

Acoustical Society of America

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 110, Melville, NY 11747-4300; Tel: 516-576-2360; Email: asa@acousticalsociety.org.

Brief Description of the Technical Program Organizing Procedures

Special Session Organizer contacts the Chair of the Technical Committee prior to or at an ASA meeting one and one-half years before the meeting where the session is to be held. The organizer is responsible for providing title and description of scope of session, determining the format of the session (e.g., lecture presentations, panel discussion at end of session) 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).

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

Technical Committee Representative to the Technical Program Organizing Meeting for each Technical Committee is appointed to participate 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 Staff is responsible for receiving all abstracts, presorting them by technical area, sending abstracts to the TPOM and to AIP Publishing for production and publishing the meeting program, and for preparing and distributing abstract 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 in organizing a special session by providing a proposed title of the session at a meeting of ASA held one and one-half years prior to the meeting at which your special session will be held.
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 arrange for its 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 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 the ASA Office. The ASA office will let you know if any of your invited speakers have not submitted abstracts immediately following the deadline.
6. Abstracts cannot be accepted after the deadline date has passed since they result in delays in the production schedule and in the production of the meeting program. Late abstracts should not be sent to the representative to the TPOM since they cannot add abstracts to the program.

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. All Student are required to pay the registration fee set for the meeting.
5. Support of travel for invited speakers and/or support to cover expenses for any special audiovisual equipment in connection with an invited speaker's 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.

Additional Information

Questions regarding the planning of special sessions should be directed to the ASA office at asa@acousticalsociety.org; 516-576-2360. You will be referred to the appropriate person(s) in the planning process.