ASEM International Annual Conference Process Guide

Conference Purpose

ASEM's annual conference is attended by people from academia and industry from around the world. The conference offers a unique gathering for researchers and practitioners to present their work in all areas of engineering management. It also provides a forum for students to present their work and to compete in teams.

There are several roles that the conference plays. Technical sessions are available for people to present their work, workshops are available for in-depth exploration of a given topic, and panels provide a forum for discussion. The conference provides a social network and an opportunity to connect with others in the field. Not least, the conference provides an income for the Society.

Success is defined in three areas:
- Delivery of a high quality technical program
- Provide a positive experience for the attendees
- Meet the financial goals of the society

Hybrid IAC Organization & Roles

International Annual Conference Committee: The group responsible for executing, managing, and coordinating the conference. It is comprised of a Conference Director, Chairs of the Logistics Committee, Technical Program Committee, Virtual Conference Committee, Executive Director, Treasurer, and ASEM Headquarters Operations Director.

Conference Director: Overall coordination with responsibility for the success of the conference. Success is measured in terms of attendance, quality of the conference, and meeting the financial budget. The Conference Director is the primary liaison with World Headquarters, the Executive Committee, and the Board of Directors.

Logistics Chair: manages local face-to-face topics, including hotel selection and interface, room coordination, meals & breaks, industry tours, social events, local transportation, and other related conference activities.

Technical Program Chair: leads coordination of registration and scheduling of sessions, workshops, keynote speeches, panels, short-term and long-term activities. Primary interface with electronic registration and session management provider.

Virtual Program Chair: manages the virtual side of the conference, including the interface with the face-to-face conference. Ensures that the purely virtual sessions are scheduled and produced on schedule with any technical issues being attended to. Manages the filming and producing of face-to-face sessions and events that are being streamed, including equipment, people, and interface with the hotel electronic systems and the virtual program provider.

*Responsibilities***:** The conference committee, including the Conference Director, is responsible for planning, managing, and successfully executing the annual conference. There are several groups available to assist in this work, but the Committee is ultimately responsible for the results. Some of the organizations that assist include:

- World Headquarters
- Site selection & contract negotiation (currently HPN Global; Julie Williams)
- Conference management software (currently Ex Ordo; Doreen Fallon)
- Online Conference Platform (currently Ex Ordo / Webex; Doreen Fallon)

Conference Director: is responsible for the overall direction and coordination of short and long term conference planning and implementation activities, including the following:

- Developing and following a conference planning schedule (such items as the calls for papers, web site pages, sponsorship plans, and similar).
- Maintenance and update of the society conference planning documentation including the hotel RFP, evaluation parameters and the process guide.
- Development and implementation of a long-term conference schedule so the society has a multi-year plan for conference venues.
- Coordinate the activities of the other IAC committees including sponsorship, logistics, technical program, and virtual program committees.
- Monitor financial planning for the conference, recommend fees such as registration, and recommend to the executive director final contracts with hotels and other expense elements. Maintain conference cost planning spreadsheets.
- Provide updates to ASEM Board and executive committee and provide information for the conference website as needed.
- Complete a conference report and lessons learned at the conclusion of the IAC.

Logistics Committee: Responsible for managing all aspects for on-site logistics for the conference, including:

- hotel contract negotiations,
- hotel room allotment,
- meeting room allotment and layout,
- meals and breaks (including menus),
- social events,
- industry tours,
- local transportation.

Financial decisions are made in cooperation with the IAC Conference Committee and World Headquarters. The Logistics Committee is the conference's host, working with the local hotel and other local businesses to provide and manage the program.

Technical Program Committee: Comprised of the Program Chairs, Proceedings Editors, and Track Chairs. Assignments within the committee include:

- *Program Co-Chairs*: Individuals responsible for leading the development and coordination of the technical program for the overall conference. The Program Chairs secure Track Chairs, interact with the Track Chairs and authors, and interfaces with the Logistics and Virtual Conference Committees. There are preferably multiple Program Co-Chairs who each serve a term of two years, with at least one having prior experience with the role of Technical Program Co-Chair. One of these people will represent the Technical Program Committee on the Conference Committee. This structure will provide built-in continuity each year.
- *Proceedings Editors:* Individuals responsible for the production of the conference electronic proceedings. Two Proceedings Editors who each serve a term of two years should be used, with preferably one having experience with the IAC and the Proceedings.

- *Track Chairs*: Individuals responsible for developing the technical program for an overall area of focus (or Track) for the conference (which often follow the EMBoK domains). Track Chairs should serve a term of two years with a staggered rotation between two Track Chairs for a given track. Track Chairs secure invited session chairs and/or invited presenters, and manage the review process for abstracts and papers. Tracks may vary in size from a few sessions up to many sessions. Track Chairs are the primary point of contact for all reviewers within their respective track and are instrumental in creating a high-quality technical program for the track. An individual track may have both face-to-face and virtual sessions.
- *Session Chair*: Individual invited to organize a session of 3-4 presentations which are based on a single topic within a track. The invited session chair secures invited authors to submit abstracts.
- *Presenter*: Individual who submits an approved abstract or approved paper to the conference.
- *Panel or Workshop Chair*: Individual who organizes and conducts panel discussions, workshops and/or tutorials in areas of engineering management.

Virtual Program Committee: comprised of the people producing the virtual side of the conference, including virtual hosts, camera teams, electronic platform liaison, and technical support people. The Virtual Program Chair will recruit the people needed to film, stream, and produce the electronic conference. Some sessions will be 100% virtual. Some sessions and all plenaries/keynote events will be streamed from the face-to-face conference. Assignments within the committee include:
- *Virtual Program Chairs*. One person will represent the committee on the Conference Committee. At least one of the Virtual Program Co-Chairs needs to be present at the face-to-face conference to manage the filming and production of the streamed sessions and plenaries.
- *Track Chairs and Session Chairs* are established in coordination with the Technical Program Committee. The role in the virtual conference is similar to a face-to-face conference.
- *Stage Managers*. Interface between the presenters and the Webex software in each session.
- *Camera crew*. At least 2 people, preferably 3, to film and stream a live event to the Virtual Conference. Equipment includes a video camera, microphone, encoder, and laptop computer. More than one person is needed; one person needs to be at the camera and one person at the computer and encoder for streaming the video signal. At least one person in each camera crew should be an adult member; others may be students.

Sponsorship Committee: solicits financial sponsorships (support) for the conference and other Society activities from academic organizations and industry organizations and firms. The sponsorship committee usually has a financial goal as defined in the ASEM annual budget.

Executive Director: supports the Conference Committee, provides direction and historical perspective, and signs all contracts.

Treasurer: works with the Conference Committee to ensure that a profit is made and the annual budget for the conference is met.

ASEM Headquarters Operations Director. Assists the Conference Committee in the ordering of awards, gifts, and materials. Primary interface with ASEM members for conference registration. Maintains the official software (such as Wild Apricot and Ex Ordo) to track registrations and payments for members and suppliers.

Physical Conference Logistics

This section describes the general process of selecting, negotiating, analyzing and managing the relationship with the conference venue. The primary focus is on financial management and balancing cost effectiveness with a positive attendee experience.

The first step in conference planning is the identification of a host and a location. It is not always essential that these are co-located but the host institution should have the ability to provide support during the conference operation and to help with identifying sponsors and promoting attendance.

Table 1, IAC Logistics Activities

Activity	Lead	Co-lead[1]	Support[1]	Early Start
Conference Admin	WHQ	Conf. Director	Host	0
Select Dates	Host	WHQ, Conf. Director		-24 mos
Call for papers	Host	TC, Conf. Director	WHQ	-12 mos
Paper/presentation deadlines	TC			
Work with consultants/WHQ to select hotel.	WHQ	Host, Conf. Director	Consultants	-36 mos
Identify/Select meeting rooms, storage room, board meeting room(s)	Host	Conf. Director	TC	-24 mos
Site promos	Host	Conf. Director	WHQ	-18 mos
Select menus	Host	Conf. Director	Host	-12 mos
Secure local sponsors	Host	Director, Sponsorships	WHQ	-2 yrs
EMOY nominees	Awards Director	Host	Membership	-9 mos
(Local) Workshops	Host	TC		-12 mos
(Local) Panels	Host	TC		-12 mos
Keynotes	Host	Conf. Director	TC	-12 mo.
Tours	Host	Conf. Director		-12 mo.
Tour travel (as needed)	Host	Conf. Director	Hotel	-9 mo.
A/V, A/V support, Internet	Host	Conf. Director, TC	Hotel	-6 mo.
Award Hardware	WHQ		Hotel/Host	-3 mo.
Runners/Camera operators (students)	Host	Conf. Director, WHQ		-3 mo.
Signage	WHQ		Host/Hotel	-3 mo.
Social Site	Host	Conf. Director		-12 mo.
Social Entertainment (as needed)	Host	Conf. Director		-12 mo.

Phase I: General site vetting (at least 24 months prior)
Selection of the venue begins with an analysis of key conference success factors:
- Location: Is the location one where Society members would like to visit?
- Location access: Is the location accessible through convenient and reasonably priced transportation?
- Venue Cost: Are there suitable venues from both a space and cost perspective? Does a pro forma analysis show the potential for a profit to the society? Does the venue offer an attractive package relative to A/V, rooms, and food pricing flexibility?

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[1] TC = IAC Technical Committee

- Attendee attraction: Are there attractive tour opportunities in the region? Is the cost of the hotel rooms reasonable and are there attractive local restaurants for meals, shopping and other attractions for the attendees to enjoy?
- Specific hotel choice: Is the distance from the airport reasonable? Is there adequate transportation available to and from the airport? Are there transportation options at reasonable cost? Is the hotel within walking distance of other attractions and points of interest?
- Sponsorships: Does the proposed venue present the opportunity to solicit new sponsorships?
- EM of the year: Is there the potential to identify an engineering manager of the year from the region surrounding the venue?
- Society Visibility: will this venue promote the visibility of the society in the region and potentially promote new attendance and membership? Is there a significant local or regional pool of potential industry, academic or student members who might be new attendees?
- Do locations have sufficient electronic infrastructure to allow streaming from the conference?

Assistance in selecting a site may be obtained from companies such as HPN Global (https://hpnglobal.com; current contact: Julie Williams). Such companies have a large data base on potential properties and they can obtain preferred rates. Fees are paid by the contracted hotels.

Phase II Contract Signing and Commitment (at least 18 months prior)
Based on the vetting process in Phase I and board approval, the final contract is negotiated and signed in phase II, so that a firm reservation and commitment can be completed. Once again, the site selection firm can help in negotiating a contract. The key analysis is that the conference pro forma is completed and the cost and revenue estimates for the conference should be very accurately specified using the excel pro forma spreadsheet. This means the food and service details are specified based on an estimate of attendance.

Most conference venue contracts specifically address many of the items noted below. This list is provided to serve as a checklist for major cost activities and to provide an outline for the general conference requirements

Hotel / Site Factors
- Nearby access for shopping and restaurants
- Industry Tour availability and interest.
- Potential for local government / industry to attend
- Air access and destination connection flight time,
- General attractiveness to attendees
- Public transportation and tourist sites
- Cost and availability of nearby overflow, non-conference hotels.
- Cost/availability of transportation from airport to venue
- Transportation to local restaurants/entertainment.
- Availability and cost of overflow hotels

Guest room block and prices:
The following are minimum guidelines for the number of rooms. Room prices vary widely with location and type of hotel.

Minimum	Tuesday	Wednesday	Thursday	Friday	Saturday
Rooms	10	35	35	30	10

- How long and how many rooms will be held above the minimum for attendees who are tardy on reservations?
- Features and cost of rooms are important. Determine net pricing, including taxes and resort fees.

- Does the block price extend before and after conference and by how many days?
- Services available to attendees, such as internet access (required)
- Description of how attendees will reserve rooms and cancellation policy
- Check in and check out times
- Cost if room allotment is not used
- Parking cost
- Is a breakfast included bundle available and what is the impact on the food minimum?
- Government rates

Upgrades for ASEM
- How many complimentary rooms and what is the rate (e.g 1:40) at which we are given them? Rooms are assigned by the executive director with priority to society staff, EMOY, and unfunded exec committee members.
- VIP upgrades for the society?

Catering Overview
- Is there a catering minimum?
- What is estimated food cost for the conference per submitted price list?
- Day to day conference support (Assigned conference manager?)
- When do numbers for major food based events need to be defined and costs of changes? Can we submit conservative numbers and then add?
- Catering rules and extra costs such as bartenders / alcohol and Security guards, etc,
- A/V pricing and details
- Banners and signs
- Support cost of possible shipping and receiving of conference materials
- Flexibility in adjustment of banquet and numbers for various events.
- Do presentation rooms require conversion to banquet rooms and are there related set up charges?

Catering considerations:
- For buffet breakfasts, plan on 25% less than actual attendees
- For buffet lunches, plan for 5- 10% less than the number of actual registrants
- Consider participants pay for the Awards Banquet dinner (at cost, no markup)
  - This is standard practice at most, if not all, other professional conferences

Conference: Room and Catering Requirements
The Appendix contains an outline of the conference requirements and serves to develop a spreadsheet to summarize and compare costs. This is based on a conference attendance of 175-200 and 125-150 presentations at 20 minutes each. Conference attendance will likely decrease with the addition of a Virtual Program. Physical attendance is expected to drop to about 100 people with the creation of a Hybrid conference.

Presentation planning parameters:
Physical attendance of about 100 people will require 3 dedicated rooms, without conflict for technical sessions, meetings and workshops. Table 2 describes an organization of room requirements. This is a guideline only; room space and meals will depend on the number of people attending the physical conference.

Table 2. Typical conference schedule, space, and catering needs.

Date	Name	Details	Notes/ details
Tues.- Sat	Storage room	Needed for five days	
Tues.- Sat	Office / operations	Room for society operations director and	

	room	small meetings	
Tues- Sat	Registration area/ desk	Location for conference check in	
Wed			
8:15-4:45	Board meeting room	Conference for 30 (+AV & streaming)	
	breakfast	15-20 board members	
	Break refreshment	Mid-morning for board and seminar	
	Lunch	15-20 board members	
	Break	Midafternoon for board and seminar	
8:15-4:45	Breakout rooms	Possible small meeting rooms	
8:15-4:45	Seminar room 1	Instructional/ training for 20	
8:15-4:45	Seminar room 2	Instructional/ training for 20	
Wed evening	Opening Reception	Light Hors d'oeuvre for 90	
		Alcohol tickets / bartender	
Thurs			
	Breakfast	Continental bkfst for 75 (7-8:15 AM)	
(8:15-9:15)	General session	Podium / Ballroom for 90 + A/V	
9:30-4:45	Room- 1	Paper presentations for 30 (AV)	
	Room 2	Paper presentations for 30 (AV)	
	Room- 3	Paper presentations for 30 (AV)	
	Room for 20-25	Small group meetings: CEMAL, EMJ etc	
12-1:30	Lunch	Ballroom /Banquet setting, podium +AV buffet for 90	
	Mid-morning refreshment	Coffee, soft drinks (90)	
	Mid-afternoon refreshment	Coffee, soft drinks (90)	
Evening	Evening social	Light Hors d'oeuvre for 90	
		Alcohol ticket / bartender	
Friday			
	Breakfast	Continental bkfst for 75 (7-8:15 AM)	
8:15-4:45	Room- 1	Paper presentations for 30 (AV)	
	Room 2	Paper presentations for 30 (AV)	
	Room- 3	Paper presentations for 30 (AV)	
	Room for 20-25	Small group meetings: CEMAL, EMJ, etc	
12-2:15	Lunch- industry roundtable	Ball room/ Banquet setting, podium +AV, buffet for 90	
	Mid-morning refreshment	Coffee, soft drinks (90)	
	Mid-afternoon refreshment	Coffee, soft drinks (90)	
5-6 PM	Business meeting	Large meeting Room (90) +AV	
6:30-9:30	Award Banquet	Ball room/Sit down dinner (95), podium + AV (drinks on own)	
Saturday			
	Breakfast	Continental bkfst for 45 (6:30--8:15 AM)	
7-8:15	Room 1	New board meeting	

8:15-11:45	Room- 1	Paper presentations for 30 (AV)	
	Room - 2	Paper presentations for 30 (AV)	
	Room 3	AEM / PEM Certification (tables)	
	Mid-morning refreshment	Coffee, soft drinks (40)	

Streaming for Virtual Conference

Portions of the physical conference will be streamed for the virtual conference. All plenary sessions, keynote speeches, and awards presentation will be streamed. Camera/streaming equipment will be needed in the Ball room. In addition, a set of camera equipment will be needed in the number of sessions being streamed (one or more). Equipment details are listed in the Virtual Conference information.

Phase III Final Details and Conference Management (last 30-60 days)

When the conference attendance is generally complete, a final review of the contract and update of the pro forma spreadsheet is completed. Based on this review, final details on food, attendance and any other adjustments needed are completed. This final cost and revenue review should provide a very accurate picture of the conference financial picture. **Any adjustments to this plan involving cost can only be approved by the logistics chair.**

Table 3. Income and Expense Conference Pro Forma Examples.

Sponsorships	number	amount	Total	Notes
exec/ board sponsors				
SPONSORED EVENTS				
breaks				
lunch				
dinner				
OTHER SPONSORS				
universities				
grad schools				
tables				
industry				
REGISTRATIONS				
early members				
regular members				
early non-members				
regular non-members				
students				
one day				
additional paper fees				
individual meals				

Technical Program Committee

The committee consists of the Technical Program Chair(s), Track Chairs, and Proceedings Editors. Performance Measures include the number of abstracts submitted/ accepted, number of sessions, number of presenters, and number of other sessions (including workshops and panels).

The technical program chair is responsible for the overall direction and coordination of short and long term conference planning and implementation activities, such as the following items:
- Developing and following a conference planning schedule (such items as the calls for papers, web site pages, sponsorship plans, and similar).
- Maintenance and update of the society conference planning documentation including the hotel RFP, evaluation parameters and the process guide. Development of other society documents as needed.
- Development and implementation of a long term conference schedule so the society has a 3-5 year plan with commitments for conference venues.
- Coordinate the activities of the other IAC committees including sponsorship, logistics and technical program.
- Monitor financial planning for the conference, recommend fees such as registration, and recommend to the executive director final contracts that pertain to the technical program. Maintain conference cost planning spreadsheets.
- Provide updates to ASEM Board and executive committee and provide information for conference website as needed.
- Complete a conference report and lessons learned at the conclusion of the IAC.

The technical committee manages and organizes conference activities related to the program including paper submission and review, special sessions and the overall program schedule.
- Work with the logistics team and headquarters to develop the web site for the conference on the ASEM site.
- Identify/revise tracks (using last year's list, the EMBOK, EMJ Classification Areas, and other emerging areas).
- Determine conference theme, using input from ASEM BOD and Track Chairs.
- Complete contract for on line submission system and monitor performance of the contractor.
- Determine all deadlines related to conference program (abstract, full paper, registration, final paper); provide these to ASEM Headquarters for inclusion on the web site. Work with the Logistics Committee and Virtual Program Committee to set deadlines. Conference deadlines should be as close to the same as possible across conference years. Major academic milestones such as final exams and holidays should not coincide with conference deadlines.
- Create a Call for Papers, highlighting theme, possible tracks, and presentation-only option
- Invite/confirm Track Chairs (using two Track Chairs for large tracks), adopting strategies to have a diverse mix of people and to build relationships between ASEM and targeted universities and companies. Invite Track Chairs for a two-year term so that one co-Track Chair has experience. It is important to invite international Track Chairs
- Prepare and post instructions for authors, including instructions related to the submission system.
- Prepare and post a template for paper submission on the conference website and email to all authors who submitted an abstract.
- Manage the online submission system such that both abstracts and papers will be submitted via the online system.
- Develop a rubric for reviewing papers and embed it within the online submission system.
- Provide updates to ASEM Headquarters for conference website.
- Work with the Logistics Committee to identify and arrange for keynote speakers (except Engineering Management of the Year recipient).

- Identify and develop any "special" sessions (panels, tutorials, colloquium, job placement tables, etc.).
- Provide invitation letters for international authors.
- Provide periodic reminders to authors about important deadlines and enforce deadlines.
- Review recommendation on paper disposition from Track Chairs and make final decisions.
- Obtain attendee information needed for security (e.g., to enter the U.S. or for tours) and provide to Logistics Committee.
- Identify number of meeting rooms needed and communicate to the Logistics Committee.
- Schedule tracks/sessions to meeting rooms.
- Provide access to all papers to EMJ editors for Merritt Williamson Best Paper Award.
- Determine latest registration date before an abstract/paper will be pulled from the program schedule.
- Finalize abstracts/authors for inclusion in program schedule. *(*work with ASEM Headquarters to determine whether all authors with abstracts have registered for the conference; pull any from program schedule who have not registered by the last registration date.)*
- Create program schedule for publication by August 1 (papers into sessions and sessions into time slots).
- Provide information to EMJ editors regarding finalists in best paper competition and student paper competition for possible invitation to submit a paper to EMJ.
- Coordinate with ASEM headquarters staff to track performance metrics for conference success and registrations (e.g., # conference attendees, total presentations, total full papers, # no-shows, attendee satisfaction with presenter, % first-time presenters, % international presenters, etc.).
- Update/manage Dropbox (or other) storage site with all key technical program documents suitable to hand off to next year's Technical Program Chairs.
- Propose awards for IAC members who did exceptional work. Coordinate with ASEM HQ to produce certificates of appreciation for all members of the IAC, as well as service providers (instructors, music, industries visited, sponsors, etc)..

Track Chairs:
- Solicit invited session chairs and invited authors.
- Review and decide upon abstracts – use the online submission system.
- Check on papers within the track for proper formatting, author info, etc.
- Assign reviewers to papers, ensuring double-blind review process and that papers authored by practitioners have at least one reviewer that is a practitioner. Ensure each author is assigned at least two reviews.
- Monitor reviewer assignments, agreement, and completion.
- Analyze paper reviews and make final recommendations; communicate to the Technical Program Chairs.
- Provide logistical information to authors within the Track prior to the conference (date/time/room for presentation, A/V logistics, time allotted for each presentation, plan to pre-load presentation on common laptop, etc.).
- Ensure each session has a Session Chair to serve as the session moderator.
- Finalize and prepare papers for inclusion in Proceedings. Work with ASEM Headquarters to determine whether all authors with full papers have registered for the conference; pull any papers from Proceedings who have not registered by the last registration date).

Virtual Program Committee

There are two areas of the virtual program: 1) streaming of part or all of the face-to-face conference, and 2) producing the virtual-only portion of the conference. We expect that most students, most industry members, and international attendees will attend virtually.

Roles of the Virtual Program Committee:
- Arrange an online conference platform
- Obtain equipment and people to stream portions (or all) of the face-to-face conference
- Work with the Technical Program Committee to develop a virtual program for people attending online

An online conference platform needs to be selected. In 2020 & 2021, this was Ex Ordo, using Webex as the conference software. Ex Ordo is available for carrying the virtual portion for a hybrid conference.

We will initially stream the plenary sessions/keynote addresses/awards presentations and one technical session at a time. This will require two sets of equipment and two 'camera crews.' Expected equipment, along with examples, are shown in the Table 4. Each camera crew will require at least 2 people; one to operate the camera and one to manage the streaming video (using the encoder and computer). We anticipate a need for the hotel to provide a bandwidth of 13 Mbps to handle the streaming video in a quality fashion. If one technical session is streamed at a time, then this bandwidth should be sufficient.

Table 4, Example equipment

Video camera	Panasonic HC-V770	$600
Microphone	Samson G-Track Pro	130
Video Encoder	Blackmagic Web Presenter HD	495
Camera tripod	Manfroto	100
Cabling		200
Laptop	Dell or equivalent	500
		$2025

The virtual program will need to be hosted by at least one person, with virtual Session Chairs and Stage Managers needed for each session. This will be run similar to the vIAC in 2020 & 2021. The Virtual Program Committee will work with the Technical Program Committee to define tracks and sessions, and to populate those with the selected presentations. Expect the makeup of the participants to be different for the virtual program than the face-to-face conference. The virtual program will likely have more students and international attendees.

Hybrid Conference Bandwidth Technical Notes

Camera speed: 30 frames/sec. 60 fps possible, generally not needed nor recommended
Camera resolution: 720 x 480 pixels (known as 480) is Standard; not High Definition
    This is the recommended resolution for planning purposes.

Streaming rate, kilobits per second: 800 – 1200. Use 1100 for planning.
Viewers: 100 for planning. This is # of viewers at any given time.

Required bit rate: Streaming Rate * # Viewers = 1100 * 100 = 110,000
Kilobytes/second: bits/8 = 110,000/8 = 13,750 Kbps
Mb/sec = Kbps/1024 = 13,750/1024 = 13.43 Mbps

Bandwidth needed for planning: 13 Mbps

Streaming protocol H.264
Hard wire, not wireless

Session Chair and Stage Managers

During each session, the Stage Manager and the Session Chair will share the responsibility. The Stage Manager is the person in charge of getting the Webex Events started, add presenters to Panelists, and do the pre-session audio/visual check with presenters. Once the session begins, the Session Chair will host the entire session. The Script (below) delineates the responsibility between Stage Manager and Session Chair.

Script for running the stage during the conference and other documents

Step	Stage Manager	Session Chair
	Pre-Session	
	Connect 20 min before the session (30 min preferred)	
1	• Display Stage Manager Slide deck and share screen. • Please remember to **update the session start time and Stage Name**. This will help attendees be sure they are in the right "stage". • Keep this display on until it is time to start the session (except for during equipment test in Step 3)	
2	• Make all presenters and session chairs Panelists as they arrive. • Presenters are instructed to message the host when they arrive. Check for messages in the Chat. • Session chair is also one of the presenter • Some presentations might have 2 presenters.	• Contact missing presenters by e-mail or phone. • If any presenter is not available, inform organizers post event.
3	Validate equipment tests with all presenters • Audio • Video • Screen Sharing NOTE: You will need to make them a presenter to test this out. Once you are done, be sure to show the Stage Manager slide deck.	**Ask presenters:** Ask them if they want their presentations to be recorded and made available after the conference? If yes, let them know that you will ask them to verbally confirm before the start of their presentation.
4	Display Stage Manager Slide deck and share screen.	**Inform presenters:** You will request "Annotation" permission once they share screen, before they start their presentation. Ask them to allow this so that you can signal them on their remaining time.
5	In the chat window, post a message: "Welcome to the session. The session will begin at **(time).** Please introduce yourself and chat until session begins. Introduce yourselves and chat until the session begins."	Ensure that you understand how the presenters would like to be introduced, including the pronunciation of their names.
6	Assign the Session Chair as the "Host" of the meeting at the start of the session.	Remind all presenters of the timing • 15 minutes presentation • 3 minutes Q&A (selected and asked by session chair) • Remind presenters to have their slides in "presentation mode" before their start time.
7	(For the remainder of the session, stay on as Panelist and stay as backup if Session Chair loses connection).	Start the session at the scheduled time. Welcome all participants and introduce yourself as the Session Chair. (1 min max)
8		Provide housekeeping announcements. (See script)

Step	Session Chair

If Presenter is a no-show, please wait for 20 minutes from the supposed start time before starting the next presentation. Feel free to chat with the attendees.

Step	Session Chair
9	Make the presenting author a presenter by Right Clicking on their name and clicking "Make Presenter." Ask the presenter to share their screen. **Request to Annotate (see guide at the end of this document)** **Verbally confirm for the presenter that you are seeing it.**
10	**Recording (from Step 3)** **If Yes:** Click "**Record**" button and announce *"Would you like your presentation to be recorded and made available to conference attendees after this live presentation?"* [Wait for presenter verbal confirmation] *"The presenter has granted permission for this presentation to be recorded. It will be made available post conference"* **If No, please inform participants:**
	"The presenter has not granted permission for this presentation to be recorded, so recording is not active in Webex. You are prohibited from making your own recording. If you are interested in another live presentation, please contact the presenter directly."
11	Introduce the presenter (brief 2-3 sentence introduction coordinated with speaker in advance).
12	**Mute yourself.**
13	Keep an eye out for the Q&A while the presenter is presenting.
14	With 5 minutes left in presentation slot, (i.e. 10 minutes into the presentation) give warning. Use annotate feature to write "5 minutes" in top-right corner. Delete after 15 seconds.
15	With 2 minutes left in presentation slot, (i.e. 13 minutes into the presentation) give warning. Use annotate feature to write "2 minutes" in top-right corner. Delete after 15 seconds.
16	When time is up, give stop message (at 15 minutes). Use annotate feature to write "STOP" in top-right corner. Delete annotation after presenter stops.
17	If speaker does not stop within 1 minute of the "STOP" annotation, verbally break in.
18	Open Q&A window. **Unmute yourself** and start asking questions you selected from the Q&A. Please remember to introduce the asker (for non-anonymous questions), e.g. "Gene from the US asks . . . ." 3 minutes for Q&A.
19	Stop the Q&A on time. Thank the presenter and close the presentation. (See script)
20	**Click the "Stop Recording" button.** Note: Please stop recording after each presenter. This will reduce the post-processing time.
21	If there are additional presentations in the session, pass the "Presenter" to the next presenter. Mute presenters from first presentation. Unmute presenters for second session.

If Presenter is no-show, please wait for 20 minutes from the supposed start time before starting the next presentation. Feel free to chat with the attendees.

Step	Session Chair
	Repeat Step 9 to 21

If Presenter is no-show, please wait for 20 minutes from the supposed start time before starting the next presentation. Feel free to chat with the attendees.

Step	Session Chair
	Repeat Step 9 to 21

Recording and Consent

We have the ability to record and post the recording on Ex Ordo after conference. The recording will be available for 60 days post conference. It is crucial to get verbal consent from the presenters in the recording itself. Follow the Script very carefully when it comes to the recording portion. Presenters in the face-to-face sessions that are being streamed also need to provide verbal consent for the recording.

Sponsorship Committee

The sponsorship committee solicits industry and academic sponsors and develops the promotional materials for attracting sponsorships. Sponsorships are a critical part of the annual ASEM budget.
- Obtain conference sponsors, particularly those who may be local, related to conference theme, and/or past sponsors.
- Provide updates to ASEM Board and executive committee and provide information for conference website.

ASEM Headquarters and Treasurer
- Assure preliminary and final contract analysis is completed to assure financial success of the conference.
- Sign hotel contract, using knowledge of other individuals as needed (Executive Director).
- Create/finalize conference registration form (allowing special meal requests - vegan, Kosher, Halal, etc.).
- Open and manage registration process *(*registration should be open by August 1)*.
- Create, launch, and maintain conference website, providing updated information about every two weeks.
- Prepare all physical awards (print certificates, order plaques, etc.).
- Prepare all conference signage and other materials needed for on-site.
- Obtain final count on attendees.

Board of Directors
The role of the Board of Directors is to approve the conference location and to support the management of the conference through approval of budgets, developing sponsorships, and volunteering for positions.

Awards
Annual awards that are often presented at the annual conference include
- Merl Baker Award – Best IAC Student Paper
- Merritt Williamson Best Conference Paper Award
- ASEM Undergraduate Student Scholarship
- ASEM Graduate Student Scholarship
- Frank Woodbury Special Service Award
- William Daughton World Headquarters Service Award
- Student Case Competition Best Overall Analysis
- Student Case Competition Best Presentation
- Founder's Award – Student Chapter
- Founder's Award – Undergraduate Program
- Founder's Award – Graduate Program
- Best Dissertation Award
- Ted Eschenbach Best EMJ Article Award
- New ASEM Fellows
- Bernard R. Sarchet Award
- Engineering Manager of the Year Award