

# Asilomar 1999 Key Tasks Deadlines and Responsibilities

The following acronyms are used in the handout:

GC: General Chair, TC: Technical Chair, TAC: Technical Area Chair, SC: Session Chair

## 1. Master Schedule

### 1.a. Key Tasks and Responsibilities (prior to Paper Selection meeting)

**Table 1.** Key Tasks Deadlines and Responsibilities - Phase 1 (prior to Paper Selection meeting); see information regarding footnotes next page.

Task	Latest Completion Date	Responsibility
Calls for papers	October 15	Tech. & General Chair, NPS
Choice of TAC's and set-up of General technical Areas	January, 10	Tech. Chair in consultation with Gen. Chair <sup>1</sup>
Tech. Chair sends TAC's name, and contact information to NPS	February, 15	Tech. Chair <sup>7</sup>
Set-up of special sessions to be included in the program	February, 20	Tech Chair and TAC's
Choice of Session Chairpersons	February, 28	TAC's who report information to Tech Chair
Set up of electronic mailing list and e-mail sent out to announce conference	February, 28	Publicity Chair
Mailing of Calls for papers	February, 28	Publicity Chair
Decisions as to which sessions will be poster sessions	February, 28	TAC's in collaboration with Tech. Chair
Plenary Speaker selection	February, 28	General Chair
Session Chairpersons send lists of invited papers to their TAC's	April, 1	.Session Chairs .TAC's (who forward info to Tech. Chair)
Session Chairpersons send abstracts and summaries for invited papers to TAC's	April, 1	.Session Chairs .TAC's (forward info to Tech. Chair) <sup>3</sup>
TAC's forward invited papers information to TC	April, 15	.TAC's .Tech. Chair
Tech. Chair sends NPS of invited papers info to NPS	April, 30	Tech. Chair <sup>4</sup>
2 <sup>nd</sup> e-mail announcement of conference	April, 30	Publicity Chair
Invited papers info put in NPS database	May, 15	NPS <sup>5</sup>
NPS sends copies of submitted papers to Tech. Chair for pre-organizing received submissions	June, 2	NPS
Official deadline for reception of Open Call abstracts and summaries	June, 1	NPS
Attendance at Paper Selection meeting for Program Committee	date TBD	coordinated by Tech. Chair <sup>6</sup>
Contact Publishers	July 30	Publicity Chair

**Table 1 footnotes:**

1. The Technical Chairperson is primarily responsible for choosing up to 7 Technical Area Chairpersons (TAC). The Technical Chair should make potential TAC members aware that TAC responsibilities include:
  - a. Organize any special sessions approved by the Tech. Chair.
  - b. Choosing Session Chairpersons, and making potential Session Chairs aware of their responsibilities (see below for details).
  - c. **Making a firm commitment to attend the Paper selection meeting for selection of the papers** (Meeting date: **TBD, 1999 at NPS**),
  - d. Interacting with session chairs to gather necessary information regarding invited papers, see 2) below for further details. **TAC members are responsible for obtaining and forwarding complete information in the PROPER format.**
  - e. Selecting poster sessions and notifying Session Chairs whether they will be chairing a poster or a non-poster session, at the time they are invited to chair a given session, when the information is known. Is such information is not known, TAC members must make the Session Chairs aware of that fact too.
  - f. Notifying Session Chairs that they *must pay* conference registration fees, and that invited authors must also pay registration fees.
2. TAC members are primarily responsible for choosing Session Chairs. However, Technical and General Chair may become involved in the selection process, if they wish to do so. TAC members should make potential Session Chairpersons aware that Session Chair responsibilities include:
  - a. Making a commitment to attend the 1999 Asilomar Conference to chair their session. Session Chairpersons are responsible to find suitable replacements to chair their sessions should unexpected events prevent them from attending the Conference. In addition, Session Chairpersons **must** notify the Technical Chair **and** the Conference Registrar of such a replacement prior to the beginning of the Conference. Check the Conference's Web site for registrar's name and e-mail address (see Section 8, POC information).
  - b. Choosing invited papers. **Session Chairpersons must tell potential speakers whether the session is a poster/non-poster session, when this information is known. If this information is not known at that time, Session Chairpersons must make invited speakers aware of that fact.** In addition, Session Chairpersons must make potential invited speakers aware of the obligation to pay Conference registration fees, and that *one of the authors of the paper must present the work in order for the paper to be included in the Proceedings.*
  - c. Obtaining the following information regarding invited papers and forwarding this information to the appropriate TAC member *on schedule*:
    1. paper title,
    2. authors,
    3. affiliation,
    4. full mailing address, phone, fax and e-mail of Point of Contact for the paper to whom all correspondence regarding the paper will be sent,
    8. paper abstract in the format as specified in the Open Call for Papers, in electronic format and in plain text ASCII.
3. TAC sends copy of list of invited papers information to Technical Chair and General Chair. Technical Chair coordinates with TAC to obtain complete information. The Technical Chair is responsible for forwarding **complete** information regarding invited papers to NPS.
4. Technical Chair sends **complete** information to NPS. Information may be sent via e-mail or (IBM compatible) floppies.

5. NPS inserts invited and submitted papers information in the database.
6. TAC's, Technical Chair, and General Chair select papers during the Paper Selection meeting to be held on **TBD, 1999** at NPS. See below for further information regarding Paper Selection meeting.
7. E-mail addresses required as they will be used for contacting TAC members. Information is to be sent to the conference's registrar and the Conference coordinator.

## 1.b. Key Tasks and Responsibilities (after Paper Selection meeting)

**Table 2.** Key Tasks Deadlines and Responsibilities - Phase 2 (after Paper Selection meeting)

Task	Latest Completion Date	Responsibility
1st draft of Advance Program (AP) finalized and put on asilomar website for Tech. Chair and TAC's to download and check. Corrections to be sent back to Registrar	August, 1	NPS <sup>1</sup> Registrar: to complete draft and integrate corrections received from Chairs and TACs. Coordinator: to put 1 <sup>st</sup> draft on website.
AP corrections sent back by the Technical Chair and the TAC's	August, 10 (no changes accepted after that)	. NPS (Registrar) . Technical Chair (sends corrections to NPS Registrar)
AP corrections integrated into AP	August, 15	NPS (Registrar)
Mailing of accept/reject letters	August, 15	NPS (Registrar)
Electronic version of AP given to Publication Chair for formatting and printing	August, 15	. NPS (Registrar sends AP to Publication Chair)
AP formatted to be sent for printing and put on the website	August, 25	Publication Chair
AP put on website	August, 30	NPS (Coordinator)
AP mailed	September, 8	NPS (Publicity Chair)
Abstract Book finalized	October, 20	NPS (Registrar)
Conference registration	on-going	NPS (Registrar)
Mailing of Conference proceedings to Printer	November 20	NPS (Publications Chair)

Footnotes information:

1. Note that only minor changes to the program can be done at this point, such as misspelt names and so on. It is not possible to redesign sessions at this late stage.