

ASILOMAR 1999 KEY TASKS DEADLINES AND RESPONSIBILITIES

This document summarizes the main deadlines and responsibilities of individuals involved with the organization of the 1999 Asilomar Conference technical program.

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Please, note: as of 2/4/99, date for the 1999 Paper Selection meeting needs to be selected. Suggested dates: June 26, July 3, July 10.

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 ¹
Tech. Chair sends TAC's name, and contact information to NPS	February, 15	Tech. Chair ⁷
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) ³
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 ⁴
2 nd e-mail announcement of conference	April, 30	Publicity Chair
Invited papers info put in NPS database	May, 15	NPS ⁵
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 ⁶
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 ¹ Registrar: to complete draft and integrate corrections received from Chairs and TACs. Coordinator: to put 1 st 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.

2. Paper Selection Meeting Information

- . The Asilomar 1999 Paper Selection meeting is set for **TBD, 1999**, in Monterey, CA.
- . A social dinner will be held the evening before the Paper Selection meeting, at 6.30pm , location to be announced.
- . The Conference Coordinator will make hotel reservations and prepay hotel for the participants. The Asilomar Conference will pay for up to a maximum of 2 nights (arriving evening before the Paper Selection meeting and departing the day after the Paper Selection meeting). Hotel name to be announced.
- . The Asilomar Conference will pay for meals starting the evening before the Paper Selection meeting (if the participant does not attend the scheduled social dinner) until breakfast the day after the Paper Selection meeting. Please, keep meal receipts, as they will be needed for reimbursement.
- . Participants must make their own flight arrangements. The Chair handling TAC selection should notify TAC members **as early as possible** so that they can make early reservations and take advantage of lower airfares. In addition, flight expenses reimbursements for TAC's members are restricted to US \$500.00.
- . Keep all receipts and submit within 30 days to Financial Chair (Ralph Hippenstiel, NPS) for reimbursement (by check drawn on a U.S. bank)

3. Session Chairs (SC) Key Responsibilities

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 known. If the specific format of the session is not known at the time, TACs have the responsibility of making the Session Chair 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.

Session Chairs are responsible for providing the following information to their Technical Area Chairs no later than **April 1st, 1999.**

1. Provide invited paper information which includes:

author names, affiliation, and Point of Contact information for each paper (full mailing address, phone, fax, and e-mail of POC author to whom all correspondence regarding the paper is sent). electronic abstracts in plain text ASCII format.

Information must be forwarded in the following format:

File containing(plain text ASCII format):

session name XXX

session chair name and affiliation

invited paper 1 title

authors and affiliations.

POC information for the paper (address, fax, phone, e-mail)]

abstract (50 100 words max)

invited paper 2 title

authors and affiliations.

etc....

Please, note:

1. Invited papers with **incomplete information by June 1st will not be included** in the Conference Program.
2. Session chairs are responsible for contacting the authors of invited papers and insure that they provide complete information to their Technical Area Chair by the above deadline.

4. Technical Area Chair (TAC) Key Responsibilities

Technical Area Chairs are responsible for providing the following information to the Technical Chair no later than **April 15th, 1999**.

1. Provide Session Chair names, affiliation, address, phone, fax, and e-mail, session style (presentation/poster)
2. Gather invited paper information from the session chairs they have selected.
3. Provide complete invited paper information which includes:
author names, affiliation, and Point of Contact information for each paper (full mailing address, phone, fax, and e-mail) in electronic abstracts in plain text ASCII format.

Information must be forwarded in the following format:

File(plain text ASCII format):

session name XXX

session chair name and affiliation

invited paper 1 title

authors and affiliations.

POC information for the paper (address, fax, phone, e-mail)

Abstract (50 to 100 words max)

invited paper 2 title

authors and affiliations.

etc....

Repeat for each session

4. Review the advance program draft e-mailed to the TAC member and **send back corrections** to designated e-mail address **NLT August 15, 1999**.

Please, note:

1. Invited papers with **incomplete information by June 1st will not be included in the Conference Program**.
2. Technical Area chairs are responsible for contacting the session chairs and forwarding **complete** information to the Technical Chair.

5. Technical Chair (TC) Key Responsibilities

The Technical Chair is responsible for communicating with the Technical Area Chairs (TAC), and insuring that the TAC's gather the requested information on schedule. The TC is also responsible for forwarding this information in the proper format to NPS by the deadline (April, 30th).

Specifically, the TC is responsible for:

1. Obtaining from TAC members, names and full mailing information of each session chair.
2. Obtaining from each TAC members, complete invited paper information (author names, affiliation, and Point of Contact information for each paper (full mailing address, phone, fax, and e-mail), and sessions where invited papers are set-up).
3. Obtain from each TAC members two electronic files in plain text ASCII format containing the following information:
(plain text ASCII format):
session name XXX
session chair name and affiliation
invited paper 1 title
 authors and affiliations.
 POC information for the paper (address, fax, phone, e-mail)
 Abstract (50 to 100 words max)
invited paper 2 title
 authors and affiliations.
etc....
Repeat for each session
4. Review the advance program draft e-mailed to the TAC member and **send back corrections** to designated e-mail address **NLT August 15, 1999**.

Please, note:

1. Invited papers with **incomplete information by June 1st will not be included in the Conference Program**.
2. The Technical Chair is responsible for contacting the session chairs and forwarding **complete** information to NPS.
3. The Technical Chair will replace any Chair who is found to be unable to provide the information on schedule, after coordinating with the General Chair.

6. General Chair (GC) Key Responsibilities

1. The General Chair (GC) is responsible for overseeing that the various tasks indicated in Table 1, get done on schedule.
2. The General Chair will choose a plenary speaker.
3. The General Chair will replace any Chair who is unable to provide the information on schedule, after coordinating with the Technical Chair.

7. Asilomar 1999 - Session Constraints

Due to space limitations, the following firm constraints are imposed on session sizes.

1. A maximum of 7 oral sessions in parallel per half-day. This number is based on the number of rooms that the Asilomar Conference Center will assign based on the Conference size.
2. Each oral session (except Tuesday afternoon sessions) has a maximum of 8 papers. In special cases, Tuesday afternoon sessions may accommodate up to 9 papers, should there be no other alternative. Presentations are scheduled every 25min, with a 15-20min break mid-session.
3. An oral session may be split in no more than 2 half-sessions.
4. During each half-day, a maximum of 4 poster sessions may be set-up. **No poster session may have more than 16 papers.**
5. Optional Monday morning papers are restricted to 4 or fewer papers.

8. Expense Payments

The following expenses will be covered by the Conference:

a. Paper Selection meeting:

The Conference will pay the following expenses for up to 6 TACs, Technical and General Chairs:

- A) 2 nights (arriving evening before and departing morning after day of paper Selection meeting). Hotel name to be announced,
- B) Social dinner held the evening before the Paper Selection meeting (dinner cost for spouses will also be covered),
- C) Meals starting with dinner the evening before the day of the Paper Selection meeting (if the participant does not attend the scheduled social dinner) until breakfast the day after the meeting. Please, keep meal receipts, as they will be needed for reimbursement,
- D) Flight and/or rental car. Participants must make their own flight arrangements. The Chair handling TAC selection is responsible for notifying TAC members **NLT than April 1**, so that they can make early reservations and take advantage of lower airfares. In addition, flight expenses reimbursements are restricted to US \$500.00.

b. Conference

The Conference will pay for:

- A) Hotel room and board for Tech. And General Chair at the Asilomar Conference Grounds (spouse expenses are left to the Chairs' responsibility) ,
- B) Conference registration Cost for Tech and General Chairs.
- C) Conference registration Cost for TACs only if they stay at the Conference Hotel. Hotel costs are to be payed by the TACs themselves.
- D) For the Plenary Speaker: travel expenses, hotel room and board at Asilomar, conference registration fee, \$500.00 fee.
- E) Miscellaneous expenses incurred by the General Chair up to \$500.00. (Approved for Asilomar 1999 on a trial basis).

.Keep all receipts and submit within 30 days to Financial Chair (Ralph Hippenstiel, NPS) for reimbursement (by check drawn on a U.S. bank). No other expenses is authorized without approval from the treasurer.

9. POC information (valid as of 2/4/99, check the website for current information)

1. Asilomar Conference Web Site: <http://web.nps.navy.mil/~asilomar>, e-mail address: asilomar@ece.nps.navy.mil, info@asilomarssc.org (effective 12/98)
2. Conference Registrar: Ms. Sue Netzorg, Ph: (831) 656-2082, e-mail: snetzorg@nps.navy.mil (e-mail preferred)
3. Conference Coordinator: Prof. Monique Fargues, Ph: (831) 656-2859, e-mail: fargues@ece.nps.navy.mil
4. Conference Treasurer: Prof. Ralph Hippenstiel, Ph: (831) 656-2633, e-mail: hippenst@ece.nps.navy.mil
5. Steering Committee Chair: Prof. Charles Therrien, Ph: (831) 656-3347, e-mail: therrien@ece.nps.navy.mil
6. Publicity Chair: Prof. Murali Tummala, Ph: (831) 656-2645, e-mail: tummala@ece.nps.navy.mil
7. Publication Chair: Dr. Michael Matthews, MBARI, Ph: (831) 775-1768, e-mail: matthews@mbari.org

Note: NPS people e-mails may be changed sometimes during 1999. Please check with individuals for current info.

10. 1999 Technical Program Committee POC information (valid as of 2/4/99, check the website for current information)

General Chair: Prof. Fred J. Taylor, University of Florida, Ph: (352) 392-2692, fax: (352) 392-0044, e-mail: fjt@alpha.ee.ufl.edu

Technical Chair: Prof. Graham A. Jullien, University of Windsor, Ph: (519) 253-3000, ext: 2574, fax: (519) 971-3695, e-mail: jullien@uwindsor.ca