#### WEEKEND OF TECHNICAL PROGRAM ORGANIZING MEETING

During the TPOM (2 to 3 weeks after the deadline for receipt of abstracts) the TPOM representative may find it necessary to contact you for clarification of details regarding the arrangement of your session.

You can make changes to your special session such as reordering the invited papers or changing the person who will chair the session in coordination with the TPOM representative. Note, however, that any substantial changes to the session as it was advertised in the meeting Call for Papers such as changes to format from poster to lecture or combining two sessions must be discussed with and approved by the Technical Program Chair of the meeting. He/she is the only person authorized to approve substantial changes.

## **FURTHER INFORMATION**

Questions regarding the planning of special sessions should be directed to the ASA office at E-mail: [asa@acousticalsociety.org](mailto:asa@acousticalsociety.org); Tel: 516-576-2360; 631-923-2875. You will be referred to the appropriate person(s) in the planning process.