



PROGRAM SUBCOMMITTEE HANDBOOK

17 May 2010

TABLE OF CONTENTS

1	Foreword.....	4
2	Introduction.....	5
3	Organization.....	6
3.1	<i>Committees.....</i>	<i>6</i>
3.1.1	Conference Committee	6
3.1.2	Interservice Executive Committee	6
3.1.3	Council of Chairs	6
3.1.4	Operations Committee	6
3.1.5	Scholarship Committee	7
3.1.6	Best Paper Committee.....	7
3.2	<i>Subcommittees.....</i>	<i>7</i>
4	Subcommittee Areas of Responsibilities	8
4.1	<i>Subcommittee Membership.....</i>	<i>8</i>
4.2	<i>Schedule/Activities</i>	<i>8</i>
4.2.1	Kickoff Meeting.....	8
4.2.2	Abstract Submittal Window.....	8
4.2.3	Abstract Review Meeting	9
4.2.4	Paper Submittal Window	9
4.2.5	Clearance Form Submittal	9
4.2.6	Paper Review Meeting.....	9
4.2.7	Paper Corrections Submission Window	9
4.2.8	Presentation Submittal Window	9
4.2.9	Presentation Review and Program Walk-Through Meeting.....	9
4.2.10	Bag Stuffing	10
4.2.11	Speaker’s Meeting	10
4.2.12	I/ITSEC Conference.....	10
4.2.13	Conference Wrap-Up.....	10
4.3	<i>Commitment</i>	<i>10</i>
4.4	<i>Abstract Review</i>	<i>11</i>
4.5	<i>Birddog Responsibilities—Part 1</i>	<i>11</i>
4.6	<i>Paper Review</i>	<i>12</i>
4.6.1	Continuing Education Units (CEUs)	13

4.7	<i>Birddog Responsibilities—Part 2</i>	13
4.8	<i>Special Events</i>	14
5	Appendices	15
5.1	<i>Role of the Birddog</i>	15
5.1.1	Abstract Review & Related Activities	15
5.1.2	Paper Review & Related Activities	16
5.1.3	I/ITSEC Conference Activities	17
5.2	<i>Paper Session Chair and Deputy Session Chair Duties</i>	17
5.2.1	Preparation	18
5.2.2	Practice Sessions	18
5.2.3	CEUs	18
5.2.4	Session Introduction.....	18
5.2.5	Session Timing.....	19
5.2.6	Session Q&A	19

1 Foreword

The Interservice/Industry Training, Simulation & Conference (I/ITSEC) Subcommittee Handbook was originally published for the 17th I/ITSEC in 1995. It has been updated since then and a lot of pertinent information has been placed on the I/ITSEC Web site, <http://www.iitsec.org/Pages/default.aspx>.

In its current form, the handbook attempts not to duplicate information that is on the web site, but to provide a true guide to assist all subcommittee members in finding and understanding the information that they will need to make them productive members of their subcommittees.

To make this document have a longer useful life, an abundant use of links to current information is used rather than giving names, e-mail addresses, phone numbers, etc. that may become obsolete.

If you have suggestions for improvements, additions or deletions to this document, please address them to the current Program Chair whose contact information can be found at <http://www.iitsec.org/about/LEadership/Pages/default.aspx>.

2 Introduction

I/ITSEC is sponsored by the National Training & Simulation Association (NTSA). The history of the conference can be found at <http://www.iitsec.org/about/Pages/History.aspx>.

In addition to the many exhibits by industry, government agencies and academic institutions, I/ITSEC is a showcase for presentations on all aspects of current work and research for future work being done in the simulation and training industry. This handbook is intended to be a guide for the subcommittee members who dedicate their time and energy to ensuring that papers written and presentations given at I/ITSEC each year are of the highest quality possible.

Preparation for I/ITSEC is a year-long process and takes the commitment of subcommittee members, from government, industry and academia alike, to ensure its success. This guide is to both help you understand your commitment and assist you in accomplishing your mission. We're sure the experience will be very rewarding for you. And don't worry—subcommittee members work hard, but play hard as well! Welcome to the I/ITSEC Subcommittee family—have fun!

3 Organization

I/ITSEC can really be broken into two closely related but distinct parts; the trade show (exhibits) and the conference program. The overall responsibility for the scheduling, booking, and management of the tradeshow and conference falls to NTSA and they take the lead in orchestrating the trade show component of the Conference. The conference program is organized and managed by a rotating group of volunteers from government, industry, and academia, led by the Conference Chair. The Conference Chair is assisted, among others, by a Program Chair who is responsible for the overall management of the educational aspects of the conference program, such as the tutorials, papers, presentations, etc. Subcommittees are formed to act as peer reviewers for the submitted abstracts/tutorials/papers/presentations and to manage the presentation tracks during the conference.

3.1 Committees

3.1.1 Conference Committee

The Conference Committee is made up of the Conference Chair and Deputy, the Program Chair and Deputy, the Interservice Executive Committee, the NTSA President, the I/ITSEC Coordinator (NTSA), the Scholarship Committee Chair, the Publicity Chair, the Operations Committee Chair, the Special Events Coordinator, the Exhibits Coordinator (NTSA), the Academic Advisor, the Education Training Advisor, the Modeling and Simulation Advisor, and others representing special projects.

3.1.2 Interservice Executive Committee

The Interservice Executive Committee is made up of the Service Executives and Service Principal from each of the Services and from the Office of the Secretary of Defense (OSD).

The current members of the Interservice Executive Committee can be found at http://www.iitsec.org/about/LEadership/Pages/Executive_Committee.aspx. Each year, on a rotating basis, one of the Services (the Navy and Marines join forces to be the Sea Service) takes the lead role for sponsoring the conference. For that year, they are known as the Lead Service and certain aspects of the proceedings will be in keeping with their affiliation.

3.1.3 Council of Chairs

The Council of Chairs is made up of past I/ITSEC Conference Chairs.

3.1.4 Operations Committee

The Operations Committee is in charge of the facilities for the various meeting and presentation rooms.

3.1.5 Scholarship Committee

The Scholarship Committee is chaired by the previous year's Conference Chair. To find the name of the current Scholarship Chair, please go to <http://www.iitsec.org/about/LEadership/Subcommittees/Pages/default.aspx>.

For information on scholarships, please go to:

<http://www.iitsec.org/Community/Education/Pages/Scholarships.aspx>.

3.1.6 Best Paper Committee

The Best Paper Committee is headed by a representative from the current year's Lead Service and is made up of a member of each subcommittee. The role of the committee members is to read each of the subcommittees' best paper and to attend the presentation of those papers. Specific guidance will be given by the Chair of the Best Paper Committee. The contact information on the current Chair of the Best Paper Committee can be found at:

<http://www.iitsec.org/about/LEadership/Subcommittees/Pages/default.aspx>.

3.2 *Subcommittees*

Subcommittees are made up of members from industry, academia and from the government. As with any relevant conference, the names and focus of the subcommittees change as our industry evolves. There currently are six subcommittees, each with a Subcommittee Chair, Deputy Chair and subcommittee members. As a subcommittee member, your primary contacts for your participation on the subcommittee should be with your Chair and Deputy. For a list of the current subcommittees and contact information for the Chair, please go to:

<http://www.iitsec.org/about/LEadership/Subcommittees/Pages/default.aspx>.

Since we are continually bringing new members into the process, one of the I/ITSEC "old hands" is designated as the New Member Mentor. Don't worry about finding this person— if you are a new member, they will find you! They are a great resource for general information and sometimes organize social events so that the new folks have an opportunity to meet others. REMEMBER—the new member mentor is there for general information. You should correspond with your Subcommittee Chair or Deputy for information on the conduct of Abstract and Paper Reviews and any other workings of the subcommittee. Each subcommittee does its work in a slightly unique way—make sure you're in tune with your Chair!

Schedules are always in a state of flux. As a member of a subcommittee, from Chair on down, you are a key part of the communications link between the "providers" of the content (papers/tutorials/special events) and the "organizers" (Program Chair, NTSA, and the Conference Committee). Keeping your I/ITSEC chain apprised of your planned (extended) absences during the year will greatly facilitate communication and minimize frustrations. Waiting for a response to a "critical" message for days is not something any of us are unfamiliar with...let's try to prevent that by keeping the deputies involved as well.

4 Subcommittee Areas of Responsibilities

4.1 Subcommittee Membership

Subcommittee membership is typically made up as follows:

- Subcommittee Chair
- Subcommittee Deputy Chair
- Council of Chairs Representative
- Operations Committee Representative
- Three representatives each from the Army, Navy, Air Force and Marine Corps
- An OSD representative
- Thirteen representatives from industry and academia

4.2 Schedule/Activities

To find the location and dates of the various I/ITSEC meetings as well as which ones YOU are supposed to attend, please see:

<http://www.iitsec.org/about/Pages/Futuredates.aspx>.

This will tell you where the Abstract and Paper Reviews will be held, phone numbers to get your room reservations, etc. NOTE—there are usually golf outings associated with these meetings. Should you be a golfer, you might want to wait until the golf announcement comes out so that you can plan your travel accordingly. The following are the typical I/ITSEC meetings held throughout the year.

4.2.1 Kickoff Meeting

This one-day meeting is held in January with selected invitees. Subcommittee Chairs and Deputies are invited to this meeting. Initial planning, finalizing subcommittee membership, etc. are typical activities accomplished at this meeting.

4.2.2 Abstract Submittal Window

Abstracts for papers and tutorials are usually submitted in the January – February time frame. This is important information for all subcommittee members to know!!! We should all be encouraging those whose work is of interest to our industry to submit abstracts. This is the same window for those who are interested to submit abstracts for Tutorials. The current “Call for Papers and Tutorials” can be found at:

http://www.iitsec.org/authors/Submission_Instructions/Pages/default.aspx.

4.2.3 Abstract Review Meeting

The Abstract Review takes place in March each year and is normally a two-day event. For the location, dates and typical schedule (minus golf), please see <http://www.iitsec.org/about/Pages/Futuredates.aspx>. Golf is normally the day before the meeting starts.

4.2.4 Paper Submittal Window

The dates that authors may submit their papers are listed at <http://www.iitsec.org/authors/Pages/ImportantAuthorDates.aspx>. The dates are typically in May – June.

4.2.5 Clearance Form Submittal

The current clearance forms and their due dates can be found at <http://www.iitsec.org/authors/Pages/Forms.aspx>. Clearance forms are typically due some time in July prior to the Paper Review. NOTE—papers cannot be accepted unless the Clearance Form has been received!

4.2.6 Paper Review Meeting

The Paper Review takes place in July each year and is normally also a two-day event. For the location, dates and typical schedule (minus golf), please see <http://www.iitsec.org/about/Pages/Futuredates.aspx>. Again, golf is usually conducted the day before the meeting starts.

4.2.7 Paper Corrections Submission Window

After the Paper Review meeting, accepted authors will be notified about the status of their paper. If their paper is accepted but requires changes, the deadline for submitting these changes can be found at:

<http://www.iitsec.org/authors/Pages/ImportantAuthorDates.aspx>.

Accepted authors will need to follow the same instructions as for uploading their original paper.

4.2.8 Presentation Submittal Window

Presentations are typically due in August – September. For specific dates and instructions to upload the presentations, please see:

http://www.iitsec.org/authors/Submission_Instructions/Pages/default.aspx.

4.2.9 Presentation Review and Program Walk-Through Meeting

This one-day meeting typically takes place at the convention site in October. Subcommittee Chairs and their Deputies are typically invited as well as the Conference Committee.

4.2.10 Bag Stuffing

Another long tradition that gives you a legitimate opportunity to arrive at I/ITSEC a day early is the Sunday morning Bag Stuffing. If you are at all interested in meeting with all the executive leadership and showing your interest in moving up in the organization, this is a must attend event. This very enjoyable networking event takes place the Sunday morning of I/ITSEC week. Breakfast is provided before the fun begins. The more that show up, the merrier the time all will have and the quicker this important task is accomplished! We always finish well before the I/ITSEC Golf Event start, so all can participate. Specific information on the exact time and location of bag stuffing will be provided to you by your Subcommittee Chair.

4.2.11 Speaker's Meeting

On the eve of the official opening of I/ITSEC, there will normally be a Speaker's Meeting for all accepted presenters and authors, All Subcommittee Chairs and Deputies, all Session Chairs and Deputies, Operations Committee members, all Birddogs of accepted presentations, and others as determined by the Program Chair. Important "household" information will be distributed here and this is an excellent way to meet presenters/authors you have not had a chance to meet before.

4.2.12 I/ITSEC Conference

The dates of the upcoming Conference are listed at:
<http://www.iitsec.org/attendees/Pages/Agenda.aspx>.

4.2.13 Conference Wrap-Up

On Friday of the Conference week, the Conference Committee and Subcommittee Chairs and Deputies meet to capture notes of all the good and the bad while I/ITSEC is fresh in everyone's mind.

4.3 Commitment

It is extremely important for all subcommittee members to do their assigned tasks throughout the year and to attend the Abstract Review, Paper Review, and I/ITSEC itself. Your commitment as a member of a subcommittee is spelled out below.

Before accepting a position on an I/ITSEC subcommittee, be sure you take the time to read and understand your commitment. A good idea would be to share this information with your supervisor as well. As a subcommittee member, you may be asked to provide a letter/e-mail from your supervisor indicating their support of you being on an I/ITSEC subcommittee and their understanding of the commitment that entails. Written information on your commitment can be found in the Subcommittee Members' Handbook at <http://www.iitsec.org/about/LEadership/Subcommittees/Pages/default.aspx>.

Absences from the Abstract and Paper Reviews should be rare. As you will read on the commitment link, subcommittee members must notify their Subcommittee Chair if they will not be at one of these reviews as far in advance as possible. Additionally,

subcommittee members are required to turn in their scoring forms for either the Abstracts or the Papers prior to the review that they will miss.

The normal ‘term’ for a subcommittee member is three years. Subcommittees try to have a 1/3 turnover each year so that about a third of the members are in their third year, a third are in their second year, and a third are newcomers to the subcommittee. If you are in your third year on a subcommittee and would like to continue serving on an I/ITSEC subcommittee, you should make your desires known to subcommittee deputies on the subcommittees where you would like to serve. Some members will be allowed to transfer to other subcommittees; others will not be invited back so that new members can be welcomed on board.

4.4 Abstract Review

The Abstract Review is the first time in the calendar year that the entire I/ITSEC team meets. Again, the location, dates, and typical schedule are on the web site as described above in 4.2.3. It would be good to review the Call for Papers and Tutorials as you read the abstracts submitted to your subcommittee. Your Subcommittee Chair will pass information to you on how to download the abstracts and will give you any other specific information on how your subcommittee will operate during the Abstract Review. During the abstract review, your subcommittee down-selects the submitted abstracts through the subcommittee’s peer-review process. The process will result in a list of accepted abstracts and the authors will be invited to submit a paper.

If you missed the Abstract Review, you will likely be assigned Birddog responsibilities in your absence. Be sure to contact your Subcommittee Chair as soon as possible to find out which papers you are responsible for and to collect the feedback sheets. One way or another, this would be a good time to read and understand the role of an I/ITSEC “Birddog.” Please see the role of a Birddog below.

4.5 Birddog Responsibilities—Part 1

By the time you leave the Abstract Review, you will be assigned as a Birddog to one or more sets of authors. All the authors who have successfully completed the first hurdle and had their abstract accepted to go to paper need our encouragement to write the paper and submit it on time. Your job as the Birddog will be to correspond with the authors and to offer them guidance as they perform the writing process. It is important to stress to the authors that you are their advocate at the Paper Review.

As a Birddog, you need to keep in contact with your authors, making sure they know when their paper has to be submitted and that they understand the various gates they need to pass along the way. A method to help keep your authors on schedule (this is spelled out in the Checklist for Birddogs) is to ask for Draft versions of the paper so that you can give them constructive feedback and give them the highest probability that their paper will be accepted for presentation at the conference. The paper submittal window, along with instructions for the author on formats, how to upload the paper, etc, can be found at http://www.iitsec.org/authors/Submission_Instructions/Pages/default.aspx.

A very important element of the paper and tutorial submittal and approval process is the Clearance Form. This form *must* be completed and submitted in a timely manner regardless of the source of the paper or tutorial. *Occasionally these forms take quite a bit of time to go through all of the reviews within the respective organizations*, so as a Birddog, highly encourage your authors to begin the clearance process as soon as possible!

Reminder— papers cannot be accepted unless the Clearance Form has been received! A clearance release guide is available to the authors to help navigate their organization's release requirements and can be found as part of the Author's Handbook at:

http://www.iitsec.org/authors/Submission_Instructions/Pages/default.aspx.

The latest information on the role of the Birddog can be found in [Section 5.1](#) of this document.

4.6 Paper Review

Preparing for the Paper Review will most likely be your busiest time from a commitment stand point. The good news is that it is also probably the most rewarding time. Your Subcommittee Chair will let you know when the papers are ready to be downloaded and the instructions on how to do so. They will also let you know if you are required to read and evaluate all submitted papers or a specified subset. A word to the wise—get started on your reading as soon as you're given the go ahead!! Doing so will allow you the proper time to read and fairly evaluate each paper. Remember—the authors have spent a good deal of time in preparing the paper. As a subcommittee member, you owe them a fair and honest review of their work. Again, take specific directions from your Subcommittee Chair on how your subcommittee will operate during the Paper Review. At the end of the review, papers are accepted for publication and presentation (*with* or *without* additional editing requirements), accepted for publication only, or rejected. Papers selected for presentation will be grouped together into sessions containing three papers. Session Chairs and Deputies are assigned from subcommittee members and will have the additional duties as outlined at [Section 5.2](#) of this document.

If papers are accepted but require editorial or content changes, the due date for the final paper version (i.e., the ready to print version) can be found at:

<http://www.iitsec.org/about/Pages/Futuredates.aspx>.

As with the Abstract Review, if you had to miss the meeting be sure to get in touch with your Subcommittee Chair as soon as possible after the meeting concludes to gather the feedback on the papers you birddogged and to find out about additional assignments you got (session/deputy chair).

For the Birddogs whose papers have been accepted, your job is not done! Read on.

4.6.1 Continuing Education Units (CEUs)

A select number of papers from those submitted for the conference will be chosen for CEU credit. All conference registered attendees are eligible for CEU credits. Those interested in obtaining CEU credit must attend the sessions and answer predetermined questions on the topic represented by the paper and presentation. At the Abstract Review, your subcommittee will learn about CEU criteria. At the Paper Review, your subcommittee will further discuss the process to determine if the paper has met the requirements for being selected for CEU. Information on CEUs can be found at <http://www.iitsec.org/Community/Education/Pages/ContinuingEducation.aspx>.

4.7 *Birddog Responsibilities—Part 2*

Communication is a key responsibility of the Birddog. After the paper review, authors are eager to find out if their paper made it and if not, why not.

For all papers accepted, whether for publication only or for publication and presentation, the Birddog needs to continue to work with the author to get any required / desired changes to the paper implemented and then reloaded to the web site. The date that the updated accepted papers are to be resubmitted can be found at <http://www.iitsec.org/about/Pages/Futuredates.aspx>. In order for the authors to be able to make those changes, you need to get them all the comments ASAP after paper review and **be sure to review the final paper version that is uploaded.**

For those authors whose paper was not accepted, they deserve to know what the subcommittee felt was missing. As their Birddog, it is your responsibility to give them feedback on the deliberations. Your best bet is to collect the feedback sheets from you fellow subcommittee members right after the paper review and consolidate the information. Be gentle – we want to encourage authors to try again!!

Each subcommittee seems to take a little different approach to the use of Birddogs and Session Chairs as the transition from papers to presentations occurs. Be sure to have a good understanding of how your Subcommittee Chair wants you to handle that transition. Regardless of how the transition takes place, you can volunteer to stay in the loop by reviewing drafts of the presentation, attending their practice session and their actual presentation as a sign of support.

As a birddog you will have one continuing commitment, if the paper for which you were the birddog is selected for CEU credit. If you are the birddog of a CEU paper/tutorial, it is your responsibility to explain to the author the honor of being selected as a CEU paper. You will also forward the CEU Question Entry Form spreadsheet to them with the requirement to submit four (pertinent and intelligent) multiple choice questions on that form ***to you by the same due date as their presentation!*** Tutorials are automatically eligible for CEU credit and the Tutorial Board has a slightly different timeline for their authors' submission of the questions.

As the birddog of one or more CEU papers, you will then perform a quality check (four questions, not ‘trick’ questions, etc.) aggregate all collected questions into a single CEU Question Entry Form and forward it to your Subcommittee Deputy. The Deputy Chair will collect all CEU questions, put them on a single spreadsheet and forward them to the CEU Coordinator at UCF.

4.8 Special Events

Each year the Conference Committee of I/ITSEC seeks to present events of special interest to the community. Many of these events originate within the subcommittees. If you have an idea for a Special Event, please coordinate with your Subcommittee Chair who will provide you with the template with the information needed to present to the Conference Committee. A Special Events Coordinator is a member of the Conference Committee. The contact information for that person can be found at <http://www.iitsec.org/about/Pages/Contactinformation.aspx>.

5 Appendices

5.1 *Role of the Birddog*

Birddogs are loyal companions who point out where the game is, and fetch the ones that their master has been fortunate enough to shoot. I/ITSEC Birddogs are very much like their canine counterparts! They spend a lot of time out in the community helping to identify potential authors. Once an author has been "pointed," the Birddog sniffs out the paper and makes sure that it gets written and submitted. Then the Birddog returns to the subcommittee to make a recommendation on accepting the paper for presentation. Just like the loyal canine Birddog, the I/ITSEC Birddog makes sure that everything goes well for their assigned authors. In short, the Birddog is the principal communication link between the subcommittee and the author until the paper is presented at the conference. The Birddog is there to help the author meet the conference guidelines and schedule.

So, you can see as a Birddog, you play a key role in the success of your author and have several important duties to perform. The more critical of them are listed below:

5.1.1 Abstract Review & Related Activities

- Prior to the meeting, decide which abstracts appeal to you so that you can volunteer as a Birddog. Birddogs will be assigned at the Abstract Review.
- Make note of significant comments about the abstract and collect all written evaluation sheets from the subcommittee members at the end of the discussion.
- Have fun!
- Upon completion of the Abstract Review, the Subcommittee chair will enter accept/not accept into the on-line system. For those Abstracts that are accepted, the chair will also submit the name of the Birddog.
- Once the information is entered, an e-mail will be auto-generated to the Authors and Birddogs.
- Contact the successful author within two days after the auto-generated acceptance message from the Abstract Review to verify phone numbers and mailing addresses.
- Send all comments to the authors for their consideration. Suggestions by the subcommittee will help the authors tailor the paper so that it has a high likelihood of acceptance.
- Ensure that your author submits the clearance form. Everyone must submit a clearance form even if it only states that no clearance is necessary. Sometimes government clearance processes can take 30 days so don't let your author delay in starting this process. Typically, clearance forms are scanned and e-mailed or faxed to

the current I/ITSEC Program Chair. Your Subcommittee Chair will instruct you on how to get the clearance form submitted.

- Keep in touch with the author periodically making sure that the paper gets written and submitted. Some authors get "cold feet" before it's time to submit the paper, especially if they have delayed in starting the writing process. Make sure the author is confident and will actually write and submit the paper. Working with them early on to establish a date for them to give you a draft will help them focus their efforts and give you an opportunity to touch base on progress, to review the draft and give constructive criticism, and to encourage them.
- As the submission deadline nears, verify via the website that the author has submitted the paper.
- Prior to the Paper Review, confirm receipt of your author's clearance form.

5.1.2 Paper Review & Related Activities

- During introductions, look for the Operations Committee Chair and members of that team so that you can recognize them. They copy presentations to the computers in the practice rooms and presentation rooms and provide assistance in case of emergencies with audio-visual needs. Therefore, learn their names and faces now so you'll recognize them if you need them at the conference.
- You are your paper's advocate at the Paper Review.
- Be ready to collect comments, just as you did during the Abstract Review.
- If the paper is selected, phone the author within two days after the Paper Review and review the comments made by the subcommittee.
- It may be necessary to mail all or some of the comment sheets to the author for consideration.
- Have fun!
- The final date for Paper Revisions will be announced at the Paper Review and is on the I/ITSEC web site.
- Verify via the website that the author has submitted the revised paper.
- Ensure that the author's presentation material has been uploaded by the established deadline for review in mid-October.
- Once the presentation materials have been reviewed, some authors may need to make revisions prior to the conference. Make sure the author understands what needs to be done and why as well as the deadline for revisions.

- Verify via the website that the author has submitted the presentation.
- If your paper has CEUs, make sure your author submits the four required CEU questions to you by the same date the presentation is due. Collate all questions (if you have multiple CEU papers) and send them to your subcommittee deputy. They will in turn send all the CEU questions from your subcommittee to the CEU representative at UCF.
- Encourage the speaker(s) to schedule a practice session in one of the practice rooms available. A sign-up sheet will be available on the web from mid-October to mid-November. Remind them to try to schedule when you and/or the Session Chair can attend! The speakers need to let you know when and where their practice session will be.
- Thirty days prior to the conference, ensure that the speaker has registered. The Program Chair will send out invitations to the Speakers' Meeting and reception the evening before the opening ceremony. Strongly encourage the speaker to attend.

5.1.3 I/ITSEC Conference Activities

- Ensure your speaker(s) pick up their Speaker Ribbons at the registration desk. (Paper Presenters should be registered Conference Attendees. Presenters do not receive reduced rates.)
- Attend the speaker's practice session and provide constructive feedback.
- As a Birddog you should attend the session for your author. By this point, you will be a friendly face in the crowd that will put them at ease so they can make the best presentation possible. You should assist the Session Chair by testing the lights and audio-visual equipment before the session.
- You may need to be a door guard to ensure that the presentation is not interrupted and everything goes off smoothly.
- Have fun!

5.2 Paper Session Chair and Deputy Session Chair Duties

There are several jobs to be performed during an I/ITSEC paper session. To keep things moving smoothly, make a point to arrive to the room early and verify that all the presentations open easily. Become familiar with the lighting so that it can easily be dimmed during the presentation for best viewing and raised between presentations to facilitate people moving into and out of the presentation hall. (This is an excellent task for the Deputy Session Chair who can also use the vantage point to check attendance for the Session Metrics form.) Keep the number for the Operations Team handy in case last

minute support is needed. Check the time and be prepared to welcome people and ask them to take a seat so that the session can start on time.

5.2.1 Preparation

Contact each of your presenters prior to the opening of the conference; introduce yourself and your deputy, and copy your deputy on all correspondence. Have your presenters send you a brief bio to assist in creating your introduction (see Introduction section below). Confirm that presenters will be attending the Speaker's Meeting and ask them to make a point to meet you at this meeting. If you recognize your presenters, you will be able to confirm they have arrived and not be wondering if they will appear at the end of your introduction! Ask the presenters to arrive early for the session and, if possible, to attend the entire session. Sessions are planned as a cohesive set and it is wonderful when presenters can refer to related items in previous presentations. Not all presenters are comfortable with this style, but many are and it helps tie the session together.

5.2.2 Practice Sessions

Strongly encourage your presenters to sign up for practice sessions online before the conference. You will be advised as to when the web page will be available prior to the conference. Many kinks are worked out by using the presentation submitted on the equipment that will appear in the room. Practice sessions last an hour and give the presenter an opportunity to check timing and adjust. You may offer for your presenters to sign up for consecutive slots. This would allow the presenters to hear the other presentations and perhaps add references that will tie them together. As Session Chair, the practice session gives you one last chance to familiarize yourself with your presenter's slides. Pay particular attention to what their presentation (slides and verbiage) looks like near the end. Then if they are running out of time during the session, you'll have an idea for how much of their presentation they have left.

5.2.3 CEUs

If there are any CEU presentations in your session, you will be given instructions on what tasks to complete (if any). If there are tasks to complete, the Session Chair should make any announcements necessary; the Deputy Session Chair can assist with any other activities (e.g., scanning badges, collecting forms, etc.). At a minimum, the audience should be informed if the presentation is eligible for CEU credit.

5.2.4 Session Introduction

The Session Chair introduces the speakers and keeps the session on track. However, the Deputy should be prepared to take over at any time. Therefore, be sure to write-up your introduction in advance and share it with your deputy. Here is the 1-2-3 guide to effectively introducing a speaker from Toastmasters. This will help you collect the right bio information from your presenters. Note: The introduction provided here is totally fiction!

1. Introduce the subject of the presentation and why it is important.

"Ever since the introduction of the Distributed Interactive Simulation (DIS) protocols nearly a decade ago project teams have been wrestling with providing deterministic solutions for bandwidth requirements in a given implementation of DIS for training. Our next presentation will address this subject and provide quantitative data from a case study of the "Design for High DIS PDU Traffic Rates"."

2. Tell why the presenter has credibility to address the subject.

"Our presenter holds B.S. and M.S. degrees in electrical engineering from MIT and has over 14 years of experience in the design and development of real-time simulation systems with Lockheed Martin. He has most recently served as the Lead Systems Engineer for the Close Combat Tactical Trainer (CCTT) program, from which a majority of the material for the presentation has been developed."

3. Finally, present the speaker!

"Ladies and gentlemen it is my pleasure to present Mr. John Doe!"

5.2.5 Session Timing

It is critical for the Session Chair to keep the session on schedule. Keep the Introduction to the first 2-3 minutes of the 30 minute slot. Then allow 20 minutes for the presentation and 5 minutes for Q&A. If the presentation uses the Q&A time, simply ask the presenters if they can address questions outside the presentation hall. Then you will have about 2 minutes for people to flow into and out of the room while you complete the Session Metrics form and make any announcements regarding CEUs.

Make certain that your presenters are well aware of the timing requirements and of the cards for 5, 3, 1 minute(s) that you will use to notify them of the time remaining.

Due to Best Paper candidates needing to be reviewed by the Best Paper Team and CEU attendees scheduling their day, don't be tempted to adjust the presentation schedule if a presenter does not show up. Simply notify the audience that the current presenter has been delayed unexpectedly and the following presentation will be presented as scheduled.

5.2.6 Session Q&A

At the end of the presentation, THANK THE PRESENTER! Recognize their efforts. Then open the floor for questions. As the Session Chair, please make certain that the speaker repeats the question if the questioner didn't have a microphone when asking. Many times the presenter's answer is completely out of context without the question. Sometimes the audience is reluctant to ask questions --be prepared with a question yourself to get the dialog going!

Stay alert to the time remaining and feel free to ask the presenters if they could address additional questions outside the presentation hall or during the break.